

University of Nottingham
Space Management Committee
Agenda & Papers

SMC (14) 118 Meeting
4th June 2014

SMC Meeting - Agenda (14) 118

University Park, Willoughby Hall, A.533 Machicado Room – 3-5pm Wednesday 4th June 2014

1.0	Apologies:				
2.0	Minutes from the Previous Meeting:				
2.1	The minutes of the meeting held on 19 th March were distributed to members on 28 th March 2014 and are included with these papers.				
3.0	Chair's Report:				
3.1	<p><u>SMC Terms of Reference</u> CG's draft EXPLORING THE ROLE AND REMIT OF SPACE MANAGEMENT COMMITTEE included at Chair's request. The Committee is invited to comment and approve.</p>				
3.2	<p><u>UEB Directive</u> UEB has approved the consolidation of Integrated Financial Management teams. The objective being to create comprehensive, business-focused delivery of financial services including those currently delivered locally. The comprehensive service will include:</p> <ul style="list-style-type: none"> • operational budgeting and budget management support • transaction processing and support e.g. travel and expenses, stationery ordering • business finance advice • business case preparation • strategic financial planning • financial reporting <p>The Committee is asked to consider where space is available to accommodate the teams. Requirements are:</p>				
	Location:	Teams:	Others:	Total:	Location:
	QMC	12	7	19	B Floor Med School
	UP - Central	6	5	11	Trent
	UP - East 1	7	2	9	Pope/Coates/ Physics/Tower
	UP - East 2	8	2	10	Pope/Coates/ Physics/Tower
	Jubilee	6	2+2	10	Exchange/Nat West/ Amenities
	SB	5	2	7	Main Library - January 2015
	SMC are requested to approve a budget of £150K for the refurbishment of these locations. Funding will be from UEB contingency 2014/15.				
4.0	SMC Budget:				
4.1	Update from Finance on SMC Budget for 2013/14.				
4.2	Requests for additional funding for:				
4.2.1	De minimis – Request for £25K from 1 st August				
4.2.2	CT Room furniture – Request for £25K from 1 st August				
4.2.3	Signage – Request for £25K from 1 st August				
5.0	Other Reports:				
5.1	2014 Space Utilisation Survey – Summary and results only included. Full version available on request.				
6.0	Project Submission Bids:				
6.1	<p><u>Faculty of Engineering – New Spaces to Teach, Learn and Study Design</u> The Faculty of Engineering submitted a two part bid, initially for space to</p>				

	<p>teach, learn and study design, to the Committee in March. The Committee challenged the Faculty to devise a teaching and learning layout that could be implemented in a Centrally Timetabled room that suited their needs and to develop a scheme suitable for group project work.</p> <p>The proposal is to create a series of small teaching spaces with a mezzanine floor over for large group teaching in Pope A13 & 14 and a group project work space in Coates A1, 3 & 7, all currently Timetabled rooms.</p> <p>Costs are estimated at £700K, although this is dependent on the final specification and AV/PC provision proposed.</p> <p>Members are invited to comment.</p>
	<p>6.1.1 SMC Working Group met with the Faculty to discuss their proposal. The Working Group is invited to comment.</p>
<p>6.2</p>	<p><u>School of Life Sciences – Acquisitions & Refurbishments in Life Sciences & Life Sciences Link</u></p> <p>The School of Life Sciences have developed their bid for the acquisition and refurbishment of various spaces in their buildings, as requested by the Committee at March’s meeting. The principal behind the bid is to co-locate staff and researchers on University Park, thus freeing up embedded space in QMC, which was approved in principal.</p> <ul style="list-style-type: none"> • Refurbishment of Life Sciences A101, A103, B43, B64, B71, B99, B109 & B135 – Teaching & Research Offices • Acquisition and refurbishment of Life Sciences B93-B98 – Unoccupied Laboratory & Support Spaces • Refurbishment of Life Sciences B136-B146 - Laboratory & Support Spaces • Acquisition and refurbishment of Life Sciences Link B11-12 – Faculty of Engineering Laboratories • Acquisition and refurbishment of Life Sciences Link B10 – Laboratory • Refurbishment of Life Sciences Link B23 – Office • Acquisition and refurbishment of Medical School C5 – Institute of Genetics Laboratory Suite • Refurbishment of Life Sciences A34 – Office <p>100% funding is requested. Costs are estimated at £562K. NB This cost estimate does not include for works in Life Science Link B23 and IBIOS area enabling the vacation of B11-12, which is currently allocated to Engineering.</p> <p>Members are invited to comment.</p>
<p>6.3</p>	<p><u>School of Mathematical Sciences – Remodel of Existing Space</u></p> <p>A Notice of Correspondence requesting the remodelling of existing and the acquisition of new space was received from the School and was reviewed at the last meeting. The Committee was not in support of allocating additional space and challenged the School to consider further remodelling within their existing building to better suit their needs.</p> <p>This submission bid is requesting funding in support of some remodelling works in their building.</p> <p>50% funding is requested. Total costs are estimated at £75K.</p> <p>Members are invited to comment.</p>

6.4	<p><u>School of Medicine - Administration Hub Remodel in the Medical School</u> The second phase of the School of Medicine hub development is designed to create a student resource area, bringing together student welfare and pastoral support, faculty careers, e-learning team and the Clinical Sub Deans. 100% funding is requested. Costs are estimated at £153K. This figure excludes works to the Exec Suite, which Estates estimate at £25K, totalling £178K. NB This cost estimate does not include the removal of the asbestos known to be in the area. Members are invited to comment.</p>
6.5	<p><u>School of Pharmacy – Pharmacy Remodel Phase 2</u> The School of Pharmacy submitted a bid for funding for major alterations within their building to January’s SMC. Phase One was approved by the Committee in March. This is a request for the funding of Phase Two. 100% funding is requested. Costs are estimated at £270K. Members are invited to comment.</p>
6.6	<p><u>School of Economics – Corridor Refurbishment in Sir Clive Granger</u> The School are bidding for funding with which to refresh and modernise their environment in Sir Clive Granger building. The proposal consists of:</p> <ul style="list-style-type: none"> • Replacing office doors, approx. 80No. • Painting architraves and skirting in corridors white • Recarpet corridors • New lighting to corridors • New banisters to 2No. staircases • Paint landings and staircases woodwork white • Paint office window ledges and corner boxings white <p>NB. Gaskell Cost Consultants were asked for an estimate of cost based on works to corridor spaces only. Other works were not originally included in the proposal. The School has offered £30K in support of their bid. Total costs for works to corridors only are estimated at £130K. They are requesting £100K. Members are invited to comment.</p>
6.7	<p><u>Faculty of Engineering – Door Replacement in Coates</u> The Faculty of Engineering are planning further refurbishment works in Coates. They are bidding for funding in support of their proposal to replace old doors sets on Floors A & B. 50% funding is requested. Total costs are estimated, by the Faculty at £102,700. Members are invited to comment.</p>
6.8	<p><u>Faculty of Engineering – Additional Academic Offices in Coates</u> The Faculty of Engineering are planning to create 6No. academic offices from existing open plan office space and a storage room. 50% funding is requested. Total costs are estimated, by the Faculty at £22,600. Members are invited to comment.</p>
6.9	<p><u>School of Education – New Education Leadership Centre in Exchange</u> The School’s bid for additional space was approved by the Committee in</p>

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	<p>January. They are now bidding for funds to remodel that space, B1-3, to create an Education Leadership Centre. The space will include offices for Professors and Associate Professors, alongside a dedicated, multiple occupancy office for a research team. 50% funding is requested. Total costs are estimated at £72K. Members are invited to comment.</p>
6.10	<p><u>Faculty of Engineering – Leverhulme Programme Office Space</u> The Faculty is requesting space and funding for refurbishment of that new allocation of space, in which to house the City Sustainability Lab team, who have received £1.75M Leverhulme grant in support of their research. Their immediate requirement is stated as:</p> <ul style="list-style-type: none">• 1No. single occupancy office• Meeting room for 10No.• Open plan office for 9No.• Open plan office for 3No. hot desks• 1No. kitchen facility <p>Further similar space is requested for 2015-16. 50% funding is requested. Total costs are estimated, by the Faculty at £40,000. Members are invited to comment.</p>
6.11	<p><u>Faculty of Engineering – Creation of Additional Offices in ESLC</u> The Faculty are asking for funding to create three additional individual offices in ESLC C02 in support of their Department of Foundation Engineering & Physical Sciences. 50% funding is requested. Total costs are estimated, by the Faculty at £35,000. Members are invited to comment.</p>
6.12	<p><u>Faculty of Engineering – Reconfigure & Refurbishment of Offices in ITRC</u> The Faculty are seeking funding to provide new furniture and the refurbishment of their PhD and Researcher offices in the Innovative Technology Research Centre. The aim is to increase the quantity of desks provided by changing them for smaller ones, thus enabling an increase in capacity. In turn, this will enable the Faculty to relocate students from L4, freeing up laboratory space. 100% funding is requested. Costs are estimated, by the Faculty at £149K. Members are invited to comment.</p>
6.13	<p><u>School of English – Additional Office Space in Trent</u> The School is bidding for a further allocation of space on Floors A & C in Trent. It requests additional single occupancy office accommodation; shared office space and reassign some storage and kitchen areas. The bid is for space only. Costs for any associated works are estimated by the School at £3K, which they are proposing to fund. Members are invited to comment.</p>
6.14	<p><u>Libraries, Research and Learning Resources – Upgrade Works JCG Library</u> To provide a new vibrant learning hub on the ground floor of the James Cameron-Gifford Library at Sutton Bonington, creating a first impression when entering the building of an exciting student focused space, changing the balance of use between printed materials and study spaces, increasing the number of seats and improving the availability of silent study and group study, in response to student demand.</p>

		100% funding is requested. Costs are estimated, by Estates at £52K. Members are invited to comment.
6.15	<u>Occupational Health Services – Request for Space in Lenton Hurst</u>	To provide an appropriate space for the University's staff and student Occupational Health Service; to alleviate pressure on facilities at the Cripps Health Centre. 100% funding is requested. Costs are estimated, by themselves at £20K. Members are invited to comment.
6.16	<u>Faculty of Arts – Additional Performing Arts Studio</u>	The Faculty submitted papers to the last meeting making their case for the provision of a second Performing Arts Studio. The Committee raised a number of issues, which they asked the Faculty to address. The original bid papers, Parts A & B are included, along with their responses. 100% funding is requested. Costs are estimated, by Estates at £76K. Members are invited to comment.
6.17	<u>Faculty of Medicine & Health Sciences – Expansion of Assisted Reproductive Technology Lab in QMC</u>	Re-configure current laboratory space and merge two labs into one (ED1600 & ED1601) to enabled expansion of the number of student workstations from 12 to 18 to enable the increase of intake on the MMedSci ART course. 50% funding is requested. Costs are estimated, by themselves at £22.5K. Members are invited to comment.
6.18	<u>Schools of Physics & Maths – Gravity Analogue Experiments Space</u>	The School of Physics has agreed to accommodate mathematician Dr Weinfurter, and to this extent is requesting an additional allocation of space to house her research group developing experimental, analogue models of quantum gravity. The immediate requirement is for a securable, 7 x 7 m ² room, with 3.5 m height and a connection to the water circuit, which she will use to establish a flow-rig that will allow hydrodynamic simulations of rotating black holes. The initial request is for space only. Members are invited to comment.
7.0	Notice of Correspondence:	
7.1	<u>Department of Architecture & Built Environment – Space Strategy</u>	The Department has issued documentation for the Committee to consider and advise upon, prior to making a full submission bid. The proposal is an extensive redevelopment of existing spaces in and around Lenton Firs, with particular emphasis on redeveloping Paton House into studio space and Z Block into staff accommodation. The Committee are invited to visit the Department to review the current condition of the buildings and gain a full understanding of the extent of the proposed works.
7.2	<u>School of Health Sciences – Expression of Interest in the Tower</u>	The School has written to the Committee to express an interest in further centralisation of Health Sciences in the Tower over the next few years,

		following their successful bid for the accommodation of Midwifery on 12 th Floor at the last meeting, freeing up embedded NHS space and in other University buildings.
	7.3	<u>Faculty of Engineering – Refurbishment of Civil Engineering Lab Spaces</u> The Faculty has written to the Committee expressing an interest in the refurbishment of Civil Engineering’s laboratory spaces. The Interest seeks guidance and permission to pursue a fully developed, phased and costed bid in preparation for the meeting in January 2015.
	8.0	Reports from SMC Working Groups:
	8.1	Draft reports from Working Group on CT Teaching Labs.
		8.1.1 CT Teaching Labs Spec Recommendations
		8.1.2 Practical Teaching Hub for Sutton Bonington Campus Notes
		8.1.3 Lessons Learned from Other Universities
	8.2	Verbal report from Working Group on the use of Portland.
	9.0	Centrally Timetabled Rooms, AV & PC Equipment:
	9.1	Estates have requested funding for replacing furniture over the summer period in Centrally Timetable rooms. Funding request of £75K.
	9.2	IS have submitted a paper detailing their proposal for AV & PC upgrade works to be carried out late summer 2014. Funding is requested for AV upgrades - £394K Funding is requested for PC upgrades - £485K They are also requesting funding for works to be carried out over the Christmas period. Funding is requested for Christmas works - £59K
	10.0	Terms of Reference – Membership:
	10.1	The Committee membership of the following is due to elapse at the end of this financial year: <ul style="list-style-type: none"> • Dr Derek Chambers • Professor Terry Moore • Ms Alison Clarke TM & AC have agreed to an extended term – Members are requested to endorse. DC has declined to renew his membership.
	11.0	Any Other Business:
	11.1	An opportunity has been identified in Law & Social Sciences to create a 5 person office space in A29, near the Telephone Exchange. The building is short of such spaces and it is felt that with a relatively small investment the area could be better used. The Committee is asked to grant funding of £20K for works in connection with creating a separate office space from the Exchange.
	12.0	Date of Next Meeting:
	12.1	The next meeting is 22 nd October 2014 location TBC.

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Item 1.0

Apologies

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Item 2.0

Minutes from the
Previous Meeting

SMC Meeting – Minutes 19th March 2014

Sutton Bonington, Main Building, Seminar Room B13

Present:	Mr Chris Jagger	CJ
	Professor Terry Moore	TM
	Professor Malcolm Cobb	MC
	Ms Alison Clarke	AC
	Professor Michele Clarke	MLC
	Mrs Clare Gough	CG
	Professor Uwe Aickelin	UA
	Dr Andrew Fisher	AF
	Professor Andrew Long	AL
	Ms Ellie McWilliam	SU
In attendance:	Ms Alex Glen	AG

1.0	Apologies: Professor Wyn Morgan Mr Andrew Unitt Dr Derek Chambers	Actions:
2.0	Minutes from the Previous SMC Meeting:	
2.1	Minutes from the previous meeting held on 15 th of January 2014, were confirmed as a true record by members.	
2.2	2.2 MLC confirmed that the Working Group set up the review wet teaching lab spaces is making progress, next meeting scheduled for 2:30-3:30pm Tuesday 25 th March, A18, Francis Hill Room, Executive Office, Trent Building. A follow up meeting to visit and assess teaching lab spaces is planned. The Working Group will report back to the Committee at the next meeting.	
2.4	10.4 SU are reviewing the use of Portland, to identify their preference for the best use of space to support students; how the building could work better and the appropriate nature of the current occupants. Work to be completed by mid-May, for review by the Working Group in time to report to the next meeting. The Working Group consisting of MLC, CG & WM are to meet with SU to review the impact of their proposals. AG offered to support if required.	SU MLC, CG & WM AG
3.0	Chair's Report:	
3.1	CJ presented the recommendations made in the Professional Services Review Report of the Estates Office. The review asked whether the Committee is fit for purpose and if their Terms of Reference are still relevant. The Committee has been asked to respond by July. The Committee asked what the University expected of them and whether working groups, direct liaison with Schools or another method of communicating actions and requirements were most appropriate. It was noted that the Committee feels responsible for maintaining parity between Schools across the University, but also needs more vision of the wider strategic picture, in order to implement this. The Committee felt that better communication with Schools	

		regarding the acceptability of funding bids and guidance on space strategies would give the Committee greater transparency across the University.	
		CG offered to follow up the recommendations with support from AL, AC, AF & SU. Group to report to the Committee at the next meeting.	CG, AL, AC, AF & SU
4.0	SMC Budget for 2014:		
	4.1	SMC Commitments – Budget Year 2013/2014 and Proposed Expenditure March 2014 papers were presented to the Committee. AG to follow up and review with Finance.	AG
5.0	Reports:		
	5.1	Recent Space Allocations paper was presented.	
	5.1.1	The UEB Directive regarding space allocation in Psychology Building was presented. The Committee was advised of issues with strategic space in some Schools and the need to use space suitably throughout the University estate.	
		The Committee was reminded that they are the budget holder of a contingency fund of £500K for works regarded by the University as exceptional. Members agreed to the expenditure and approved the allocation of £300K, for refurbishment and remodelling works to facilitate RNA Research Group to relocate into C15 lab suite in Psychology Building; Psychology to acquire LG03, LG08-09 & LG13-19 and new research activity in CBS.	
	5.2	The Committee was asked to comment on the Post Occupancy Evaluation Reports of the Bioenergy & Brewing Science and Gateway Buildings at Sutton Bonington campus. CG offered to review the particular issues of ‘an office in a corridor’, Gateway C01 Post Grad student office, in view of similar issues in Humanities, which were addressed by the Committee previously.	CG
		The issue of neither building having been able to achieve a BREEAM rating of excellent, due to Main Contractor going into administration and therefore lack of information provided, was noted. The Committee was disappointed that this could not be practically pursued.	
		SU stated there disappointment that no undergraduate students were involved in the POEs. It was noted that, where appropriate, UGs should be invited to complete questionnaires as part of the reports.	
		AC highlighted to the Committee that users commented on poor WiFi connectivity. It was noted that remedial action to address this should have been included in the Recommendations.	
		Issues in the Growth Rooms, particularly the reliability of services, was commented on. The Committee agreed that this must be followed up. AG to action with Operations & Facilities Director.	AG
		The POEs were generally well received, but it was noted that	

		actions must follow the recommendations, in particular resolving issues in Gateway C01.	
6.0	Project Submission Bids:		
6.1	<p>The School of Chemistry is bidding for alternative space in Cripps Computing Centre South where they would like to consolidate their Computational/Theoretical Chemists. They currently occupy 3No. rooms in the Chemistry Building, which they are willing to return to the University, should their bid be successful. The move would be temporary, until the new Chemistry building is available. Costs are estimated at £5K, for relocation of a server and new work benches, which the School will fund.</p> <p>AC commented on whether the Chemistry server needs to be relocated, stating historical issues and agreed to follow up from an operational point.</p> <p>AG to propose space within Information Services' existing allocation, in which to house the Working Group displaced from CCCS by the move.</p>	<p>AC</p> <p>AG</p>	
		Approved: Rooms A5 & A5a-c allocated to Chemistry. Funding for the move to be covered by the School.	
6.2	<p>The Business School is bidding for support to refurbish their MSc resource area, including space swap with a CT room, in Business School North. The bid will see a consolidation of MSc resources into one area and a remodelling of the space to create a more open and functional department. The paper quotes estimated works will cost £118K and are looking to SMC to fund half, £59K. Alternative cost estimate from cost consultant, Gaskell's is £87K.</p> <p>SU reiterated the Students' Union support for the proposal, but raised concerns about increased student numbers.</p>		
		Approved: Funding for half the monies, as per cost consultant's estimate £43.5K.	
6.3	<p>The School of Geography is bidding for funding for a new reception area in the Sir Clive Granger building. The area is currently cramped and dated in comparison to others in the University and offers little space to waiting students. The School is seeking 100% funding from SMC, the paper has estimated builder's works at £60K. Alternative cost estimate from cost consultant Gaskell's is £63.5K.</p> <p>The Committee was in support of the bid and felt that the works would be beneficial, in comparison to other Schools.</p> <p>It was noted that the normal approach to a funding bid is an anticipated contribution from the School of 50% and that the Committee needs to be consistent with funding distribution.</p> <p>The Committee concluded that it was content to support the bid with 50% of the cost consultant's estimate and that the School should consider deferring works until August, so as to make their 50% funding contribution from next year's budget.</p>		
		Approved: Funding for half the monies, as per cost consultant's estimate £31.75K.	

6.4	<p>The Faculty of Medicine & Health Sciences is bidding for additional space for their expanding Centre of Evidence Based Dermatology team on KMC. The bid identifies a need for 25No. additional people to be accommodated in a variety of spaces near to their current location. They were hoping to occupy The Deanery, which is no longer available.</p> <p>SMC are asked to consider making additional space available on KMC. The CEBD have received an SDF grant, of which £45K has been earmarked to fund the expansion. On review the SDF grant identifies 11No. new posts and the funding for approximately 80m² of space.</p> <p>The Committee has allocated rooms A100 & A100a in support of the bid and suggests using the School's funding of £45K to remodel the new and existing space to suit.</p> <p>If in future more space is required, the Committee agreed to review the situation and should the new allocation prove to be insufficient, they have asked to be informed.</p>	
	<p>Approved: Space allocation of KMC A100 & A100a. Any remodelling required to be funded by the School.</p>	
6.5	<p>The School of Computer Science is bidding for the refurbishment of 2No. teaching labs. The bid supports new ways of teaching and learning, encouraging students to bring their own devices and to undertake more collaborative work.</p> <p>The Committee supports the bid and its endeavour to use new technologies and encourage students to bring their own devices. It was suggested that the labs could be used by the University as a trial for new ways of teaching and learning, before consideration to implementation in other spaces.</p> <p>Cost estimate from consultant Gaskell's is £156K. The Committee offered supporting the School's requested for half funding the project at £150K.</p>	
	<p>Approved: Funding for half the monies, as per cost consultant's estimate £75K.</p>	
6.6	<p>The Faculty of Engineering has submitted a two part bid. The first part is the request for a large additional space in which to teach design. It is felt that this is beyond the remit of SMC and the Faculty has been asked to explore use of their existing space or consider using CT rooms.</p> <p>The second part is to modify existing space to create a project suite within each School. This is supported, assuming suitable space can be identified and costs agreed.</p> <p>In general, the Committee supports the vision of the bid and the need to support new ways of teaching and learning, but felt it needed development.</p> <p>A Working Group was proposed, consisting of AC, AG, TM, MC, AL and a representative from Timetabling to support this.</p> <p>The Committee challenged the Faculty to devise a teaching room layout that could be implemented in a CT room, which would suit Engineering's needs.</p> <p>The Faculty are encouraged to develop part one of their bid in conjunction with Timetabling and to work up part two, including</p>	<p>AC, AG, TM, MC & AL</p>

	space proposals and costs, in readiness for resubmission in June.	
	<i>Decision deferred pending resubmission of bid.</i>	
6.7	<p>The School of Pharmacy submitted a bid for the funding of major alterations within their building to January's SMC. It was minuted that a full analysis of the bid had not been undertaken for a decision to be made and that a working group would follow up and report back to the Committee.</p> <p>The Working Group reported back that they applauded the vision of the bid and encourages the School to pursue new ways of teaching and learning, providing new social study spaces for students and generally modernising the environment.</p> <p>Capital expenditure funding for Phase One was approved. The School will be asked to review costs and specification to ensure best value is achieved and to resubmit Phase Two for consideration in the next financial year.</p> <p>The Working Group was asked to monitor works and to revisit the School to review outcomes after Phase One and report any lessons learnt.</p>	WM, MC, DC & UA
	<i>Approved: Capital funding £325K.</i>	
6.8	<p>The School of Life Sciences submitted a bid to January's SMC for the acquisition of various spaces in their building, the refurbishment of Lab suite B137-146, minor works to lab space C5, D40 and D45 in the Medical School and re-task of lab A36 for research work.</p> <p>Works are proposed in four phases and no cost estimates have been offered in the paper.</p> <p>A Working Group visited the School to establish the extent of the proposed works and reported back to the Committee that they support the vision of the bid, encouraged using vacant space within their building and vacating embedded space in QMC.</p> <p>The Committee approve the bid in principal and endorse the re-tasking of A36 for research purposes.</p> <p>The School are encouraged to develop the bid and resubmit to the Committee in June, including plans, scopes of works and costs. Gaskell's cost consultants will also be asked to provide a feasibility estimate.</p>	
	<i>Approved: In principal, subject to detailed submission and costs.</i>	
6.9	<p>The School of Sociology have submitted a bid for a new reception area. The existing is in a corridor and is very cramped and dark.</p> <p>The School are seeking 100% funding from SMC and the Estates Office has estimated builder's works at £75K. Alternative feasibility estimate from cost consultant Gaskell's are £75K.</p> <p>The Committee approved the vision of the bid, but queried the lack of funding contribution from the Schools. As with Geography, the School are asked to consider deferring works</p>	

		<p>until August, so as to make their 50% funding contribution from next year's budget.</p> <p>AC commented that all University plasma screens should be controlled by IS not Schools.</p> <p>Approved: Funding for half the monies £37.5K.</p>	
7.0	Notice of Correspondence:		
7.1	<p>The School of Mathematical Sciences have submitted a bid for division of existing space within their building and the acquisition of further space for displaced students in an adjacent building. They have been asked to consider remodelling rooms A12, B50 or C45 to create the single occupancy offices required and to accommodate displaced students within existing space.</p> <p>It is anticipated that this will develop into a formal bid to SMC in June.</p> <p>The Committee expressed their support in principal for the bid, but reiterated that all the School's elements must be retained in their existing building and to consider alternative uses of space. SMC has requested that the School provide further detail, but still feel that project completion is achievable by September 2014.</p> <p>Approved: In principal, subject to detailed submission and costs.</p>		
7.2	<p>The School of Health Sciences have submitted a bid for the centralisation of Midwifery onto Floor 12 of the Tower.</p> <p>The Committee were of the mind to facilitate the request, but require a review of available space.</p> <p>AG offered to follow up with Engineering vacating Floor 12 and to carry out a space review.</p> <p>Approved: Capital funding of £167K subject to space review and availability.</p>	AG, AL, TM	
7.3	<p>The Faculty of Arts, School of English have submitted a bid requesting a second CT Performing Arts Studio (PAS).</p> <p>The Chair has asked that existing performance spaces be reviewed and commented on prior to consideration and forwarded a paper from Dr James Moran, which is included. Comments on the paper have been received and append the bid.</p> <p>The Committee considered the bid and appended paper with School's comments regarding alternative space around the University which is suitable for use as a PAS. A number of issues were raised, which the Committee asked to be addressed prior to further consideration:</p> <ul style="list-style-type: none"> • Could the School's requirements be met by existing facilities? • Consider utilisation of the Recital Room and/or Great Hall and detail any works required to convert into a suitable PAS. • Review timetabling of existing PAS and ensure drama teaching takes priority of other activities. 		

	<ul style="list-style-type: none"> Which modules are currently being delivered in inappropriate spaces and what is preventing the use of the PAS? What is being delivered now, in rooms which are considered unsatisfactory? How many contact hours could be accommodated in the Great Hall? Investigate options with Timetabling. Consider negotiations with SU regarding the use of New Theatre and/or Dance Studio. Why have courses been developed when there is no suitable teaching space available? <p>AF to follow up the questions raised by the Committee. CG to review in further detail, issues with Timetabling.</p>	<p>AF CG</p>
7.4	<p>The Faculty of Arts, School of Cultures, Languages and Area Studies submitted papers to SMC in November. The Committee were asked to consider the request for hardware and software in a CT Translation Suite and relocating that suite to Trent B16. Relocation was rejected and further information requested regarding video conferencing equipment.</p> <p>IT Services feedback information, included in the papers, recommends supporting the provision of new video conferencing equipment, at a cost of £12K in Hallward Library LG105 and rejects all other proposals.</p> <p>Approved: Funding of £12K for new video conferencing equipment.</p>	
8.0	Reports From SMC Working Groups:	
8.1	<p>Medical School Space Review.</p> <p>It was reported that the space review was almost complete, but that QTC were waiting for information from the School of Life Sciences regarding staff grade levels.</p>	
8.2	<p>MLC reiterated point 2.2; the Working Group is making progress. Next meeting planned for 26th March. Need to arrange for the Group to visit all University wet teaching labs to assess capacity, quality and suitability for multidisciplinary use.</p>	
9.0	Centrally Timetabled Rooms, AV & PC Equipment:	
9.1	<p>Papers were presented to the Committee detailing the proposed Summer 2014 CT refurbishment programme.</p> <p>The Committee asked that Pope A13 & A14 be removed from the programme pending a review of Engineering's requirements and new ways of teaching and learning.</p> <p>CJ proposed that the Committee also consider a refurbishment programme for corridor areas and the general environment outside the most heavily used CT rooms. Digital wallpaper was suggested, similar to that used in Trent, Lower Ground Floor.</p> <p>AG and CJ to review suitable locations on each campus. Pope and the Amenities Building have been suggested for University Park and Jubilee campuses. Sutton Bonington to be agreed.</p> <p>Approved: Budget of £219,850 for rooms listed in the paper, not including Pope A13 & A14.</p>	<p>CJ, AG</p>

SMC Meeting – Minutes 19th March 2014

Sutton Bonington, Main Building, Seminar Room B13

9.2	<p>Papers were presented detailing the proposed AV/PC programme for early Summer 2014. Works in Pope A13 & A14 have not been included.</p> <p>A query was raised over proposed works in Yang Fujia A09, A12 & A26. The CT rooms are our being removed from Timetabling to create a research lab for the Business School, with the existing AV being reused.</p> <p>UEB to review budget and five year cycle of AV/PC replacement programme.</p> <p>Approved: Budget of £281K as detailed in the paper.</p>	
	<p>The Committee asked AC review the budget for the Summer works and to invoice after 1st August, so AV costs can be accommodated in next year's budget.</p>	AC
10.0	Any Other Business:	
10.1	<p>AC offered to update the Committee on progress regarding informing the University of AV/PC upgrades and replacements. For the upgrades in December, Marketing and Communications have confirmed that notification went out on <i>In the Loop</i>, the portal and social media, from the week before the work started on 13th December. Additionally, posters were produced and displayed outside the rooms affected.</p> <p>Marketing and Communications are now working with IS to communicate about the Easter refurbishments.</p> <p>The Committee are invited to offer feedback and suggestions for additional communications.</p>	
10.2	<p>AL raised the issue of Name Boards in University buildings, stating that Pope's in particular, should be more prominent.</p> <p>AG offered to investigate all University Name Boards and report back to the Committee.</p>	AG
11.0	Date of Next Meeting:	
11.1	<p>Next meeting 4th June 2014. Members were invited to suggest a location.</p>	

SMC Expenditure March 2014:

Project	SMC £K	School £K	Capital £K
Chemistry	-	£5,000	-
Business School N	£43,500	£43,500	-
Geography	£31,750	£31,750	-
Dermatology	-	£45,000	-
Comp Science	£75,000	£75,000	-
Pharmacy	-	-	£325,000
Sociology	£37,500	£37,500	-
Midwifery	-	-	£167,000
CLAS	£12,000	-	-
CT Rooms	£220,000	-	-
Total	£410,750	£237,750	£492,000

SMC Meeting – Minutes 19th March 2014

Sutton Bonington, Main Building, Seminar Room B13

UEB Support – Contingency Reserve:

Project	SMC £K	School £K	Contingency £K
Psychology	-	-	£300,000
Total	-	-	£300,000

AV/PC Equipment:

Project	SMC £K	School £K	AV/PC £K
AV/PC	-	-	£281,000
Total	-	-	£281,000

Previous Balances:

Budget Category	SMC	Contingency	AV/PC
Previous Balance	£1,055,950	£270,000	-£71,500
Final Balance	£645,200	-£30,000	-£352,500

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 3.0

Chair's Report

3.1 SMC Terms of Reference

3.2 UEB Directive –IFM

EXPLORING THE ROLE AND REMIT OF SPACE MANAGEMENT COMMITTEE (SMC)

1. CONTEXT

A UEB Professional Services Review in 2013 concluded that SMC is considered to be (largely) 'reactive with no formal strategy in place'. Further, the 'core purpose of the Committee' has become unclear. Ultimately the review report found that 'significantly more could be done to enable the group to be more proactive and strategic' and that it would be timely for the role and remit of SMC to be explored.

2. GOVERNANCE

Structurally SMC sits as a sub-group of UEB. SMC has moved from a relatively small membership to one which now offers representation from:

Each Faculty (with FMHS and Engineering each having two representatives), Information Services, the Teaching and Learning Directorate, the Registrar's Department, the Chief Financial Officer's Department, The Students' Union, the Estate Office (two representatives including the Secretary). It is chaired by the Chief Estate and Facilities Officer who is a member of UEB.

Members often have an interest in or experience of space management issues from their home department, and/or an interest in delivering novel teaching methods for which rethinking the use of space is necessary. Membership is targeted and by invitation, which relies on the Chair to have an insight into which colleagues have the appropriate skill set. Given whom the Chair is, that proposition is currently viable, but consideration should be given to a more systematic way of identifying members with the right mix of skills and experience.

Approval mechanisms to finance initiatives in this area are streamed according to spend. Approvals of capital build projects over £1 million are the responsibility of Finance Committee acting on the delegated authority of Council. Those over £250,000 and up to £1 Million are the responsibility of UEB. SMC has delegated authority to assign funding to projects up to the value of £250,000 or match funding up to the value of £50,000 (responsibilities delegated to it by UEB) and ensure that spend is appropriately auditable. It had an annual operating budget of £3.9 Million in 2013-4.

Overall the Master Plan for the Estate is not something which is within the sphere of activity of SMC, and its consideration is a direct UEB responsibility. Capital build projects are managed through Project Management Groups configured by UEB. SMC is only involved in the review of capital build projects related to core business (see below).

SMC is the only formal committee dealing with the Estate. There is no direct relationship between SMC and Teaching and Learning Board or Research Board. SMC and Teaching and Learning Board have, in the past, established joint working parties to look at space relating to the teaching timetable congestion and currently have a joint standing sub-committee which does something to recognise the interdependence of Teaching and Learning and Space Management issues, but is only just moving onto a formal footing and has no resource behind it.

3. CURRENT SCOPE

Due to these governance realities, SMC has both a strategic and operational brief. Often when this is the case a committee's time becomes monopolised by the latter and this has happened with SMC. Allocation of space and the approval of limited allocated funds preoccupies the meetings hence the 'reactivity' many colleagues described in feedback sessions to the Professional Service Review. Presuming that at present there is no alternative to SMC for getting the operational work done this dual function is the pragmatic reality.

3a. How Does SMC Spend its Time?

SMC's time in meetings is spent almost entirely on an operational brief. One of SMC's fundamental purposes, as stated above is the allocation of limited funds for space projects. A second is to authorise the allocation of space to Department and Schools in order that they might discharge their responsibilities for teaching, research and service delivery. A third is to manage a set of central spaces including 327 centrally managed teaching rooms. These three activities can take up almost all of the time of the four scheduled two-hour meetings held by SMC in a year.

It is important to recognise that the Estate Office and the SMC are two entirely separate entities, yet much of the language in this area of work is imprecise such that they appear to be synonymous to the university community. One consequence of that confusion is a sense of entitlement such that when work with representatives of the former has taken place, then the process of approval by the latter is seen as a rubber stamp exercise. Universities favour a democratic nature of decision making but there is an argument in favour of changing this model (as with central decision making in Admissions) in this specific instance. Parameters could be agreed and applied by the operating unit (the Estate Office) without the need for committee approval, and I suggest that consideration is given to the viability of this model.

Reflective activity is the fourth arm of activity. SMC commissions independent post-occupancy review projects where costs in excess of £100,000 have been committed. Other reviews are primarily building based (e.g. the Review of the Trent Building in 2010) or are reactive in response to a particular request for space or disquiet around the zoning of teaching activity. Occasionally a theme-based review is undertaken. There is a gap in that post-occupancy evaluation is not routinely undertaken for reassignment of space and internal moves and this should be addressed. It should be relatively easy to agree on a means to implement this suggestion if agreed.

Capital build projects are managed in liaison with the Estate Office by external consultants. Whilst this works very well, with on time and to budget builds which are beneficial to users, users feel disengaged from the process and the post-occupancy evaluation is the first direct opportunity to raise the points. Frustration around this point is in evidence and surfaces via SMC that is left with the responsibility of financing adaptations, without ever having been involved in the preceding work.

Consideration should be given to establishing a method in which representatives from the end users of a capital project are involved more systematically in the design of the space.

3b. Four Types of Bidding Activity

Generally bids to SMC are either for maintenance, for enhancements (e.g. of student facing services), for development of space to fulfil research award, or for expansion of the staff base (often linked to research awards).

Bids for maintenance are routine and need to be addressed on a rolling basis.

A typical example of bids for enhancement is a front of house reception area in a School location. Such bids for development are currently looked at in isolation when they might better be assessed against other calls on operational funding and its merits weighed up against like for like bids. SMC could be considering the cost/benefits of the proposed spend, whether it is in support of a strategic objective, and where on the priority list it should be placed.

The difficulty faced by Schools who are unable to commit matched funding creates inequity. Whilst some Schools still submit a bid and ask for 100% funding from SMC (which technically does not meet bid criteria) SMC is uncomfortable dismissing a bid if it could be seen to substantially add value. It is clear that not all submitting Departments have the same level of knowledge of how bids can be presented to maximum effect and there are clear discrepancies in terms of the volume of bids to SMC from individual schools leading to Faculty 'winners and losers.' Transparency is needed here.

Bids for research space often require a good understanding of both neighbouring space and subject matter in order to make an objective assessment. The prestige and financial benefits are usually heavily underscored in the submission and this is highly influential in securing a high success rate in applications to SMC. Whether the proportion of space decisions made in favour of dedicating space to research has any knock on consequences for space for teaching and service provision overall (or vice versa) is not debated at SMC.

Bids for staff space demonstrate potentially outdated ideas of what entitlement there should be. SMC has very general guidelines regarding space per staff member, norms per school from student and staff break-out space etc., but these are not directly applied to submissions, and it is suspected that there are disparities if SMC did make some comparisons between Academic Departments or between Professional Services. Whether SMC should publish and promote the normal expectations more widely in the first instance and then consider monitoring anomalies, is worthy of further discussion.

SMC has begun establishing task and finish groups to visit bidding schools/ Department and understand the issues in situ. This systematic approach is good practice, and -though time consuming –creates a more informed debate at the meeting. It is suggested that horizon scanning and encouraging expressions of interest much like a research council call for research bids might achieve both the means to schedule visits to all bidders and a clear ability to encourage and evaluate like for like bids.

4. STRATEGY

Turning to creating a 'Strategy on a Page' for the University's Physical Assets, it is observed that the University's current strategic development methodology is a periodic top down approach, combined with an annual bottom up activity at Departmental/School level.

The UEB report of the Estate Department suggests that School and Departments have local spaces strategies. I doubt that this is the case. Neither should they I suggest in that any meaningful resources strategy can only fall-out from the overarching direction of travel. Therefore the space requirements of any core business development are likely to be at the bottom of a vertical planning process not a horizontal one.

What follows represents a personal viewpoint from one member of SMC charged with opening the debate.

I don't feel that a further iteration of asking the community what it wants from SMC would yield sufficient quality data to justify the exercise. Indicators from the Estates Review report and SMC member's own experiences should yield a number of options for consideration.

A relevant Spaces Strategy for SMC could start by flowing directly from the Core S2020 themes: Excellence in Education, World Changing Research, Embedding Internationalisation, and External Engagement.

Taking Excellence in Education as an example, SMC could break this down into Teaching and the Student Experience in the follow way:

Teaching

- A commitment to trial new layouts for teaching areas
- A commitment to address zoning issues
- Considering how to use the Estate most effectively e.g. teaching hours expansion?

Student Experience

How to create a 'United' set of campuses (signage and further physical links)

A plan for creation of social/learning break-out spaces based on need, VFM and Impact
Optimum models to create the sense of belonging that students seek

From this top down approach a list of priorities in each area could be developed.

5. FUTURE OPERATION OF SMC: Some point for discussion:

5a. Related to Operation

- It is suggested that the composition of SMC remain as it is at present, although succession planning should be developed.
- It is viable to continue with one group charged with looking at both the strategic and operational management of space at the University or are two groups needed?
- If it is viable how should SMC manage its time and agenda?

- Would a much briefer 'expression of interest' be a good first step to help SMC prepare for bids in the coming year?
- How much operational work should be done by task and finish groups?
- SMC needs to consider how bids for its operational budget should be invited, understood and managed, looking at the 'call system' and other models.
- The frequency and agenda items of SMC need reviewing. Should meeting topics have a Part 1 to look at strategic direction and Part 2 where there has been a call for bids to meet a specific strategic priority? Could alternate meetings look at strategy then operations.

5b. Related to Strategy

- Follow the top-down model suggested above, breaking down the two core, and two supporting S2020 themes.
- Decide how SMC can focus on Strategy - through an annual away day or mixed into the usual round of meetings for example.
- Find a means by which priority and cost/benefits can become the usual language to assess submissions, expand evaluation of activity and consider VFM. All of this will provide MI for the Committee.

Clare Gough
150514



Space Management Committee

Terms of reference

Reviewed: 29/08/2013

An executive Sub-Committee of Management Board set up to rationalise the use of space within the University.

Main Activities

- To review with Deans and Heads of Schools/Units their forward space requirements and thereby identify surplus and deficit allocations.
- To oversee space rationalisation, both proactively and reactively, and within a budget authorised by Management Board, in order to optimise the use of University space and obtain value for money from enhancement, where appropriate, in financial partnership with internal and external funding sources.
- To authorise the allocation of space in University owned and leased premises.
- To review and provide feedback on space utilisation, including Timetabled Teaching Space, to ensure all University space is fully and properly utilized in a manner that supports the University's aims and priorities.
- To provide a framework to solicit and evaluate submissions for financial contributions to projects, and procedures for the allocation and expenditure of SMC funds.
- Financial limits – SMC has approval from Management Board for the expenditure of allocated funds not exceeding £500,000 per project; the limit for Chair's action being £25,000. All contributions to projects are recorded in SMC meeting minutes and on the SMC budget sheet.
- Performance Indicators and Management Information – SMC-funded schemes in excess of £100,000 will be subject to follow-up review. These post-occupancy evaluations will be undertaken and reported to SMC. SMC reserves the right to undertake post-occupancy evaluations on any scheme to which it has contributed.
- To provide twice yearly reports to Management Board.

Constitution

Chief Estates & Facilities Officer (Chair): *Mr Chris Jagger*

Chief Financial Officer: *Mr Andrew Unitt*

* Five members of staff: *Professor Michèle Clarke, School of Geography (2016), Professor Malcolm Cobb, School of Veterinary Medicine & Science (2016), Dr Derek Chambers, School of Nursing, Midwifery and Physiotherapy (2014), Professor Terry Moore, Faculty of Engineering (2014), Dr Andrew Fisher, School of Humanities (2015)*

* One member of staff appointed by Teaching & Learning Board: *Professor Wyn Morgan, School of Economics (2016)*

* One representative from Information Services: *Ms Alison Clarke (2014)*

* One Dean: *Professor Andrew Long, Faculty of Engineering (Deputy Chair) (2015)*

* One representative from Research Board: *Professor Uwe Aickelin, School of Computer Science (2015)*

* One representative from Registrar's Department: *Mrs Clare Gough (2015)*

President of the Students' Union: *Ms Ellie McWilliam (2014)*

Secretary: *[Estate Office Space Resource Manager]*

* Appointments are initially for three years with the option to continue for a further three years by agreement.

() identifies end of term.

PROJECT SUBMISSION BID:

Part A – Summary Sheet

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Integrated Financial Management
Faculty:	
School/Department:	Financial Management (FaBS)
Contact:	Ryan Keyworth (Director of Financial Management)
Proposed Building Name:	
Proposed Room Number/s:	

Summary of Project: Broadly describe the project proposal.

Integrated Financial Management

The proposal clusters staff together in Finance Support Offices - close to their existing customers. There is no movement of staff to KMC and a small number may move from KMC to be closer to their customers. The rationale for this change is as follows:

- o The right balance of scale of operation and proximity to customers
- o Allows common processes and practices
- o Provides resilience and cover
- o Potential for process improvement and efficiency over time

The space currently occupied by FM staff embedded within Schools, where not incorporated within the future space provision, will be released for re-allocation.

Estimated Cost:

Contribution from SMC:	£150k	Contribution from School:	£0
Total Value inc VAT:	£150k		%0

Outline Scope of Works: List the elements of work required to complete the project.

The space allocation will ideally include flexibility such that there is desk/hot desk provision for Faculty Finance Managers, Heads of Commercial Finance and small meeting room provision in each of the locations, in addition to the core office space. The specific locations of the Finance Support Offices are yet to be identified hence the estimated cost/contribution from SMC is simply an estimate based on average costs, as supplied by Estates, per desk space and room refurbishment. The proposed general locations and size of the Support Offices are as follows:

Approximate numbers are as follows (excluding KMC and Derby as current space requirements/allocation will remain):

Location	Teams	Others	Total	Location Options
QMC	12	7	19	B Floor Medical School
Central	6	5	11	Trent
East (1)	7	2	9	Pope/Coates/Physics/Tower
East (2)	8	2	10	Pope/Coates/Physics/Tower
Jubilee	6	2 + 2	10	Exchange Nat West Amenities
Sutton Bonington	5	2	7	Main Library – January 2015

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk

Comments from Head of School:

Comments from Finance Adviser:

Project Completion Date:

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated valued over £100K, revenue less than £100K, subject to financial department's discretion.
- SMC approval is required for modifications to premises even when no funding contribution is needed.
- The Committee is responsible for all space allocations to budget units.
- SMC funds new builders' works and enhancements, furniture, fixtures and fittings but not equipment in bid proposals.
- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

**PROJECT SUBMISSION BID:
PART B – Detailed Proposal**

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Integrated Financial Management
Faculty:	
School/Department:	Financial Management (FaBS)
Contact:	Ryan Keyworth (Director of Financial Management)
Proposed Building Name:	
Proposed Room Number/s:	

Aim of the Proposed Project:

Integrated Financial Management

The Second Phase of the IFM Project has the following objectives:

“to create comprehensive, business-focused delivery of financial services including those currently delivered locally. The comprehensive service will include:

- *operational budgeting and budget management support*
- *transaction processing and support e.g. travel and expenses, stationery ordering.*
- *business finance advice*
- *business case preparation*
- *strategic financial planning*
- *financial reporting”*

The proposal clusters staff together in Finance Support Offices - close to their existing customers.

The rationale for this change is as follows:

- The right balance of scale of operation and proximity to customers
- Allows common processes and practices
- Provides resilience and cover
- Potential for process improvement and efficiency over time

Details of Proposal:

The space allocation will ideally include flexibility such that there is desk/hot desk provision for Faculty Finance Managers, Heads of Commercial Finance and small meeting room provision in each of the locations, in addition to the core office space. The specific locations of the Finance Support Offices are yet to be identified hence the estimated cost/contribution from SMC is simply an estimate based on average costs, as supplied by Estates, per desk space and room refurbishment. The proposed general locations and size of the Support Offices are as follows:

Approximate numbers are as follows (excluding KMC and Derby as current space requirements/allocation will remain):

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk



UNITED KINGDOM • CHINA • MALAYSIA

Location	Teams	Others	Total	Location Options
QMC	12	7	19	B Floor Medical School
Central	6	5	11	Trent
East (1)	7	2	9	Pope/Coates/Physics/Tower
East (2)	8	2	10	Pope/Coates/Physics/Tower
Jubilee	6	2 + 2	10	Exchange Nat West Amenities
Sutton Bonington	5	2	7	Main Library – January 2015

The space currently occupied by FM staff embedded within Schools, where not incorporated within the future space provision, will be released for re-allocation.

Anticipated Improvement to Students' Experience:

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

Existing Drawing to Scale:	<input type="checkbox"/>	Proposed Drawing to Scale:	<input type="checkbox"/>	Location Plan:	<input type="checkbox"/>
Existing Photographs:	<input type="checkbox"/>	Illustration of Proposal:	<input type="checkbox"/>	Cost Breakdown:	<input type="checkbox"/>

Please ✓

- Assistance with feasibility studies and costing is available from the Space Resource Manager.

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 4.0

SMC Budget

4.1 SMC Budget for 2013/14

4.2 Requests for Additional Funding

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 5.0

Other Reports

5.1 2014 Space Utilisation Survey

Results of Survey w/c 24 February 2014



Centrally Timetabled Room Utilisation Survey w/c 24 February 2014

Date: 15 April 2014 - DRAFT

Produced by: Academic Services Division – Timetable Services

Result of Room Utilisation Survey w/c 24 February 2014

Count of Range

Based on 36 hours per week

All Campuses							
Count of Range	Usage	ALL					
Range	Total	0	1	2	3	4	Grand Total
0-20	63	1306	400	223	138	201	2268
21-40	111	1403	788	695	588	522	3996
41-60	54	693	375	357	298	221	1944
61-100	34	356	232	219	225	192	1224
Greater than 100	69	1118	291	272	418	385	2484
Grand Total	331	4876	2086	1766	1667	1521	11916
			25%	50%	75%	100%	
Average % Used	59.08%		521.5	883	1250	1521	4176
Average % not Used	40.92%						
<p>Maximum Potential Occupancy = 7040 Feb 14 Oct 13/Feb 13</p> <p>Occupancy = $\frac{4176}{7040}$ = 59.32% 64.98%/59.35%</p> <p>Usage = $1 - \frac{4876}{11916}$ = 59.08% 63.11%/59.72%</p> <p>Utilisation = 59.32% x 59.08% = 35.05% 41.01%/35.44%</p>							

Department Usage

This table shows the departments' total number of activities for w/c 24 February 2014 which was 7,272. The number of activities that took place was 6,135 and the number of activities that did not take place was 1,137. The table below gives you the breakdown of the total number per department that took place and activities that did not take place with their respective percentages.

For example Mathematical Sciences had a total number of scheduled activities of 185. 168 of their activities took place, however 17 activities did not take place. Therefore only 9.19% of their total bookings did not take place.

Department	Total Bookings	Present	Absent	% Present	% Absent
ACS	1	1	0	100.00%	0.00%
International Centre for Corporate Social Responsibility	9	9	0	100.00%	0.00%
Social Work	7	7	0	100.00%	0.00%
Theology and Religious Studies	66	65	1	98.48%	1.52%
German Studies	109	107	2	98.17%	1.83%
Language Centre - standard	211	207	4	98.10%	1.90%
Mechanical Engineering	75	73	2	97.33%	2.67%
Classics	142	138	4	97.18%	2.82%
Institute of Work, Health & Organisations	58	56	2	96.55%	3.45%
Law	55	53	2	96.36%	3.64%
Economics	171	163	8	95.32%	4.68%
Civil Engineering	74	70	4	94.59%	5.41%
Sociology and Social Policy	148	140	8	94.59%	5.41%
Education	152	142	10	93.42%	6.58%
Veterinary Medicine & Science	41	38	3	92.68%	7.32%
Politics and International Relations	200	185	15	92.50%	7.50%
Russian & Slavonic Studies	110	101	9	91.82%	8.18%
English	225	206	19	91.56%	8.44%
Pharmacy	124	113	11	91.13%	8.87%
Physics	78	71	7	91.03%	8.97%
IBT/ISET	33	30	3	90.91%	9.09%
Mathematical Sciences	185	168	17	90.81%	9.19%
Contemporary Chinese Studies	175	157	18	89.71%	10.29%
Computer Science	55	49	6	89.09%	10.91%
History	229	203	26	88.65%	11.35%
Art History	69	61	8	88.41%	11.59%
Manufacturing Engineering	33	29	4	87.88%	12.12%
Engineering Faculty	8	7	1	87.50%	12.50%
Chemistry	47	41	6	87.23%	12.77%
Philosophy	78	68	10	87.18%	12.82%
Chemical and Environmental Engineering	85	74	11	87.06%	12.94%
Psychology	38	33	5	86.84%	13.16%
Medicine - Clinical Sciences	74	64	10	86.49%	13.51%
Business School	259	221	38	85.33%	14.67%

Results of Survey w/c 24 February 2014

Department	Total Bookings	Present	Absent	% Present	% Absent
French and Francophone Studies	107	91	16	85.05%	14.95%
Geography	80	68	12	85.00%	15.00%
Epidemiology & Public Health	26	22	4	84.62%	15.38%
Biology	77	65	12	84.42%	15.58%
Booking	1537	1289	248	83.86%	16.14%
Archaeology	43	36	7	83.72%	16.28%
Culture, Film and Media	101	83	18	82.18%	17.82%
Electrical & Electronic Engineering	105	85	20	80.95%	19.05%
Physiotherapy	34	27	7	79.41%	20.59%
Nursing	212	168	44	79.25%	20.75%
Spanish, Portuguese and Latin American Studies	182	141	41	77.47%	22.53%
American & Canadian Studies	102	79	23	77.45%	22.55%
Building Technology	13	10	3	76.92%	23.08%
Psychiatry	13	10	3	76.92%	23.08%
Medical Course	250	192	58	76.80%	23.20%
Biosciences	256	192	64	75.00%	25.00%
Graduate Entry Medicine	44	33	11	75.00%	25.00%
Music	8	6	2	75.00%	25.00%
Materials Engineering & Materials Design	25	18	7	72.00%	28.00%
Biomedical Sciences	187	124	63	66.31%	33.69%
Molecular Medical Sciences	43	26	17	60.47%	39.53%
Institute of Enterprise & Innovation	20	12	8	60.00%	40.00%
CELE	310	175	135	56.45%	43.55%
Midwifery	33	16	17	48.48%	51.52%
Architecture & the Built Environment	38	17	21	44.74%	55.26%
Central	2	0	2	0.00%	100.00%
Total	7272	6135	1137	84.36%	15.64%

Ad-hoc room bookings not taking place

There were 1537 ad-hoc bookings scheduled in week commencing the 24th February 2014. Out of which 248 bookings did not take place. The following gives you a breakdown of the department number of bookings that did not occur:-

DEPARTMENT	No. of absent bookings
Business School	27
NUH	25
Education	22
Student Operations & Support Division	19
Marketing, Communications & Recruitment	17
Engineering	16
Human Resources	16
Student Union	10
Cultures, Languages and Area Studies	9
Medicine	6
Registrar's Office	6
Estate Office	5
Research & Graduate Services	5
Chemistry	4
Humanities	4
Life Sciences	4
Physics and Astronomy	4
Procurement	4
Research and Graduate Services	4
English	3
IT Services	3
Pharmacy	3
Academic Services Division	2
Biosciences	2
Campaign and Alumni Relations Office	2
Financial Operations	2
Forensic Psychology	2
Information Services	2
Law	2
Libraries & RLR	2
Mathematical Sciences	2
Technology & Organisation	2
CIO Office	1
Conferences	1
Economics	1
Faculty of Social Sciences	1
Graduate School	1
Health Sciences	1
Medicine, Clinical Sciences	1

Results of Survey w/c 24 February 2014

Medicine, QMC	1
Nursing	1
Professional Development	1
Sociology & Social Policy	1
Vice Chancellor's Office	1
Grand Total	248

The following table lists the type of rooms that were not being used for ad-hoc bookings:-

Type of Room	No of absent activities
Computer Teaching Room	26
Language Teaching Room	5
Meeting Room	68
Seminar Room	113
Tiered Lecture theatre	16
Video Conference Room	20
TOTAL	248

Summary of Survey

The survey took place from week commencing 24 February 2014 which is week 23 within the timetabling software package Syllabus Plus. Teaching started in Week 02 – Monday 30th September 2013.

The survey was undertaken using the 0, 1, 2, 3 and 4 method, recording these numeric values for each hour, starting from 9am to 5pm EXCEPT for Wednesday where 9am to 1pm were registered. This in total covered a 36 hour week.

These values were then inputted into the Room Audit Tool, a software solution by Scientia. This is an Access-based application that allows you to input the actual occupancy of rooms gathered during a room audit into a database and compare it against planned data held in Syllabus Plus.

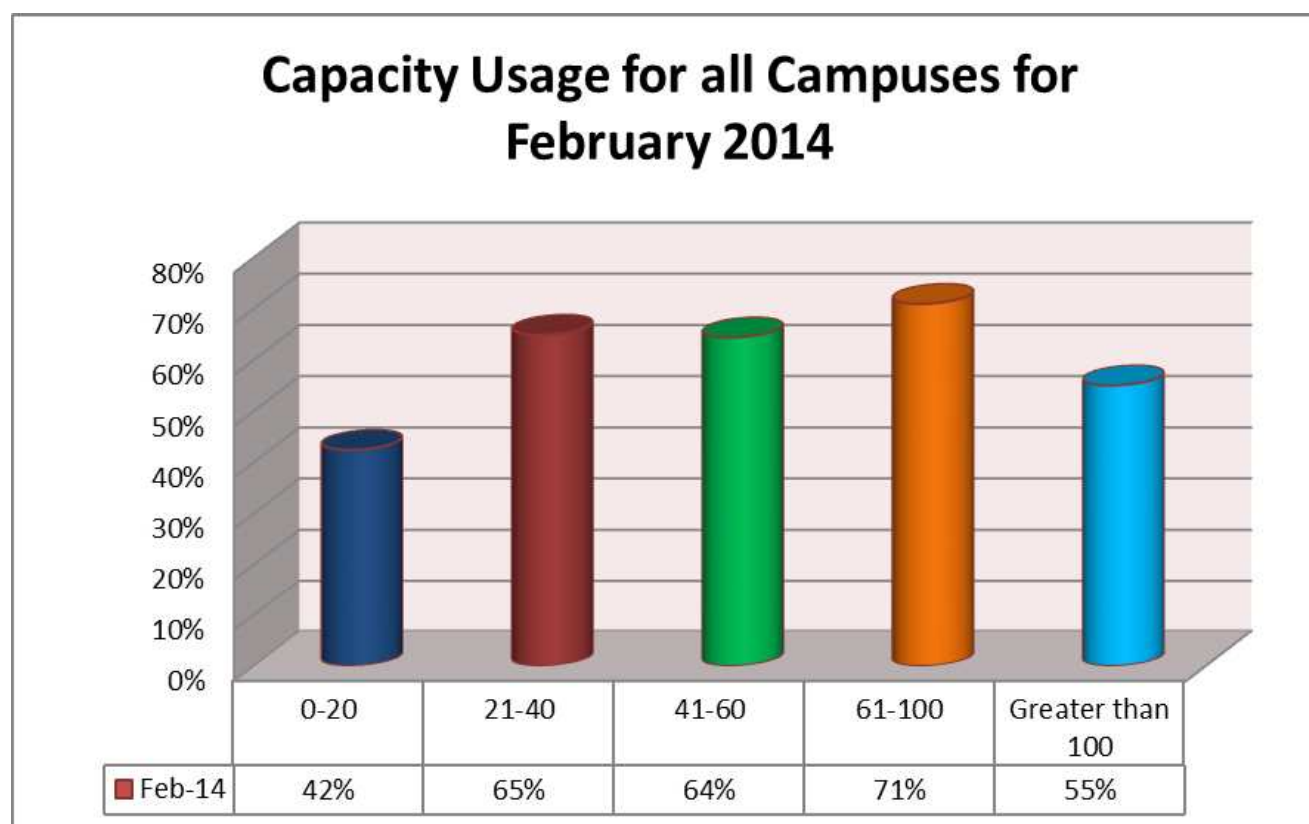
The values were then converted to a percentage of the room capacity as follows:-

- 0 = 0% usage
- 1 = 25% usage
- 2 = 50% usage
- 3 = 75% usage
- 4 = 100% usage

Therefore if a room had a capacity of 100 and an hour was recorded as '2' then this would be changed to 50 in the room audit tool (50% of the room capacity).

Analysis by Capacity

The range of capacities for each room has been fragmented into five categories. The usage of these rooms, compiled from the survey gives a percentage of how much each category is being utilised for w/c 24 February 2014. This relates to all buildings within the University of Nottingham:-



Type of rooms not being used – part 1

The following table indicates the number of activities (in one hour periods) that were not being used in the type of room categories.

Type of Room	Total	Percentage
Seminar Room	473	41.60%
Flat Lecture Room	243	21.37%
Tiered Lecture Theatre	153	13.46%
Meeting Room	105	9.23%
MDL	61	5.36%
Computer Room	41	3.61%
Video Conference Room	28	2.46%
Language Lab	18	1.58%
Screening Room	9	0.79%
Auditorium	4	0.35%
Performing Arts Studio	2	0.18%
Grand Total	1137	100%

Type of Rooms not Being Used – Part 2

The following is a list of the type of rooms booked that have not been used for each campus. This shows which type of rooms were underutilised.

The first table shows, the total for each type of room booked but not used for each campus. For example – flat lecture room 40+ has 243 absent activities in total. 47 activities did not take place in the Central area – University Park, 99 activities did not take place in the Science area – University Park etc.

Auditorium	4
University Park - Beeston Lane	2
University Park - Science Area	2
Computer Room	41
Derby Campus	6
Jubilee Campus	5
QMC Campus	11
Sutton Bonington Campus	4
University Park - Central Area	11
University Park - Science Area	4
Flat Lecture Room	243
Clinical Sciences - City Hospital	9
Derby Campus	1
Jubilee Campus	28
QMC Campus	31
Sutton Bonington Campus	17
University Park - Beeston Lane	11
University Park - Central Area	47
University Park - Science Area	99
Language Lab	18
Jubilee Campus	9
University Park - Science Area	9
MDL	61
QMC Campus	61
Meeting Room	105
Jubilee Campus	25
QMC Campus	27
University Park - Beeston Lane	2
University Park - Central Area	43
University Park - Science Area	8
Performing Arts Studio	2
University Park - Central Area	2

Results of Survey w/c 24 February 2014

Screening Room	9
University Park - Central Area	9
Seminar Room	473
Clinical Sciences - City Hospital	10
Derby Campus	2
Jubilee Campus	199
Kings Meadow Campus	4
QMC Campus	42
Sutton Bonington Campus	30
University Park - Beeston Lane	37
University Park - Central Area	71
University Park - Science Area	78
Tiered Lecture Theatre	153
Clinical Sciences - City Hospital	6
Derby Campus	2
Jubilee Campus	11
QMC Campus	29
Sutton Bonington Campus	10
University Park - Beeston Lane	6
University Park - Central Area	8
University Park - Science Area	81
Video Conference Room	28
Jubilee Campus	11
Kings Meadow Campus	6
University Park - Beeston Lane	1
University Park - Central Area	10
Grand Total	1137

Results of Survey w/c 24 February 2014

Another way of showing this data is from the campus perspective for each type of room booked but not used, for example – at Jubilee Campus; a total of 288 activities did not take place. From that total, 199 activities did not take place in seminar rooms, 28 activities did not take place in flat lecture rooms etc.

Clinical Sciences - City Hospital	25
Flat Lecture Room	9
Seminar Room	10
Tiered Lecture Theatre	6
Derby Campus	11
Computer Room	6
Flat Lecture Room	1
Seminar Room	2
Tiered Lecture Theatre	2
Jubilee Campus	288
Computer Room	5
Flat Lecture Room	28
Language Lab	9
Meeting Room	25
Seminar Room	199
Tiered Lecture Theatre	11
Video Conference Room	11
Kings Meadow Campus	10
Seminar Room	4
Video Conference Room	6
QMC Campus	201
Computer Room	11
Flat Lecture Room	31
MDL	61
Meeting Room	27
Seminar Room	42
Tiered Lecture Theatre	29
Sutton Bonington Campus	61
Computer Room	4
Flat Lecture Room	17
Seminar Room	30
Tiered Lecture Theatre	10
University Park - Beeston Lane	59
Auditorium	2
Flat Lecture Room	11
Meeting Room	2
Seminar Room	37
Tiered Lecture Theatre	6
Video Conference Room	1

Results of Survey w/c 24 February 2014

University Park - Central Area	201
Computer Room	11
Flat Lecture Room	47
Meeting Room	43
Performing Arts Studio	2
Screening Room	9
Seminar Room	71
Tiered Lecture Theatre	8
Video Conference Room	10
University Park - Science Area	281
Auditorium	2
Computer Room	4
Flat Lecture Room	99
Language Lab	9
Meeting Room	8
Seminar Room	78
Tiered Lecture Theatre	81
Grand Total	1137

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 6.0

Project Submission Bids

- 6.1 Faculty of Engineering
 - 6.2 School of Life Sciences
 - 6.3 School of Mathematical Sciences
 - 6.4 School of Medicine
 - 6.5 School of Pharmacy
 - 6.6 School of Economics
 - 6.7 Faculty of Engineering
 - 6.8 Faculty of Engineering
 - 6.9 School of Education
 - 6.10 Faculty of Engineering
 - 6.11 Faculty of Engineering
 - 6.12 Faculty of Engineering
 - 6.13 School of English
 - 6.14 Libraries, Research & Learning Resources
 - 6.15 Occupational Health Services
 - 6.16 Faculty of Arts
 - 6.17 School of Medicine
 - 6.18 Schools of Physics & Maths
-

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 6.1

Coates & Pope

Faculty of Engineering

New Spaces to Teach, Learn
& Study Design

PROJECT SUBMISSION BID:

Part A – Summary Sheet

For Projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	“Building a more competitive graduate and a better student experience: the case for adequate space in which to teach and learn design.”
Faculty:	Engineering
School/Department:	Faculty of Engineering
Contact:	Professor David Large and Professor John Owen
Building Name:	Coates building
Room Number/s:	A13 and B53

Summary of Project:

To create Faculty reconfigurable design space in which to deliver Undergraduate group design teaching and learning.

Two distinct types of space are requested

- 1) Space for teaching larger groups in Qualifying year and Part 1. (500m² of space)
- 2) Space for students undertaking group projects in Part II and Part III. (200m² of space)

If the proposal was accepted as a viable concept the next step would be to identify suitable spaces based on the estimated areas. The Faculty would then submit a detailed proposal to SMC that details projects costs, timescale, drawings, sequence and specification of works for the distinctively different re-configurable group teaching facilities.

Estimated Cost:

Total Value inc VAT:	£700K	Contribution from School:	TBC %
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Outline Scope of Works:

This proposal aims to create two different types of bespoke, re-configurable teaching and learning group working spaces, local to the Faculty of Engineering's main teaching activities in its Coates and "L" buildings on the University Park. The spaces will support Undergraduate group working activities across the Faculty of Engineering and throughout the Undergraduates teaching lifecycle. Each space would be refurbished, re-configured and fully equipped to create bespoke group teaching facilities to support the individual department's group working activities. Once the two different facilities were set up and operational, the Faculty would manage the facilities booking, required technical support and day to day planned student activities required to ensure maximum utilisation and benefits to teaching learning outcomes.

Comments from Head of School:

The proposal is aligned with the Faculty strategic priorities for Teaching and Learning, in particular to “Enhance the student experience” and “Review and revise our portfolio to exploit the benefits of our integrated Faculty structure”. Design is a central component of all Engineering programmes, and usually involves students working in groups with guidance and advice from academic colleagues and external experts. Traditional lecture theatre spaces are poorly configured for such activities, and more generally space which is re-configurable depending on the nature of the task and make-up of the group is highly desirable. The level to which design is integral to our programmes is a key distinguishing

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk

feature for Nottingham, but at present our infrastructure does not support this adequately. Hence this proposal has my full support.
Andy Long – Executive Dean, Faculty of Engineering

Comments from Finance Adviser:

At this point in time projected costs have not be estimated or assigned to the proposal.

Completion Date:

Summer 2015

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated valued over £100K, revenue less than £100K, subject to financial department's discretion.
- SMC approval is required for modifications to premises even when no funding contribution is needed.
- The Committee is responsible for all space allocations to budget units.
- SMC funds new builders' works and enhancements, furniture, fixtures and fittings but not equipment in bid proposals.
- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

**PROJECT SUBMISSION BID:
PART B – Detailed Proposal**

For Projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Building a more competitive graduate and a better student experience: the case for adequate space in which to teach and learn design."
Faculty:	Engineering
School/Department:	Faculty of Engineering
Contact:	Professor David Large and Professor John Owen
Building Name:	Coates building
Room Number/s:	A13 and B53

Aim of the Proposed Project:

To create Faculty reconfigurable design space in which to deliver Undergraduate group design teaching and learning.

Two distinct types of space are requested

- 1) Space for teaching larger groups in Qualifying year and Part 1. (500m² space)
- 2) Space for students undertaking group projects in Part II and Part III. (200m² space)

If the proposal was accepted as a viable concept the next step would be to identify suitable spaces based on the estimated areas. The Faculty would then submit a detailed proposal to SMC that details projects costs, timescale, drawings, sequence and specification of works for the distinctively different re-configurable group teaching facilities.

Details of Proposal:

A core requirement of all accredited engineering degree programmes and the hallmark of a good graduate engineer is the ability to produce an inherently safe creative engineering design. Whether processes, products, buildings, electronics or structures every graduate engineer is required to have completed substantial design tasks and projects.

For students in the Faculty of Engineering, design activities account for typically between 25% (30 credits) and 50% (60 credits) of all teaching and learning activity in part II and part III of their degree programmes. In qualifying year and part I design activity will account for between 10 to 20 credits per year.

Grading of design projects has a profound influence on degree outcome making them amongst the most stressful but often also the most rewarding activities undertaken by our undergraduates.

In terms of the Teaching Transformation Programme, design teaching is one key area where the Faculty needs to make a move away from traditional lectures to a more innovative design-based teaching culture.

Benefits of design teaching

1. Design skills add value to our graduates, enhancing their employability and our reputation with employers.
2. High quality undergraduate design work enables us to actively market our graduate product and programmes to visiting employers. Ideally design teaching involves engagement with professional engineers, a process that also enables us to showcase our activities and undergraduate quality.
3. Group design work forges lasting staff-student bonds and institutional ties that

- strengthen alumni relations and aid the recruitment of research students.
4. Quality design teaching provision would be a marketable USP, since there are no clear market-leaders in design amongst our Russell Group competitors.
 5. Quality group design teaching facilities will promote innovative teaching enabling departments to experiment with different group teaching styles, e.g. flipped/inverted classroom styles.
 6. Design teaching should create the opportunity for innovative cross disciplinary design exercises that will enhance employability by more accurately simulating engineering practice. This has been request by the JBM.
 7. It is an opportunity to improve student experience at the point of NSS completion.

The state of affairs

Currently there is only adequate provision for design teaching for students in ABE and on the degree programme in Product Design and Manufacturing (in both cases, there is dedicated space); other students have a far inferior experience.

1. Failure to provide appropriate design teaching facilities has a significant impact on student satisfaction; given that major design projects often take place in their final year, any dissatisfaction is commonly voiced in via the NSS.
2. Undergraduate decliners survey indicates that poor facilities was one of the top reasons why students did not choose Engineering at Nottingham. Other competitor Universities have attempted to provide this type of space.
3. Lack of suitable design facilities has been highlighted by accrediting bodies e.g. in 2013 accreditations, both the JBM and RIBA recommended that we need to make significant investment in our design facilities (i.e. a design studio).
4. In part 1 and qualifying year preparatory design teaching either: does not involve group work because of lack of suitable space; requires students to reconfigure rooms (e.g. Pope A13/14); takes place in computer rooms.
5. Standard computer rooms are wholly inadequate for design teaching with no facility for laying out plans or group working and poor access for staff and demonstrators.
6. Challenging higher level design projects require groups of students to tackle complex problems, working in a creative way with plans, CAD, calculations, and materials in a manner that simulates the environment of a working engineer but this cannot be achieved for most of our engineering students.
7. For most of our students there is nowhere within faculty beyond the public spaces for groups to meet; some groups do not function well when scattered; others struggle to manage their time effectively leading to poor feedback; access to suitable resources is often restricted and library space lacks ownership, is remote and does not facilitate staff student engagement. At a fundamental level this weakens the staff-student bond and institutional ties.
8. The space in which we teach also shapes expectation – students and staff expect a standard lecture room to be used for standard lecturing, this is not the expectation in space configured for more creative teaching styles.
9. Existing provision for students in ABE and Manufacturing is fully utilised but badly designed (acoustics, temperature) and this bad design leads to student (NSS), and staff complaints.
10. There is a need to increase the design content of the curriculum, particularly in Civil Engineering, as their current provision lags behind that of their competitors.
11. Development of the George Green Library, while providing an outstanding library teaching and learning provision, does not provide for the rather different requirements associated with design teaching.

Attributes for design teaching space:

Two types of design space are required.

1. Space for teaching larger groups in Qualifying year and Part 1. (500m² space

required)

2. Space for students undertaking group projects in Part II and Part III. (200m² space required)

The detailed design of these spaces needs to be undertaken in consultation with appropriate staff from each department. Staff in ABE and Manufacturing and Product Design who already have provision for design teaching need to be consulted as they have experience of what works well and what does not.

Common attributes of both spaces are:

- Fully networked – wifi connectivity for students own laptops, power.
- Configured for group work
- Access to plotters (up to A0) and printers
- Multiple display facilities for student group presentations
- Tables that can be configured to produce a large work surface
- Access to some hard wired high spec computers (one per group)
- Good natural and artificial lighting
- Extended out of hours access (ideally 24 hr access)
- Comfortable with appropriate temperature control and ventilation
- Areas for physical modelling and 3D printing nearby.
- Adequate power points with more for areas associated with electrical engineering

Specific space attributes for Qualifying year and Part 1.

The combined space required for design teaching at this level would need to accommodate up to 300 students simultaneously. Ideally the space should be configured to consist of multiple rooms or bays. The rooms should have a significant acoustic privacy and it should be possible to use them altogether as one teaching space or separately. This flexibility to subdivide the space is essential to optimised utilisation by groups of varying sizes.

- Local to the Coates and Pope buildings on the University Park campus.
- Communication systems that enable a lecturer to direct activity in all areas with demonstrator support or only in an individual room.
- It is estimated that ~20 m² of floor space will be required per 8 students. Number of group's dependant on the group activity being delivered.
- Nearby breakout areas for small group meetings/design reviews with industry or staff
- Storage for demonstration materials
- High density of sockets to enable demonstrations of equipment to groups

Specific space attributes for Part II and Part III group projects

The requirement is for a design project suite or suites with each department having a slightly different requirement for design project space. Total provision would vary depending on the numbers of part II and part III students in each dept. The key attribute of this space is student ownership of a space within engineering in which the students want to be. If this is not the case then it would be a poor investment. To achieve this requires appropriate management via departments and design technicians.

- Should be situated close to department staff in the Coates building and the Faculties L2 shared teaching facilities.
- Secure closely associated or interconnected spaces for small groups (6 to 12) that can be accessed between lectures
- If the spaces are interconnected the design should promote acoustic privacy.
- Flexible layout within each space
- Personalisable
- Social space nearby or integrated into the design
- Facilities for making tea, coffee
- Display facilities for student group presentations including large screens,

projectors and pin-boards

- Storage for personal equipment and work in progress, plan chests
- Resource room, software library, design guides – this was not a widespread view as so much is online

Utilisation out of teaching time,

Meetings, displays, careers presentations, research presentations, hireable by external bodies.

Operational matters

- Space for Qualifying year and part 1 design teaching should be locally timetabled to ring-fence it for engineering.
- Space for part II and part III project work should be timetabled and allocated via Departments. The benefit in terms of student satisfaction will be greater if we portray a sense ownership by the engineering community.
- An out of hours supervision plan would need to be put in place such as currently in place in the L2 computer laboratory facility.
- During the working day supervision could be provided by CAD technicians with industrial experience who can also support teaching.

Implications and further considerations

- There would be an expectation on students to have a laptop with an appropriate specification.
- Possible provision of specialist design software (for drawing, analysis, presentation) via servers should be considered with students working via a laptop interface.
- In the light of developments of this type the on-going requirement for computer room provision would need to be considered

Current demand for which there is no adequate provision

This is indicated in the tables (shown in the supporting document). For level 1 and 2 modules the estimated hours are based on current timetable and module data. For level 3 and 4 group project modules the hours are based on expected hours of group effort calculated on the basis of 100 hrs per 10 credits with most work being completed over 10 weeks per term.

Anticipated Improvement to Students' Experience:

It will address the under-provision of design teaching facilities promoting better and more appropriate teaching styles, better support for students undertaking core design tasks, strengthening student-staff-institution bonds, satisfying accrediting bodies and providing a Nottingham USP relative to Russell Group competitors

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

1. In terms of the Teaching Transformation Programme, design teaching is one key area where the Faculty needs to make a move away from traditional lectures to a more innovative design-based teaching culture. e.g. flipped/inverted classroom styles of teaching and learning.
2. It will create the opportunity for innovative cross disciplinary design exercises that will enhance employability by more accurately simulating engineering practice.

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

This application addresses two aspects of the faculty vision

- Commitment to inspirational teaching
- Outstanding environment and facilities

The provision of the design teaching facilities will contribute to the following aims of the faculty strategy

- 1. Enhance our market position and recruit students of the highest possible quality** – this will result from the USP aspect of the proposal
- 2. Review and revise our portfolio to exploit the benefits of our integrated Faculty structure** – this will result from creating the potential to integrate design teaching across disciplines
- 3. Enhance the student experience** – this will result from improvement facilities to better deliver the design core of the engineering curriculum
- 4. Maximise graduate employment opportunities** – the proposal will enable us to produce a better quality graduate with design experience that better equips them for industry

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

Existing Drawing to Scale:	<input type="checkbox"/>	Proposed Drawing to Scale:	<input type="checkbox"/>	Location Plan:	<input type="checkbox"/>
Existing Photographs:	<input type="checkbox"/>	Illustration of Proposal:	<input type="checkbox"/>	Cost Breakdown:	<input type="checkbox"/>

Please ✓

- Assistance with feasibility studies and costing is available from the Space Resource Manager.
- ✓ **Supporting usage tables have been attached in a document as part of this proposal.**

Faculty of Engineer case for design teaching space

Overview

Two types of space requested at previous SMC meeting.

- 1) Design teaching space – for large classes working in groups
- 2) Part II/III Group project space

In March, SMC approved the concept and asked us to identify possible spaces and produce plans.

Space options considered.

- 1) Design teaching space
 - a. ESLC
 - b. Coates C19/C20
 - c. All rooms in Pope A and C floor
- 2) Project space
 - a. L2
 - b. L3
 - c. Coates A1, A3, A7

Options discussed with all depts within Engineering. Positives and negatives considered for each space.

Conclusion

- 1) Pope A13 and Pope A14,
 - a. the only rooms that can provide adequate capacity for large class design teaching
 - b. innovative development potential.
- 2) Coates A1, A3 and A7
 - a. Location close to CEE and CE,
 - b. Ease of access for students, L2/3 is more restricted due to lab environment
 - c. minimum alteration cost
 - d. L2 and L3 space better utilised to develop lab facilities.

Plans.

Pope A13 and A14 –

1. Insert mezzanine floor.
 - a. Upper floor single open plan group working space, capacity up to 140 per room,
 - b. Lower floor suite of 6 smaller group working rooms capacity of 15-20 per room and breakout space
2. All rooms fully networked, with integrated AV system linking all rooms access to specialist faculty software via one hardwired network connection per group
3. All rooms laid out for group work with reconfigurable tables,
4. Designed to optimise the acoustic learning environment.
5. Flexible space that optimises use of the Pope Building, doubling potential utilisation while producing a more innovative teaching space.

Coates A1, A3 and A7

1. Convert into one room
2. Space laid out in office style for student group project work
3. Includes AV screens, storage lockers, facilities for refreshments and printing,
4. fully networked with hard wired network points linking to faculty software
5. Card access, security coverage
6. This is considered proof of concept
- 7.

Cost estimate

“TBC - Building costs plus AV / IT costs plus Flat lecture rooms furniture allowance provision”

Awaiting feedback from Gaskills.

Costs cover the works in:-

Pope A13 and A14

Coates A1, A3 and A7

Consultation on plans with other parties

Consultation was done in conjunction with estates.

Students

Overall: Overwhelmingly positive for all aspects of plan, particularly the project space in the Coates building local to the Dept Community.

Issue: How quickly can it be achieved?

Exams Office

Overall: Positive as capacity will be increase, specifically the smaller rooms on the lower level

Issue: Rooms need to reconfigured for exams in Jan and May

Solution: make group working tables stackable, and able to be stored local to Pope building, on lower level.

Timetabling

Overall: Very positive, could foresee considerable demand. Ideal for language teaching in smaller rooms.

Issue: Availability of large flat lecture rooms in Coates.

Solution: Could potentially release the Coates rooms subject to a review of large flat lecturing space. Recognising that to some extent this need is compensated by the increased capacity in Pope.

Conferencing

Overall: Very positive. Felt that the Pope facility would better more attractive and more marketable space. Development in Coates was of little consequence.

Issues: Scheduling would need to be summer 2015 for Pope due to contractual commitments and tables would need reconfiguring for catering.

Solution: Schedule work for summer 2015

School of Mathematics

Overall: supported the plans as this interconnected flexible space would better facilitat

Issues: need to maintain adequate capacity. Ideally not less than 140 per upper room in Pope.

Solution: Ensure adequate capacity is retained. This will be more easily achieve if a networked PCs are not needed to access specialist software.

IS (AV/IT)

Overall: Nothing from an AV point of view that was requested was an issue

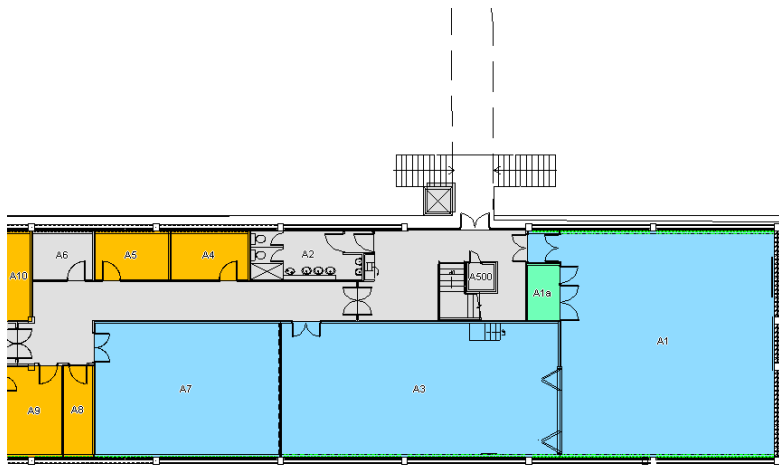
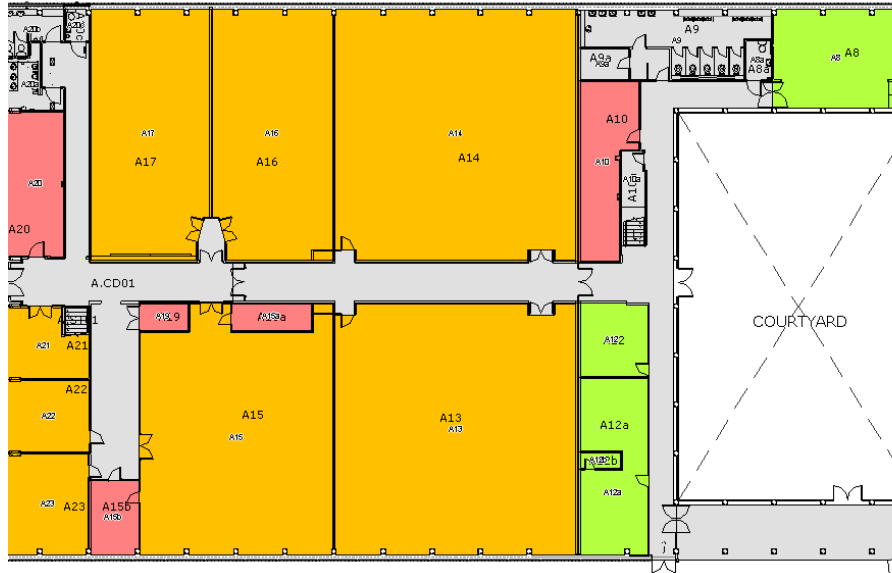
Issue: Further consideration would be needed with respect to accessing faculty image and running more advanced software on a server via student lap interface vs hard wired PCs.

Way forward.

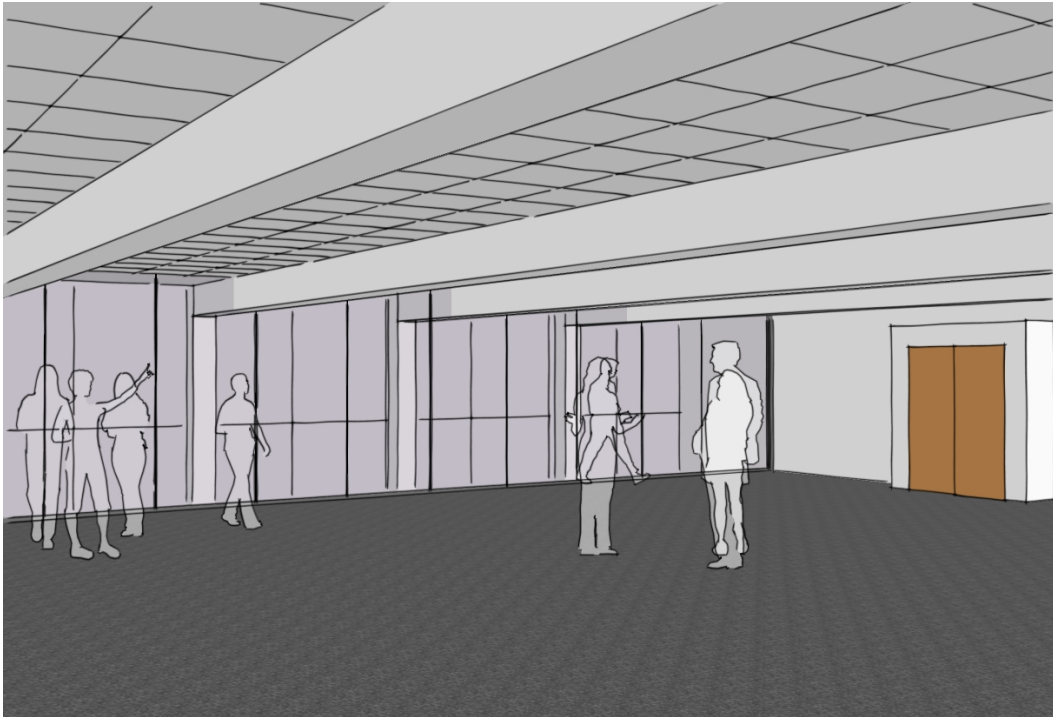
- 1) Approval of project with SMC
- 2) Refine feasible options IT/IS
- 3) Continue consultation with other interested groups
- 4) Produce specification with view to go out to tender April/May 2015.
- 5) Works commence July 2015
- 6) Complete Sept 2015

Faculty of Engineering's application to SMC for allocation of space for a new Design Studio for Civil Engineering and Chemical and Environmental Engineering.

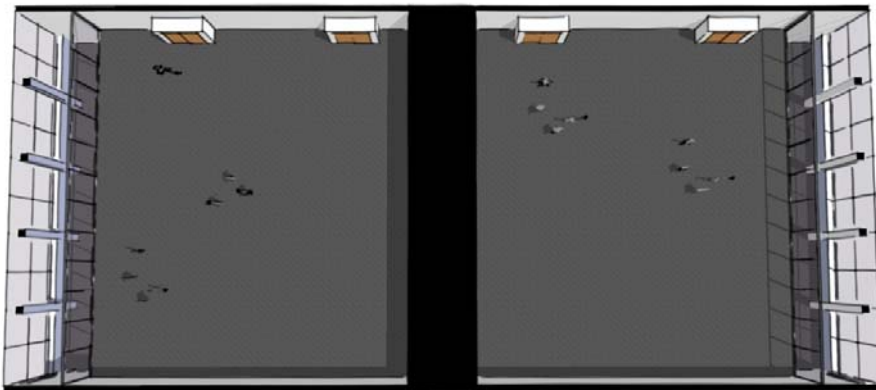
Visual representations - Current Pope A13 and A14 and Coates A1, A3, A7 configuration.



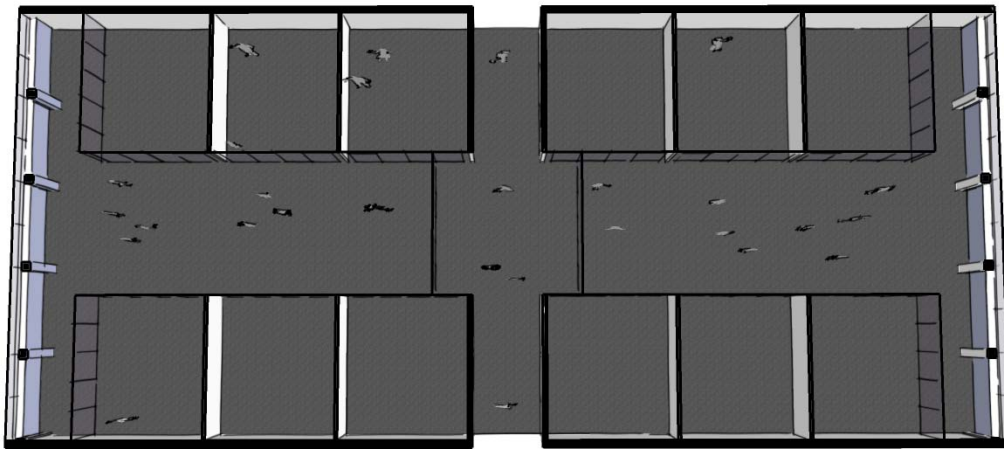
Mezzanine / First floor view of the B13/B14 rooms.

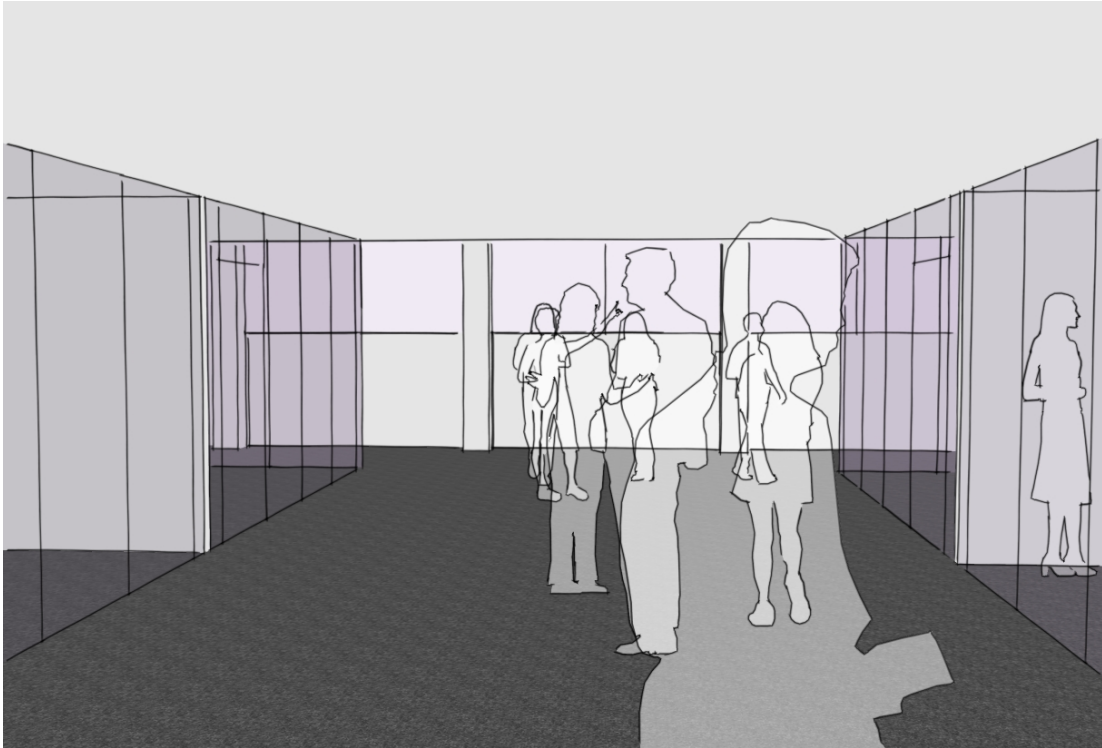


Mezzanine / First plan view of the B13/B14 rooms

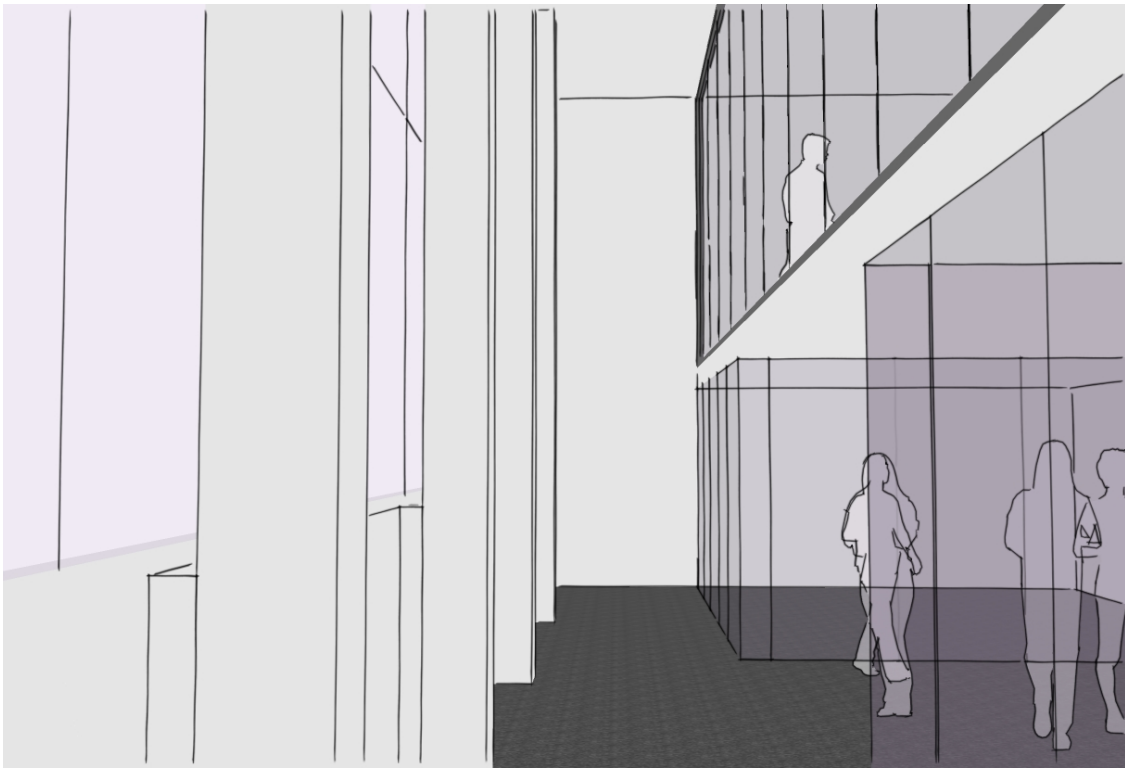


Ground floor views of Pope revised A13 and A14 room in new group working format.

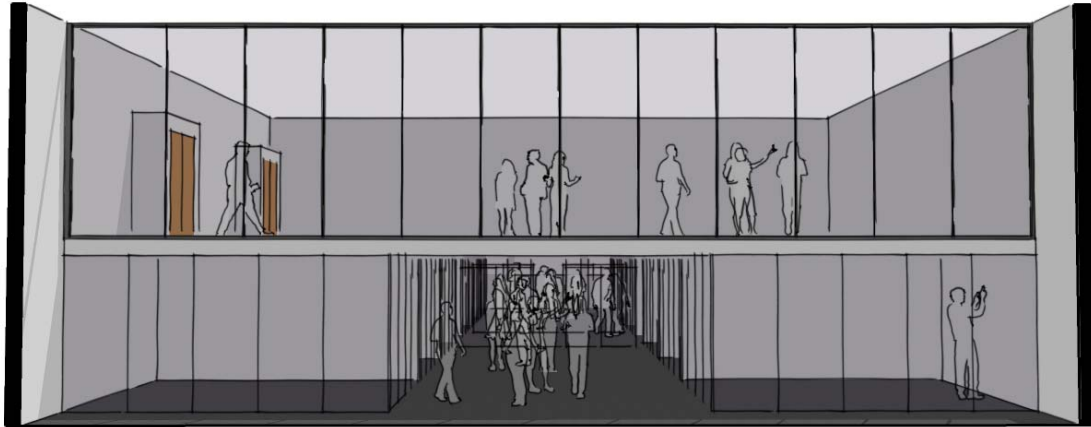




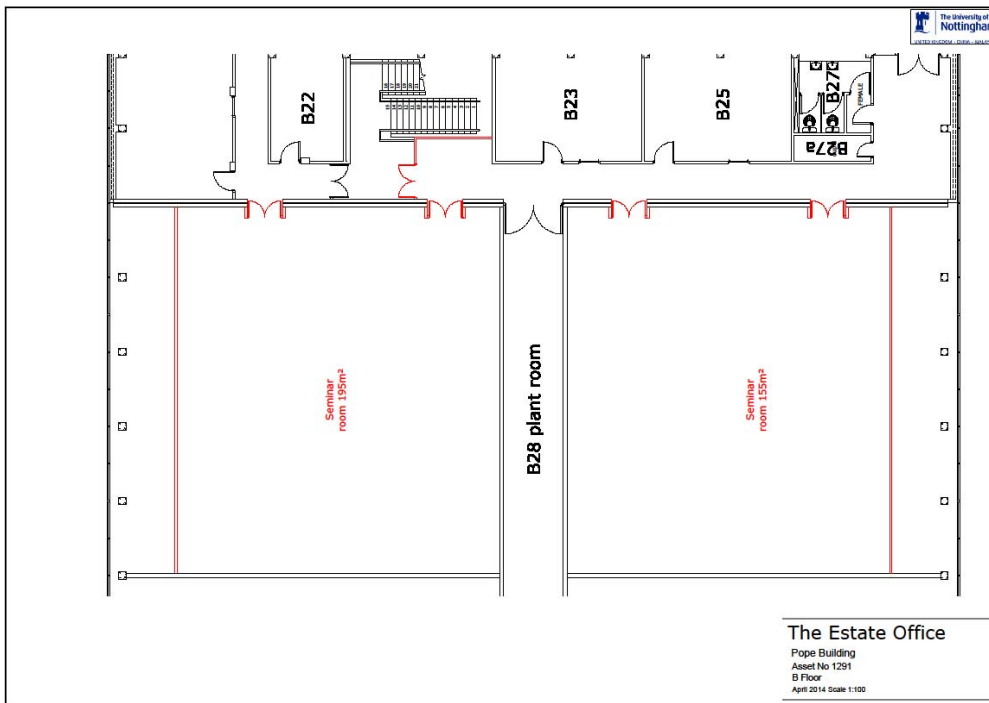
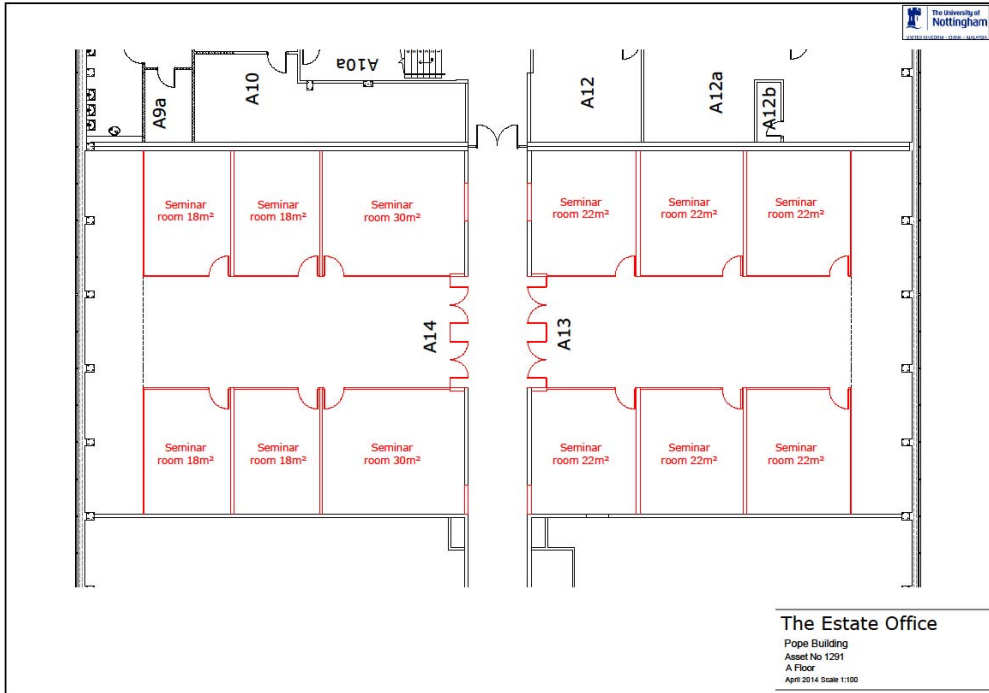
Side view of the two floor levels showing the full height “Break out” area.



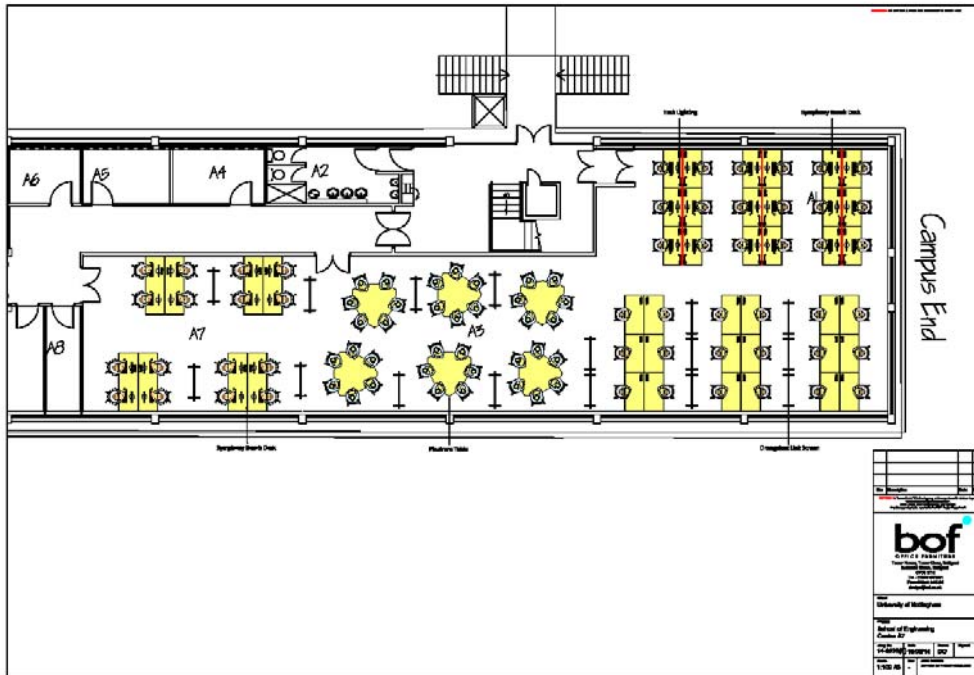
Front view of the two proposed room levels.



Plan views of the proposed Pope "A" and new "B" floor arrangements.



Proposed revised layout of Coates A1, A3 and A7.





Gaskell
CONSTRUCTION CONSULTANTS

Feasibility Estimate

Alterations to Coates/Pope Buildings
The School of Engineering
University Park, Nottingham



FEASIBILITY ESTIMATE

Gross internal floor area: (GIFA)	N/a
Pricing period	Q3/14

Brief

- To provide the Space Management Committee members with a feasibility estimate for the proposed alterations to the Coates & Pope buildings, for the School of Engineering, University Park, Nottingham.

Elemental breakdown

BUILDING WORKS	
1 Substructure	-
2 Superstructure	
Frame	40,300.00
New partitions/doors	29,530.00
Glazed walling and doors	99,250.00
3 Internal Finishes	
Floors	44,105.00
Walls	18,980.00
Ceilings	26,650.00
4 Fittings, Furnishings and Equipment	
5 Services	137,264.00
6 Complete buildings and building units	
7 Work to existing buildings	
Demolitions and alterations	2,560.00
8 External Works	
9 Facilitating works	
Remove furniture to KMC	
SUB-TOTAL: BUILDING WORKS	398,639.00
10 Main Contractor Preliminaries	79,728.00
SUB-TOTAL: BUILDING WORKS (including main contractor's preliminaries)	478,367.00
11 Main Contractor overheads and profit (inc' in rates)	-
TOTAL: BUILDING WORKS ESTIMATE	478,367.00
PROJECT/DESIGN TEAM FEES AND OTHER DEVELOPMENT COSTS	
12 Project/design team fees	47,837.00
13 Other development/project costs	
Client supply (locks, signs etc)	5,000.00
Furniture (BOF) @ £500/person	50,000.00
TOTAL: DEVELOPMENT COST EXC VAT	581,204.00
16 VAT assessment (20%)	116,241.00
TOTAL: DEVELOPMENT COST INC VAT	697,445.00

FEASIBILITY ESTIMATE

Gross internal floor area: (GIFA)	N/a
Pricing period	Q3/14

Cost information/Basis

- The University of Nottingham Estates Office drawing
Asset No. 1291 A Floor
Asset No. 1291 B Floor

Qualifications

- External Consultant design/management fees are included
- CDM appointment excluded
- Furniture by BOF provided at £50,000 due to lack of quotation
- VAT @ 20% (i.e. not by 85%)
- Occupying department costs excluded (e.g. Relocation, disruption)
- Inflation beyond Q3/14
- Presence of Asbestos is excluded
- Building Control and Planning fees excluded
- Due to lack of structural details, we have assumed standard column bases, spans and live loads.
- It is assumed that the sound proofing between A13 & A15, can be achieved by installing a false stud wall, filled with insulation
- We have allowed for creating the cellular spaces within the Pope building, by using standard stud/glazed walls, as opposed to the BOF modular system.

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 6.2

Life Sciences & Link

Life Sciences

Acquisitions & Refurbishments

School of Life Sciences: Refurbishment and Redevelopment Plan

1. Introduction

This application to the University of Nottingham Space Management Committee (SMC), sets out the School of Life Sciences (SoLS) refurbishment and redevelopment plan for its research laboratory and office space and is based on the SMC bid submitted in March 2014 and focuses on specific aims, which are:

- To co-locate staff within the same research group to facilitate collaboration and allow efficient use of equipment and technical expertise
- To vacate the space occupied in A floor West Block QMC (WB), with the exception of retaining offices for clinical staff, in order for this space to be handed back to the NUH Trust

The SoLS believes the implementation of this proposal will significantly improve its research profile and output, and enhance intra-School collaborations. A number of refurbishments are included in this bid which we suggest should be delivered starting summer 2014 with completion before Christmas 2014 and these refurbishments are highlighted below.

2. Medical School

2.1 Outline:

As part of the process of co-locating staff with cognate interests we would like to move Sally Wheatley (SW) and Siobhan Loughna (SL) into laboratory suite C5 on C floor at the Medical School (MS). This is space released by the retirement of Prof Bob Lloyd. SW and SL currently occupy 144m² lab space and 21m² offices. C5 and associated offices provide 210m², thereby offering sufficient space.

Minor works are required to C5 to make 2 smaller offices from the larger professorial office (C5d), to provide a room without external lighting for chick embryo work (C5h) and a retrovirus lab in C5f.

The space vacated by SW (lab D40 & office D42) will be used to move Luisa Martinez-Pomares (LM) from A Floor West Block, allowing us to vacate 83m² of embedded lab space and 12m² of embedded

office space. The space vacated by SL (E61, 168, 169 and E170) will form part of a later phase to refurbishments at the MS.

We would also like to remove the adjoining wall from D40 to D45 and create a larger multi-user laboratory. This will allow Dr Rob Layfield to expand into this space and alleviate some of the burden placed on his current facility.

2.2 Works Required (project submission forms attached):

We would like to commence the initial phase of the plan as soon as possible after June 2014, with completion by mid-September 2014, including the following:

- Build two new offices (by incorporating space from office C5d), a chick embryo room in lab C5 and fit-out C5f as a retrovirus lab.
- Remove wall between labs D40 / D45, modify & re-fit existing benching, make good floor, redecorate and modify services (gas, electric, water).

3. University Park (UP)

3.1 Outline:

The aim is to relocate the Virology, Immunology and Human Genetics groups currently occupying space in West Block to the Life Sciences building (LS).

These groups comprise:

Immunology: Drs Todd, Tighe, Fairclough, Ghaemmaghami & Prof Shakib who are currently using 185m² of main lab space (A1302, A1304, A1308, A1310, A1333, A1350) and 48m² of office space (A1303, A1304, A1311, A1312).

Virology: Prof's Ball & Irving and Dr Tarr currently using 189m² of main lab space (A1288, A1289, A1292, A1316, A1334, A1350 & teaching lab A1384 – only 23m² of this teaching lab) and 38m² of office space (A1317, A1318 & A1328).

Human Genetics: Prof Morgan, Drs Chappell and Knight currently using 127m² of main lab space (A1306, 1306A, 1307, 1314, 1350) and 30.6m² of office space (A1305, A1323) in A Floor West Block.

In order to achieve this we wish to refurbish rooms B136-146, which currently occupied by the Parasitology group in the Life Sciences building. We would also like to bring back into use and refurbish rooms B93-98. The aim is for these to become multi-user laboratories that can accommodate the research needs of the Parasitology group and those colleagues joining the Life Sciences building from the Virology and Immunology groups.

We also propose to relocate the Human Genetics group of Prof Kevin Morgan to space in IBIOS in the Life Sciences Link building (B06, 07, 10, 11, 12, 22 and 23), working in collaboration with colleagues in Engineering, Estates and IBIOS to ensure that the final configuration maximises the opportunity for collaboration between research groups. Additionally, the group would need a Bioinformatics office, for which a location is still to be identified, but this could be elsewhere in the building.

To accommodate the academic staff associated with these groups and active recruitment in associated areas (15 members of staff), we also request:

- mothballed offices in LS-UP (B102, B103, B104, B105, B106 and B107), which can be used in conjunction with existing offices B100 and B101 to house 8 members of academic staff.
- vacated IBIOS office spaces (A26 and B19) to house a further 2 members of staff.
- internal rationalisation of current Life Sciences office use to accommodate a further 2 members of staff (B61, 66, 77).

This will leave the need for ***an additional 4 office spaces for academic staff*** to be identified and the Bioinformatics office for the Human Genetics group. Opportunities might include allocating to Life Sciences the journal office (B119), which could be split in two, or Xerox or Sustrans facilities, should alternative spaces be available elsewhere in the University.

These offices will need redecorating and fitting out with furniture.

There are a total of 43 additional members moving to Life Sciences (31 PhD students, 8 PDRAs and 4 Technicians). To accommodate these colleagues, we also request changes to the existing furniture in communal offices (A101, A103, B43, B64, B71, B99, B109, B135) to increase the number of desks, and to change the use of A34 to a new communal office. This will increase occupancy from 76 at present to 98. In addition, we request the use of the 6 desk spaces vacated in IBIOS communal office B19. These combined spaces, together with a rationalisation of current use (including hot-desking policies where appropriate), will accommodate the 43 members of the School.

3.2 Works Required (project submission forms attached)

We would like to commence this work July 2014.

- Full Refurbishment of rooms B136-146 which occupy 255m² after temporarily relocating research activity of the Parasitology group (Dr's Mike Doenhoff, Andrew MacColl, David dePomerai and Profs Jerzy Behnke and Jan Bradley) into B93-98.
- Relocation of Dr's Mike Doenhoff, Andrew MacColl, David de Pomerai and Profs Jerzy Behnke and Jan Bradley back into B136-146
- Minor works to B06, 07, 10, 22 and 23 (or equivalent spaces in the adjacent areas), in consultation with Engineering.
- Refurbishment, including removal of the dividing wall, in B11 and B12.
- Relocation of the remaining Virology/Immunology academics from WB to B93-98, which is 225m².
- Updating of offices B100-B107, together with A26 and B19, for housing academic staff.
- Refurbishment and minor works to space for an additional 4 academic offices and a Bioinformatics office (such as B119, Xerox or Sustrans areas).
- Repurposing of A34 to provide a communal office with 12 desk spaces.
- Changes to the furniture in existing communal offices A101, A103, B43, B64, B71, B99, B109, B135 to increase capacity.

4. Issues that Require Attention

The urgent issue is the identification of the additional office space for academic members of staff moving from A Floor West Floor and their replacement / new appointments, and the office space for the Bioinformatics facility. This additional office provision will ensure the vacation of the A Floor West Block embedded area, with the exception of 2 clinical academic appointments that will remain.

The nature of the changes is such that we would require substantial portering assistance, either UoN or external providers, such as Johnson's Removals.

We have found we are currently unable to use A36 as a project lab due to difficulties with increased teaching numbers in lab classes. However, this remains an ambition for the School, although contingent upon future teaching spaces and numbers. This submission represents a first phase of plans, and we will be submitting further phases for consideration by SMC during the next academic year.

Head of School Statement by Prof. Ian Macdonald

Subsequent Refurbishment and Redevelopment Plans for the School of Life Sciences

The School of Life Sciences (SoLS) formally came into existence on 1st August 2013 in response to the 2011 Review of the Faculty of Medicine and Health Sciences. The major rationale for forming SoLS was to streamline the administration and delivery of teaching and to enhance the research outputs of the new School compared to the 3 constituent schools it was formed from (Biology, Biomedical Sciences and Molecular Medical Sciences [MOL]).

In March 2013, the school successfully applied for Space Management Committee funding to relocate the School's Photography unit and create an Undergraduate (UG) and Postgraduate Taught (PGT) administration hub in LS-UP. This development effectively addressed the priority issue of the imminent loss of the former MOL teaching facility space on A floor West Block of Queen's Medical Centre to the NUH Trust at the start of the new academic year as well as providing facilities that brought together both UG and PGT administration from the 3 former schools that will enable us to deliver streamlined administration and delivery of teaching.

In my HoS Statement that accompanied that initial plan, I emphasised that we intended to develop the rest of the SoLS Space and Facilities strategy over the next 12 months, so that this could be achieved in a staged fashion over the next 3-4 years. In this subsequent bid to SMC we now turn our attention to the research and research support space and the important issue of relocating staff from the embedded space in A Floor West Block of QMC into the Medical School and Life Sciences buildings as part of the long term objective of the University to reduce our occupancy of embedded space. This will require the release of currently 'mothballed' space in both buildings.

We wish to reorganise our research space into fewer sites and co-locate academic and research staff with cognate research interests. Research groups have therefore been created with the aim of promoting collaboration and increasing research outputs and detailed proposals of the specific room changes we believe are essential to facilitate this are in the accompanying bid.

Our plans for vacating embedded space are well-defined for the first phase of this programme. Our bid will enable academics to join cognate research groups and will relocate staff and laboratories currently based in A Floor West Block. With the exception of finding 4 academic offices and 1 bioinformatics office in the Life Sciences Building, we can achieve the stated goals. We seek Estates assistance in sourcing space within the Life Sciences for these remaining offices. We additionally wish to highlight that 2 clinical academics are outside of this programme of relocation and will remain located in A Floor West Block at the current time, pending further discussions with Estates, the School of Medicine and the Trust.

Less well defined, but nevertheless important to articulate at this stage as we will seek significant Estates Department input, is our desire to create larger, state-of-the-art, multi-user facilities based on the research platforms and core facilities that now exist in the SoLS, with the aim of promoting the shared use of equipment and core facilities.

These are ambitious plans but these infrastructure improvements are essential if the objectives of the Faculty restructure are to be realised and the momentum of the changes implemented to date across the new schools is to be maintained.

**PROJECT SUBMISSION BID:
Part A – Summary Sheet**

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.qlen@nottingham.ac.uk

Project Title: Communal offices for Postgrad research students and Postdocs
Faculty: Medicine and health Sciences
School/Department: Life Sciences
Contact: Kishan Jassi / Prof. Jan Bradley
Proposed Building Name:
Proposed Room Number/s: A101, A103, B43, B64, B71, B99, B109, B135

Summary of Project: Broadly describe the project proposal.

Fit-out of the above rooms with desks, including overhead storage, pedestal drawers and chairs.

New floor covering and redecoration where needed.

Estimated Cost: £47402 (+ VAT) – for furniture only. Additional sum for redecorations
Contribution from SMC: £ FULL Contribution from School: £
Total Value inc VAT: £ %

Outline Scope of Works: List the elements of work required to complete the project.

Fit-out of the above room's with desks, including overhead storage, pedestal drawers and chairs.

New floor covering and redecorate room – where needed

Comments from Head of School:

Please see attached HoS Statement

Comments from Finance Adviser:

See statement below from Ms Adele Homer School Finance Adviser (ext. 31511 / 67423).

The School doesn't have sufficient flexibility in its existing budget to fund the proposed works. Although the cost is not yet known; it would appear to be a significant financial commitment.

However, the proposal is a key part of the school's strategy and the need to vacate space in the West Block will have to be addressed with the most sensible solution to meet the school's longer term aims.

The benefits of centralising research activities will be seen in the form of increased research income and margin through better and increased collaborative opportunities. There should also be an opportunity to review the level of technician support required, which should reduce as a result of the logistical set up of facilities.

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk



The University of
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Project Completion Date: Septemebr 2014

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated valued over £100K, revenue less than £100K, subject to financial department's discretion.
- SMC approval is required for modifications to premises even when no funding contribution is needed.
- The Committee is responsible for all space allocations to budget units.
- SMC funds new builders' works and enhancements, furniture, fixtures and fittings but not equipment in bid proposals.
- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

PROJECT SUBMISSION BID:
PART B – Detailed Proposal

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title: Communal offices for Postgrad research students and Postdocs
Faculty: Medicine and health Sciences
School/Department: Life Sciences
Contact: Kishan Jassi / Prof. Jan Bradley
Proposed Building Name:
Proposed Room Number/s: A101, A103, B43, B64, B71, B99, B109, B135

Aim of the Proposed Project:

Enabling work to increase capacity and standardise provision of multi-user office space in all communal offices based in Life Sciences building. This will allow relocation of academic staff currently based in QMC West Block by providing space for their students and Postdocs.

Details of Proposal:

Fit-out of the above room's with desks, including overhead storage, pedestal drawers and chairs.

New floor covering and redecorate room – where needed.

Anticipated Improvement to Students' Experience:

As a consequence of relocating academic staff from QMC West Block we need to provide desk space for their Postgraduate students and Post-Doctoral Fellows

We feel that improved and standardised desk space in the School of Life Sciences, based on the standard furniture model purchased and used in other Schools within the UoN, will help ensure UoN students and staff are housed and provided with similar office facilities irrespective of their School. We feel we can meet School needs by reconfiguring existing multi-user offices with new furniture.

Costs have been obtained from BOF and the total requested for furniture is £47,402 (+VAT). It will be possible to reduce this figure by only selectively ordering operators chairs.

***NB** – Additional funds may be required to redecorate rooms where needed or to replace floor coverings.

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

Improved and standardised desk space for students / Postdocs in the School of Life Sciences which is based on the standard furniture model purchased and used in other

PROJECT SUBMISSION BID – PART B cont.
Submit to: alex.glen@nottingham.ac.uk



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School's within the UoN.

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

See statement below from Ms Adele Homer School Finance Adviser (ext. 31511 / 67423).

The School doesn't have sufficient flexibility in its existing budget to fund the proposed works. Although the cost is not yet known; it would appear to be a significant financial commitment.

However, the proposal is a key part of the school's strategy and the need to vacate space in the West Block will have to be addressed with the most sensible solution to meet the school's longer term aims.

The benefits of centralising research activities will be seen in the form of increased research income and margin through better and increased collaborative opportunities. There should also be an opportunity to review the level of technician support required, which should reduce as a result of the logistical set up of facilities.

**** Please also refer to attached Statement from Prof Ian Macdonald the Head of School for Life Sciences.**

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

Existing Drawing to Scale:
Existing Photographs:

Proposed Drawing to Scale:
Illustration of Proposal:

Location Plan:
Cost Breakdown:

Please ✓

- Assistance with feasibility studies and costing is available from the Space Resource Manager.



PROJECT SUBMISSION BID:
PART B – Detailed Proposal

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title: Updating of B93-B98
Faculty: Medicine and health Sciences
School/Department: Life Sciences
Contact: Kishan Jassi / Prof. Jan Bradley
Proposed Building Name:
Proposed Room Number/s: B93-B98

Aim of the Proposed Project:

Updating of lab suite to allow relocation of academic staff currently based in QMC West Block working in Immunology, Virology and Human Genetics Research Groups.

Details of Proposal:

Updating of facilities including new Fume Cupboards, replacement of Trespa benching and associated shelving, increasing electrical and data sockets, air conditioning and widening door openings to rooms within B93-98 in Life Sciences Building at University park – the full requirements have been provided to Mr Peter Goldsworthy in the Room Data Sheets for these spaces.

Anticipated Improvement to Students' Experience:

Large open plan lab offering an improved experience and working conditions for UG Project students.

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

Co-location of academic staff thereby enhancing intra and inter-school collaborations following recent creation of new School structures within the University.

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk



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Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

See statement below from Ms Adele Homer School Finance Adviser (ext. 31511 / 67423).

The School doesn't have sufficient flexibility in its existing budget to fund the proposed works. Although the cost is not yet known; it would appear to be a significant financial commitment.

However, the proposal is a key part of the school's strategy and the need to vacate space in the West Block will have to be addressed with the most sensible solution to meet the school's longer term aims.

The benefits of centralising research activities will be seen in the form of increased research income and margin through better and increased collaborative opportunities. There should also be an opportunity to review the level of technician support required, which should reduce as a result of the logistical set up of facilities.

**** Please also refer to attached Statement from Prof Ian Macdonald the Head of School for Life Sciences.**

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

Existing Drawing to Scale:

Proposed Drawing to Scale:

Location Plan:

Existing Photographs:

Illustration of Proposal:

Cost Breakdown:

Please ✓

- Assistance with feasibility studies and costing is available from the Space Resource Manager.

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk



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Project Completion Date: December 2014

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
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- The Committee is responsible for all space allocations to budget units.
- SMC funds new builders' works and enhancements, furniture, fixtures and fittings but not equipment in bid proposals.
- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

PROJECT SUBMISSION BID:
Part A – Summary Sheet

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title: Full refurbishment of B136-B146 in Life Sciences building
Faculty: Medicine and health Sciences
School/Department: Life Sciences
Contact: Kishan Jassi / Prof. Jan Bradley
Proposed Building Name:
Proposed Room Number/s: B136-B146

Summary of Project: Broadly describe the project proposal.

Full refurbishment of rooms B136-146 in Life Sciences Building at University park. This work is needed to relocate staff from QMC West Block as outlined in the attached School of Life Sciences SMC bid document & the full requirements have been provided to Mr Peter Goldsworthy in the Room Data Sheets for these spaces.

Estimated Cost: Incorporated in overall costs obtained by Estates staff

Contribution from SMC: £	Contribution from School: £
Total Value inc VAT: £	%

Outline Scope of Works: List the elements of work required to complete the project.

Full refurbishment of rooms B136-146 in Life Sciences Building at University park.

Comments from Head of School:

Please see attached HoS Statement

Comments from Finance Adviser:

See statement below from Ms Adele Homer School Finance Adviser (ext. 31511 / 67423).

The School doesn't have sufficient flexibility in its existing budget to fund the proposed works. Although the cost is not yet known; it would appear to be a significant financial commitment.

However, the proposal is a key part of the school's strategy and the need to vacate space in the West Block will have to be addressed with the most sensible solution to meet the school's longer term aims.

The benefits of centralising research activities will be seen in the form of increased research income and margin through better and increased collaborative opportunities. There should also be an opportunity to review the level of technician support required, which should reduce as a result of the logistical set up of facilities.

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk



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Project Completion Date: December 2014

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated valued over £100K, revenue less than £100K, subject to financial department's discretion.
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- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

PROJECT SUBMISSION BID:
PART B – Detailed Proposal

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title: Full refurbishment of B136-B146 in Life Sciences building
Faculty: Medicine and health Sciences
School/Department: Life Sciences
Contact: Kishan Jassi / Prof. Jan Bradley
Proposed Building Name:
Proposed Room Number/s: B136-B146

Aim of the Proposed Project:

Full refurbishment of lab suite for use by existing Parasitology Research Group and to allow relocation of academic staff currently based in QMC West Block working in Immunology, Virology and Human Genetics Research Groups.

Details of Proposal:

Full refurbishment of rooms B136-146 in Life Sciences Building at University park. This work is needed to relocate staff from QMC West Block as outlined in the attached School of Life Sciences SMC bid document.

Anticipated Improvement to Students' Experience:

Large open plan lab offering an improved experience and working conditions for UG Project students.

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

Improved and standardised desk space for students / Postdocs in the School of Life Sciences which is based on the standard furniture model purchased and used in other School's within the UoN.

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk



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See statement below from Ms Adele Homer School Finance Adviser (ext. 31511 / 67423).

The School doesn't have sufficient flexibility in its existing budget to fund the proposed works. Although the cost is not yet known; it would appear to be a significant financial commitment.

However, the proposal is a key part of the school's strategy and the need to vacate space in the West Block will have to be addressed with the most sensible solution to meet the school's longer term aims.

The benefits of centralising research activities will be seen in the form of increased research income and margin through better and increased collaborative opportunities. There should also be an opportunity to review the level of technician support required, which should reduce as a result of the logistical set up of facilities.

**** Please also refer to attached Statement from Prof Ian Macdonald the Head of School for Life Sciences.**

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

Existing Drawing to Scale:

Proposed Drawing to Scale:

Location Plan:

Existing Photographs:

Illustration of Proposal:

Cost Breakdown:

Please ✓

- Assistance with feasibility studies and costing is available from the Space Resource Manager.

PROJECT SUBMISSION BID:

Part A – Summary Sheet

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title: Minor building works in B11 & B12 in Life Sciences building
Faculty: Medicine and health Sciences
School/Department: Life Sciences
Contact: Kishan Jassi / Prof. Jan Bradley
Proposed Building Name:
Proposed Room Number/s: B11 & B12

Summary of Project: Broadly describe the project proposal.
Remove internal adjoining wall between labs B11 & B12 and fit out with benching as shown on room plans provided by academic staff, modify and re-direct gas, water and electric services.

Specific requirements submitted to Mr Peter Goldsworthy via Room Data Sheets.

Estimated Cost: Not yet obtained by Estates

Contribution from SMC: £ FULL	Contribution from School: £
Total Value inc VAT: £	%

Outline Scope of Works: List the elements of work required to complete the project.
Remove internal adjoining wall between labs B11 & B12 and fit out with benching as shown on room plans provided by academic staff, modify and re-direct gas, water and electric services.

Comments from Head of School:

Please see attached HoS Statement

Comments from Finance Adviser:

See statement below from Ms Adele Homer School Finance Adviser (ext. 31511 / 67423).

The School doesn't have sufficient flexibility in its existing budget to fund the proposed works. Although the cost is not yet known; it would appear to be a significant financial commitment.
However, the proposal is a key part of the school's strategy and the need to vacate space in the West Block will have to be addressed with the most sensible solution to meet the school's longer term aims.
The benefits of centralising research activities will be seen in the form of increased research income and margin through better and increased collaborative opportunities. There should also be an opportunity to review the level of technician support required, which should reduce as a result of the logistical set up of facilities.

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk



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Project Completion Date: December 2014

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated valued over £100K, revenue less than £100K, subject to financial department's discretion.
- SMC approval is required for modifications to premises even when no funding contribution is needed.
- The Committee is responsible for all space allocations to budget units.
- SMC funds new builders' works and enhancements, furniture, fixtures and fittings but not equipment in bid proposals.
- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

PROJECT SUBMISSION BID:
PART B – Detailed Proposal

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title: Minor building works in B11 & B12 in Life Sciences building
Faculty: Medicine and health Sciences
School/Department: Life Sciences
Contact: Kishan Jassi / Prof. Jan Bradley
Proposed Building Name:
Proposed Room Number/s: B11 & B12

Aim of the Proposed Project:

Enabling work to allow relocation of academic staff thereby creating space for academic staff currently based in QMC West Block.

Details of Proposal:

Remove internal adjoining wall between labs B11 & B12 and fit out with benching as shown on room plans provided by academic staff, modify and re-direct gas, water and electric services.

Specific requirements submitted to Mr Peter Goldsworthy via Room Data Sheets.

Anticipated Improvement to Students' Experience:

Large open plan lab offering an improved experience and working conditions for UG Project students.

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

Co-location of academic staff thereby enhancing intra and inter-school collaborations following recent creation of new School structure within the University.

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk



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Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

See statement below from Ms Adele Homer School Finance Adviser (ext. 31511 / 67423).

The School doesn't have sufficient flexibility in its existing budget to fund the proposed works. Although the cost is not yet known; it would appear to be a significant financial commitment.

However, the proposal is a key part of the school's strategy and the need to vacate space in the West Block will have to be addressed with the most sensible solution to meet the school's longer term aims.

The benefits of centralising research activities will be seen in the form of increased research income and margin through better and increased collaborative opportunities. There should also be an opportunity to review the level of technician support required, which should reduce as a result of the logistical set up of facilities.

**** Please also refer to attached Statement from Prof Ian Macdonald the Head of School for Life Sciences.**

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

Existing Drawing to Scale:

Proposed Drawing to Scale:

Location Plan:

Existing Photographs:

Illustration of Proposal:

Cost Breakdown:

Please ✓

- Assistance with feasibility studies and costing is available from the Space Resource Manager.

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk



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Project Completion Date: December 2014

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
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- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

PROJECT SUBMISSION BID:
PART B – Detailed Proposal

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title: Minor building works in B10 in Life Sciences Building
Faculty: Medicine and health Sciences
School/Department: Life Sciences
Contact: Kishan Jassi / Prof. Jan Bradley
Proposed Building Name:
Proposed Room Number/s: B10

Aim of the Proposed Project:

Enabling work to allow relocation of academic staff thereby creating space for academic staff currently based in QMC West Block.

Details of Proposal:

Re-fit of small lab B10 in Life Sciences Building to accommodate the research activities of the Human Genetics research group.

Will need desk height benching with high density electrical & data sockets.

Specific requirements submitted to Mr Peter Goldsworthy via a Room Data Sheet.

Anticipated Improvement to Students' Experience:

Dedicated lab offering an improved experience and working conditions for UG Project students.

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

Co-location of academic staff thereby enhancing intra and inter-school collaborations following recent creation of new School structures within the University.

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk



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See statement below from Ms Adele Homer School Finance Adviser (ext. 31511 / 67423).

The School doesn't have sufficient flexibility in its existing budget to fund the proposed works. Although the cost is not yet known; it would appear to be a significant financial commitment.

However, the proposal is a key part of the school's strategy and the need to vacate space in the West Block will have to be addressed with the most sensible solution to meet the school's longer term aims.

The benefits of centralising research activities will be seen in the form of increased research income and margin through better and increased collaborative opportunities. There should also be an opportunity to review the level of technician support required, which should reduce as a result of the logistical set up of facilities.

**** Please also refer to attached Statement from Prof Ian Macdonald the Head of School for Life Sciences.**

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

Existing Drawing to Scale:

Proposed Drawing to Scale:

Location Plan:

Existing Photographs:

Illustration of Proposal:

Cost Breakdown:

Please ✓

- Assistance with feasibility studies and costing is available from the Space Resource Manager.



PROJECT SUBMISSION BID:
Part A – Summary Sheet

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title: Minor building works in B23 in Life Sciences Building
Faculty: Medicine and health Sciences
School/Department: Life Sciences
Contact: Kishan Jassi / Prof. Jan Bradley
Proposed Building Name:
Proposed Room Number/s: B23

Summary of Project: Broadly describe the project proposal.

Enabling work to allow relocation of academic staff thereby creating space for academic staff currently based in QMC West Block.

Re-fit of small lab B23 in Life Sciences Building.

Will need benching with high density electrical & data sockets.

Specific requirements submitted to Mr Peter Goldsworthy via a Room Data Sheet.

Estimated Cost: Not yet obtained by Estates

Contribution from SMC: £ FULL	Contribution from School: £
Total Value inc VAT: £	%

Outline Scope of Works: List the elements of work required to complete the project.

Will need benching with high density electrical & data sockets.

Comments from Head of School:

Please see attached HoS Statement

Comments from Finance Adviser:

See statement below from Ms Adele Homer School Finance Adviser (ext. 31511 / 67423).

The School doesn't have sufficient flexibility in its existing budget to fund the proposed works. Although the cost is not yet known; it would appear to be a significant financial commitment.

However, the proposal is a key part of the school's strategy and the need to vacate space in the West Block will have to be addressed with the most sensible solution to meet the school's longer term aims.

The benefits of centralising research activities will be seen in the form of increased research income and margin through better and increased collaborative opportunities. There should also be an opportunity to review the level of technician support required, which should reduce as a result of the logistical set up of facilities.

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk



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Project Completion Date: December 2014

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated valued over £100K, revenue less than £100K, subject to financial department's discretion.
- SMC approval is required for modifications to premises even when no funding contribution is needed.
- The Committee is responsible for all space allocations to budget units.
- SMC funds new builders' works and enhancements, furniture, fixtures and fittings but not equipment in bid proposals.
- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.



PROJECT SUBMISSION BID:
PART B – Detailed Proposal

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title: Minor building works in B23 in Life Sciences Building
Faculty: Medicine and health Sciences
School/Department: Life Sciences
Contact: Kishan Jassi / Prof. Jan Bradley
Proposed Building Name:
Proposed Room Number/s: B23

Aim of the Proposed Project:

Enabling work to allow relocation of academic staff thereby creating space for academic staff currently based in QMC West Block.

Details of Proposal:

Re-fit of small lab B23 in Life Sciences.

Will need benching with high density electrical & data sockets.

Specific requirements submitted to Mr Peter Goldsworthy via a Room Data Sheet.

Anticipated Improvement to Students' Experience:

Dedicated lab offering an improved experience and working conditions for UG Project students.

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

Co-location of academic staff thereby enhancing intra and inter-school collaborations following recent creation of new School structures within the University.

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk



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Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

See statement below from Ms Adele Homer School Finance Adviser (ext. 31511 / 67423).

The School doesn't have sufficient flexibility in its existing budget to fund the proposed works. Although the cost is not yet known; it would appear to be a significant financial commitment.

However, the proposal is a key part of the school's strategy and the need to vacate space in the West Block will have to be addressed with the most sensible solution to meet the school's longer term aims.

The benefits of centralising research activities will be seen in the form of increased research income and margin through better and increased collaborative opportunities. There should also be an opportunity to review the level of technician support required, which should reduce as a result of the logistical set up of facilities.

**** Please also refer to attached Statement from Prof Ian Macdonald the Head of School for Life Sciences.**

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

Existing Drawing to Scale:

Proposed Drawing to Scale:

Location Plan:

Existing Photographs:

Illustration of Proposal:

Cost Breakdown:

Please ✓

- Assistance with feasibility studies and costing is available from the Space Resource Manager.

PROJECT SUBMISSION BID:

Part A – Summary Sheet

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title: Minor building works in Lab Suite C5
Faculty: Medicine and health Sciences
School/Department: Life Sciences
Contact: Kishan Jassi / Prof. Jan Bradley
Proposed Building Name:
Proposed Room Number/s: Lab Suite C5

Summary of Project: Broadly describe the project proposal.

Build two new offices (by incorporating space from office C5d), an internal chick embryo room in lab C5h and a retrovirus lab in C5f.

Specific requirements submitted to Mr Peter Goldsworthy via a Room Data Sheet which has been used for quotation purposes.

Estimated Cost: Incorporated in overall costs obtained by Estates staff

Contribution from SMC: £ FULL	Contribution from School: £
Total Value inc VAT: £	%

Outline Scope of Works: List the elements of work required to complete the project.

Build two new offices (by incorporating space from office C5d), an internal chick embryo room in lab C5h and a retrovirus lab in C5f.

Comments from Head of School:

Please see attached HoS Statement

Comments from Finance Adviser:

See statement below from Ms Adele Homer School Finance Adviser (ext. 31511 / 67423).

The School doesn't have sufficient flexibility in its existing budget to fund the proposed works. Although the cost is not yet known; it would appear to be a significant financial commitment.

However, the proposal is a key part of the school's strategy and the need to vacate space in the West Block will have to be addressed with the most sensible solution to meet the school's longer term aims.

The benefits of centralising research activities will be seen in the form of increased research income and margin through better and increased collaborative opportunities. There should also be an opportunity to review the level of technician support required, which should reduce as a result of the logistical set up of facilities.

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk



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Project Completion Date: End of August 2014

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated valued over £100K, revenue less than £100K, subject to financial department's discretion.
- SMC approval is required for modifications to premises even when no funding contribution is needed.
- The Committee is responsible for all space allocations to budget units.
- SMC funds new builders' works and enhancements, furniture, fixtures and fittings but not equipment in bid proposals.
- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.



PROJECT SUBMISSION BID:
PART B – Detailed Proposal

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.qlen@nottingham.ac.uk

Project Title: Minor building works in Lab Suite C5
Faculty: Medicine and health Sciences
School/Department: Life Sciences
Contact: Kishan Jassi / Prof. Jan Bradley
Proposed Building Name:
Proposed Room Number/s: C5

Aim of the Proposed Project:

Enabling work to allow relocation of academic staff thereby creating space for academic staff currently based in QMC West Block.

Details of Proposal:

Build two new offices (by incorporating space from office C5d), an internal chick embryo room in lab C5h and a retrovirus lab in C5f.

Specific requirements submitted to Mr Peter Goldsworthy via a Room Data Sheet which has been used for quotation purposes.

Anticipated Improvement to Students' Experience:

Improved laboratory facilities, co-locating research facilities and expertise and offering enhanced experience and working conditions for UG Project students.

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

Co-location of academic staff thereby enhancing intra and inter-school collaborations following recent creation of new School structure within the University.

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk



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Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

See statement below from Ms Adele Homer School Finance Adviser (ext. 31511 / 67423).

The School doesn't have sufficient flexibility in its existing budget to fund the proposed works. Although the cost is not yet known; it would appear to be a significant financial commitment.

However, the proposal is a key part of the school's strategy and the need to vacate space in the West Block will have to be addressed with the most sensible solution to meet the school's longer term aims.

The benefits of centralising research activities will be seen in the form of increased research income and margin through better and increased collaborative opportunities. There should also be an opportunity to review the level of technician support required, which should reduce as a result of the logistical set up of facilities.

**** Please also refer to attached Statement from Prof Ian Macdonald the Head of School for Life Sciences.**

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

Existing Drawing to Scale:

Proposed Drawing to Scale:

Location Plan:

Existing Photographs:

Illustration of Proposal:

Cost Breakdown:

Please ✓

- Assistance with feasibility studies and costing is available from the Space Resource Manager.

PROJECT SUBMISSION BID:
PART B – Detailed Proposal

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title: Fit-out of office for Postgrad research students and Postdocs
Faculty: Medicine and health Sciences
School/Department: Life Sciences
Contact: Kishan Jassi / Prof. Jan Bradley
Proposed Building Name:
Proposed Room Number/s: A34

Aim of the Proposed Project:

Enabling work to allow relocation of academic staff currently based in QMC West Block and thereby providing space for their students and Postdocs.

Details of Proposal:

Fit-out room with desks, including overhead storage, pedestal drawers and chairs.
New electric & data sockets, New floor covering and redecorate room.

Anticipated Improvement to Students' Experience:

As a consequence of relocating academic staff from QMC West Block we need to provide desk space for their Postgraduate students and Post-Doctoral Fellows

We feel that improved and standardised desk space in the School of Life Sciences, based on the standard furniture model purchased and used in other School's within the UoN, will help ensure UoN students and staff are housed and provided with similar office facilities irrespective of their School.

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

Improved and standardised desk space for students / Postdocs in the School of Life Sciences which is based on the standard furniture model purchased and used in other School's within the UoN.

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk



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Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

See statement below from Ms Adele Homer School Finance Adviser (ext. 31511 / 67423).

The School doesn't have sufficient flexibility in its existing budget to fund the proposed works. Although the cost is not yet known; it would appear to be a significant financial commitment.

However, the proposal is a key part of the school's strategy and the need to vacate space in the West Block will have to be addressed with the most sensible solution to meet the school's longer term aims.

The benefits of centralising research activities will be seen in the form of increased research income and margin through better and increased collaborative opportunities. There should also be an opportunity to review the level of technician support required, which should reduce as a result of the logistical set up of facilities.

**** Please also refer to attached Statement from Prof Ian Macdonald the Head of School for Life Sciences.**

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

Existing Drawing to Scale:

Proposed Drawing to Scale:

Location Plan:

Existing Photographs:

Illustration of Proposal:

Cost Breakdown:

- Assistance with feasibility studies and costing is available from the Space Resource Manager.

Please ✓

PROJECT SUBMISSION BID:
Part A – Summary Sheet

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.qlen@nottingham.ac.uk

Project Title: Fit-out of office for Postgrad research students and Postdocs
Faculty: Medicine and health Sciences
School/Department: Life Sciences
Contact: Kishan Jassi / Prof. Jan Bradley
Proposed Building Name:
Proposed Room Number/s: A34

Summary of Project: Broadly describe the project proposal.

Fit-out room with desks, including overhead storage, pedestal drawers and chairs.
New electric & data sockets, New floor covering and redecorate room.

Estimated Cost: £8230 for furniture only – additional funds needed for redecorations
Contribution from SMC: £ Full Contribution from School: £
Total Value inc VAT: £ %

Outline Scope of Works: List the elements of work required to complete the project.

Fit-out room with desks, including overhead storage, pedestal drawers and chairs.
New electric & data sockets, New floor covering and redecorate room.

**Costs above are for furniture only – additional sum required for other works

Comments from Head of School:

Please see attached HoS Statement

Comments from Finance Adviser:

See statement below from Ms Adele Homer School Finance Adviser (ext. 31511 / 67423).

The School doesn't have sufficient flexibility in its existing budget to fund the proposed works. Although the cost is not yet known; it would appear to be a significant financial commitment.

However, the proposal is a key part of the school's strategy and the need to vacate space in the West Block will have to be addressed with the most sensible solution to meet the school's longer term aims.

The benefits of centralising research activities will be seen in the form of increased research income and margin through better and increased collaborative opportunities. There should also be an opportunity to review the level of technician support required, which should reduce as a result of the logistical set up of facilities.

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk



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Project Completion Date: End of August 2014.

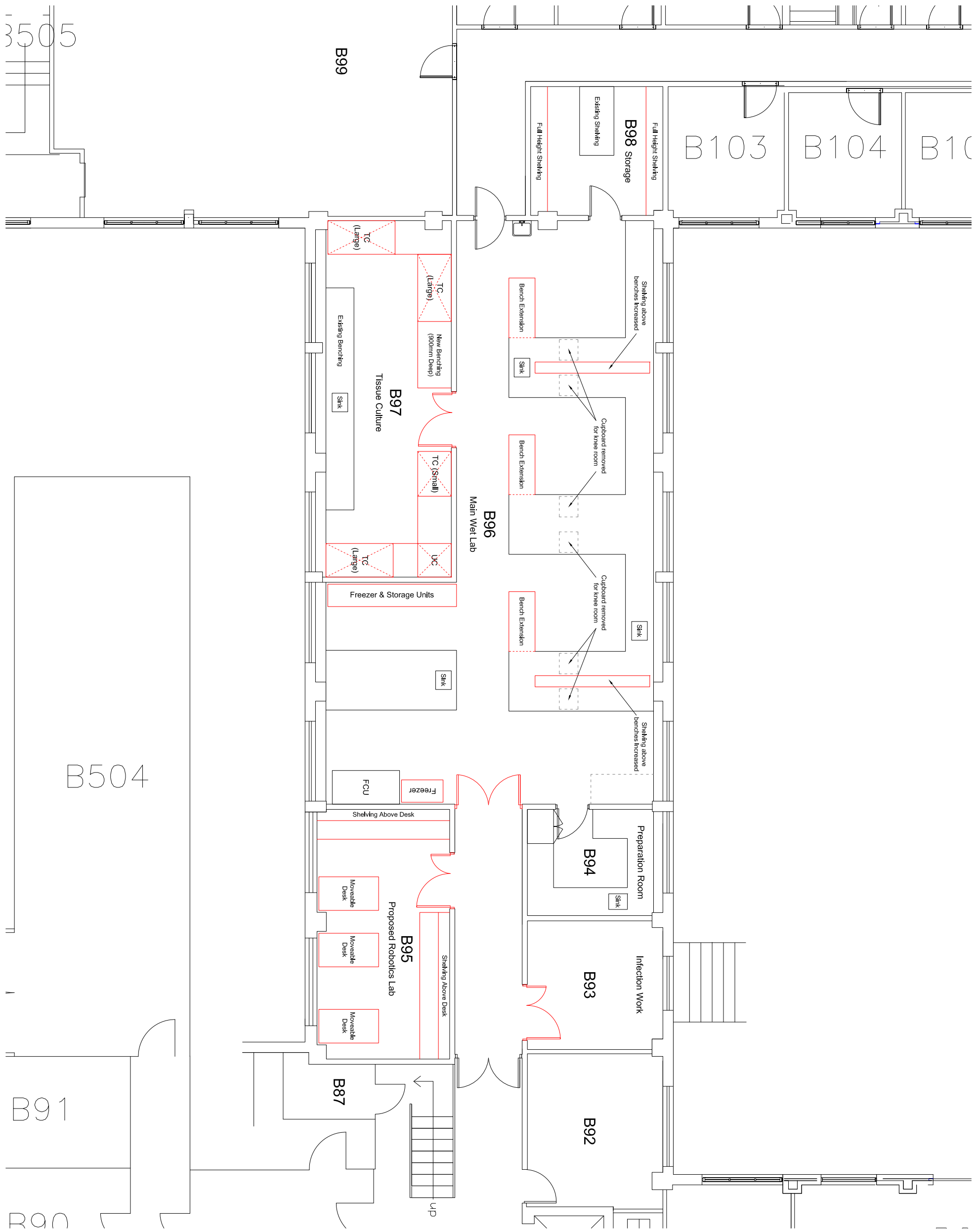
Note:

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- SMC funds new builders' works and enhancements, furniture, fixtures and fittings but not equipment in bid proposals.
- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

Chief of Estates & Facilities Office
Chris Jagger
BSc CEng MICE

Notes

Do not scale. Use only written dimensions. Contractors must verify all dimensions before starting work and any discrepancies to be reported to the Estate Office.
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Date	Description	By	Chk'd

Client
UNIVERSITY OF NOTTINGHAM
ESTATES DEPARTMENT

Project
LIFE SCIENCES B FLOOR
SPACE ACQUISITION &
REFURBISHMENT

Drawing Title
PROPOSED LAYOUT
ROOMS B93 - B98

CAD. File No.

Drawn by JO'D
Checked by

Phone Number

Email address
JAMES.O'DONNELL@NOTTINGHAM.AC.UK

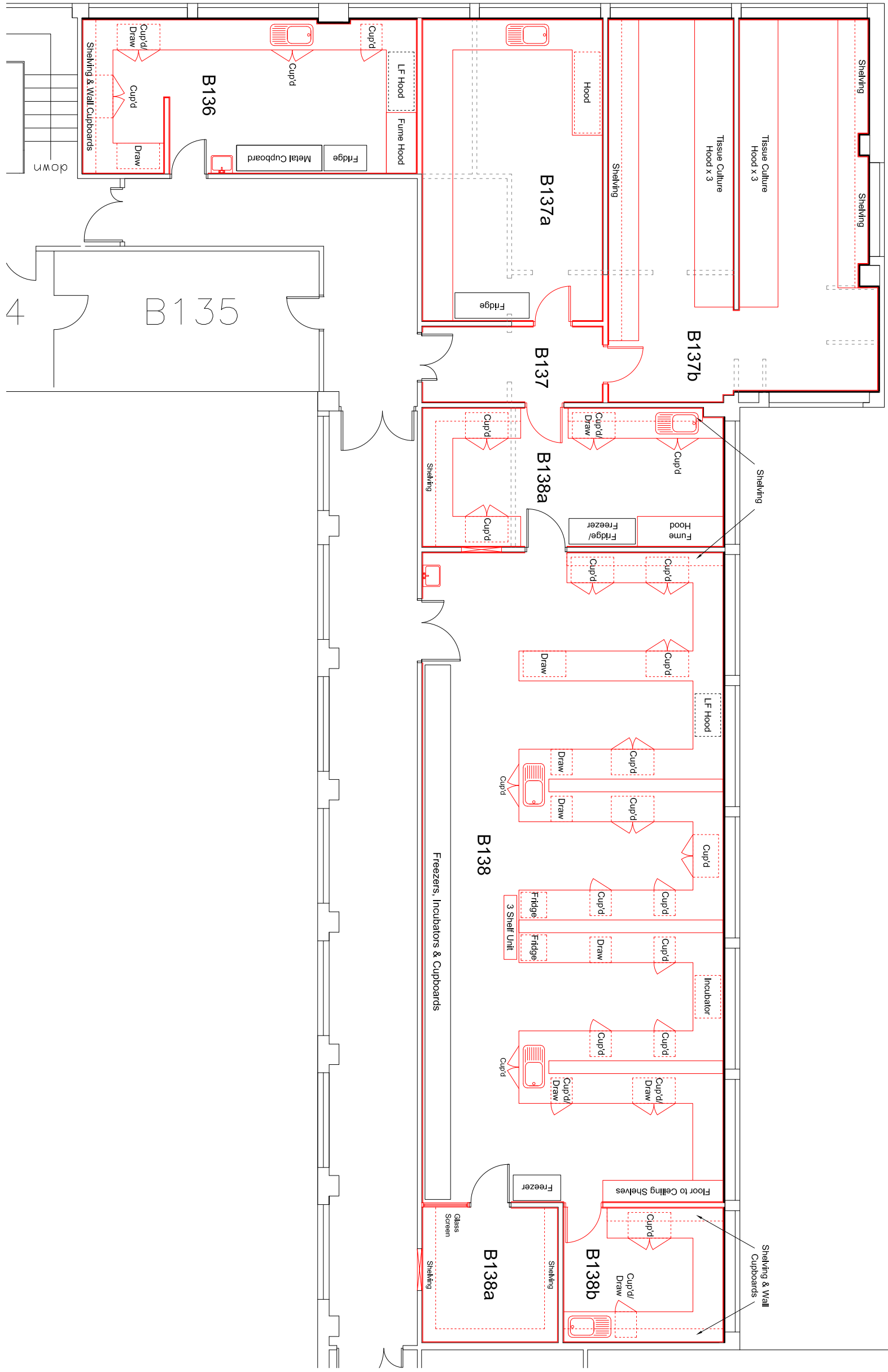
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Date MAY 2014

Project No. ES0000
Drawing No. 002
Revision -

tel 0115 951 3600 fax 0115 9513636

http://www.nottingham.ac.uk/estate

Notes
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Date	Description	By	CHK'D

Client
 UNIVERSITY OF NOTTINGHAM
 ESTATES DEPARTMENT

Project
 LIFE SCIENCES B FLOOR
 SPACE ACQUISITION &
 REFURBISHMENT

Drawing Title
 PROPOSED LAYOUT
 ROOMS B136 - B138b

CAD File No.

Drawn by JO'D
Checked by

Phone Number

Email address
 JAMES.O'DONNELL@NOTTINGHAM.AC.UK

Scale 1:100 @ A3
Date MAY 2014

Project No. ES0000
Drawing No. 001
Revision -

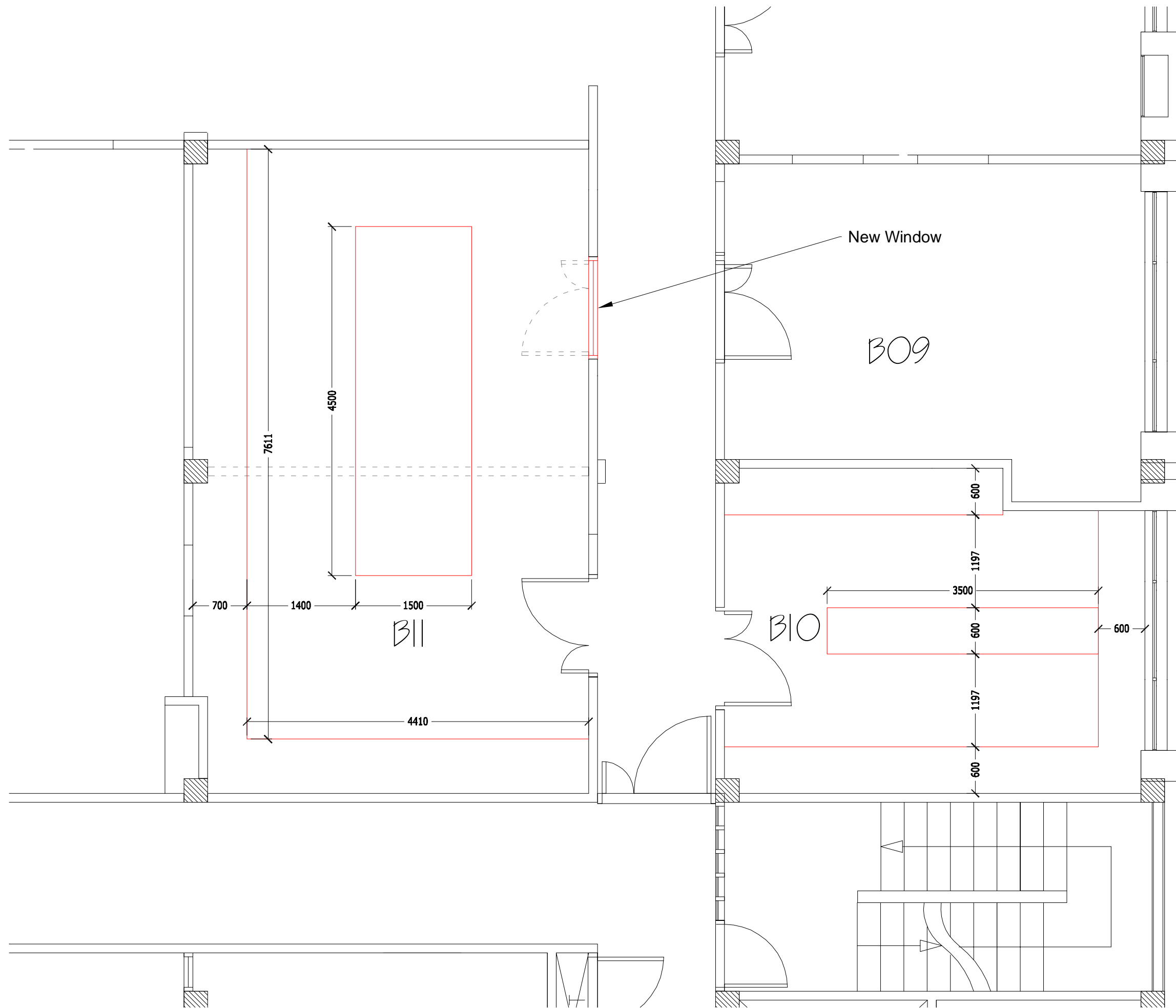
tel 0115 951 3600 fax 0115 9513636
<http://www.nottingham.ac.uk/estate>

Chief of Estates & Facilities Officer
Chris Jagger
BSc CEng MICE

Notes

Do not scale. Use only written dimensions. Contractors must verify all dimensions before starting work and any discrepancies to be reported to the Estate Office.

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Date	Description	By	Chk'd
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Client
UNIVERSITY OF NOTTINGHAM
ESTATES DEPARTMENT

Project
LIFE SCIENCES B FLOOR
SPACE ACQUISITION &
REFURBISHMENT

Drawing Title
PROPOSED LAYOUT
ROOMS B10-B12
LINK BUILDING

CAD. File No.

Drawn by PHG **Checked by**

Phone Number

Email address
PETER.GOLDSWORTHY@NOTTINGHAM.AC.UK

Scale 1:50 @ A3 **Date** MAY 2014

Project No.	Drawing No.	Revision
ES0000	003	-

tel 0115 951 3600 fax 0115 9513636

<http://www.nottingham.ac.uk/estate>

Requested Refurbishment Works

School of Life Sciences

- Med School
 - C5 & C5d
 - Demolish wall near entrance and form new Chick Embryo room. Adapt the existing office in to 2 offices by increasing the overall size.
 - New decoration.
 - Make good.
 - Adapt benching.
 - AC to Chick Embryo room.
 - **NEW benching to Chick/embryo room**
 - **New lab sink to chick/embryo room**
 - **New a/c to lab C5**
 - **New window blinds where needed**
 - **New lab stools**
 - Block up window.
 - New furniture for 3 offices
 - D40 & D41
 - Demolish wall between 2 labs (**as in D72/D75**)
 - Adjust existing benching (**as in D72/D75**)
 - Redecorate 2 labs
- Life Sciences Building
 - A34 & A37
 - Decoration
 - Flooring
 - New Furniture (maximising capacity)
 - **New window blinds where needed**
 - B10
 - Re-acquisition
 - New flooring
 - New decoration
 - **New window blinds where needed**
 - B11 & B12 (still occupied by Noah Russell)
 - Demolish wall between 2 rooms
 - Adapt benching
 - Adapt services
 - Air Conditioning
 - New decoration
 - New flooring
 - Block up B12 door.
 - B93, B95 & Corridor
 - New office space
 - Decoration
 - Carpets
 - Adjust services
 - **New window blinds where needed**

- B96
 - Re-acquisition
 - Decorate
 - Check fume cup'ds and fan assembly to ensure meets current specifications
 - New shelving
 - Refurb / OR replace existing lab furniture.
 - New window blinds where needed
 - Eye wash to WHB
 - New lab stools

- B99
 - New decoration
 - New carpet
 - New furniture (maximise occupancy) – as per Maths / Coates buildings
 - New window blinds where needed

- B101 & B100
 - Redecorate
 - New Carpet
 - New window blinds where needed

- B103, 104, 105, 106 & 107 (inc. corridor)
 - Re-acquisition
 - New flooring
 - New decoration
 - Re-allocate desks from B99, New chairs and pedestals.
 - New window blinds where needed

- B137 - B146 (changed to include all rooms)
 - Drylining
 - Decoration
 - Flooring
 - Reconfiguration
 - New lab furniture
 - New fume cup'ds
 - New AC
 - New Ceiling
 - New Lighting
 - New window blinds where needed
 - New lab stools



Gaskell
CONSTRUCTION CONSULTANTS

Feasibility Estimate

School of Life Sciences,
Alterations to Life Sciences Building and
Medical School
University Park, Nottingham



FEASIBILITY ESTIMATE

Gross internal floor area: (GIFA)	N/a
Pricing period	Q3/14

Brief

- To provide the Space Management Committee members with a feasibility estimate for the proposed alterations to the Life Sciences Building & Medical School, University Park, Nottingham.

Elemental breakdown

BUILDING WORKS	
1 Substructure	-
2 Superstructure	-
New partitions/doors	10,566.00
Glazed walling and doors	-
3 Internal Finishes	-
Floors	31,255.00
Walls	7,684.00
Ceilings	14,700.00
4 Fittings, Furnishings and Equipment	133,500.00
5 Services	136,500.00
6 Complete buildings and building units	-
7 Work to existing buildings	-
Demolitions and alterations	12,010.00
8 External Works	-
9 Facilitating works	-
Remove furniture to KMC	800.00
	<hr/>
SUB-TOTAL: BUILDING WORKS	347,015.00
10 Main Contractor Preliminaries	69,403.00
	<hr/>
SUB-TOTAL: BUILDING WORKS (including main contractor's preliminaries)	416,418.00
11 Main Contractor overheads and profit (inc' in rates)	-
	<hr/>
TOTAL: BUILDING WORKS ESTIMATE	416,418.00
PROJECT/DESIGN TEAM FEES AND OTHER DEVELOPMENT COSTS	
12 Project/design team fees	41,642.00
13 Other development/project costs	-
Client supply (locks, signs etc)	10,000.00
Furniture (BOF) @ £500/person	-
	<hr/>
TOTAL: DEVELOPMENT COST EXC VAT	468,060.00
16 VAT assessment (20%)	93,612.00
	<hr/>
TOTAL: DEVELOPMENT COST INC VAT	561,672.00
	<hr/> <hr/>

FEASIBILITY ESTIMATE

Gross internal floor area: (GIFA)	N/a
Pricing period	Q3/14

Cost information/Basis

- The University of Nottingham Estates Office drawing
 - Existing A floor plan - Life Sciences
 - Existing B floor plan - Life Sciences
 - Existing A floor plan - Medical School
 - Existing B floor plan - Medical School

Qualifications

- External Consultant design/management fees included
- CDM appointment excluded
- No allowance has been made for any new furniture
- VAT @ 20% (i.e. not by 85%)
- Occupying department costs excluded (e.g. Relocation, disruption)
- Inflation beyond Q3/14
- Presence of Asbestos is excluded
- Building Control and Planning fees excluded
- Allowance of £25,000 included for refurbishment or partial replacement of fume cupboards/hoods
- For the avoidance of any doubt, this feasibility estimate incorporates works to:-
 - Medical School
 - Rooms C05, C05A, D40 & D41
 - Life Sciences Building
 - Rooms A34/37, B10/11, 12, 99, 100, 101, 103, 105, 106 & 107, B93-98 & B136-138/formerly B136-146

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 6.3

Mathematical Sciences

School of Mathematical
Sciences

Remodel of Existing Space

PROJECT SUBMISSION BID:

Part A – Summary Sheet

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Mathematical Sciences space reconfiguration
Faculty:	Science
School/Department:	Mathematical Sciences
Contact:	Andrea Blackburn
Proposed Building Name:	Mathematical Sciences
Proposed Room Number/s:	B50, A12, B40, C1, Staircase at rear of building

Summary of Project: Broadly describe the project proposal.

- We need additional individual staff offices to accommodate the increase in academic staff numbers.
- We need some additional storage space.

Estimated Cost:

Contribution from SMC:	£37,500	Contribution from School:	£37,500
Total Value inc VAT:	£75,000		50%

Outline Scope of Works: List the elements of work required to complete the project.

- Divide a large open plan office (B50) currently allocated as a PGR room into 4 separate rooms and equip the new rooms as standard lecturer offices. Ensure the ventilation is adjusted accordingly.
- Make a separate office from part of an open plan office (A12) leaving the remainder as a room that undergraduates can still use for quiet study. Equip the new room as a standard lecturer office.
- Move all the conferencing AV equipment from B40 (used currently as a MAGIC Access Grid room) to C1 and equip B40 as a two person office. C1 currently is a room without a window and not suitable as a staff office but ideal to use as an access grid room. B40 has a window and would make a suitable two person office.
- Make a storeroom on the back stairwell landing overlooking A6. Shelve all internal walls.

Comments from Head of School:

The School of Mathematical Sciences Building is at 100% capacity and in particular there is a severe shortage of office space for lecturers. The addition of five extra lecturer offices is needed to house staff who will be arriving soon, together with planned future appointments. We are very keen not to reconfigure the excellent undergraduate space in our building, but losing only a small part of A12 will be of very minor impact while providing a very valuable extra office. The additional two person office obtained from reconfiguring the MAGIC room is required for Senior Fellows. Finally we are extremely short of storage space and so the new storeroom will be very useful indeed. I very strongly support the bid to fund this project.

Comments from Finance Adviser:

The School student intake has grown considerably over the last 3 years and additional T&R resource is required to support the increased teaching delivery, hence additional

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk

space is of utmost importance.

The 50% contribution has been included in the latest forecast of the operating spend of the School for 2013/14 and the School has been liaising with Estates over the completion of these works to be before the end of the academic/financial year.

Project Completion Date:

1 September 2014

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated valued over £100K, revenue less than £100K, subject to financial department's discretion.
- SMC approval is required for modifications to premises even when no funding contribution is needed.
- The Committee is responsible for all space allocations to budget units.
- SMC funds new builders' works and enhancements, furniture, fixtures and fittings but not equipment in bid proposals.
- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

**PROJECT SUBMISSION BID:
PART B – Detailed Proposal**

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Mathematical Sciences space reconfiguration
Faculty:	Science
School/Department:	Mathematical Sciences
Contact:	Andrea Blackburn
Proposed Building Name:	Mathematical Sciences
Proposed Room Number/s:	B50, A12, B40, C1, Staircase at rear of building

Aim of the Proposed Project:

The aim of the project is to make better use of certain parts of our building. We need more individual/two person offices and storage space.

Details of Proposal:

B50

This is currently a PGR workroom with 14 desks in there. We have 8 other PGR workrooms and the students who are currently based in B50 can be accommodated in these other rooms. The students have been kept informed that this is likely to happen and we will move them to their preferred alternative location.

We then want B50 to be converted into **4 individual offices** for lecturing staff.

A12

When we moved into the building we were told that this area was our “growth space” and 5 individual offices could be made out of it. We have allowed this room to be used as an additional study area for our undergraduate students, calling this the Quiet Work Room and feel there would be a negative impact for our students if this whole area was taken away to be made into individual offices.

We have done a survey on how well this area is used and feel **1 individual office** could be made from one corner of this area and this would still leave sufficient desks to not have an impact on students who use this area.

B40

Move all the conference AV equipment to C1 (a room without a window) so that B40 can become **a shared two person office**

C1

We currently use this as a room for visitors but as it has no window it would be much better suited as our MAGIC Access Grid room. Therefore all the equipment and seating currently in B40 to be rehoused here.

Additional storage area

We are short of storage space and there is a large area on the back stairwell that could accommodate an additional storage area. This has the approval of the University's Fire Officer.

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk

Anticipated Improvement to Students' Experience:

The proposals here do not include any improvements to the students' experience per se, though we have done all we can to ensure that there is no negative effect on them with what we are doing. There was an additional request going to be included in this bid following students' requests, and that was for additional comfortable seating in our atrium. We decided to not delay with this and funded this ourselves, with some support from the Dean's fund. £12K of seating has therefore been purchased and delivered into the Atrium earlier this month.

The alternative proposal of using the original "growth space" to divide into offices would have, in our opinion, a huge detrimental effect on our students and we are therefore not willing to consider this.

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

It is vital that all academic staff have individual offices to meet their students. As well as office hours for the modules they teach and meetings with their PhD students, our staff hold weekly mathematical tutorials for their undergraduate tutor group in their offices. It is therefore vital that some space configuration takes place before the start of the next session so that new academic staff have suitable office space for their tutorials and office hours.

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

We are a very successful School delivering a large surplus to the University each year. We have had a very large UG intake in the last two years and have therefore recruited some additional staff. It is vital that we have suitable office accommodation for these staff. We also have recruited some senior research fellows and they need to be accommodated into shared two person offices rather than the large open plan offices our other research staff are based in.

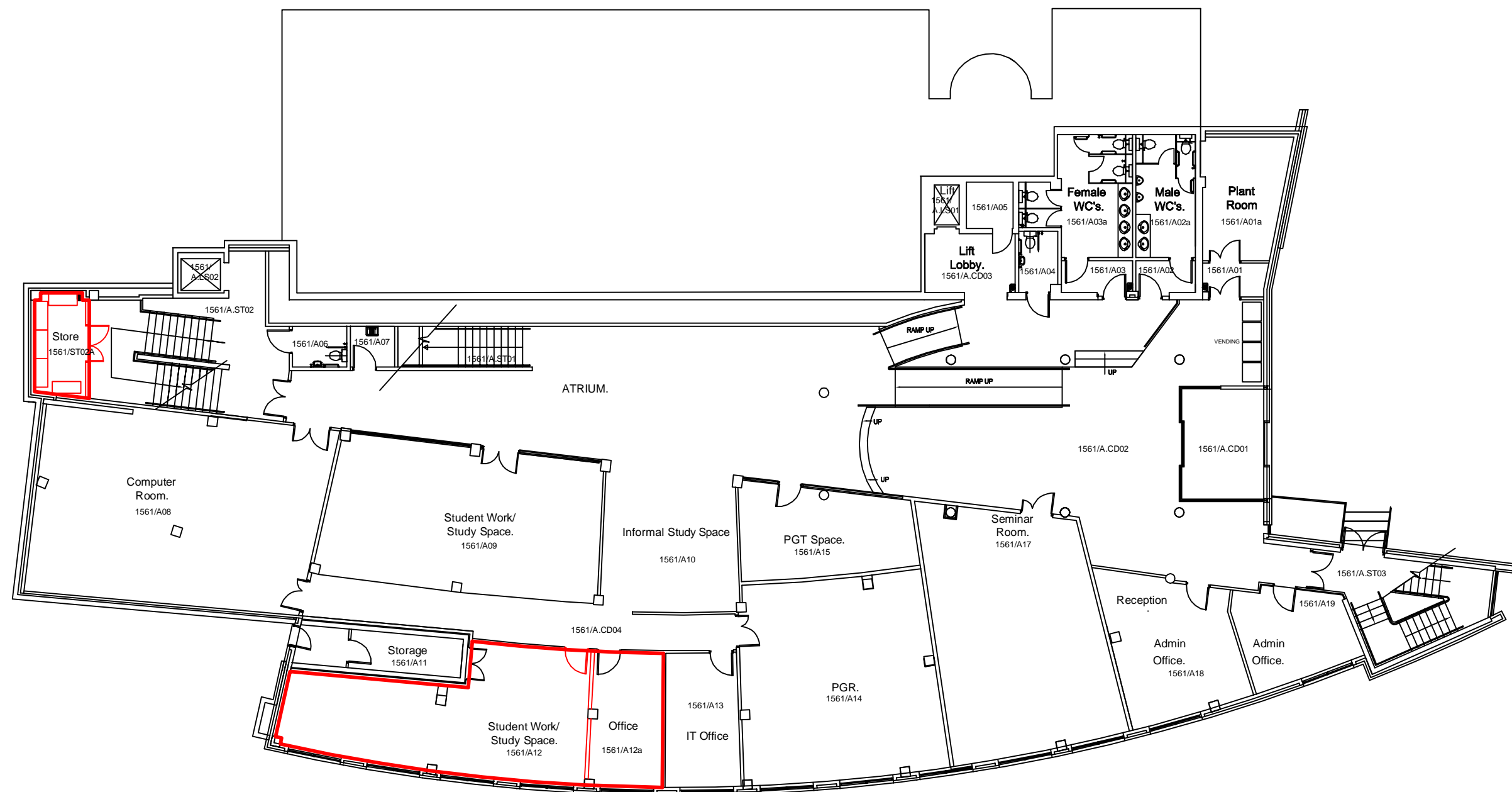
Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

Existing Drawing to Scale:	<input type="checkbox"/>	Proposed Drawing to Scale:	<input type="checkbox"/>	Location Plan:	<input type="checkbox"/>
Existing Photographs:	<input type="checkbox"/>	Illustration of Proposal:	<input type="checkbox"/>	Cost Breakdown:	<input type="checkbox"/>

Please ✓

- Assistance with feasibility studies and costing is available from the Space Resource Manager.



The Estate Office

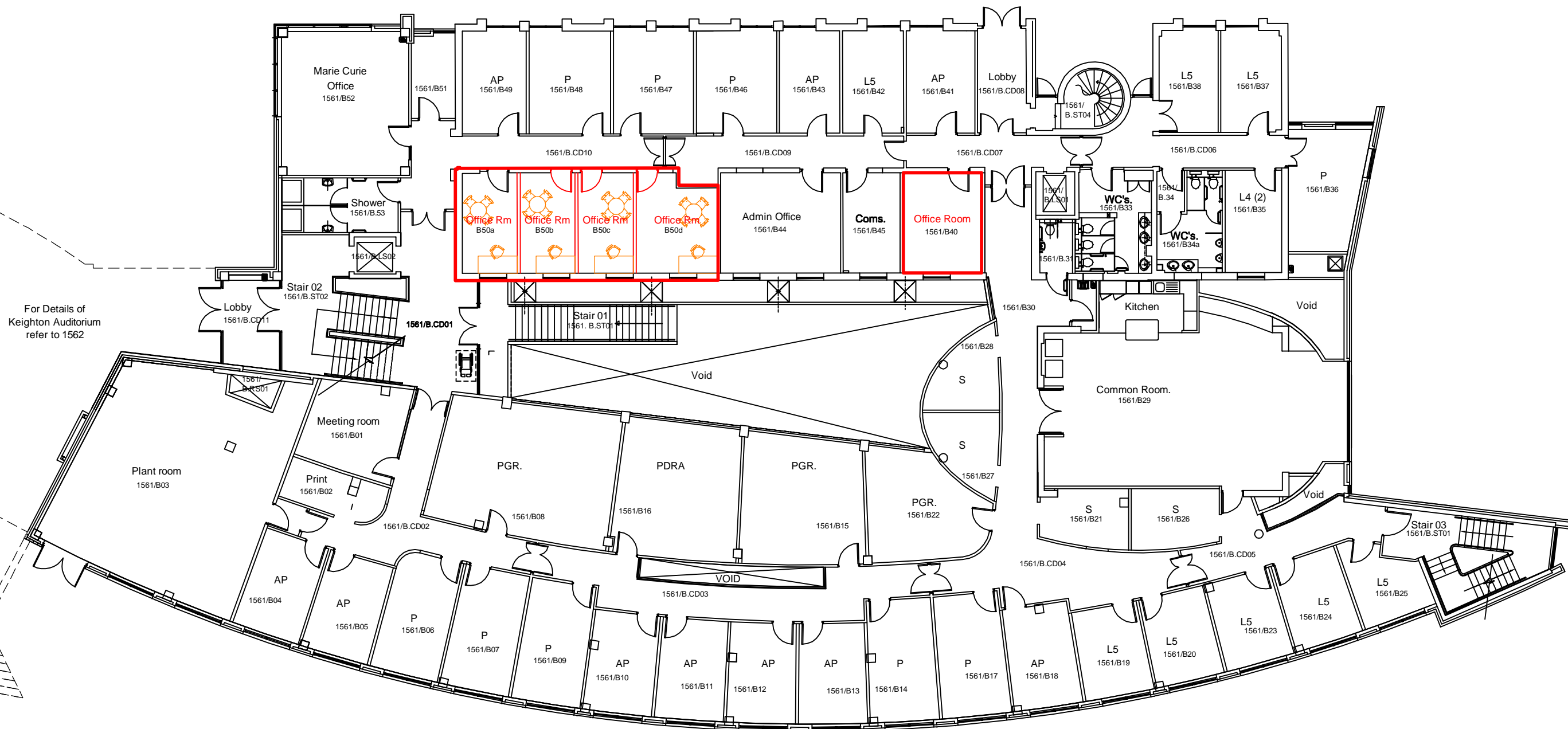
Mathematical Sciences

Asset No. 1561

A Floor

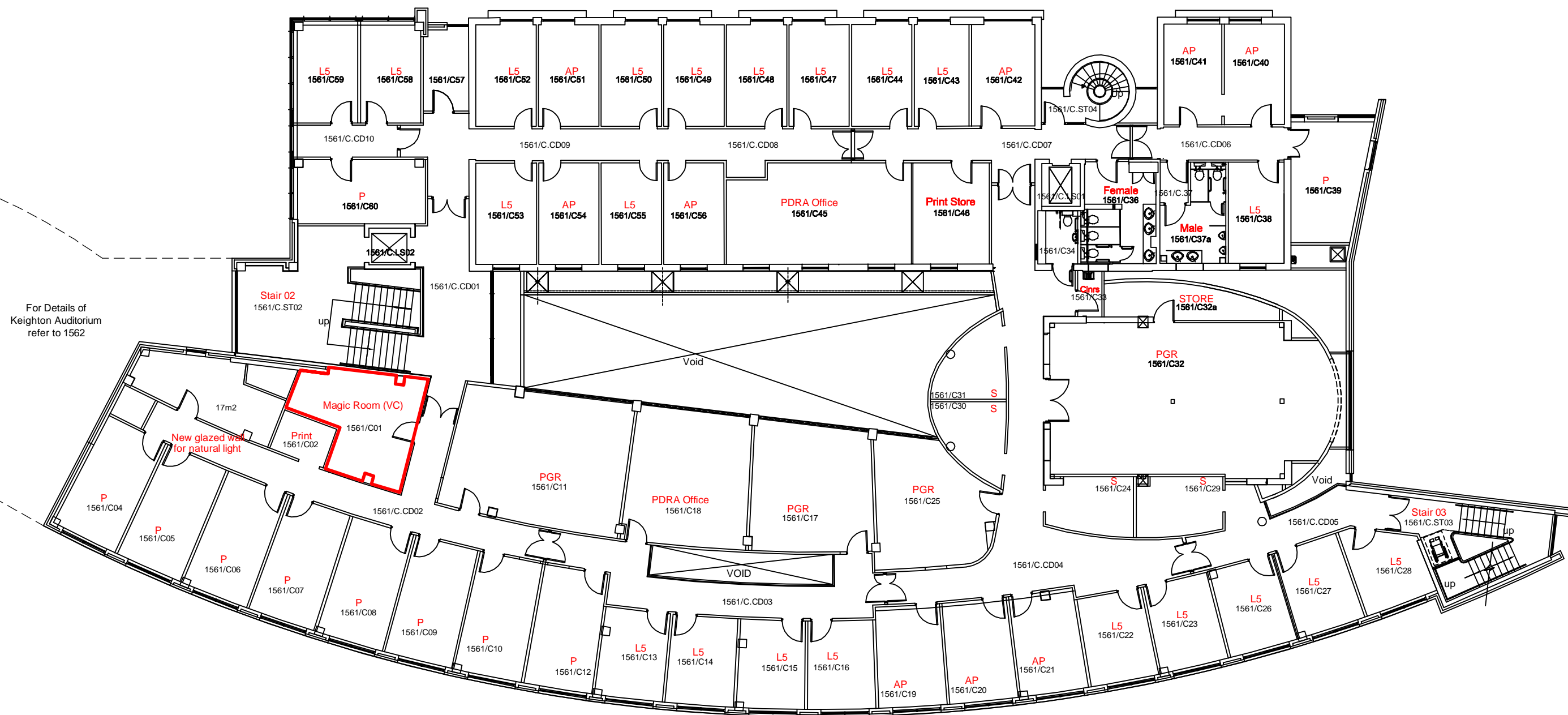
Date: May 2014

Scale: 1:200 @ A3



For Details of Keighton Auditorium refer to 1562

The Estate Office
 Mathematical Sciences
 Asset No. 1561
 B Floor
 Date: May 2014
 Scale: 1:200 @ A3



For Details of Keighton Auditorium refer to 1562

The Estate Office
 Mathematical Sciences
 Asset No. 1561
 C Floor
 Date: May 2014
 Scale: 1:200 @ A3

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 6.4

Medical School

School of Medicine

Administration Hub Remodel

PROJECT SUBMISSION BID:

Part A – Summary Sheet

For Projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	School of Medicine – Administration Hub Phase 2
Faculty:	Medicine and Health Sciences
School/Department:	School of Medicine
Contact:	Kate Shepherd
Building Name:	Medical School
Room Number/s:	B84 – B94 & B99 – B106

Summary of Project:

The second phase of the School of Medicine hub development is designed to create a student resource area, bringing together student welfare and pastoral support, faculty careers, e-learning team and the Clinical Sub Deans. The Education Centre will also be improved with the installation of a new reception counter allowing better use of space, and the ability to have two members of staff at the counter during periods of high demand. The Teaching and Learning Manager would also be relocated between the two offices allowing better management engagement with the education centre.

It also creates an area to facilitate the academic management of the medical course, with offices for the Director of Teaching and Learning and other senior / full time academics. There will also be a flexible open plan office space to accommodate both full & part time academics associated with the medical course. This area will also provide hot-desk space for clinical staff, many employed in the NHS or as GPs, who support the delivery of medical education in the School.

A large flexible meeting room would be created in B87 (B88 on plan) this will be used to house the Trax machine (which is required for the marking of examinations) in a secure cabinet, and when not in use can be booked for school meetings, layout of exam papers / indication booklets etc.

The development requires the relocation of the Dean of School and School Manager. B99 – B106 would be turned into the School Executive Suite with the wall between B99a and B99c being removed to create the admin support area and visitor seating, B99 / B106, School Manager and Dean of the School's office.

The School will need the Finance Team, currently located in B96, to move to alternative accommodation to facilitate this development. The School is able to make a suggestion about a possible alternative which we would be happy to discuss if required.

The kitchen would be extended to incorporate B77 due to increased demand.

Estimated Cost:

Total Value inc VAT:	£153,094.00	Contribution from School:	£0 %
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Outline Scope of Works:

New glass screen and doors along main corridor to match the SoM education centre (B81a) creating the SoM student resource centre containing soft seating and pop up computer workstations.

Divide B84 & B85 into four offices, removing asbestos containing wood panelling and putting in a new suspended ceiling & new lighting.

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk

B87 (on plan numbered B88) will require a lockable storage area for the TRAX machine, this will incorporate the scanner, computer, printer and two screens and allow for two people to sit at the station when in use.

B88 – (B90a) on plan convert store room into a glass fronted small interview/meeting room for use by CSD's, careers, the school of medicine administration team and photocopier hub.

Remove wooden doors into B94 (B90 on plan) leaving the metal fire doors in place & relocating the wooden doors to the other side of B87 (B88 on plan).

Remove existing offices B91 – 94c to create a large open plan area that will be divided using tama units to maximise the flexibility of the space.

Four glass fronted offices (B90b – B90d) on the inner wall and a half glass office (B90e) at the far end of B90 to be created for the senior academic staff involved in the delivery of the Medical course.

B77 & B78 to be combined into a larger kitchen with new units extending down existing Wall, incorporating water filter and tall fridge, allowing for better use of the kitchen facilities with expanding staff members.

B81a – remove door into B81a on left hand side of the counter, redesign reception counter, allowing up to two members of staff to sit and work, with a low level hatched door at one end allowing access into the main office for staff and improving the experience for visitors. The new counter will also improve access for disabled people.

Comments from Head of School:

This is a vital component of the development of the new School of Medicine and follows the University imperative of putting students at the heart of all we do. The re-organisation of the Faculty put the medical course firmly into the School and this step is needed to create a modern functional space for student affairs which can deal with both the private and confidential aspects of medicine and medical students. It is vital for us as a School to bring these student affairs together in a student-centred environment.

The School hopes to explore a possible exchange of space with the School of Health Sciences which will see movement of staff from both Schools between the QMC / Medical School and the Tower. Such a development would allow further reconfiguration of space on B Floor in the Medical School to support medical education (particularly the elements supported by the Division of Primary Care).

Comments from Finance Adviser:

The newly formed School came into existence on 1 August 2013. The School is forecast to deliver a deficit of £3.1m compared to a budgeted deficit of £0.9mn and is undertaking a number of initiatives to reduce this deficit. As a capital project this will have no effect on the School's financial position.

The School is reorganising itself to deliver its teaching, research and associated administration more effectively, which will have the financial benefits of protecting and enhancing its income streams and undertaking this work more cost effectively. This proposal is part of this strategy in the enhancement of the delivery of its central teaching activities and central administration. This proposal will enhance the student experience which would protect the current UG income streams (as they are capped) and enable the school to enhance its PGT income streams. It would also enable the school to deliver the administration of this activity more effectively and efficiently.

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk

Completion Date:

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated valued over £100K, revenue less than £100K, subject to financial department's discretion.
- SMC approval is required for modifications to premises even when no funding contribution is needed.
- The Committee is responsible for all space allocations to budget units.
- SMC funds new builders' works and enhancements, furniture, fixtures and fittings but not equipment in bid proposals.
- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

**PROJECT SUBMISSION BID:
PART B – Detailed Proposal**

For Projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	School of Medicine – Administration Hub phase 2
Faculty:	Medicine and Health Sciences
School/Department:	School of Medicine
Contact:	Kate Shepherd
Building Name:	Medical School
Room Number/s:	B84 – B94

Aim of the Proposed Project:

The second phase of the School of Medicine hub development is designed to create a student resource area, bringing together student welfare and pastoral support, faculty careers, e-learning team and the Clinical Sub Deans.

It also creates an area to facilitate the academic management of the medical course, with offices for the Director of Teaching and Learning and other senior / full time academics. There will also be a flexible open plan office space to accommodate both full & part time academics associated with the medical course. This area will also provide hot-desk space for clinical staff, many employed in the NHS or as GPs, who support the delivery of medical education in the School.

Details of Proposal:

Rooms B84 and B86 will be re-modelled to create accommodation for student welfare and pastoral support, faculty careers, e-learning team and the Clinical Sub Deans. The former Dean's waiting area will become a student resource area with seating, access to University PCs and other resources / information. This will provide the School with modern functional space for student affairs which can deal with both the private and confidential aspects of medicine and medical students. The new student resource area is located between the Education Centre (course administration etc) in B81a and B83 and the academic management area in B90. It is also conveniently located close to the Medical School Foyer.

The Education Centre counter (B81a) will be improved with the installation of a new reception counter allowing better use of space, and the ability to have two members of staff at the counter during periods of high demand.

The former Medical Education Unit (currently B91 – 94) is re-modelled to create an area to facilitate the academic management of the medical course (B90 – B90e), with offices for the Director of Teaching and Learning and other senior / full time academics. There will also be a flexible open plan office space to accommodate both full & part time academics associated with the medical course. This area will also provide hot-desk space for clinical staff, many employed in the NHS or as GPs, who support the delivery of medical education in the School.

A large flexible meeting room would be created in B87 (B88 on plan) this will be used to house the Trax machine (which is required for the marking of examinations) in a secure cabinet, and when not in use can be booked for school meetings, layout of exam papers / indication booklets etc.

The development requires the relocation of the Dean of School and School Manager. B99 – B106 would be turned into the School Executive Suite with the wall between B99a and B99c being removed to create the admin support area and visitor seating, B99 / B106,

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk

School Manager and Dean of the School's office.

The School will need the Finance Team, currently located in B96, to move to alternative accommodation to facilitate this development. The School is able to make a suggestion about a possible alternative which we would be happy to discuss if required.

The kitchen would be extended to incorporate B77 due to increased demand.

Anticipated Improvement to Students' Experience:

This is a vital component of the development of the new School of Medicine and follows the University imperative of putting students at the heart of all we do. This development will create a modern functional space for student affairs which can deal with both the private and confidential aspects of medicine and medical students. It is vital for us as a School to bring these student affairs together in a student-centred environment. The Education Centre counter will also be improved with the installation of a new reception desk allowing better use of space, and the ability to have two members of staff at the counter during periods of high demand which will improve the service to students.

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

The engagement of academic and clinical staff in the delivery of medical education is a major priority for the School and this development will create a suitable environment for this activity.

In the medium term the School hopes to explore a possible exchange of space with the School of Health Sciences which will see movement of staff from both Schools between the QMC / Medical School and the Tower. Such a development would allow further reconfiguration of space on B Floor in the Medical School to support medical education (particularly the elements supported by the Division of Primary Care).

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

The School is reorganising itself to deliver its teaching, research and associated administration more effectively, which will have the financial benefits of protecting and enhancing its income streams and undertaking this work more cost effectively. This proposal is part of this strategy in the enhancement of the delivery of its central teaching activities and central administration. This proposal will enhance the student experience which would protect the current UG income streams (as they are capped) and enable the school to enhance its PGT income streams. It would also enable the school to deliver the administration of this activity more effectively and efficiently.

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

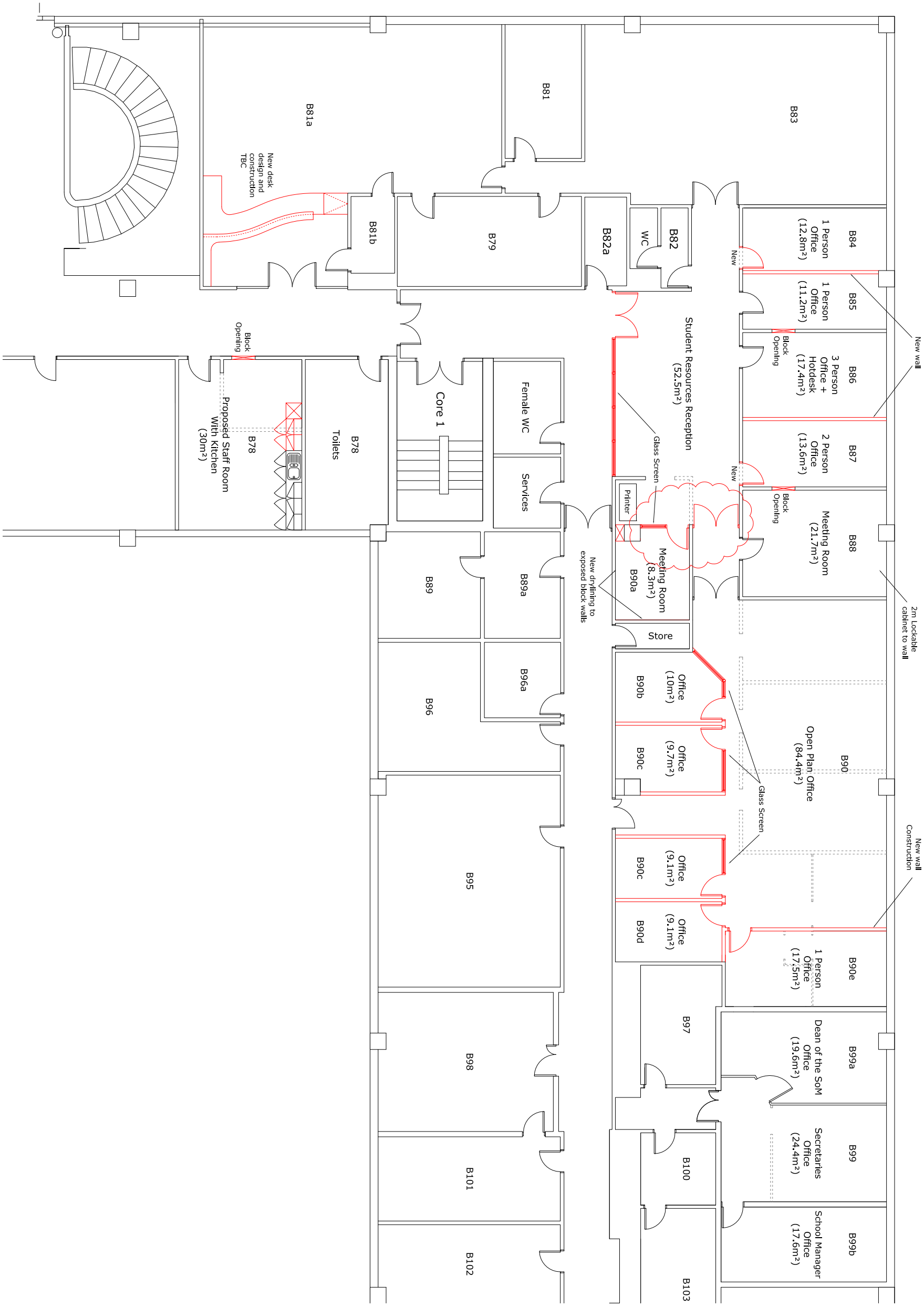
Existing Drawing to Scale:	<input type="checkbox"/>	Proposed Drawing to Scale:	<input type="checkbox"/>	Location Plan:	<input type="checkbox"/>
Existing Photographs:	<input type="checkbox"/>	Illustration of Proposal:	<input type="checkbox"/>	Cost Breakdown:	<input type="checkbox"/>

Please ✓

- Assistance with feasibility studies and costing is available from the Space Resource Manager.

Notes

Do not scale. Use only written dimensions. Contractors must verify all dimensions before starting work and any discrepancies to be reported to the Estate Office.
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Date	Description	By	CHK'D

Client
UNIVERSITY OF NOTTINGHAM
ESTATES DEPARTMENT

Project
MEDICAL SCHOOL B FLOOR
REMODELLING

Drawing Title
PROPOSED PLAN

CAD. File No.

Drawn by
JOD

Checked by

Phone Number

Email address
JAMES.O'DONNELL@NOTTINGHAM.AC.UK

Scale
1:150 @A3

Date
APR 2014

Project No.
ES0000

Drawing No.
001

Revision
-

tel 0115 951 3600 fax 0115 9513636
http://www.nottingham.ac.uk/estate

Rehab & Ageing – B Floor Medical school



Floor B					
Room	Names of occupants	Designation	Information	Type	Area
<u>B106</u>	Ms Joanna Zuranska	APM3	Divisional Administrator + Stationery store	Teaching - Offices	19.25
<u>B99</u>	Assistant Prof Tom Welsh Mrs Gail Arnold Miss Hannah Collinge Mrs Jane Fletcher	R&T 5 APM3 APM2 APM1	Clinical Lecturer & Honorary SpR Research Administrator & PA to JG/PL CP2 HCE Admin Assistant p/t Casual Admin Support p/t	Research - Offices	21.21
<u>B99a</u>	Professor John Gladman	R&T7	Professor of Health Care Older People	Teaching - Offices	16.18
<u>B99c</u>	Reception lobby	Communal	Access to B99/B106/Post collections & deliveries	Ancillary Storage Space	9.25



Gaskell
CONSTRUCTION CONSULTANTS

Feasibility Estimate

Alteration to the Medical School
University Park, Nottingham



21 May 2014

FEASIBILITY ESTIMATE

Gross internal floor area: (GIFA)	N/a
Pricing period	Q3/14

Brief

- To provide the Space Management Committee members with a feasibility estimate for the proposed alterations to the Medical School, University Park, Nottingham.

Elemental breakdown

BUILDING WORKS	
1 Substructure	-
2 Superstructure	-
New partitions/doors	7,670.00
Glazed walling and doors	23,000.00
3 Internal Finishes	-
Floors	11,900.00
Walls	3,400.00
Ceilings	4,250.00
4 Fittings, Furnishings and Equipment	8,300.00
5 Services	5,100.00
6 Complete buildings and building units	-
7 Work to existing buildings	-
Demolitions and alterations	17,120.00
8 External Works	-
9 Facilitating works	-
Remove furniture to KMC	-
SUB-TOTAL: BUILDING WORKS	80,740.00
10 Main Contractor Preliminaries	16,148.00
SUB-TOTAL: BUILDING WORKS (including main contractor's preliminaries)	96,888.00
11 Main Contractor overheads and profit (inc' in rates)	-
TOTAL: BUILDING WORKS ESTIMATE	96,888.00
PROJECT/DESIGN TEAM FEES AND OTHER DEVELOPMENT COSTS	
12 Project/design team fees	9,690.00
13 Other development/project costs	-
Client supply (locks, signs etc)	1,000.00
Furniture (BOF) allowance in the absence of a quote	20,000.00
TOTAL: DEVELOPMENT COST EXC VAT	127,578.00
16 VAT assessment (20%)	25,516.00
TOTAL: DEVELOPMENT COST INC VAT	153,094.00

FEASIBILITY ESTIMATE

Gross internal floor area: (GIFA)	N/a
Pricing period	Q3/14

Cost information/Basis

- The University of Nottingham Estates Office drawing
ES00000 001
- BOF drawings
14-8661

Qualifications

- External Consultant design/management fees included
- CDM appointment excluded
- An allowance of £20,000 has been made for new furniture of which £8,181 is based on a quote from BOF for the Reception counter
- VAT @ 20% (i.e. not by 85%)
- Occupying department costs excluded (e.g. Relocation, disruption)
- Inflation beyond Q3/14
- Presence of Asbestos is excluded
- Building Control and Planning fees excluded

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 6.5

Pharmacy

School of Pharmacy

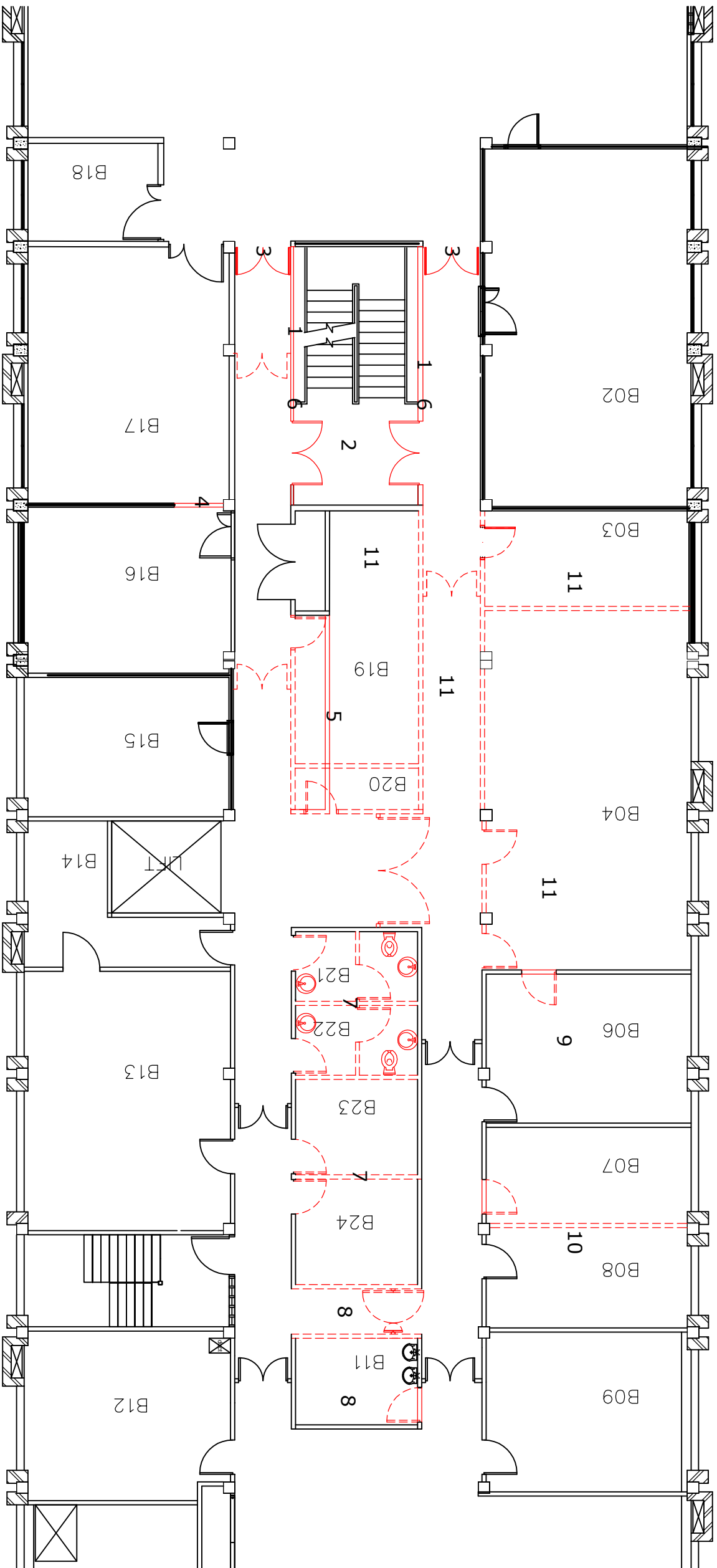
Remodel Phase Two

Notes

Basic work denoted in outline form only,

- - - walls to be removed

— new walls



Proposed First Floor Layout

Scale 1:125@A3

- 1 Remove dark wood Georgian glass, replace with new glazes partitions,
- 2 Uplift existing stair case lobby,
- 3 Add new fire doors,
- 4 Complete part walling to the room, convert to tablet room (from A floor)
- 5 Set back existing wall to allow corridor wall lockers,
- 6 Install new glassed fire rated partitions,
- 7 Reconfigure existing deep plan rooms, uplift existing wc/cleaners facilities,
- 8 Remodel corridor areas to accommodate 45 student lockers/change area (lab B10),
- 9 No change of use,
- 10 Remove wall to B07/8 uplift for existing computer room,
- 11 Open up deep plan area by removal of B19/20 to create student area include for 16 pc-work stations,
- 12 Upgrade existing fire alarm/detecting system,

Rev.	Date	Description	By	CHK'D
Client University of Nottingham Estates Office - Special Projects Project School of Pharmacy Internal re-modelling Active feasibility (draft proposals)				
Drawing Title Building alterations to the First floor only - 'Phase 2' works Enlarged part plan - 1:150@A3 CAD File No.				
Drawn by HB		Checked by TB/KS		
Phone Number 0115 9513588		Date Winter 2013		
Email address hugo.bloch@nottingham.ac.uk		Project No. AS SHOWN @A3		
Scale AS SHOWN @A3		Drawing No. ES 4444		
tel 0115 951 3600 fax 0115 9513636		Revision		
http://www.nottingham.ac.uk/estate				

Builders Work

	Amount	unit	Rate £/unit	Cost £
Phase 2 - First floor				
General building				
	360	m2	22	7920
	360	m2	25	9000
	1	nr	800	800
	5	nr	1500	7500
	8	mL	115	920
	45	ml	110	4950
	10	ml	2000	20000
Decoration				
	375	m2	4	1500
	24	m2	12	288
	1	nr	1500	1500
	75	m2	20	1500
Sanitary				
	1	item	15000	15000
Stairs				
	75	m2	22	1650
	50	MI	5	250
	40	MI	120	4800
	125	MI	12	1500

Electrical

Disconnection and Removal of Redundant Items	360	m2	15	5400
Provision for upgrade of mains supply	360	m2	10	3600
Power Distribution and Accessories	360	m2	15	5400
Fire Alarm	360	m2	45	16200
Connections Mech Services/FC's /Control	360	m2	15	5400
Lighting - main Lab	360	m2	0	0
Lighting - office & other	360	m2	45	16200
Stair lighting	5	items	200	1000

Mechanical

Remove Redundant Plant & Associated Services	360	m2	10	3600
Hot and Cold Water Systems	360	m2	15	5400
Drainage	360	m2	10	3600
Natural Gas	0	m2	0	0
Compressed Air	0	m2	0	0
Vacuum Systems	0	m2	0	0
LPHW Heating Systems	360	m2	20	7200
Ventilation Systems	360	m2	10	3600
Control Systems	360	m2	3	1080
Thermal Insulation	0	m2	0	0
Fume cupboards	0	nr	0	0
Connection/commission	2	nr	1000	2000
Builders work in connection	1	nr	2700	2700
removal of 'old' heated ceiling	1	nr	12000	12000

Voice and Data

Main lab	Reconfigured voice	12	nr	50	600
Offices	Reconfigured voice	10	nr	50	500

Fittings

AV/smart monitors etc	10000	item	1	10000
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Sigage	1500	mL	1	1500
coat/hat hooks	800	mL	1	800

Furniture

allowance	10000	nr	1	10000
Notice/white/pin boards	15	nr	150	2250

Fees

Planning / Listed Building				0
Building Control				0
Fire certification	1	nr	1000	1000
Consultants	1	nr	5000	5000
Asbestos	1	nr	5000	5000
structural	1	nr	1500	1500

Summary

BUILDERS WORK SUB-TOTAL				79078
ELECTRICAL SUB-TOTAL				53200
MECHANICAL SUB-TOTAL				41180
VOICE AND DATA SUB-TOTAL				1100
Profit and Attendance on M+E+V&D @	4	%		3819
TOTAL FOR THESE ITEMS				178377
Preliminaries @	6	%		10703
Contingency @	2.5	%		4459
FITTINGS SUB-TOTAL				12300
FURNITURE SUB-TOTAL				12250
FEES SUB-TOTAL				12500
TOTAL FOR THESE ITEMS				37050
Sub Total				230589
VAT @	20	%		38432
Total				£269,021

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 6.6

Sir Clive Grange

School of Economics

Corridor Refurbishment

PROJECT SUBMISSION BID:

Part A – Summary Sheet

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Sir Clive Granger Building refurbishment phase 2
Faculty:	Social Sciences
School/Department:	Economics
Contact:	Sue Berry
Proposed Building Name:	
Proposed Room Number/s:	Corridors in Economics

Summary of Project: Broadly describe the project proposal.

To refresh and modernise the fabric of the School of Economics corridors in the Sir Clive Granger Building, to provide a more welcoming and up-to-date environment for our students, to encourage the students to see the School (and the building) as their base.

Estimated Cost:

Contribution from SMC:	£100k	Contribution from School:	£30k
Total Value inc VAT:	£130k		

Outline Scope of Works: List the elements of work required to complete the project.

Replacing all office doors (approx. 80);
Painting architraves to complement new doors;
Painting skirting boards in corridors to match architraves;
Recarpet corridors to improve look and brightness;
New improved lighting in the corridors;
Paint skirting boards on corridors and on landing areas and on staircases;
Replace or modernise bannister on central stair case (and stair case at rear of building);
Paint window ledges white (that are currently varnished) and paint white any other varnished areas (e.g. boxes covering pipes) in offices.

Comments from Head of School:

I would very much like this refurbishment programme to happen. The fabric of the School looks dated and needs modernising to provide an improved home for our students, and an environment in which they would like to belong. This is part of our work on focusing on improving the student experience, which is important to the School and is also a focus for the University in the current competitive environment.

Comments from Finance Adviser:

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk

Project Completion Date:

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated valued over £100K, revenue less than £100K, subject to financial department's discretion.
- SMC approval is required for modifications to premises even when no funding contribution is needed.
- The Committee is responsible for all space allocations to budget units.
- SMC funds new builders' works and enhancements, furniture, fixtures and fittings but not equipment in bid proposals.
- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

**PROJECT SUBMISSION BID:
PART B – Detailed Proposal**

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Sir Clive Granger Building refurbishment phase 2
Faculty:	Social Sciences
School/Department:	
Contact:	
Proposed Building Name:	
Proposed Room Number/s:	

Aim of the Proposed Project:

The School of Economics has been housed in what is now called the Sir Clive Granger Building since the 1960s. The School takes the view that the building merits some internal refurbishment to update and revitalise it, so that it reaches the standard of many other buildings on University Park and at competitor institutions. In the context of improving the student experience, we hope to make the building a more welcoming environment for our students, so they feel more connection to the building and view it as their School's home.

In 2012/13, the School of Economics initiated a refurbishment of the Sir Clive Granger Building, in conjunction with the School of Geography, to update the internal fabric of the building, predominantly on the ground floor, and renew and update signage. Phase one of that refurbishment is almost complete. Large parts of the ground floor of the Sir Clive Granger Building were painted and re-carpeted.

Details of Proposal:

Some related work still needs to be done in order to improve further the quality and feel of the building. One of our top priorities is to add some uniformity across the building in terms of colour, and create a more modern style. The School would like to replace its office doors, and repaint existing door frames and skirting boards on the corridors and in offices, to start the process of making the style and wood colour constant and more modern throughout.

Anticipated Improvement to Students' Experience:

Making the building a more welcoming environment for our students, so they feel more connection to the building, view it as their School's home and spend more time here. This is part of our work on focusing on improving the student experience.

We anticipate also that this refurbishment would also make a better impression on potential students during open day visits etc. and would bring our School to a standard that might compare favourably to that of our competitor Schools.

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

Improving our students' connection with the School and providing a more conducive and up-to-date learning environment.

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

The University currently has a keen focus on improving the student experience, as does the School of Economics. Improvements to the fabric of the School would inevitably be attractive to our students. We hope it would encourage our students to feel more of a connection with the building and also the School. We feel that phase 1 of this refurbishment, largely on the ground floor (funded by the Faculty SMC in 2013) has helped in this regard. This project forms a natural extension to our refurbishment plans.

The potential impact on visiting potential applicants cannot be disregarded.

To help the Estates Office plan this work outside of peak times, the School is happy to have this work undertaken during term time.

The School understands the requirement to fund some of the costs involved.

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

Existing Drawing to Scale:	<input type="checkbox"/>	Proposed Drawing to Scale:	<input type="checkbox"/>	Location Plan:	<input type="checkbox"/>
Existing Photographs:	<input type="checkbox"/>	Illustration of Proposal:	<input type="checkbox"/>	Cost Breakdown:	<input type="checkbox"/>

Please ✓

- Assistance with feasibility studies and costing is available from the Space Resource Manager.



Gaskell
CONSTRUCTION CONSULTANTS

Feasibility Estimate

Corridor alterations to
the Sir Clive Granger Building
University Park, Nottingham



21 May 2014

FEASIBILITY ESTIMATE

Gross internal floor area: (GIFA)	N/a
Pricing period	Q3/14

Brief

- To provide the Space Management Committee members with a feasibility estimate for the proposed corridor alterations to the Sir Clive Granger building, University Park, Nottingham.

Elemental breakdown

BUILDING WORKS	
1 Substructure	-
2 Superstructure	-
New partitions/doors	22,200.00
Glazed walling and doors	-
3 Internal Finishes	-
Floors	11,480.00
Walls	26,208.00
Ceilings	8,200.00
4 Fittings, Furnishings and Equipment	-
5 Services	8,200.00
6 Complete buildings and building units	-
7 Work to existing buildings	-
Demolitions and alterations	5,000.00
8 External Works	-
9 Facilitating works	-
Remove furniture to KMC	-
	<hr/>
SUB-TOTAL: BUILDING WORKS	81,288.00
10 Main Contractor Preliminaries	<hr/> 16,258.00
SUB-TOTAL: BUILDING WORKS (including main contractor's preliminaries)	97,546.00
11 Main Contractor overheads and profit (inc' in rates)	<hr/> -
TOTAL: BUILDING WORKS ESTIMATE	97,546.00
PROJECT/DESIGN TEAM FEES AND OTHER DEVELOPMENT COSTS	
12 Project/design team fees	9,750.00
13 Other development/project costs	-
Client supply (locks, signs etc)	-
Furniture (BOF) @ £500/person	-
	<hr/>
TOTAL: DEVELOPMENT COST EXC VAT	107,296.00
16 VAT assessment (20%)	<hr/> 21,459.00
TOTAL: DEVELOPMENT COST INC VAT	128,755.00
	<hr/> <hr/>

FEASIBILITY ESTIMATE

Gross internal floor area: (GIFA) N/a

Pricing period Q3/14

Cost information/Basis

- The University of Nottingham Estates Office drawing
Existing A floor plan
Existing B floor plan

Qualifications

- External Consultant design/management fees included
- CDM appointment excluded
- No allowance has been made for any new furniture
- VAT @ 20% (i.e. not by 85%)
- Occupying department costs excluded (e.g. Relocation, disruption)
- Inflation beyond Q3/14
- Presence of Asbestos is excluded
- Building Control and Planning fees excluded

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 6.7

Coates

Faculty of Engineering

Door Replacement

PROJECT SUBMISSION BID:

Part A – Summary Sheet

For Projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Replacement of Coates building door leafs
Faculty:	Engineering
School/Department:	Faculty of Engineering
Contact:	Paul Antcliff
Building Name:	Coates building
Room Number/s:	B3

Summary of Project:

Following on from the earlier "Coates refurbishment" and "Faculty Visual Identify" SMC projects the Faculty is seeking permission and funds replace the remaining worn, old style door leafs in the Coates building on "A" and "B" floor. This project would replace all the remaining single door leafs into the Coates offices / rooms and the main corridor double door fire leafs.

Estimated Cost:

Total Value inc VAT:	£102,705.96	Contribution from School:	£51,352.98 % 50%
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Outline Scope of Works:

Over the last few years, as refurbishment / re-development projects have been carried out in the Coates building, any doors leafs local to these works have been replaced with the new style, windowed, door leafs. This has improved the visual appearance of the affected areas.

The new door leafs, with the vertical windows, allow easier access by the students to the academic and support staff. They also give a friendlier, more modern feel to the rooms and corridor areas. The new door leafs will open up the closed offices and improves the visual appearance of the rooms and corridors, allowing more natural light though. Replacing and standardising the office door signs and inserts will allow a standard method of identifying academic and support staff to be adopted. Within the proposed works is an allowance for providing A4 clear perspex notice display wallets at each office location. This will provide a standard facility for displaying notices local to each office, so removing the need to randomly place them around the Coates walls and doors. An allowance for over painting the existing varnished door frames to white gloss has been allowed for in the project.

Comments from Head of School:

This is an important development to the appearance of Coates Building, which houses the majority of UG Departments within the Faculty. Along with the Visual Identity project, this will radically alter the feel of the building, making it more attractive to visitors and in particular to prospective students. For existing students this will make academic and support staff far more accessible and (literally) visible. This was raised at the meeting between the Faculty and the PVC for Teaching and Learning as a positive step towards addressing challenging NSS scores in relation to accessibility of staff.

Prof Andy Long, Executive Dean – Faculty of Engineering

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk

Comments from Finance Adviser:

I understand that the costs for this project will be incurred during the 14/15 financial year. We will ensure that the costs for this project are appropriately reflected in budgets and forecasts for next year.

Robert Sampson – Faculty Finance Adviser

Completion Date:

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated valued over £100K, revenue less than £100K, subject to financial department's discretion.
- SMC approval is required for modifications to premises even when no funding contribution is needed.
- The Committee is responsible for all space allocations to budget units.
- SMC funds new builders' works and enhancements, furniture, fixtures and fittings but not equipment in bid proposals.
- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

**PROJECT SUBMISSION BID:
PART B – Detailed Proposal**

For Projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Replacement of Coates building door leaves
Faculty:	Engineering
School/Department:	Faculty of Engineering
Contact:	Paul Antcliff
Building Name:	Coates building
Room Number/s:	B3

Aim of the Proposed Project:

The aim of the proposed project is to improve the visual appearance of the Coates building's corridors areas, academic and support staff offices through fitting the new style, windowed, door leaves. The new leaf design will visually give a more modern and a more open feel to the rooms and areas of the Coates building's long. This proposal builds on the two previous SMC projects aimed at improving the Coates building in entrance 2 and creating the Visual Identity for the Faculty of Engineering. Some new style door leaves have been fitted to various rooms in the Coates building over the last few years, as areas have been refurbished.

New door leaves identical to the ones proposed in this application were recently fitted to the Law building, (photos attached). These made a large impact on the space.

Details of Proposal:

The proposed seeks funding to all the below works to be carried out on the "A" and "B" floor levels in the Coates building,

	Quantity	Cost	Total
Replacement single door leaves (no windows) fitted	27	£350.00	£9,450
Replacement single door leaves (with windows) fitted	141	£400.00	£56,400
Replacement double door leaves (per leaf) fitted	36	£400.00	£14,400
Double door over panels fitted	5	£100.00	£500
Painting of the double door frames	24	£40.00	£960
Painting of the single door frames	168	£20.00	£3,360
Supply and install of the replacement door signs	174	£15.45	£2,688.3
Supply and install of A4 clear notice display units	200	£5.95	£1,190
		Total	£85,588.3

Total inc vat = £102,705.96

The new style door leaf has a vertical panel to allow easier, less formal visual access by the students to the academic and support staff. They give a friendlier, more modern feel to the rooms and corridor areas and open up the closed corridors by allowing more natural light though from the external windows. The new door leaves have a beech finish instead of the existing leaves dark wood finish, so improve the visual appearance of the rooms and corridors. Painting of the existing dark wood, varnished door frames give the

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk

finished doors a fresh, updated appearance.
 Replacing the existing corridor fire leafs will not only visually improve the long corridor areas but allow new style fire rated leafs complete with current fire seals to be installed.
 Replacing and standardising the office number signs and inserts will allow a standard method of identifying academic and support staff to be adopted.
 The proposal also allows for fitting of an A4 clear Perspex notice display unit at the side of each academic office.

Anticipated Improvement to Students' Experience:

The proposed project will visually improve the dated appearance of the Coates building's corridors and offices areas. The old style, dark wood leafs, which are showing a lot of wear and damage will be removed. Fitting the new style door leafs with the vertical vision panel to the remaining offices will open the academic offices up to give a friendlier feel for student access while allowing natural daylight into the corridors. The new door leafs, doors signs and A4 Perspex notice / information holders will progress the Faculty's modernisation of the Coates building and improvements to the academic / staff offices.

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

This project will contribute to the visual improvements previously started within the Coates building. They will improve the appearance of the dated building to students, their parents and visitors to the Faculty, lifting the tone in these areas. The new office signs and name inserts will allow a standardised faculty approach to be adopted across the three departments in the Coates building. The proposed fitting of the A4 clear Perspex wallets to each office will allow a set place for student and teaching information to be displayed by academics so moving away from the current untidy, random locations used. This will give a tidy, known location for teaching notices, research placements etc to be communicated, specific to each academic.

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

The Faculty of Engineering's Infrastructure team would help oversee the project if it was successful in its application to SMC. This would help facilitate effective communication and timings with the staff affected as the project progressed through the Coates building.

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

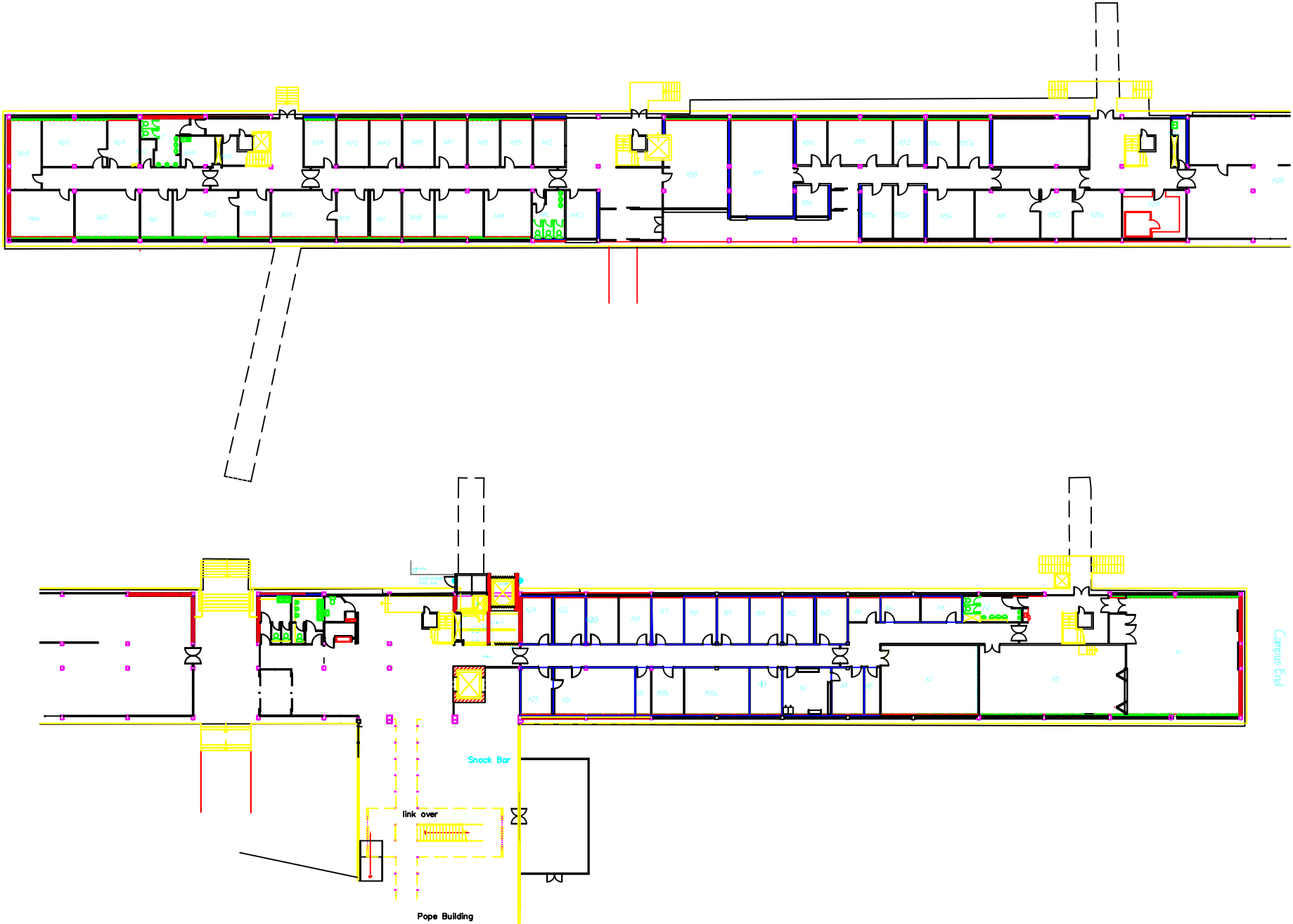
Existing Drawing to Scale:	<input checked="" type="checkbox"/>	Proposed Drawing to Scale:	<input type="checkbox"/>	Location Plan:	<input type="checkbox"/>
Existing Photographs:	<input checked="" type="checkbox"/>	Illustration of Proposal:	<input type="checkbox"/>	Cost Breakdown:	<input checked="" type="checkbox"/>

Please ✓

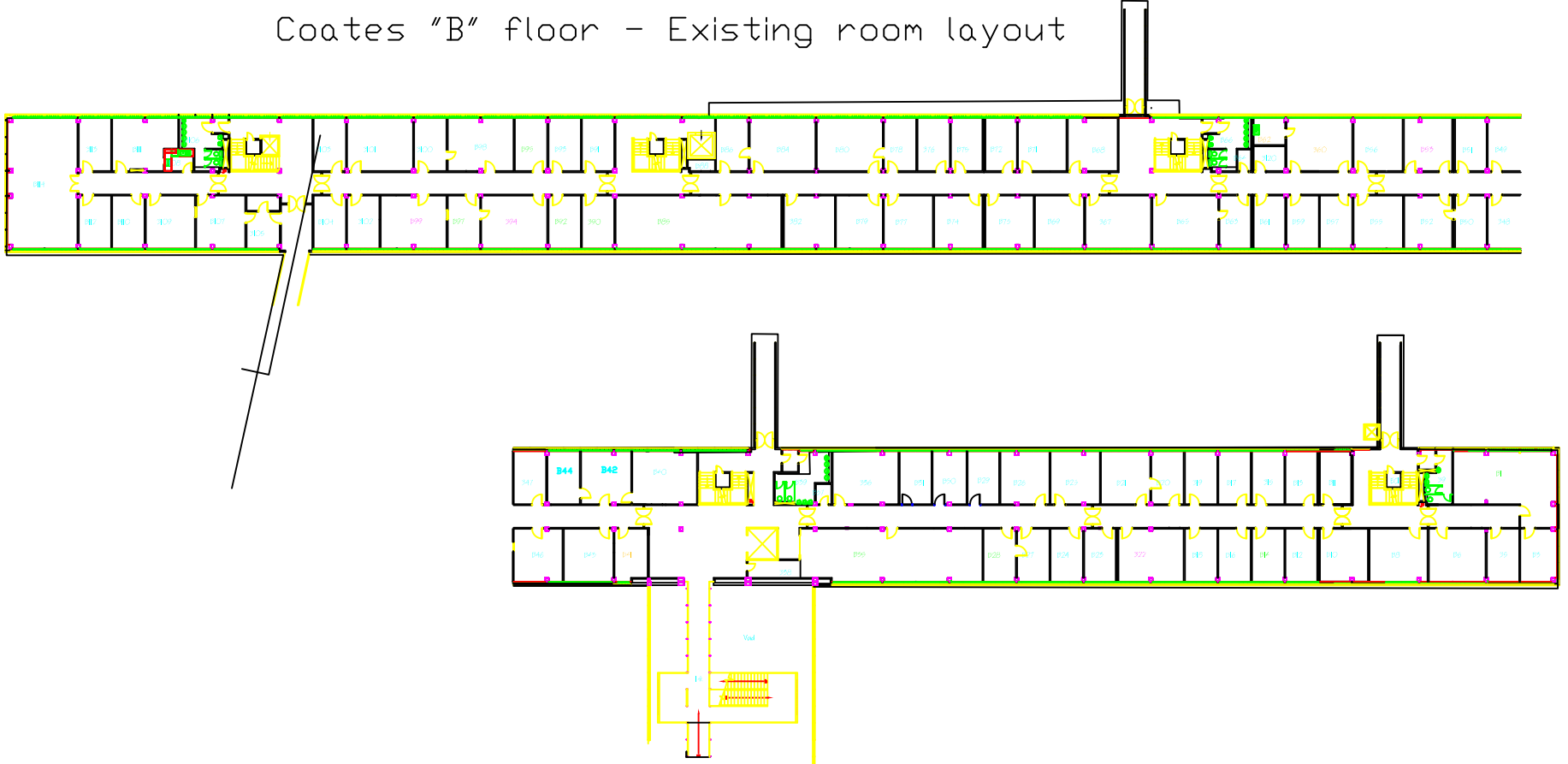
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

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PRODUCED BY AN AUTODESK EDUCATIONAL PRODUCT



Coates "B" floor - Existing room layout



SMC application - Replacement of Coates building door leafs

Coates building - Current style door leafs.





Coates building - New style door leafs.



Coates building - Current and new style door leafs shown together.



Law building – Pictures of the new leafs that were fitted there. The proposed leaf design in the Coates building matches this left design.





SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 6.8

Coates

Faculty of Engineering

Additional Academic Offices

PROJECT SUBMISSION BID:

Part A – Summary Sheet

For Projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Generating increased academic office capacity in the Coates building.
Faculty:	Faculty of Engineering
School/Department:	Faculty of Engineering
Contact:	Paul Antcliff
Building Name:	Coates building
Room Number/s:	B03

Summary of Project:

The Faculty of Engineering continues to expand in size and numbers across its six Teaching Departments and five Research Divisions. This expansion puts increased demand on academic and APM support office spaces available across the Faculty. Within the Faculty's portfolio of allocated University buildings, this increased demand can cause pinch points in certain areas and buildings. One of the main pinch points is in the Coates building, mainly because it is the main base for three of the Faculty's six Departments. Over previous years the need for additional office space has been met by ensuring good utilisation of the existing Coates offices and the splitting up of existing large four window offices into smaller academic offices. In conjunction with the Estates department, most of the easy office space re-configurations have already been done to accommodate previous increased staff numbers.

In September 2014, the Faculty will be recruiting an additional eight academic staff across three Departments based in the Coates building. While some of these additional staff can be accommodated in vacated offices, the Faculty will still be short of office capacity in this building.

This proposed SMC application will allow the creation of four standard academic offices by re-developing two larger office spaces and one Faculty storage room.

The application is for match funding and permission for the Faculty to re-develop office space within the Faculty's existing space portfolio.

Estimated Cost:

Total Value inc VAT:	£22,560	Contribution from School:	£11,280 50%
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Outline Scope of Works:

The proposed SMC project would allow existing Faculty allocated spaces to be re-developed to give better space and office utilization, local to where the current demand is needed.

The project initially would refurbish the existing old Coates B08 office space. This would allow an existing professor level academic to be relocated into it.

Using the old office space freed up from the relocated member of staff, along with a local store room and other odd shaped academic office, the Faculty plan to create four new standard academic offices in their place.

These additional offices would help support the Faculty with allocating suitable office space to expanded staff numbers.

Comments from Head of School:

This is a necessary development to allow us to accommodate additional academic staff

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk

within the Coates Building. In terms of addressing the student experience this is our preferred solution as this location ensures that these additional staff are available to students and in close proximity to their academic colleagues. This investment is relatively modest and is in line with recent moves to reduce our largest office sizes ("4 window office") whilst retaining a minimum office size ("2 window office") for delivery of small group projects.

Prof Andy Long, Executive Dean – Faculty of Engineering

Comments from Finance Adviser:

I understand that the costs for this project will be incurred during the 14/15 financial year. We will ensure that the costs for this project are appropriately reflected in budgets and forecasts for next year.

Robert Sampson – Faculty Finance Adviser

Completion Date:

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated valued over £100K, revenue less than £100K, subject to financial department's discretion.
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- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

**PROJECT SUBMISSION BID:
PART B – Detailed Proposal**

For Projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Generating increased academic office capacity in the Coates building.
Faculty:	Engineering
School/Department:	Faculty of Engineering
Contact:	Paul Antcliff
Building Name:	Coates building
Room Number/s:	B3

Aim of the Proposed Project:

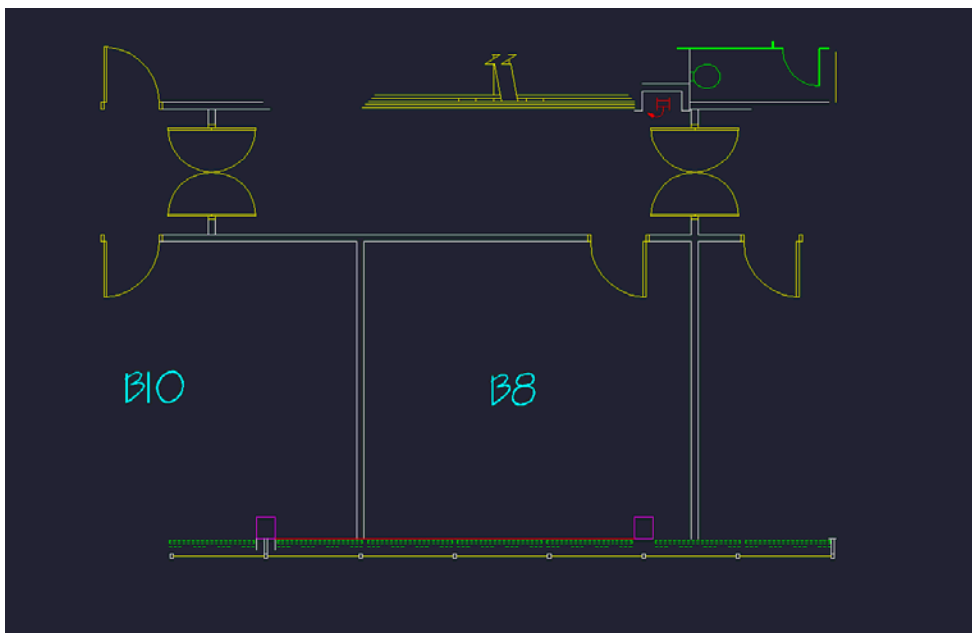
The growth in the size of the Faculty of Engineering has led to a short fall in the number of academic offices available within certain Faculty locations. The aim of the proposed SMC project is to increase the number of academic office within the Faculty of Engineering's Coates building on University Park. The planned increase in office numbers will be accommodated by re-configuring existing allocated office space. This will allow larger academic offices to be split down in size to yield a greater number of smaller academic offices, which closer match the University's Space Allocation Guidelines.

Details of Proposal:

To allow the large academic office, A21, to become available, the current room user will need relocation of Coates B08. Before this can happen, room B08 will need to be refurbished, due to its current state.

This will involve,

- 1) Over boarding the rooms cracked and damaged walls.
- 2) Upgrading the rooms small power.
- 3) Decorating the room.
- 4) Installing a new style Coates door leaf complete with vertical window.
- 5) Fitting new carpet tile, blinds and coat hooks.

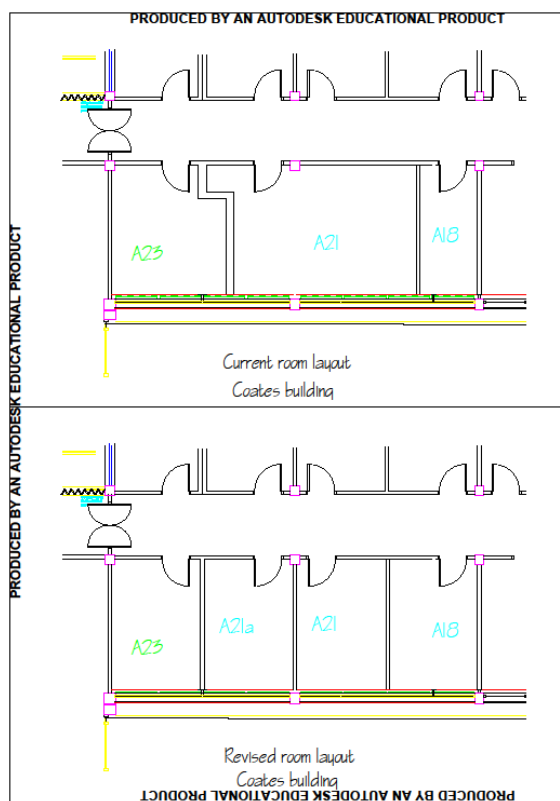


PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk

Once A21 has been vacated, the existing Coates offices, A18 (Faculty store room), A21 (Large single Professors office) and A23 (Faculty academic Hot Desk room) would be re-developed to yield four new, two window offices, re-numbered as A18, A21, A21a and A23. The items currently stored in A18 would be consolidated into another outlying Faculty storage area.

The current room layouts and finished modified layouts can be seen in the below plan.



Details of works required.

- 6) Strip out the office.
- 7) Remove the two existing internal walls.
- 8) Form the new required door opening and install new single door frame.
- 9) Install four new style Coates door leafs complete with vertical windows.
- 10) Install new suspended ceilings and lights in each room.
- 11) Install / correct each room's electrics to give suitable small power and data.
- 12) Decorate each room to the University standard.
- 13) Fit new carpet tiles and window blinds.
- 14) Fit University shelves on one wall in each room.
- 15) Fit coat hooks, door label and wipe board to each room.
- 16) Install suitable a standard furniture layout in each room.

It is proposed to carry out the room alterations from the start of July 2014 to ensure the extra rooms are available for the start of the new academic year.

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk

Anticipated Improvement to Students' Experience:

The proposed project will allow sufficient academic offices to be provided within the Teaching departments, located in the Coates building. The extra offices will allow students to access their tutors and academics in the correct departmental locations. Grouping each department's teaching academics together allows students to find, contact and meet departmental specific academics in a small, known building location. This is vital as it reinforces the specific department identify and cohesion which has been shown to be important to students through the National Student survey.

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

The proposed SMC project will allow the Faculty to accommodate the expanded academic staff numbers within their specific teaching departments. This will allow the academic staff member to work closely with other members of the relevant department and head of that department. As the Faculty grows, it needs to ensure the correct standard and numbers of academic offices are available, in the correct locations, to support its expanding staff numbers. This allows a consistent approach to be adopted across the various Faculty departments and building locations. It is important to located departmental staff together to allow consistent department teaching and standards to be maintained. It encourages academic support and team working while facilitating knowledge exchange and building research ties.

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

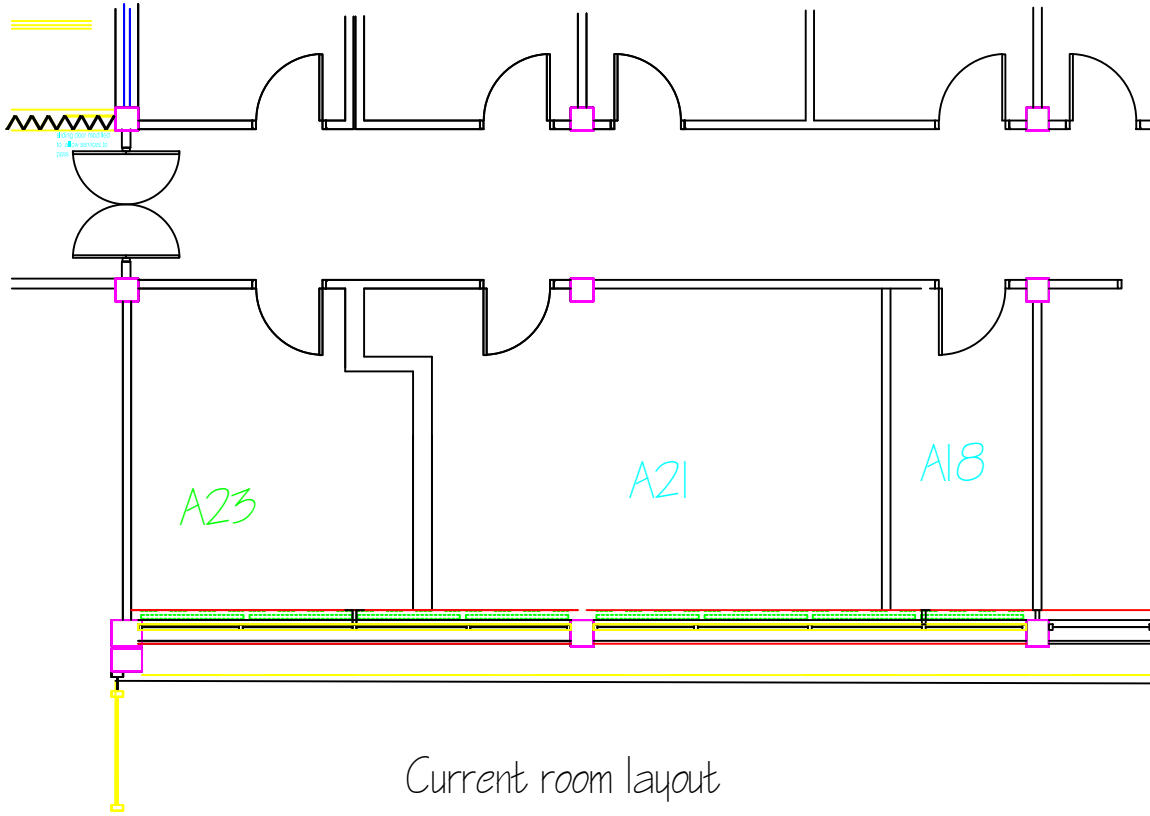
Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

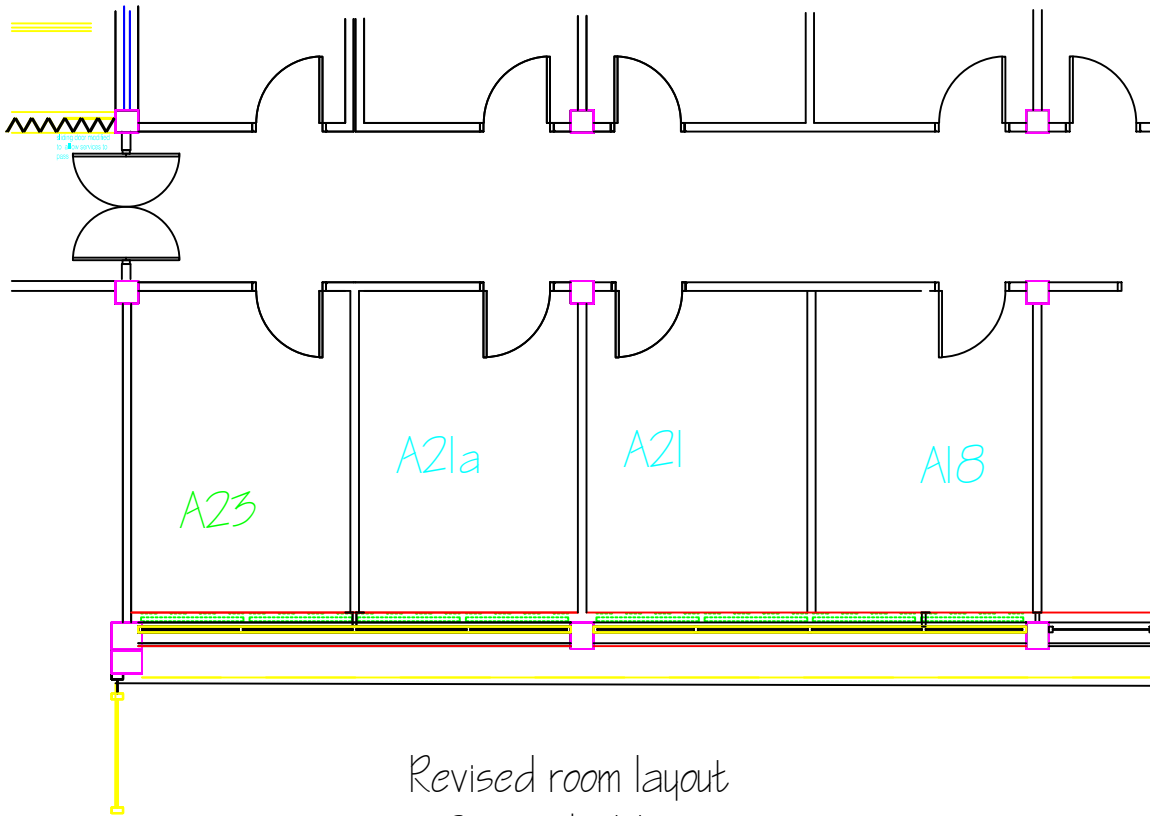
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Existing Photographs:	<input checked="" type="checkbox"/>	Illustration of Proposal:	<input type="checkbox"/>	Cost Breakdown:	<input type="checkbox"/>

Please

- Assistance with feasibility studies and costing is available from the Space Resource Manager.

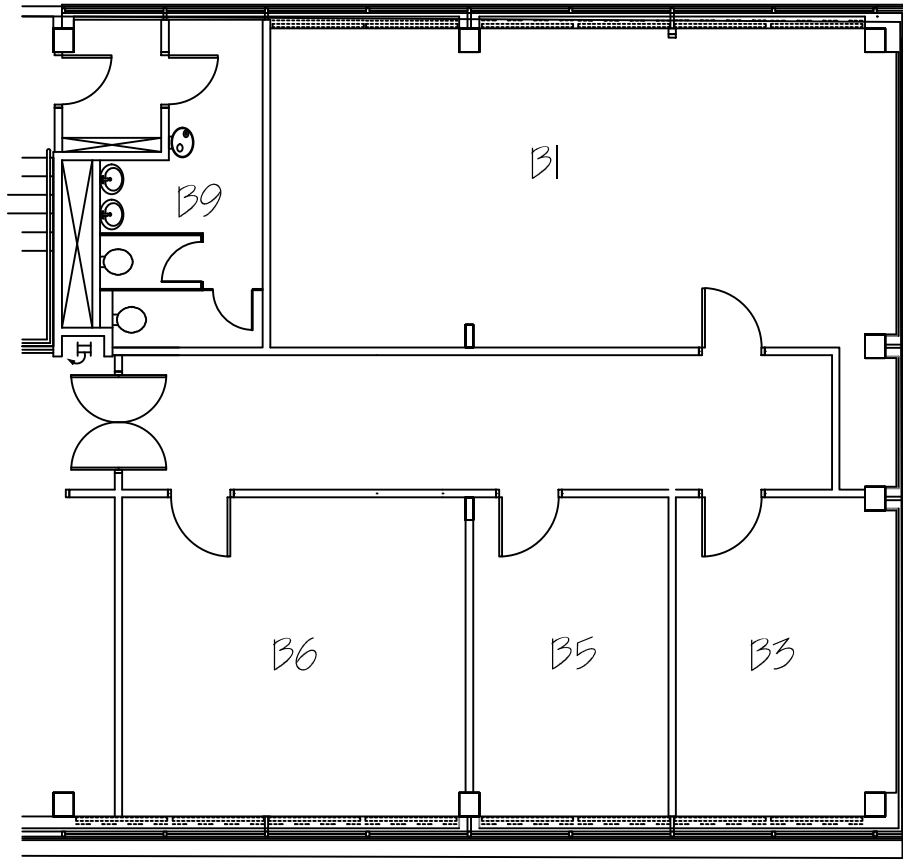


Current room layout
Coates building



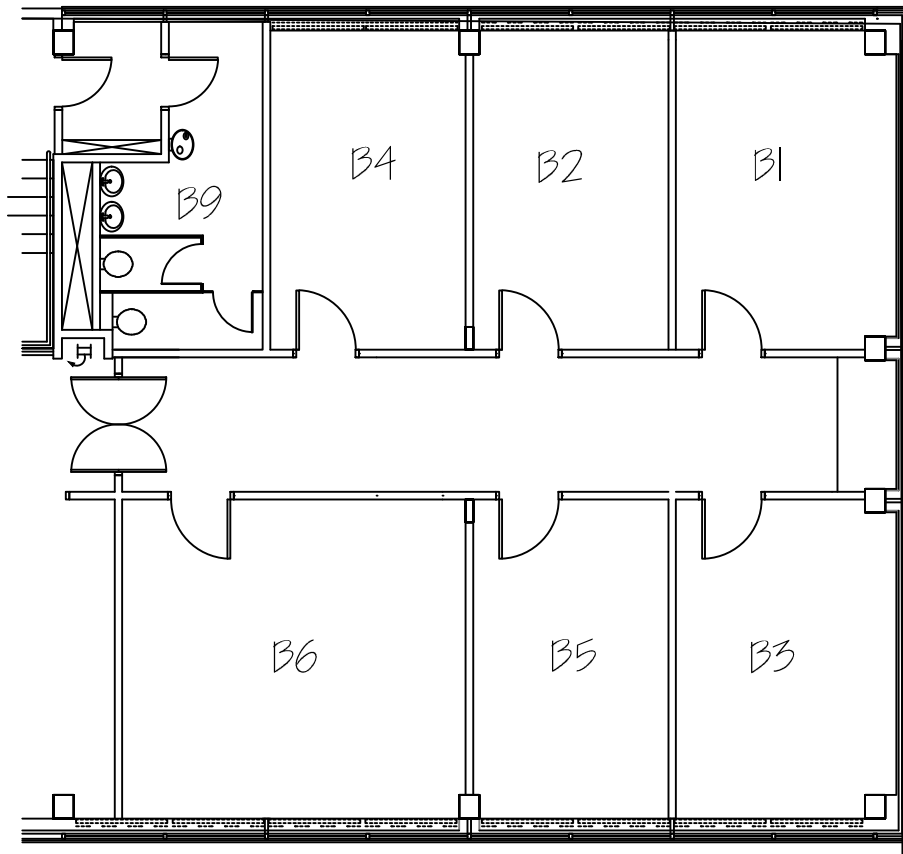
Revised room layout
Coates building

Current layout of Coates B1 area



Campus End

Revised layout of Coates B1 area



Campus End

SMC Project - Generating increased academic office capacity in the Coates building.

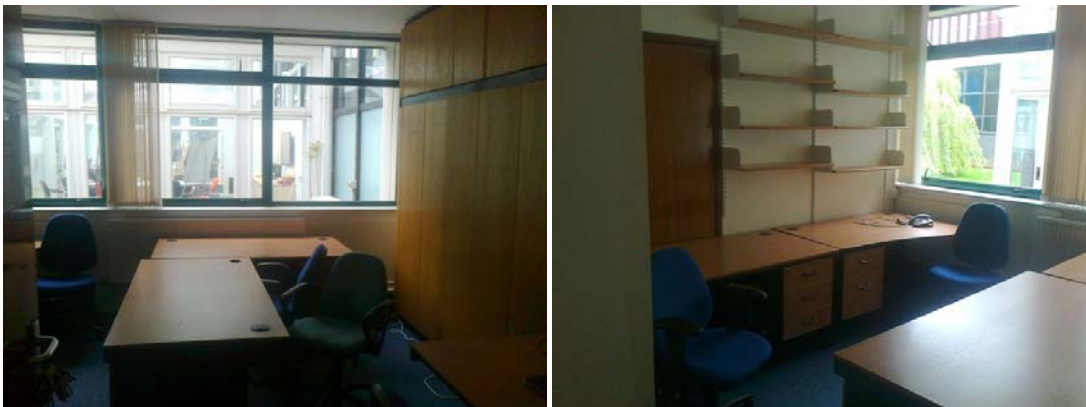
Coates room B08 – Proposed to be referbished.



Coates room A21 – Existing large academic office.



Coates room A23 – Existing academic Hot Desk office.



Coates room A18 – Existing Faculty store room.



PROJECT SUBMISSION BID:

Part A – Summary Sheet

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	School of Education Leadership Centre
Faculty:	Social Sciences
School/Department:	School of Education
Contact:	A Noyes lead contact (or via Julie Evans School Manager)
Proposed Building Name:	Exchange Building
Proposed Room Number/s:	B1-B3 & B3a

Summary of Project: Broadly describe the project proposal.

The project intends to redistribute, refurbish and furnish the current rooms B1-B3 & B3a of the Exchange Building allocated to School of Education as an Education Leadership Centre. The space will include offices for Professors and Associate Professors alongside a dedicated multiple occupancy office for a research team.

The distribution of the front three offices remains largely intact with a dividing wall being constructed within B1 to make 2 equal sized offices from the existing single large room.

The space currently occupied by rooms B3 & B3a will be redistributed to form 3 offices and a larger multiple occupancy research room with access from a new central area to all offices. Along with a new arrival point removing part of the existing corridor to create an enclosed multi-functional area by utilising otherwise dead corridor space.

Please see attached plan.

Estimated Cost:

Contribution from SMC:	£36,020	Contribution from School:	£36,021
Total Value inc VAT:	£72,041		50%

Outline Scope of Works: List the elements of work required to complete the project.

The majority of the costs incurred will be for internal construction work and refurbishment including decorating, blinds and carpeting of the area on completion of the construction works. In addition power and telecoms will need to be rerouted to support the new configuration.

Finally new furniture will be required that is fit for the new purpose; desks with pedestals, filing cabinets, shelving, small tables, chairs (static and operator) plus seating and a standard screen in the arrival area / informal meeting space.

Comments from Head of School:

The School has reached capacity within its existing space allocations and cannot house all the staff without this additional space. We therefore have no option but to reconfigure the space within the Exchange Building to house the Education Leadership staff.

This project is vital to the growth of the school, I therefore support the utilisation of the space in the way planned as the most cost effective development of the space into a new Education Leadership Centre.

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk

Professor Christine Hall, Head of School, School of Education, 14440

Comments from Finance Adviser:

The proposal to improve the profile and space for the Leadership team will improve the working environment for the team and consequently the student experience within the School for existing and potential students. It will provide a single unified point of access for all the schools work including studentships and is expected to increase leverage for further studentships.

The school is currently forecast to be £(581k) under budget at the end of the financial year and so is not in a position to contribute to the funding of this project from school monies.

Project Completion Date:

1 September 2014

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated valued over £100K, revenue less than £100K, subject to financial department's discretion.
- SMC approval is required for modifications to premises even when no funding contribution is needed.
- The Committee is responsible for all space allocations to budget units.
- SMC funds new builders' works and enhancements, furniture, fixtures and fittings but not equipment in bid proposals.
- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

**PROJECT SUBMISSION BID:
PART B – Detailed Proposal**

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	School of Education Leadership Centre
Faculty:	Social Sciences
School/Department:	School of Education
Contact:	A Noyes Lead contact (or via Julie Evans School Manager)
Proposed Building Name:	Exchange Building
Proposed Room Number/s:	B1-B3 & B3a

Aim of the Proposed Project:

The project aims create a new dedicated Education Leadership Centre within the Exchange Building. The space will include offices for Professors and Associate Professors alongside a dedicated multiple occupancy office for a research team.

Details of Proposal:

The project intends to redistribute, refurbish and furnish the current rooms B1-B3 & B3a of the Exchange Building allocated to School of Education as an Education Leadership Centre. The space will include offices for Professors and Associate Professors alongside a dedicated multiple occupancy office for the research team.

The distribution of the front three offices remains largely intact with a dividing wall being constructed within B1 to make 2 equal sized offices from the existing single large room.

The space currently occupied by rooms B3 & B3a will be redistributed to form 3 offices and a larger multiple occupancy research room with access from a new central area to all offices. Along with a new arrival point removing part of the existing corridor to create an enclosed multi-functional area by utilising otherwise dead corridor space.

Please see attached plans showing the proposed new layout and the previous layout beneath in grey hatched lines.

Anticipated Improvement to Students' Experience:

Post graduate teaching in education leadership would be driven from this new centre with the team co-location unifying them in a more fit for purpose environment. The Education Leadership Centre will be better placed to develop and sustain improved teaching through closer collaboration of colleagues. The high profile centre will allow the academic team to attract higher numbers of students to both masters and research degrees.

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

This project forms an Education Leadership Centre for the School of Education it gives a single unified point of access for all our work in this area including research studentships. The working profile of the area will greatly improve the experience of our existing studentship and is expected to increase our leverage for more such studentships.

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk

The School has reached capacity within the existing space allocations and cannot house all the staff required to deliver core teaching functions without this additional space. There is no option but to reconfigure the space to allow the required colleagues to release space within the Dearing Building.

Centre colleagues work closely with the National College for Teaching and Leadership, the DfE, BELMAS and other high-profile organisations both national and internationally. The establishment of this unit in the central building on Jubilee Campus will raise the profile of education leadership and management to a level commensurate with the activity. The Centre will be a focal point for visiting academics and various partners. Without this investment in a high profile Education Leadership Centre, research revenue and continued studentships would be harder to leverage.

Whilst it is recognised that the School may not achieve its forecast at year end the investment in this project will not materially change this position.

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

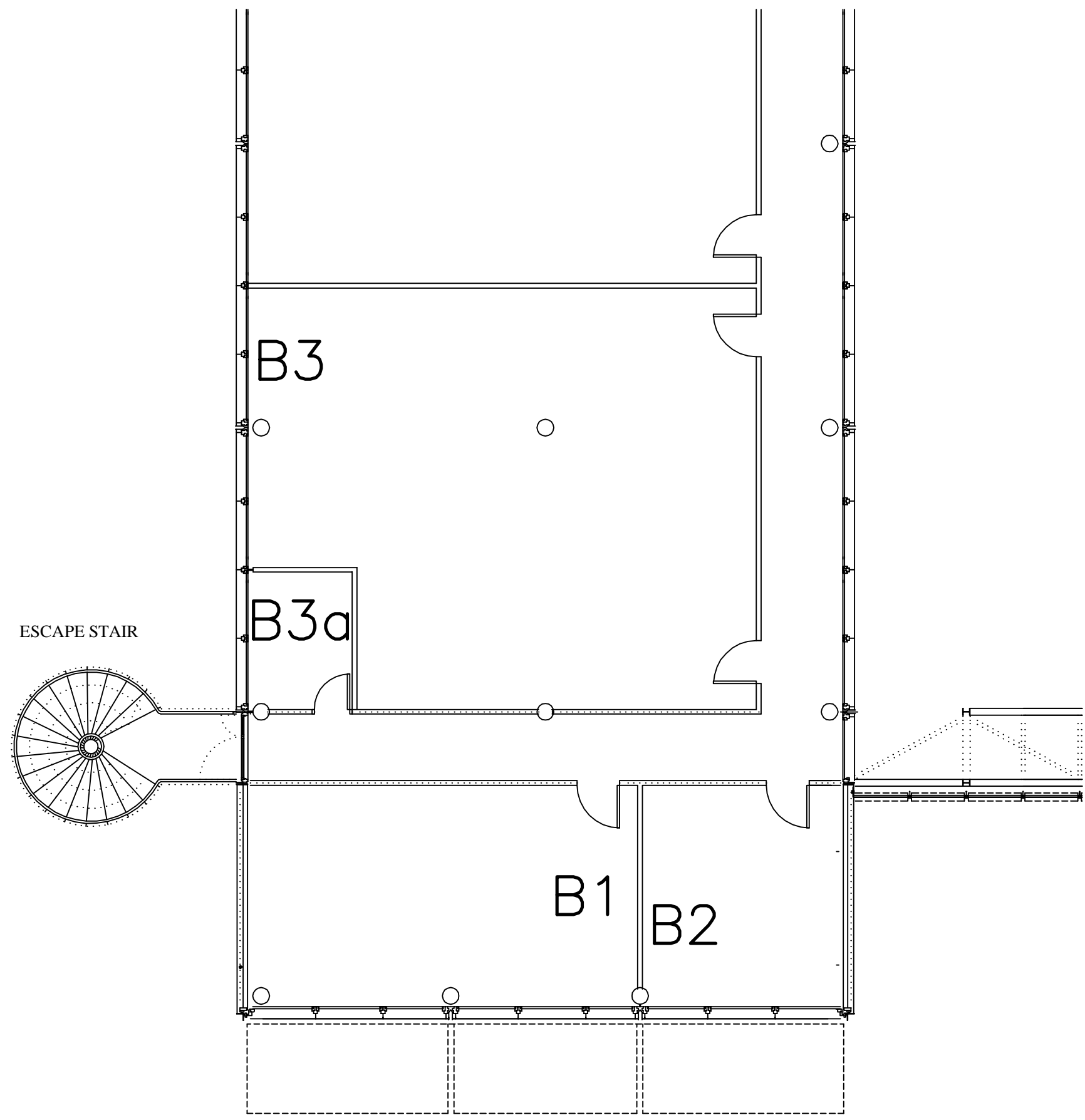
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Existing Photographs:	<input checked="" type="checkbox"/>	Illustration of Proposal:	<input checked="" type="checkbox"/>	Cost Breakdown:	<input checked="" type="checkbox"/>

Please

- Assistance with feasibility studies and costing is available from the Space Resource Manager.

Chief of Estates & Facilities Officer
 Chris Jagger
 BSc CEng MICE

Notes
 Do not scale. Use only written dimensions. Contractors must verify all dimensions before starting work and any discrepancies to be reported to the Estate Office.
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Date	Description	By	Chk'd
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Client
 THE UNIVERSITY OF NOTTINGHAM
 ESTATES DEPARTMENT

Project
 SCHOOL OF EDUCATION
 THE EXCHANGE BUILDING
 B FLOOR REFURBISHMENT

Drawing Title
 EXISTING PLAN

CAD. File No.

Drawn by
 PHG

Checked by

Phone Number
 01159513576

Email address
 PETER.GOLDSWORTHY@NOTTINGHAM.AC.UK

Scale
 1:100

Date
 NOV 2013

Project No.
 ES0000

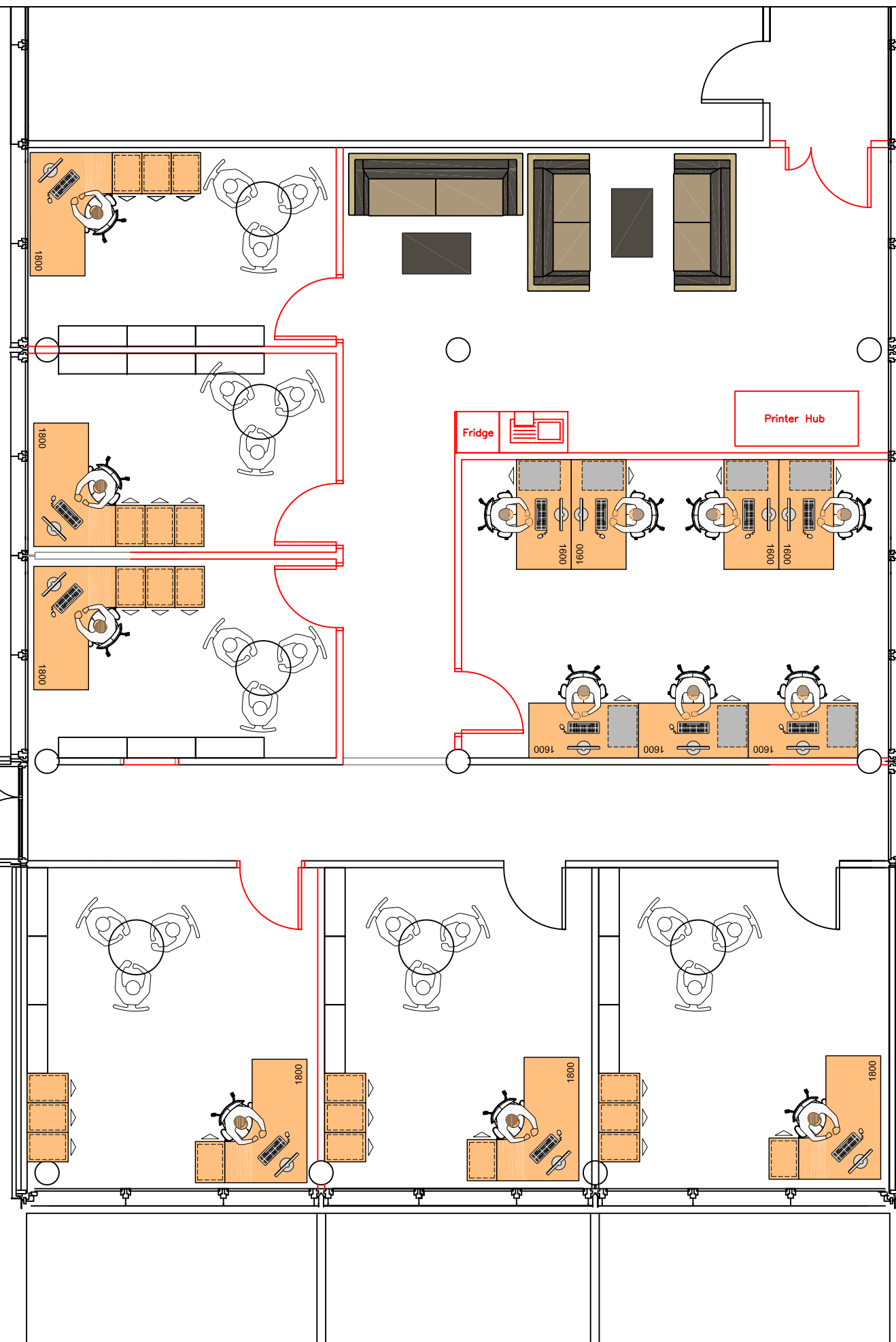
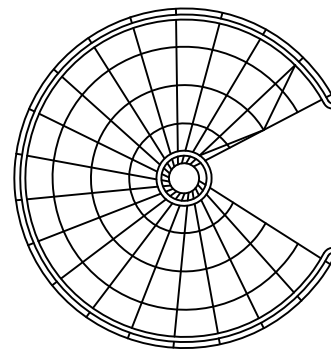
Drawing No.
 001

Revision
 -

tel 0115 951 3600 fax 0115 9513636

<http://www.nottingham.ac.uk/estate>

ESCAPE STAIR



Rev	Description	Date	Drawn

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Tower House, Tower Close, Bridgend
Industrial Estate, Bridgend
CF31 3TH
Tel - 01656 661061
Fax - 01656 661031
design@bof.co.uk

Client
University of Nottingham

Project
School of Education
The Exchange Building

.dwg No	Date	Drawn	Signed
14-8673	15/05/14	DO	

Scale	Rev	.dwg location
1:75 A3	-	X:\14-8501 TO 14-9000\14-8673.DWG



Gaskell
CONSTRUCTION CONSULTANTS

Feasibility Estimate

Alterations to Exchange Building
Jubilee Campus, Nottingham



21 May 2014

FEASIBILITY ESTIMATE

Gross internal floor area: (GIFA)	N/a
Pricing period	Q3/14

Brief

- To provide the Space Management Committee members with a feasibility estimate for the proposed alterations to the Exchange Building, Jubilee Campus, Nottingham.

Elemental breakdown

BUILDING WORKS	
1 Substructure	-
2 Superstructure	-
New partitions/doors	11,480.00
Glazed walling and doors	-
3 Internal Finishes	-
Floors	7,525.00
Walls	1,540.00
Ceilings	1,720.00
4 Fittings, Furnishings and Equipment	2,900.00
5 Services	5,975.00
6 Complete buildings and building units	-
7 Work to existing buildings	-
Demolitions and alterations	1,880.00
8 External Works	-
9 Facilitating works	-
Remove furniture to KMC	1,400.00
	<hr/>
SUB-TOTAL: BUILDING WORKS	34,420.00
10 Main Contractor Preliminaries	6,884.00
	<hr/>
SUB-TOTAL: BUILDING WORKS (including main contractor's preliminaries)	41,304.00
11 Main Contractor overheads and profit (inc' in rates)	-
	<hr/>
TOTAL: BUILDING WORKS ESTIMATE	41,304.00
PROJECT/DESIGN TEAM FEES AND OTHER DEVELOPMENT COSTS	
12 Project/design team fees (External Consultant)	4,130.00
13 Other development/project costs	-
Client supply (locks, signs etc)	1,000.00
Furniture (BOF) all as per quotation dated 21 May 2014	13,600.00
	<hr/>
TOTAL: DEVELOPMENT COST EXC VAT	60,034.00
16 VAT assessment (20%)	12,007.00
	<hr/>
TOTAL: DEVELOPMENT COST INC VAT	72,041.00
	<hr/> <hr/>

FEASIBILITY ESTIMATE

Gross internal floor area: (GIFA)	N/a
Pricing period	Q3/14

Cost information/Basis

- The University of Nottingham Estates Office drawing ES0000/001
- BOF drawings 148673(a)

Qualifications

- External Consultant design/management fees included
- CDM appointment excluded
- Furniture by BOF all as per quotation ref: LCH/34866 dated 21 May 2014.
- VAT @ 20% (i.e. not by 85%)
- Occupying department costs excluded (e.g. Relocation, disruption)
- Inflation beyond Q3/14
- Presence of Asbestos
- Building Control and Planning fees excluded

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 6.10

TBA

Faculty of Engineering

Leverhulme Programme Offices Space

PROJECT SUBMISSION BID:

Part A – Summary Sheet

For Projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Leverhulme program office space request.
Faculty:	Faculty of Engineering
School/Department:	Faculty of Engineering
Contact:	Paul Antcliff
Building Name:	Coates building
Room Number/s:	B03

Summary of Project:

This SMC application is requesting allocation of additional University office space to house a recent grant award project and facility.

The Faculties of Engineering, Social Science and Science were recently successful in a project proposal to the Leverhulme Trust that was titled "Sustaining Urban Habitats: An interdisciplinary approach".

After consideration of the proposal, it was awarded a £1.75 million grant that covered the directly incurred costs associated running the City Sustainability Lab facility. The University is contributing indirect costs and IDIC student costs totalling a further £1.65m. This takes the total project values to £3.4m. The project runs from 1st October 2014 until 1st October 2019.

The academic lead on the project is Professor Darren Robinson. Professor Robinson is working closely with nine other co-investigators on the project from across the three stated Faculties.

Building on the successful Leverhulme grant, the group have plans in place to secure additional funding to ensure the City Sustainability Lab grows further during the grant period and continues long after the 2019 grant end date.

This SMC application is seeking University allocation of non-Faculty space to house the proposals City Sustainability Lab offices from 1st October 2014.

Estimated Cost:

Total Value inc VAT:	£40,000 provisional sum included to cover any re-decoration or electrical works and furniture.	Contribution from School:	£ 20,000 % 50% funded
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Outline Scope of Works:

The proposal seeks suitable furnished office, meeting and welfare space to support the Leverhulme Trust's grant award.

The space needs to be operational from 1st October 2014 to allow the project team to run. The location of the space could be on University Park, close to the three Faculties involved with the project, or suitable space on the Jubilee Campus could be considered.

There is an initial year one space requirement that will increase in the year two period to accommodate expanded PDRA and PhD numbers. There is the possibility of expansion outside the levels stated in the project, both in terms of space requirement and life of the project. This expansion is subject to the group securing its additional planned funding.

Comments from Head of School:

--

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk

This exciting project represents a collaboration between three Faculties. In terms of credit split, whilst this is led by Prof Robinson in Engineering our share is 26%, with Social Sciences at 65% and Science at 9%. For the programme to be successful it is vital that the researchers are co-located, and this proposal meets the basic requirements to achieve this for the cohort funded by the grant and contributed by the University. On award of the grant the PI met with the Executive Dean of Social Sciences and myself to detail his plans, and this SMC proposal meets the requirements proposed at that meeting. In terms of future potential, this award puts Nottingham firmly on the map in the area of "Future Cities", a topic which is growing in significance for example via the establishment of the Future Cities Catapult. Significant opportunities for additional funding from RCUK, TSB and Horizon 2020 exist and Prof Robinson has assembled a team which is in an excellent position to exploit these.

Prof Andy Long, Executive Dean – Faculty of Engineering

Comments from Finance Adviser:

Completion Date:

The offices need to be in place for 1st October. An enlarged office space would be needed from 1st October 2015/16 period to support grant planned expansion.

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated valued over £100K, revenue less than £100K, subject to financial department's discretion.
- SMC approval is required for modifications to premises even when no funding contribution is needed.
- The Committee is responsible for all space allocations to budget units.
- SMC funds new builders' works and enhancements, furniture, fixtures and fittings but not equipment in bid proposals.
- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

**PROJECT SUBMISSION BID:
PART B – Detailed Proposal**

For Projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Leverhulme program office space request.
Faculty:	Faculty of Engineering
School/Department:	Faculty of Engineering
Contact:	Paul Antcliff
Building Name:	Coates building
Room Number/s:	B03

Aim of the Proposed Project:

The aim of this SMC proposal is seek suitable office facilities to house the Leverhulme project's "City Sustainability Lab" team and allow the program to operate out of from 1st October 2014 until the current grant end date of 1st October 2019.

Details of Proposal:

This SMC application seeks an allocation of suitable furnished office, meeting and welfare space for the 1st October, year 2014-15 as follows:

- One office for the grant / lab director.
- Meeting room space (large enough to accommodate 10 people)
- Open plan office space for: 5 PDRAs desks and 3 +/- 1 (min 2, max 4) PhDs desks as well as 1 administrator assistant desk.
- Open plan office space with 3 hot-desks to accommodate 4 +/- 2 IDIC PhDs
- Provision of local basic kitchen facilities for making drinks / fridges / microwave.

These space requirements will increase from 1st October, year 2015-16 to:

- One office for the grant / lab director.
- Meeting room space (large enough to accommodate 10 people)
- Open plan office space for: 7 PDRAs desks and 10 PhDs desks as well as 1 administrator assistant desk.
- Open plan office space with 2 hot-desks to accommodate 3 +/- 3 IDIC PhDs
- Provision of local basic kitchen facilities for making drinks / fridges / microwave.

The proposal needs to have the option to expand the states PDRA and PHD 2015/16 space requirement by double to support the planned further funding targets and expansion. This extra expansion would be reliant on the planned additional funding streams being secured by the team as the project progressed.

(The use of Lab in the title "City Sustainability Lab" relates to the theoretical and computational work being undertake, so no specific laboratory space is need by this project).

Anticipated Improvement to Students' Experience:

This facility will allow all the PDRA and PhD students associated with this project to be housed in a dedicated office facility specific to the project. This will give them a sense of identity with the project and allow all project activities to be focused within this space. With the facility being located away from each of the three Faculties, the students will not bond with a specific individual Faculty or be distracted by other Faculty activities.

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

The allocation of suitable furnished office space will allow the planned research program to run and operate out of a dedicated location. The provision of suitable space would allow the City Sustainability Lab to have a specific location associated with it and act as the hub for all research work relating to this activity. External visits, related Grant activities and presentations would be focused at this location.

Housing all the project's director, APM support and students associated with this project together in a set facility will allow a focused, coherent approach to the running of the project to be achieved. Effective knowledge transfer will be facilitated due to the groups combined location. Co-authors of the project from the three Faculties will come to a set facility when working with and support the project.

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

For the £1.75m funding from the Leverhulme grant to be awarded, the University has committed to providing suitable office facilities to run the program out of. This needs to be a set facility set up for the current five year period to support the project. This space requirement will need limited actual spend to allow the requested facility to be set up. These facilities are standard University spaces and readily transferable to other groups or projects at the end of the grant period. The amount of cost associated with setting this facility up is small compared to the grant allocation.

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

Existing Drawing to Scale:	<input type="checkbox"/>	Proposed Drawing to Scale:	<input type="checkbox"/>	Location Plan:	<input type="checkbox"/>
Existing Photographs:	<input type="checkbox"/>	Illustration of Proposal:	<input type="checkbox"/>	Cost Breakdown:	<input type="checkbox"/>

Please ✓

- Assistance with feasibility studies and costing is available from the Space Resource Manager.

The Leverhulme Trust
APPLICATION FORM – Research Programme Grant

Applicant: Professor Darren Robinson	ID/Ref:
Project Title: Sustaining Urban Habitats: An interdisciplinary approach.	

Principal Applicant Details

Submission Date:	N/A
Total Requested:	1,745,632

General Details

Title	Professor	Gender	Male
First Name(s)	Darren		
Surname	Robinson		

Contact Details

Department	Architecture and Built Environment		
Institution	University of Nottingham		
Address	Lenton Firs House University Park Nottingham United Kingdom NG72RD	Telephone Number	
		Email	darren.robinson@nottingham.ac.uk

Proposal

Long Title	Sustaining Urban Habitats: An interdisciplinary approach.
Short Title	Sustaining Urban Habitats
Main/sub field of study	Engineering, Environmental Resources, Ecology & Pollution, Physics, Economics, Government, Politics, Asia (regional), Europe (regional), Anthropology, Geography & Urban/Country Planning, Social Policy & Welfare, Sociology

Start Date	01/07/2014
Duration	60

Co-Applicants

Co-Applicant 1	
Name:	Dr Pelin Demirel
Institution:	University of Nottingham
Email	pelin.demirel@nottingham.ac.uk

Co-Applicant 2	
Name:	Dr Doreen Boyd
Institution:	University of Nottingham
Email	doreen.boyd@nottingham.ac.uk

Co-Applicant 3	
Name:	Mr Jeremy Morley
Institution:	University of Nottingham

Email	jeremy.morley@nottingham.ac.uk
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Co-Applicant 4	
Name:	Professor Reiner Grundmann
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Detailed Research Description

Detailed Research Description

File: Detailed Research Description

Sustaining Urban Habitats: An Interdisciplinary Approach

The Challenge

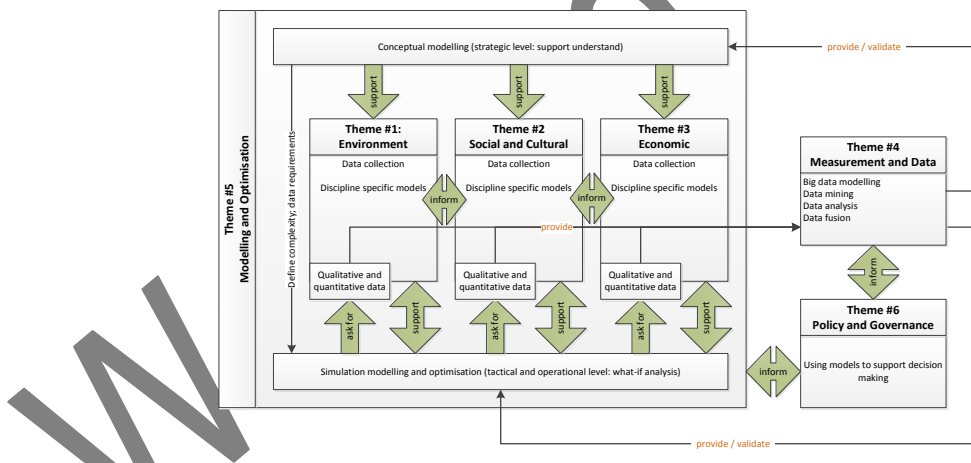
Cities are incredibly vibrant springs of education, employment and commerce, social encounter and recreation; they are the nerve centres of the modern global economy and as such they continue to attract rural migrants seeking a better quality of life. Reflecting this, the urban fraction of the 6.7B strong global population reached parity with the rural in 2007 for the first time. But all too often migrants' aspirations are not realised. For example slum dwelling is estimated to have increased from 65M in 1990 to 863M in 2010, with most lacking access to modern energy services, drinking water and sanitation (UN-Habitat 2013). This situation is likely to be compounded through to 2050, as the global population is projected to increase to 9.5B (UN [2012] medium fertility projection) and its urban fraction to three-quarters; mostly in developing countries. Since cities are responsible for around 80% of global resource consumption, the potential adverse environmental consequences are profound¹. There is thus a global imperative to

understand how this urban growth can be sustained. It is also important that we better understand how the resource intensity of existing cities of developed countries can be transitioned. This is a key challenge for Europe, which is already almost three-quarters' urbanised, as it strives to meet its commitment to reduce CO₂ emissions by 80% of 1990 levels by 2050. **There is an urgent need to envision and investigate approaches to sustaining urban habitats; to transition existing cities in developed countries and to accommodate further growth in developing countries.**

But whilst this need is understood, real progress has been hampered by a lack of holistic interdisciplinary research. Past efforts tend to have focussed on environmental, economic or social factors in isolation; employing either quantitative or qualitative methods; addressing either developed or developing countries.

Programme Vision

The aim of this programme is to develop a distinctively interdisciplinary approach to producing and evaluating scenarios for sustainable living in urban habitats. With two growth cities in China (Chengdu, Shanghai) and two transition cities in Europe (Nottingham, Stuttgart) as our empirical focus, we will explore ways of combining environmental and economic modelling with social and cultural ethnographic work to illuminate: realistic measures of urban sustainability and options for improving resilience and resource flows (Theme #1); patterns of consumption by different groups and social perspectives on measures and scenarios for improving sustainability (Theme #2); factors shaping economic activity and migration, and prospects for balancing economic and social capital with environmental capital (Theme #3); effective ways of managing the different forms of data from #1 to #3 to develop appropriate indicators of sustainability (Theme #4); minimising resource demands in response to underlying stimuli and constraints (Theme #5); the role of public policies and policy-maker perspectives on the indicators and scenarios that we develop (Theme #6). A key aim here is to produce and compare different visions (decision-makers, sustainability advocates, academics, citizens) of what constitutes desirable futures for sustainable living and examine the implications for public policy. We bring a team of scholars from the physical, computational, economic and social sciences to bear on this problem. The project structure along these 6 themes, including the central role of quantitative and qualitative data and support for policy decision making, is depicted below.



We have strong links with all our case study cities. In Europe we have active research partnerships with the cities in questions; whilst in China we benefit from our Campus in Ningbo and its academic and municipal links. We will also benefit from associating 6 Chinese PhD students funded through our International Doctoral Innovation Centre [IDIC] with this project, to support the case study work for each theme in China. These students will study in the UK for year one, to integrate with the team and gain training through our Centres for Doctoral Training, and then spend their remaining three years in China.

Theme #1 (vertical): Environment (energy and matter flows):

¹ Population (P, Ca) and economic activity (A, GDP/Ca), as well as the technology used to support economic activity (T) – environmental impact per unit of income (e.g. tCO₂/GDP) – are thought to be proportional to environmental impact (I): thus, with no radical technological changes the environmental impacts of our future population are set to increase considerably; particularly given that most population growth and urbanisation is likely to be in developing economies of low per capita energy use.

Entropy is a universally accepted measure of disorder and irreversibility. It is known that cities are maintained in more or less stable states by exchanging entropy across their boundaries [Nicolis and Prigogine, 1977]: relatively low entropy resources are imported, processed, and higher entropy wastes are exported, reflecting a net entropy production and exportation. In its strict sense, sustainability may be taken to imply that there is no net entropy production; but under these conditions life cannot be sustained and nor can a city [Filchakova et al, 2007]. But we can relax this framework to utilise renewable resources (e.g. sun, wind, oxygen), as in natural ecosystems like forests, which largely succeed in closing their nutrient cycles due to the synergetic exchange of resource between complementary organisms (waste products from one act as a resource for another). Thus we can take inspiration from nature to understand to what extent resource flows and thus net entropy production can be minimised; to understand how sustainable a city really can be.

Key research questions: (i) How do we define environmental sustainability in a measurable, predictable and realistic way, which also deepens our insights into the functioning of the city, to identify where there is scope for improvement? (ii) Taking a conceptual model of a hypothetical city as an open system, to what extent can we maximise resource flow circularity: how sustainable can a city system be? (iii) Can we prepare a city sustainability label and associated assessment method and can we prepare a new vocabulary (avoiding the oxymorons: eco-town, eco-city, sustainable neighbourhood / district / city)? (iv) What social meanings and policy usages do different definitions and labels invoke?

Methods: Literature review (sustainability, ecology and ecological modelling, thermodynamics, eco-labelling, exemplar developments and technologies); interpretation of finding to prepare a conceptual model of city environmental sustainability; deliberative academic and stakeholder workshops and semi-structured interviews to draft a sustainability labelling scheme and a more coherent vocabulary to support it.

People: Gosling (Geography); Jones, Mirzaei & Robinson* (Engineering); Mao (Physics); Nathanail* (Geography); Owen (Mathematical Sciences); Raman (Sociology); Sinclair (Philosophy); 1x3y PDRA + 1 PhD + 1 IDIC PhD.

Note: Asterisk denotes Professor, while underline denotes a theme (co-)leader: typically one senior and one early career academic. Academic staff that are not (co-)leaders contribute as academic advisors.

Theme #2 (vertical): Social and cultural (equity and welfare).

Cities are places of contradiction. On the one hand they can create concentrations of inequality, social conflict, deprivation, segregation, crime, pollution and ill health. But they can also be great sources of opportunity, and thus of migrant attraction. They can strengthen community cohesion and are places of identity, reinforced by their heritages and cultural traditions. They can also provide a local concentration of infrastructures which leads to 'ecologies of scale', potentially reducing the ecological footprint compared to geographies of dispersed settlements.

Different social groups tend to have different ecological footprints, different attitudes about the social world (and the issue of sustainability), and different views about what needs to change. We will research a cross section of society, including policy elites and NGOs, but also marginal groups, citizens 'without a voice'. Our data collection is embedded in ethnographic field work, comprising observations. This will enable us to examine how different social groups within the local communities perceive their environmental impact, their needs, how these needs could be met, and what risks and benefits the communities see in the implementation of specific sustainability scenarios. Rapport building will be important to ensure co-operation for the duration of the whole project. Our aim is to define different social types and their world views and experiences, and an estimate of their level of support for specific scenarios.

Key research questions: (i) To what extent does the ecological footprint vary between social groups? (ii) What views do different social groups express about their ecological footprint, and about strategies to reduce it? (iii) Which factors are important for the variation in ecological footprint and attitudes? (iv) What do citizens understand by 'sustainability' and what do they see as important? How do they react to scenarios of change?

Methods: Literature review (cultural theory, public and social policy, exemplar developments and technologies); deliberative stakeholder workshops; focus groups; semi-structured interviews, observations.

People: Grundmann*, Roberts and Stafford (Sociology and Social Policy); Heath* & Zhu (Urban Design); Raman (Sociology); Rooker (Anthropology); Skatova (Psychology); Vasudevan (Geography); 1x3y PDRA + 1 PhD + 1 IDIC PhD.

Theme #3 (vertical): Economic (migration and behaviours of firms and individuals; “making a living”; work):

Cities are self-organising systems whose emergent macroscopic structure depends on the microscopic (bottom up) behaviours of and interactions between the organisations and individuals – both within and outwith their boundaries – that inhabit them; interactions that are continually nourished in this ‘network society’ [Castells, 1996] with capital, labour and enterprise. These behaviours and interactions (e.g. work; employment; trade; relocation or disuse of premises; migration; marriage and family formation; recreation; worship; purchase and improvement of home...) may be influenced by financial, regulatory, ethical, technological and educational stimuli and by the actions of peers; and significantly, the uneven processes of contemporary globalization [Sassen, 2013]. Economic sustainability is vital for the future survival of the city: its physical infrastructure, place of economic production, exchange and consumption, and loci for work, jobs and just ‘making a living’. It is also intimately linked with environmental sustainability.

Key research questions: (i) What are the dominant factors influencing the city’s economy?; What is the role of rural-urban migration in developing / transitional economies and is there a viable alternative to this (can or should we curtail urbanisation trends)? (ii) What will make the city’s economy sustainable for the foreseeable future? Are there economic limits to urbanisation and urban growth? (iii) Of the key behaviours and interactions impacting on city economic sustainability, what are the dominant stimuli influencing them: availability of capital? Technological and organisational innovations? Education and training? (iv) To what extent can these stimuli be manipulated to bring about structural changes influencing city sustainability and how should these be augmented by public policies as well as public and private investments? (v) Can a city’s sustainability policies improve its competitiveness, as an exemplar of ‘green innovation’: formation of new firms and clean-technology clusters, attracting investment; attracting migrants (and vice versa)?

Methods: Literature review (global / world cities; agglomeration and creative cities; low-carbon cities; policy and economic development...); analysis of published statistics (GDP and FDI, wealth, migration, labour market and demographic dynamics, health); deliberative academic and stakeholder workshops; structured questionnaires and interviews; statistical modelling.

People: Demirel (Industrial Economics); French, Hall, Leyshon* (Economic Geography); Wu (Chinese Studies); 1x3y PDRA + 1 PhD + 1 IDIC PhD.

Theme #4 (horizontal): Measurement and data:

The key questions posed under themes #1 to #3 require considerable data to be able to provide coherent answers to them and theme #5 will require considerable data to describe and calibrate the models to be employed. These data will take numerous forms: (i) questionnaire survey and interview data (e.g. social and economic surveys), (ii) physical time-series data (e.g. energy and water use; material flows), (iii) descriptive data (e.g. demographic and building stock), (iv) remotely sensed observations.

Key research questions (in addition to serving other themes): (i) Can we combine the outcomes from themes #1 to #3 to indicate city sustainability in a comprehensive way? (ii) To what extent can remote observations be used as efficient sustainability indicators? (iii) Can we use our sustainability indicators in conjunction with knowledge of city form and functioning to identify city archetypes and tailor policy measures accordingly? (iv) What are the most effective means for acquiring and managing urban data for monitoring and modelling purposes?

Methods: acquisition and management of the types of data defined above; statistical modelling; unified sustainability indicator; predicting sustainability from geographic and functional descriptions; spatiotemporal database design and management for urban modelling; semantic enrichment of urban model ontologies.

People: Boyd and Foody* (Geography); Morley (Geospatial Engineering); Qiu* (Computer Science) [with additional contributions from colleagues from all other themes]; 1x3y PDRA + 2 PhDs + 1 IDIC PhD.

Theme #5 (horizontal): Modelling and optimisation:

This is the overarching theme that links themes #1 to #3 and also informs and is informed by the Data and Policy themes (#4 and #6). The aim is to develop a modelling framework that is sufficiently comprehensive and usable to enable us to understand how we can maximise the sustainability of real or hypothetical transition and growth cities with a view to informing city development policy. In this we focus on the modelling of city energy and matter flows; relating these flows to the underlying stimuli that influence them; translating these flows alongside socio-economic factors into an overall measure of sustainability to study the effectiveness of policy measures.

Key research questions: (i) What form should a modelling framework take so that it is adaptable enough to provide answers to the questions of most interest to stakeholders for cities of different scales in both developed (transition) and developing (growth) economies? How do we ensure it is directly usable by these stakeholders? (ii) Based on abstract representations of cities in these economies, what is the optimal combination of policy measures to maximise some integrated measure of city sustainability? How robust is this transition pathway to key (initial and time varying) input uncertainties? (iii) What would a utopian city (maximally sustainable) look like in the case of transition and growth cities?

Methods: Literature review (modelling urban resource flows, modelling techniques); development and testing of prototype models (combining conceptual modelling, agent based modelling and physical modelling of key resource conversion processes: integrating the principles from #1 with the socioeconomic constraints and objectives defined in #2 and #3); calibration of models using data from #4 and feedback from stakeholder consultations from #6; scenario testing and uncertainty analysis to inform #6.

People: Aickelin*, Siebers & Wagner (Computer Science); Mirzaei & Robinson* (Engineering); Mao (Physics); Nathanail* (Geography); Owen (Mathematical Sciences); all other theme leaders; 1x4y PDRA + 1x3y PDRA + 3 PhDs + 1 IDIC PhD.

Theme #6 (horizontal): Policy and governance:

Policy-making is messy rather than rational [Kingdon, 1984]. A wide range of stakeholders with diverging interests and differential power positions all play their part in the policy process. Examining the interaction between political decision-making and understanding of environmental sustainability will provide insights into why policy strategies do not necessarily align with technically superior solutions. The first focus of this theme is to identify analytical policy frameworks that can combine stakeholder interests with evidence-based policy-making, linking into the modelling theme. The starting point is the Advocacy Coalition Framework (ACF) developed by Sabatier and colleagues [1993], which has been extensively applied to environmental sustainability initiatives and gives a place to both knowledge and interests.

Public participation in the making of policy, including its formulation, implementation and evaluation, is crucial in enhancing the effectiveness of policy. How the public understand and choose to deal with environmental sustainability is the second focus of this theme.

Key research questions: (i) Who are the main interested actors and their advocacy coalitions in policy-decision making? How do different actors use information and evidence in making their decisions, and how do they use modelling as decision support tools? What role do existing governance processes and structures play? (ii) What role does the public (want to) play in the decision-making process? To what extent and how do key actors identified above involve the public in their activities (eg processes and structures, modelling)? How does the public understand issues of environmental sustainability?

Methods: literature review (sustainability policy; sustainability governance; public participation, ACF, evidence-based policy-making); documentary analysis of governance processes and structures; mapping of advocacy coalitions; semi-structured interviews with policy and governance actors (n=140); focus groups with high-income, middle-income and low-income city residents (n=12).

People: Cope, Jas & Pearce (Public and Social Policy); Wagner (Computer Science); 1 PDRA + 1 PhD + 1 IDIC PhD.

The Outcomes

In summary the principal expected outcomes from this Leverhulme programme grant are:

- A comprehensive **theoretical framework** to understand the factors influencing urban sustainability.
- **Visions** for what constitutes near-sustainable cities: socially, economically and environmentally.

- A framework for acquiring and managing **evidence** to characterise urban sustainability.
- A **modelling framework** with which to test strategies to achieve the city Visions.
- Informed through testing such strategies on representative cities: the types of **policy and governance structure** needed to implement such city Visions.

The Team

Each theme or sub-project is typically led by two co-leaders from different disciplines, one senior academic to lend their experience and one early career academic to gain this experience. These co-leaders are complemented by a team of academic advisors to strengthen both disciplinary depth and interdisciplinary breadth. Our leaders, the PI and CIs, are:

Darren Robinson focuses on the statistical and numerical modelling of human behaviour, urban energy and matter flows and the urban climate as well as on the conceptual understanding of sustainable urbanism.

Reiner Grundmann researches the role of knowledge in decision making processes, especially with regard to scientific and lay knowledge.

Tyler Rooker specialises in ethnographic and field research of urban China, having investigated technology, housing, migration and business.

Andrew Leyshon undertakes research on money and finance.

Pelin Demirel studies the drivers of eco-innovation among companies with a special interest in industrial and environmental policies that incentivise eco-innovation.

Doreen Boyd has expertise in statistical and spatial analysis, in particular of large datasets and those acquired by remote sensing techniques.

Jeremy Morley has expertise in the preparation and enrichment of 3D city models, the crowd-sourcing of data and the management of geographical data for urban modelling applications.

Paul Nathaniel brings expertise in urban land management and sustainable brownfield regeneration to the understanding of the city scale system and how that system responds to various land use 'perturbations'.

Peer-Olaf Siebers focuses on enhancing the agent-based modelling and simulation development process and applying agent-based modelling and simulation in novel ways to real world problems.

Stephen Cope has expertise in the field of public policy; he has researched and published on governance (including local/city governance) and public participation in local/city governance.

Considerable work has been done and is ongoing relating to the definition and conception of smart cities; the development of tools in support of decision making for improved urban habitat sustainability; the nature of these decision making processes; the acquisition and management of data to support urban stakeholders and the tools at their disposal. The team also has a track record of interdisciplinary mixed methods working, in both the UK and overseas, including in China.

Constituting the **Project Board**, this team of theme co-leaders will meet three-monthly to discuss progress, difficulties encountered and possible solutions as well as the linkages between themes. A six-monthly **seminar** programme involving all PDRAs and PhDs will further encourage team working and cross-theme links. Twelve-monthly meetings between the PB (one attendee per theme) and a project **Advisory Board** (key city stakeholders and two external scientific advisors, one qualitative and one quantitative) will be held alternately in Europe and China to ensure that the project stays on course. Finally, the PB and the work of the larger research team will be closely followed by **one further PhD student** who will conduct ethnographic research into the conduct of interdisciplinary mixed methods research into the sustainability of urban habitats. This will shed light into the effectiveness of the research process and may lead to improved communication within the team. Throughout the project, theme co-leaders will be responsible for day to day management of their themes and the organisation of ad hoc meetings with PDRAs, PhDs and advisors.

University Support

The University will directly support 6 IDIC PhD studentships, academic staff time (except for the PI), a 20% admin post and a 10% research development post - to attract further funding to the Programme - as well as the costs of attendance of external experts to the five annual workshops (10 visits in total).

Dissemination pathways

- **Academic:** Publications in high impact and open journals; presentation at academic conferences.

- **Stakeholder:** In consultation with policymakers, preparation of new policy documents; working closely with our case study city stakeholders, transforming the project findings into tangible city action plans.
- **Practitioner (urban planner / designer):** Open source release of new modelling tools; publication of research findings in professional magazines and on-line blogs.

References

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 Filchakova, N., Robinson, D., & Scartezzini, J.-L., Quo Vadis Thermodynamics and the City, Int. J. Ecodynamics. 2(4) p222–230, 2007.
 Kingdon J W (1984) Agendas, Alternatives, and Public Policies Boston: Little, Brown.
 Nicolis, G. & Prigogine, I., Self-Organization in Non-equilibrium Systems, Wiley-Interscience: New York, 1977.
 Sabatier P A & Jenkins-Smith H C (eds) (1993) Policy Change and Learning: An Advocacy Coalition Approach Boulder: Westview Press.
 Sachs, J. D. Common Wealth: Economics for a Crowded Planet, Penguin, New York, 2008.
 Sassen, Saskia (2013). When Territory Deborders Territoriality, Territory Politics and Governance, 1(1) 21-45.

Finance

Salary Budget

Staff Type: Replacement teaching

Percentage Of Time Spent On The Project: 15

Applicant: (Lead Applicant) Professor Darren Robinson

	Year 1	Year 2	Year 3	Year 4	Year 5
Scale Point	36	37	38	39	40
Basic Salary	£7,049	£7,225	£7,405	£7,591	£7,780
Local Allowance	£0	£0	£0	£0	£0
National Insurance	£634	£650	£667	£683	£700
Superannuation	£1,128	£1,156	£1,185	£1,215	£1,245
Overall Total	£8,811	£9,031	£9,257	£9,489	£9,725

Staff Type: Research assistant

Full Name: Dr Warren Pearce

DOB: 28/10/1973

Employer: Research Fellow

Position held on previous Leverhulme grants: Research Fellow

Date Thesis Awarded/To Be : 18/07/2013

Percentage Of Time Spent On The Project: 100

	Year 1	Year 2	Year 3	Year 4	Year 5
Scale Point	28	29	30	31	0
Basic Salary	£30,145	£31,822	£33,590	£35,458	£0
Local Allowance	£0	£0	£0	£0	£0
National Insurance	£2,271	£2,424	£2,586	£2,758	£0
Superannuation	£4,823	£5,091	£5,374	£5,763	£0
Overall Total	£37,239	£39,337	£41,550	£43,979	£0

Staff Type: Research assistant

Percentage Of Time Spent On The Project: 100

	Year 1	Year 2	Year 3	Year 4	Year 5
Scale Point	30	31	32	33	0
Basic Salary	£31,121	£32,771	£34,593	£36,516	£0
Local Allowance	£0	£0	£0	£0	£0
National Insurance	£2,373	£2,523	£2,691	£2,868	£0
Superannuation	£4,979	£5,243	£5,535	£5,843	£0
Overall Total	£38,473	£40,537	£42,819	£45,227	£0

Staff Type:Research assistant

Percentage Of Time Spent On The Project:100

	Year 1	Year 2	Year 3	Year 4	Year 5
Scale Point	0	30	31	32	0
Basic Salary	£0	£31,899	£33,590	£35,458	£0
Local Allowance	£0	£0	£0	£0	£0
National Insurance	£0	£2,432	£2,586	£2,758	£0
Superannuation	£0	£5,104	£5,374	£5,673	£0
Overall Total	£0	£39,435	£41,550	£43,889	£0

Staff Type:Research assistant

Percentage Of Time Spent On The Project:100

	Year 1	Year 2	Year 3	Year 4	Year 5
Scale Point	30	31	32	0	0
Basic Salary	£31,121	£32,771	£34,593	£0	£0
Local Allowance	£0	£0	£0	£0	£0
National Insurance	£2,373	£2,523	£2,691	£0	£0
Superannuation	£4,979	£5,243	£5,535	£0	£0
Overall Total	£38,473	£40,537	£42,819	£0	£0

Staff Type:Research assistant

Percentage Of Time Spent On The Project:100

	Year 1	Year 2	Year 3	Year 4	Year 5
Scale Point	30	31	32	0	0
Basic Salary	£31,121	£32,771	£34,593	£0	£0
Local Allowance	£0	£0	£0	£0	£0
National Insurance	£2,373	£2,523	£2,691	£0	£0
Superannuation	£4,979	£5,243	£5,535	£0	£0
Overall Total	£38,473	£40,537	£42,819	£0	£0

Staff Type:Research assistant

Percentage Of Time Spent On The Project:100

	Year 1	Year 2	Year 3	Year 4	Year 5
Scale Point	30	31	32	0	0
Basic Salary	£31,121	£32,771	£34,593	£0	£0
Local Allowance	£0	£0	£0	£0	£0
National Insurance	£2,373	£2,523	£2,691	£0	£0
Superannuation	£4,979	£5,243	£5,535	£0	£0
Overall Total	£38,473	£40,537	£42,819	£0	£0

Staff Type:Research assistant

Percentage Of Time Spent On The Project:100

	Year 1	Year 2	Year 3	Year 4	Year 5
Scale Point	30	31	32	0	0
Basic Salary	£31,121	£32,771	£34,593	£0	£0
Local Allowance	£0	£0	£0	£0	£0
National Insurance	£2,373	£2,523	£2,691	£0	£0
Superannuation	£4,979	£5,243	£5,535	£0	£0
Overall Total	£38,473	£40,537	£42,819	£0	£0

Staff Type: PhD student fee/maintenance

Percentage Of Time Spent On The Project: 100

Justification: Each theme consists of a minimum team of PDRA (active research plus day-to-day coordination) + HEU PhD (with a European focus) + UoN-funded Chinese PhD (with a Chinese focus). More demanding themes have additional resource, but supplementing this model. This PhD student will work on Theme 4, with a general methodological focus (data modelling) to support the PDRA to achieve progress early in the project.

	Year 1	Year 2	Year 3	Year 4	Year 5
Fees	£3,924	£4,126	£4,450	£0	£0
Maintenance	£13,726	£13,726	£13,726	£0	£0
Overall Total	£17,650	£17,852	£18,176	£0	£0

Staff Type: PhD student fee/maintenance

Percentage Of Time Spent On The Project: 100

Justification: Each theme consists of a minimum team of PDRA (active research plus day-to-day coordination) + HEU PhD (with a European focus) + UoN-funded Chinese PhD (with a Chinese focus). More demanding themes have additional resource, but supplementing this model. This PhD student will work on Theme 5, with a general methodological (agent-based and physical modelling) focus to support the PDRA to achieve progress early in the project.

	Year 1	Year 2	Year 3	Year 4	Year 5
Fees	£3,924	£4,126	£4,450	£0	£0
Maintenance	£13,726	£13,726	£13,726	£0	£0
Overall Total	£17,650	£17,852	£18,176	£0	£0

Staff Type: PhD student fee/maintenance

Percentage Of Time Spent On The Project: 100

Justification: Each theme consists of a minimum team of PDRA (active research plus day-to-day coordination) + HEU PhD (with a European focus) + UoN-funded Chinese PhD (with a Chinese focus). More demanding themes have additional resource, but supplementing this model. This PhD student will work on Theme 1, with a European focus.

	Year 1	Year 2	Year 3	Year 4	Year 5
Fees	£0	£4,126	£4,450	£4,600	£0
Maintenance	£0	£13,726	£13,726	£13,726	£0
Overall Total	£0	£17,852	£18,176	£18,326	£0

Staff Type: PhD student fee/maintenance

Percentage Of Time Spent On The Project: 100

Justification: Each theme consists of a minimum team of PDRA (active research plus day-to-day coordination) + HEU PhD (with a European focus) + UoN-funded Chinese PhD (with a Chinese focus). More demanding themes have additional resource, but supplementing this model. This PhD student will work on Theme 2, with a European focus.

	Year 1	Year 2	Year 3	Year 4	Year 5
Fees	£0	£4,126	£4,450	£4,600	£0
Maintenance	£0	£13,726	£13,726	£13,726	£0

Overall Total	£0	£17,852	£18,176	£18,326	£0
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Staff Type: PhD student fee/maintenance

Percentage Of Time Spent On The Project: 100

Justification: Each theme consists of a minimum team of PDRA (active research plus day-to-day coordination) + HEU PhD (with a European focus) + UoN-funded Chinese PhD (with a Chinese focus). More demanding themes have additional resource, but supplementing this model. This PhD student will work on Theme 3, with a European focus.

	Year 1	Year 2	Year 3	Year 4	Year 5
Fees	£0	£4,126	£4,450	£4,600	£0
Maintenance	£0	£13,726	£13,726	£13,726	£0
Overall Total	£0	£17,852	£18,176	£18,326	£0

Staff Type: PhD student fee/maintenance

Percentage Of Time Spent On The Project: 100

Justification: Each theme consists of a minimum team of PDRA (active research plus day-to-day coordination) + HEU PhD (with a European focus) + UoN-funded Chinese PhD (with a Chinese focus). More demanding themes have additional resource, but supplementing this model. This PhD student will work on Theme 4, with a European focus.

	Year 1	Year 2	Year 3	Year 4	Year 5
Fees	£0	£4,126	£4,450	£4,600	£0
Maintenance	£0	£13,726	£13,726	£13,726	£0
Overall Total	£0	£17,852	£18,176	£18,326	£0

Staff Type: PhD student fee/maintenance

Percentage Of Time Spent On The Project: 100

Justification: Each theme consists of a minimum team of PDRA (active research plus day-to-day coordination) + HEU PhD (with a European focus) + UoN-funded Chinese PhD (with a Chinese focus). More demanding themes have additional resource, but supplementing this model. This PhD student will work on Theme 5, focusing on conceptual modelling and model application in Europe.

	Year 1	Year 2	Year 3	Year 4	Year 5
Fees	£0	£4,126	£4,450	£4,600	£0
Maintenance	£0	£13,726	£13,726	£13,726	£0
Overall Total	£0	£17,852	£18,176	£18,326	£0

Staff Type: PhD student fee/maintenance

Percentage Of Time Spent On The Project: 100

Justification: Each theme consists of a minimum team of PDRA (active research plus day-to-day coordination) + HEU PhD (with a European focus) + UoN-funded Chinese PhD (with a Chinese focus). More demanding themes have additional resource, but supplementing this model. This PhD student will work on Theme 5, also with a focus on agent-based and physical modelling.

	Year 1	Year 2	Year 3	Year 4	Year 5
Fees	£0	£4,126	£4,450	£4,600	£0
Maintenance	£0	£13,726	£13,726	£13,726	£0
Overall Total	£0	£17,852	£18,176	£18,326	£0

Staff Type: PhD student fee/maintenance

Percentage Of Time Spent On The Project: 100

Justification: Each theme consists of a minimum team of PDRA (active research plus day-to-day coordination) + HEU PhD (with a European focus) + UoN-funded Chinese PhD (with a Chinese focus). More demanding themes have additional resource, but supplementing this model. This PhD student will work on Theme 6, with a European focus.

	Year 1	Year 2	Year 3	Year 4	Year 5
Fees	£0	£4,126	£4,450	£4,600	£0
Maintenance	£0	£13,726	£13,726	£13,726	£0
Overall Total	£0	£17,852	£18,176	£18,326	£0

Staff Type: PhD student fee/maintenance

Percentage Of Time Spent On The Project: 100

Justification: In contrast to other PhD students working in thematic teams, this PhD student will work on ethnographic research on interdisciplinary methods across the entire research programme.

	Year 1	Year 2	Year 3	Year 4	Year 5
Fees	£0	£4,126	£4,450	£4,600	£0
Maintenance	£0	£13,726	£13,726	£13,726	£0
Overall Total	£0	£17,852	£18,176	£18,326	£0

Researcher Salary Subtotal	£1,483,539
Other Salary Subtotal	£46,313
Salary Grand Total	£1,529,852

Associated Costs

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Laptop/ PC Computing equipment (laptops) for PDRAs and PhDs, staggered across years 1 and 2 as they are appointed.	£5,108	£5,747	£0	£0	£0	£10,855
Consumables General office consumables across research programme	£5,067	£5,189	£5,319	£5,451	£5,582	£26,608
Field work Travel, subsistence and accommodation for substantive fieldwork to take place in three cities: Stuttgart, Chengdu, and Shanghai. Costs have been calculated on the basis of standard University of Nottingham rates.	£30,000	£40,000	£40,000	£20,000	£10,000	£140,000
Conference Yearly conference attendance costs for the entire team (members may bid for this fund), to disseminate through the academic pathway: three attendances per year, based on average costs (UK, EU and International).	£3,243	£3,321	£3,404	£3,489	£3,573	£17,030
Meetings Travel and subsistence costs for the attendance of steering group members (one representative per theme: six in total) at	£4,054	£4,151	£4,255	£4,361	£4,466	£21,287

annual meetings, held alternately in Europe (Nottingham / Stuttgart) and China (Shanghai / Chengdu) to ensure stakeholder participation. These are average costs for a meeting at one of these venues.						
Total	£47,472	£58,408	£52,978	£33,301	£23,621	£215,780

Working Copy

Budget Summary

	Year 1	Year 2	Year 3	Year 4	Year 5
Researcher Total	£264,904	£459,977	£478,955	£279,703	£0
Other Salary Total	£8,811	£9,031	£9,257	£9,489	£9,725
Associated Costs	£47,472	£58,408	£52,978	£33,301	£23,621
Overall Totals	£321,187	£527,416	£541,190	£322,493	£33,346

Grand Total	£1,745,632
-------------	------------

Institutional Approver

I confirm on behalf of the Principal Applicant's institution that:

- we agree with the budget as laid out in this application;
- we have fully read and approve of this application and
- we understand that agreement to the Trust's terms and conditions will be requested following the offer of a grant.

Name	
Position	
Email	

Working Copy

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 6.11

ESLC

Faculty of Engineering

Creation of Additional Academic Offices

PROJECT SUBMISSION BID:

Part A – Summary Sheet

For Projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Generating increased academic office capacity in FEPS Centre, ESLC C02, Faculty of Engineering
Faculty:	Engineering
School/Department:	Foundation Engineering & Physical Sciences (FEPS)
Contact:	Paul Antcliff
Building Name:	ESLC
Room Number/s:	C02

Summary of Project:

The Foundation Year in Engineering and Physical Sciences has continued to grow consistently over the last ten years. Starting with 18 students in 2004 and rising to an intake of 140 in 2013-14. The numbers are expected to increase to an intake of 170-180 in September 2014-15. The increasing importance of Foundation provision has led the Faculty to establish it as a department in its own right. The Department of Foundation Engineering & Physical Sciences (FEPS) was established formally in January 2014.

With the continued growth and expected developments in teaching and course delivery associated with the TTP, it is anticipated that the staff resource will need to increase over the next year. In fact, FEPS has already outgrown its existing provision of four academic staff offices – currently there is a fifth member of academic staff ‘camping’ in the large meeting space within ESLC C02.

There is an immediate need to reconfigure FEPS existing space within ESLC C02 in order to provide an extra office for the member of staff who does not currently have one and to ensure that offices are available to accommodate anticipated growth over the next year.

At least one office must be provided in time for September 2014. This should be within the FEPS Centre in ESLC so that departmental identity and staff working practices can be maintained.

It makes sense to minimise the disruption to the FEPS centre by re-configuring the space in one project rather than a further SMC submission needing to be made in six months time.

Estimated Cost:

Total Value inc VAT:	£35,000	Contribution from School:	£17,500 50%
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Outline Scope of Works:

The proposed scope of work covers the design, installation and furnishing of three additional academic offices within the Faculty’ existing Foundation Year office in room C02 of the ESLC building.

The three extra academic offices would be built in the existing Faculty small teaching area within the Foundation Year office space. The remaining open plane area in the Foundation Year would be reconfigured to make best use of the remaining space for student meetings and support sessions.

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk

Comments from Head of School:

FEPS has been an outstanding success, and the move to dedicated premises in ESLC has accelerated this success beyond our expectations. This proposal will ensure that the staff who teach FEPS will continue to be co-located within this dedicated space so that they can offer the best possible student experience. We anticipate that this proposal should meet the needs of FEPS for a number of years to come.

Prof Andy Long
Executive Dean, Faculty of Engineering

Comments from Finance Adviser:

This proposal supports the delivery of the FEPS teaching & direct support to students, which has grown extensively over the last 10 years. The financial impact of this proposal will be in 2014/15 and the Faculty will ensure this is included in the budgeting and forecasting process for that financial year.

P.Vermassen

Completion Date:

Mid-September 2014

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated valued over £100K, revenue less than £100K, subject to financial department's discretion.
- SMC approval is required for modifications to premises even when no funding contribution is needed.
- The Committee is responsible for all space allocations to budget units.
- SMC funds new builders' works and enhancements, furniture, fixtures and fittings but not equipment in bid proposals.
- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

**PROJECT SUBMISSION BID:
PART B – Detailed Proposal**

For Projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Generating increased academic office capacity in FEPS Centre, ESLC C02, Faculty of Engineering
Faculty:	Engineering
School/Department:	Foundation Engineering & Physical Sciences (FEPS)
Contact:	Paul Antcliff
Building Name:	ESLC
Room Number/s:	C02

Aim of the Proposed Project:

The aim of the proposed project is to increase the number of academic offices within the Faculty of Engineering's FEPS Centre in the ESLC building on University Park. There is a requirement to increase in staff offices to support the FEPS department growth. The planned increase in office numbers will be accommodated out of FEPS existing allocated space, by splitting existing larger four offices into smaller standard two window offices.

Details of Proposal:

See changes notes on attached PDF. This will allow for increased number of staff offices out of the existing space.

Anticipated Improvement to Students' Experience:

The proposed project will allow for planned growth of the FEPS department and enable ALL FEPS staff to be located in one central area. This is important, as it will help to maintain easy access to teaching staff for students within the main teaching area in the ESLC.

Locating academics in the correct location, and type of office space proposed, is vital to allow the correct departmental identity to be communicated to students, parents and sponsors. It re-enforces the departmental separate identities and allows sufficient staff office to be made available to support the growth in Faculty staff numbers.

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

The proposed project will allow FEPS to accommodate the expanded academic staff numbers within their specific teaching department. This will allow the academic staff members to work closely with other members of the department. It is important to locate departmental staff together to allow consistent department teaching and standards to be maintained. It encourages academic support and team working while facilitating knowledge exchange and a cohesive approach to all activities.

The proposal will allow perspective and current students to continue to find all the Foundation academic staff in a single location. It will allow the department identify to continue to be maintained through the continued single location. This has been shown to be important to students in the National Student Survey.

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

The extra office spaces would be created in existing Faculty controlled space, so removing

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk



UNITED KINGDOM · CHINA · MALAYSIA

the need to request additional Centrally Timetabled space in the ESLC building. Faculty Infrastructure staff would support and help run the new office creation project to ensure a quick and smooth implementation. The creation of the three additional office spaces not only accommodate the existing recruited additional staff, but would give a degree of future proofing to the department going forwards.

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

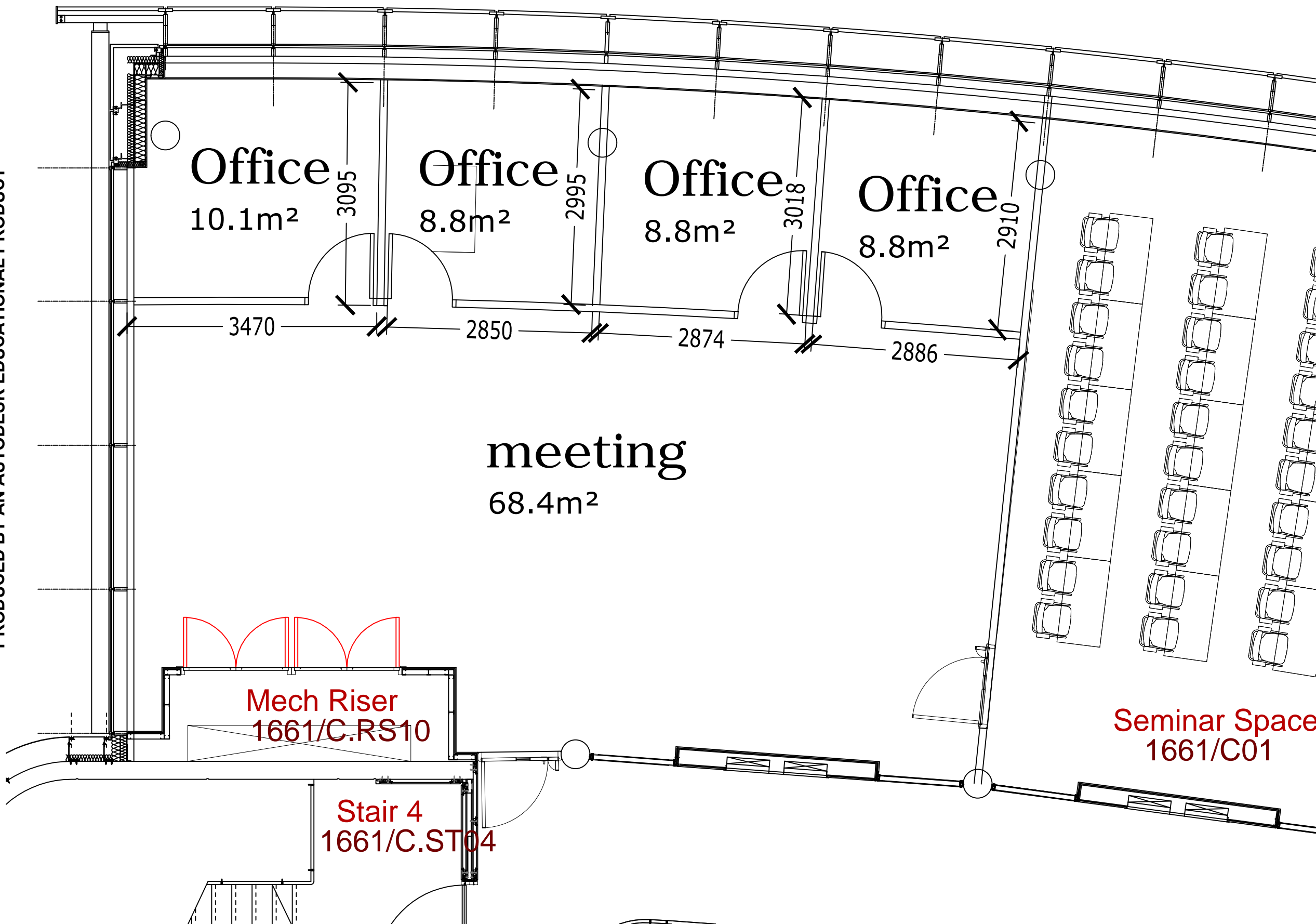
Existing Drawing to Scale:	<input checked="" type="checkbox"/>	Proposed Drawing to Scale:	<input checked="" type="checkbox"/>	Location Plan:	<input type="checkbox"/>
Existing Photographs:	<input type="checkbox"/>	Illustration of Proposal:	<input type="checkbox"/>	Cost Breakdown:	<input type="checkbox"/>

Please

- Assistance with feasibility studies and costing is available from the Space Resource Manager.

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 Fax: 0115 951 3636
 www.nottingham.ac.uk/estate
 Director of Estate Management
 Chris Jagger
 BSc CEng MICE

Notes

Rev.	Date	Description	By	Chk'd

Client
option 2

Project

Drawing Title

CAD. File No.

Drawn by _____ Checked by _____

Phone Number _____

Email address _____

Scale _____ Date _____

Project No. _____ Drawing No. _____ Revision _____

tel 0115 951 3600 fax 0115 9513636
<http://www.nottingham.ac.uk/estate>

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Estate Office

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www.nottingham.ac.uk/estate
Director of Estate Management
Chris Jagger
BSc (Eng) MICE

Notes

Rev. Date Description By Chk'd

Client option 2

Project

Drawing Title

CAD File No.

Drawn by Checked by

Phone Number

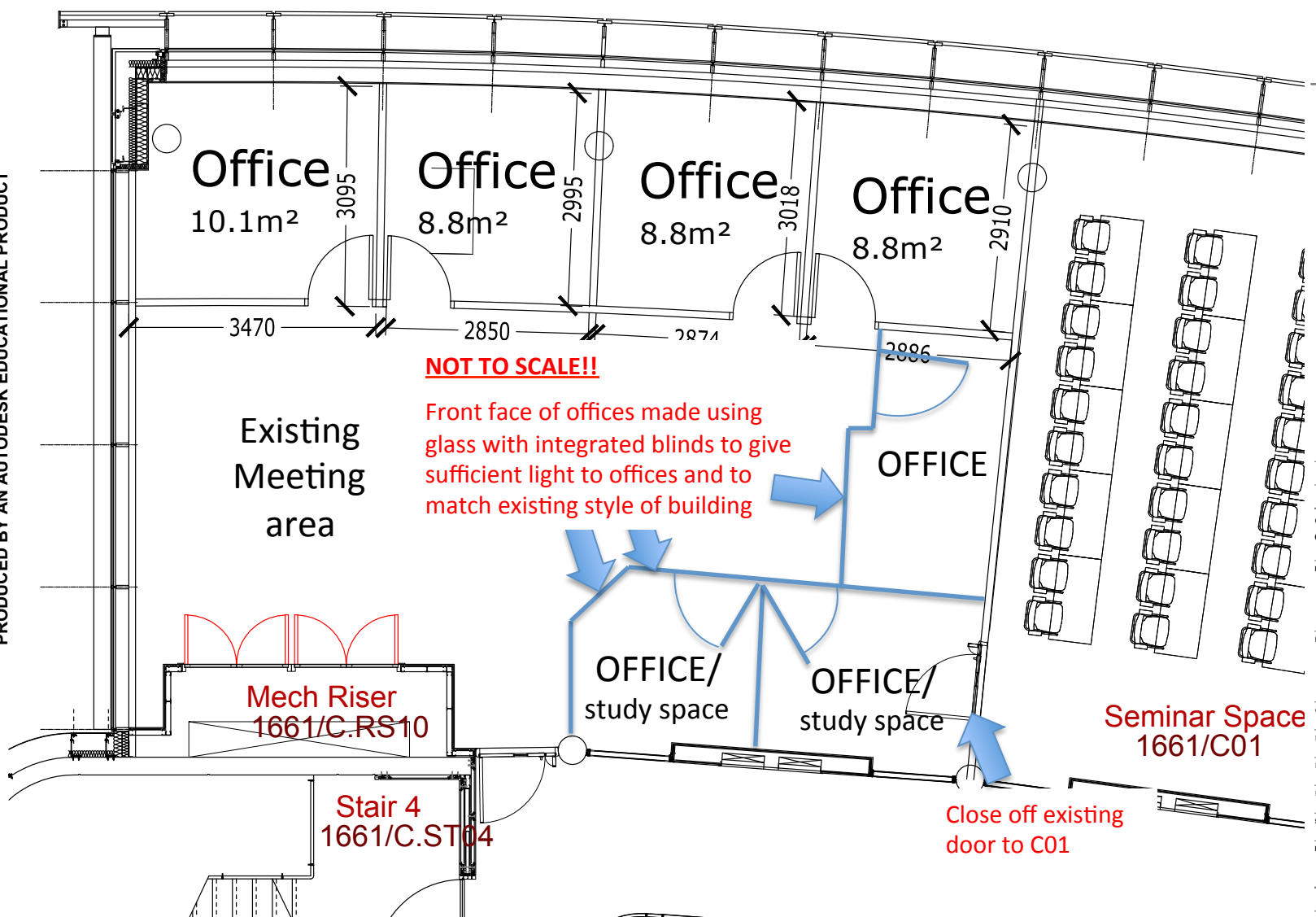
Email address

Scale Date

Project No. Drawing No. Revision

tel 0115 951 3600 fax 0115 951 3636

http://www.nottingham.ac.uk/estate



NOT TO SCALE!!

Front face of offices made using glass with integrated blinds to give sufficient light to offices and to match existing style of building

Existing Meeting area

Mech Riser
1661/C.RS10

Stair 4
1661/C.ST04

OFFICE/
study space

OFFICE/
study space

Seminar Space
1661/C01

Close off existing door to C01

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 6.12

ITRC

Faculty of Engineering

Reconfiguration & Refurbishment
of Research Offices Space

PROJECT SUBMISSION BID:

Part A – Summary Sheet

For Projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Improved PhD and Researcher office utilisation in the ITRC building
Faculty:	Faculty of Engineering
School/Department:	Faculty of Engineering
Contact:	Paul Antcliff
Building Name:	Coates
Room Number/s:	B03

Summary of Project:

In September 2013, the SMC project for "Improved utilization and refurbishment of existing researcher rooms and allocation of extra new capacity in the Coates building, "C" floor" was completed and the newly created large office spaces and facilities put into use. PhD and research staff were relocated out of the L2 and L3 buildings into the new "C" floor offices. The new offices have proven to be a great success while allowing valuable "L" building's space to be turned back from general office space into prime teaching and research laboratory space.

While the current utilisation of the new "C" floor offices is high, insufficient space exists to allow the remaining PhD and researchers to be relocated from the L4 building, and accommodate ongoing increases in Faculty research staff numbers.

Following a space review of other large Faculty research offices in local buildings, it became apparent that significant improvements in space utilisation could be achieved.

To this end, this SMC application is aimed at improving the utilization of five large rooms on the "B" and "C" floors of the ITRC building on University Park campus. The rooms would be re-configured to allow new University size standard desk layouts to be installed and supported with suitable power and data feeds. The revised layouts would give an improved utilization in the "B" and "C" floors in the ITRC building.

This SMC application seeks permission and funding to allow the improved office capacities to be achieved within the existing, Faculty held office spaces.

Estimated Cost:

Total Value inc VAT:	£148,920	Contribution from School:	£0. Assumed SMC funded as over £100k spend. 0%
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Outline Scope of Works:

The proposed office reconfigurations relate to rooms B02, B03, C02, C02 and their associated smaller rooms in the ITRC building on University Park. Most of the existing 1800mm long curved desks would be removed and replaced with 1400mm long University standard PhD desk with overhead storage and pedestals. Power and data would be corrected to support the improved desk layouts in each room.

These rooms are currently occupied by Faculty Research groups relative to each room location and managed locally. These research groups are the Human Factors group, Composites Group, Rolls Royce UTC group and SID group. After the proposed reconfiguration of each space, the Faculty's central Research office will manage each space and be responsible for controlling desk allocations to all Faculty research groups. Improved desk utilisation, space monitoring and allocation would then follow. Installing the improved desk layouts into each room would allow the varied researcher space allocations that exist in each group to be standardised, leading to a common University and Faculty approach.

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk

Comments from Head of School:

This is a necessary step to support growth in research activity within the Faculty. 2012-13 saw record research awards of £49m within Engineering, more than 50% higher than any previous year. 2013-14 has already seen £38m of new awards and it seems likely that we will achieve a similar total to last year. Importantly we have been very successful in securing EPSRC CDTs, with colleagues in our Faculty leading 2 and partnering in 6 centres. It is estimated that these will result in an additional 20 PhD students per year from Oct 2014 and 4 subsequent annual cohorts, each studying on a 4 year programme (meaning 80 additional students by 2017). This proposal will help to address the long-term need for space to accommodate these students.

Prof Andy Long
Executive Dean, Faculty of Engineering

Comments from Finance Adviser:

Directly linked to 2013 SMC project for improved utilization and refurbishment of existing researcher rooms. This application should not have a financial impact for the Faculty as the value of the application is over £100k .

P.Vermassen

Completion Date:

Easter 2015

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated value over £100K, revenue less than £100K, subject to financial department's discretion.
- SMC approval is required for modifications to premises even when no funding contribution is needed.
- The Committee is responsible for all space allocations to budget units.
- SMC funds new builders' works and enhancements, furniture, fixtures and fittings but not equipment in bid proposals.
- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

**PROJECT SUBMISSION BID:
PART B – Detailed Proposal**

For Projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Improved PhD and Researcher office utilisation in the ITRC building
Faculty:	Faculty of Engineering
School/Department:	Faculty of Engineering
Contact:	Paul Antcliff
Building Name:	Coates
Room Number/s:	B03

Aim of the Proposed Project:

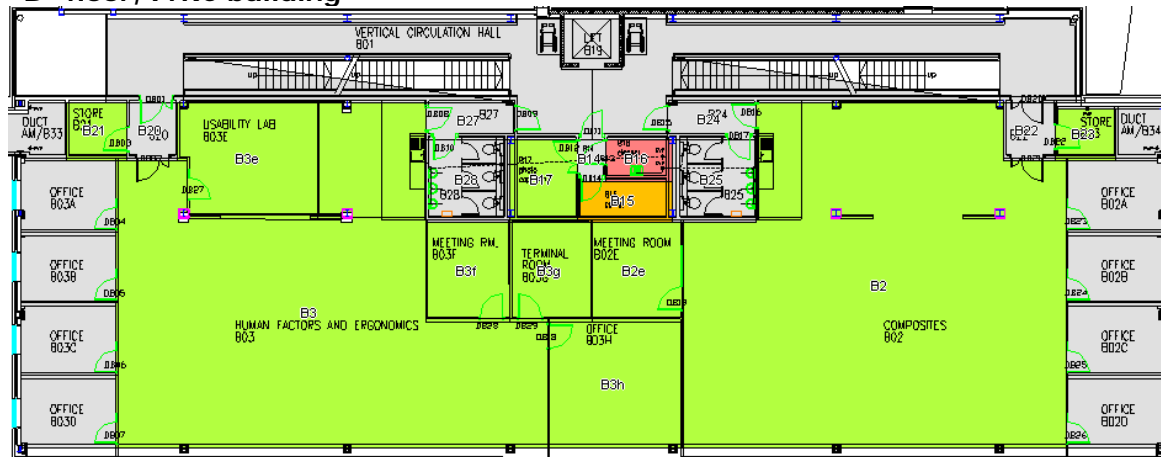
The aim of this SMC project is to increase the numbers of PhD and researcher office desk provision that is available within the Faculty of Engineering. This increase would be achieved by better utilizing existing large PhD and Researcher office spaces within one of the Faculty's allocated buildings.

The increase in office utilisation and the corresponding number of available desks would allow the Faculty to relocate existing outlying PhD and researchers from the L4 building, so freeing up prime laboratory space. Additionally the extra desk spaces will allow the Faculty to accommodate increase PhD and researcher numbers going forwards.

Details of Proposal:

The identified floors and offices in the ITRC building are as follows.

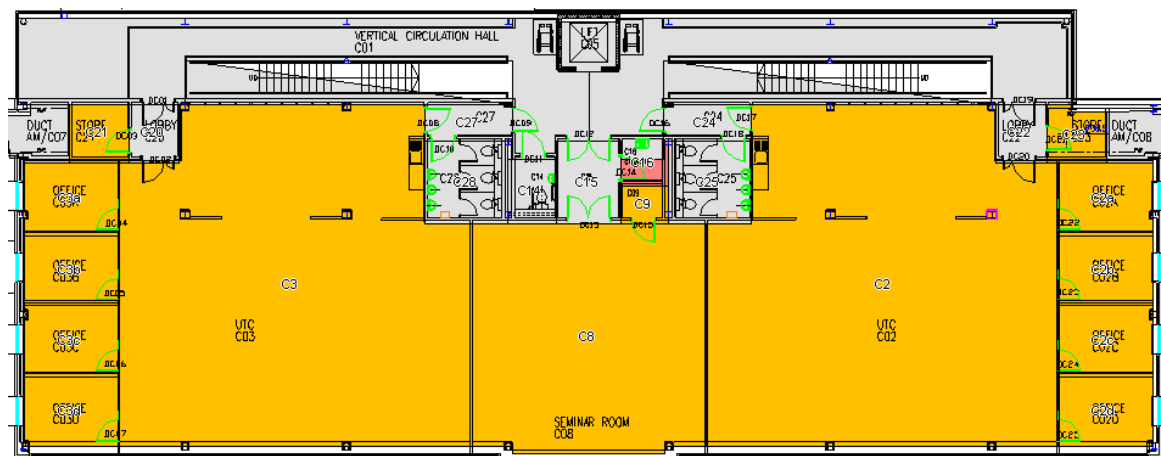
"B" floor, ITRC building



PROJECT SUBMISSION BID – PART B cont.

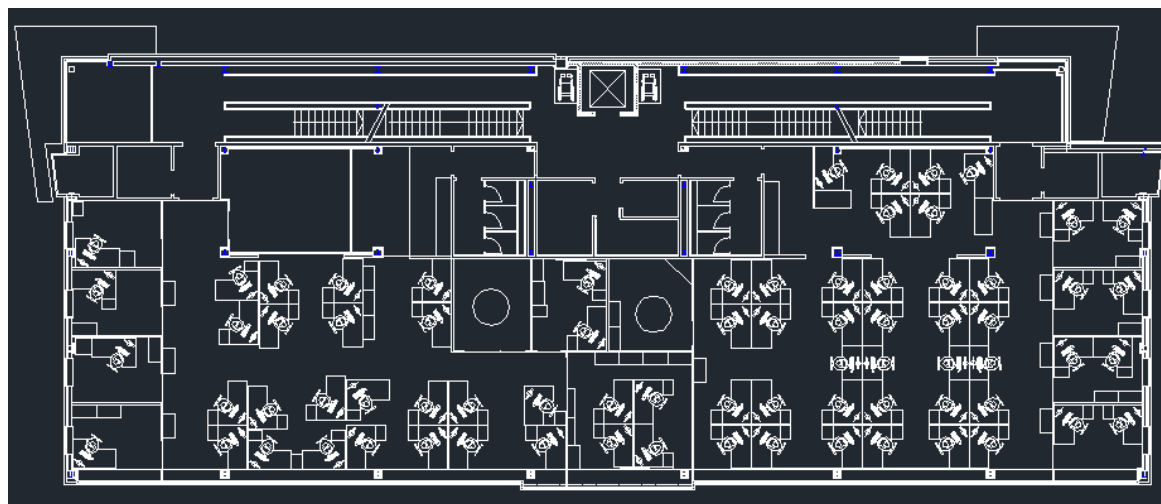
Submit to: alex.glen@nottingham.ac.uk

“C” floor, ITRC building



Current floor / room desk configurations.

“B” floor office configuration.



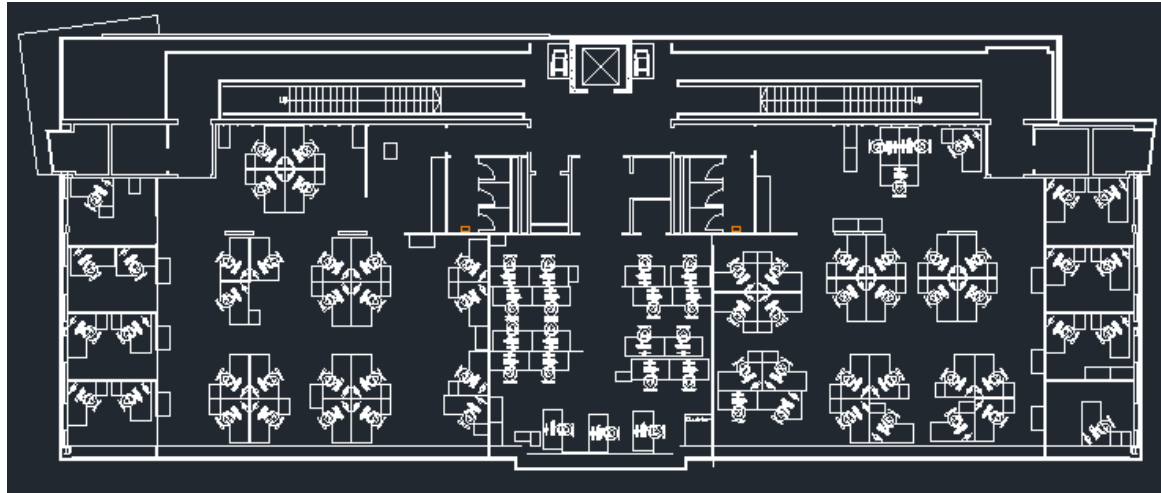
Current desk provision on this floor mainly via 1800mm long curved desks.

Room B02 and the associated rooms currently house 42 desks.

Room B03 and its associated rooms currently house 32 desks.

Giving a total of 74 desk spaces.

“C” floor office configuration.



Current desk provision on this floor mainly via 1800mm long curved and straight desks.

Room C02 and the associated rooms currently house 35 desks.

Room C03 and its associated rooms currently house 30 desks.

Room C08 and its associated rooms currently house 19 desks.

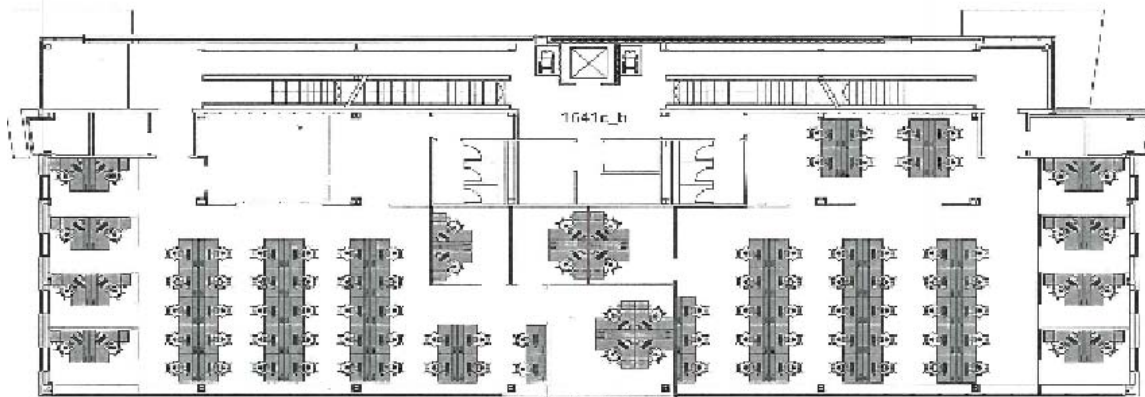
Giving a total of 84 desk spaces.

Proposed room reconfigured details.

Each PhD provision would consist of 1400mm long straight desks with acoustic screen, overhead file storage, under desk pedestal and office chair.

Each researcher provision would consist of a 1600mm (1800mm) curved desk with under desk pedestal, acoustic screen and office chair.

“B” floor reconfigured office layout.



Revised layout for room B02 and the associated rooms shows 49 desks.

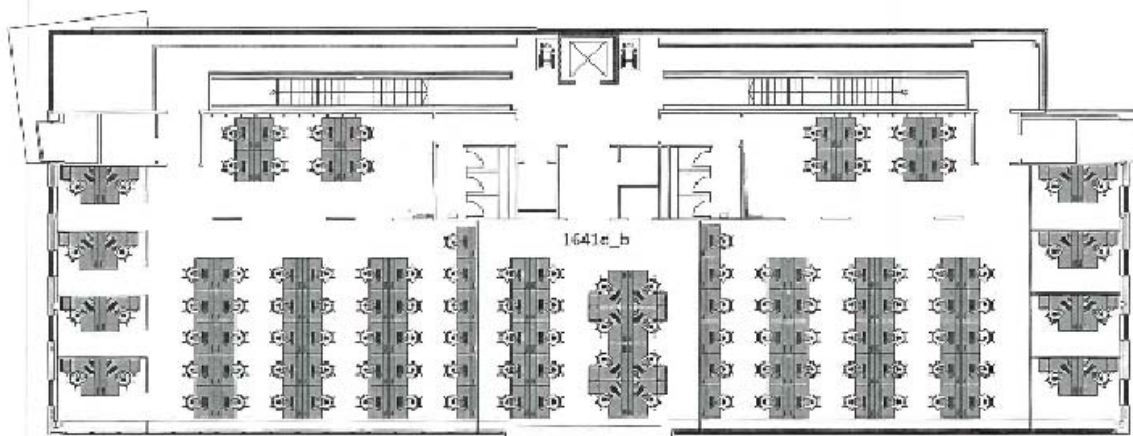
Revised layout for room B03 and the associated rooms currently shows 54 desks.

Giving a total of 103 desk spaces.

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk

"C" floor reconfigured office layout.



Room C02 and the associated rooms currently house 52 desks.

Room C03 and its associated rooms currently house 18 desks.

Room C08 and its associated rooms currently house 52 desks.

Giving a total of 122 desk spaces.

Based on the above information, utilisation will increase by,

"B" floor, 103 desks / 74 desks = 39% increase or 29 extra desks.

"C" floor, 122 desks / 84 desks = 45% increase or 38 extra desks.

The proposal would create 225 PhD and researcher desks that conform to the University size allocation across the five rooms. Of these desks, 67 would be additional spaces.

Estimated reconfiguration costs.

The main costs associated with reconfiguring the five office spaces relate to replacement furniture spends. The plan would be to re-use the existing 1800 desks and pedestals in place of buying replacement 1600 standard researcher desks so avoiding additional spend. Some additional costs are associated with electrical power works and the installation of extra data points. An allowance has been made in the project to cover an amount of redecorating and carpeting costs, as it is assumed some areas of the rooms will need works. The project has not allowed for fully redecorating and re-carpeting the five rooms.

- Estimated furniture costs "B" and "C" floor (in split power leads per table) – £90,000
- Estimated electrical works (an allowance of £3k per room) - £15,000
- Extra data points required (assuming 70 @ £130 each additional points) – £9,100
- Allowance for minor redecorating and carpets (£2k per room allowance) - £10,000

Total - £124,100 x 1.2 = £148,920, including VAT, estimated spend.

The level of spend associated with this proposal when compared against the number of desks created, works out at around £660 per desk. When a similar comparison is made against the previous SMC "C" floor refurbishment project the spend per desk space worked out at £1,571.

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk

Anticipated Improvement to Students' Experience:

The proposed project would allow PhD students based in the ITRC building to work in identical space, office layouts and facilities throughout the building. These spaces would conform to the University space allocation requirements. The proposed works would bring the ITRC offices in line with the newly installed desk sizes and types in the Coates "C" floor researcher offices, so rolling out a standard office approach to more Faculty locations.

The proposed office reconfigurations would improve the use of existing Faculty allocated office space and generate additional desk spaces. This in turn would reduce future office space demands on centrally held University space going forwards as PhD / Research numbers increase.

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

The proposed room changes would allow more research and PhD students to be based in in the main designated Faculty controlled research offices. Students from across the various research divisions would be based together in the large open plan office areas, as currently done in the "C" floor of the Coates building. Basing the students together leads to better student interaction, fosters knowledge transfer, support and sharing of ideas. It also makes the students easier to manage and track as they progress through their PhD studies.

Upgrading and standardizing the office size and furniture provision in the ITRC building will allow a consistent approach to be taken throughout the building and wider Faculty.

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

The proposed office alterations would allow the Faculty to better manage its office provision to PhD and research staff on University Park. The increased office capacity within the ITRC building would allow the existing researcher staff in the L4 building to be relocated and would accommodate current expansions in student numbers. This relocation will free up large first floor room space in L4 which can be used to support expanded Faculty research and teaching space requirements. This in turn would help reduce the Faculty demands for extra centrally held University space.

Supporting Documentation:

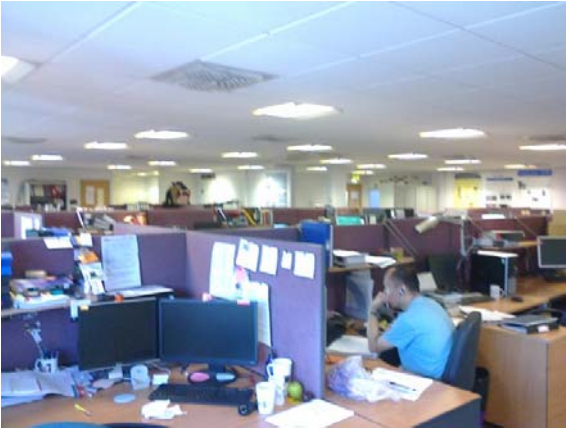
- You are invited to attach any/all listed documents in support of your bid:

Existing Drawing to Scale:	<input type="checkbox"/>	Proposed Drawing to Scale:	<input type="checkbox"/>	Location Plan:	<input type="checkbox"/>
Existing Photographs:	<input checked="" type="checkbox"/>	Illustration of Proposal:	<input type="checkbox"/>	Cost Breakdown:	<input type="checkbox"/>

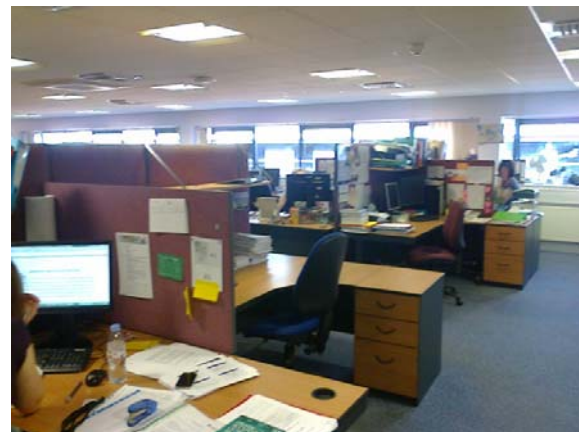
Please

- Assistance with feasibility studies and costing is available from the Space Resource Manager.

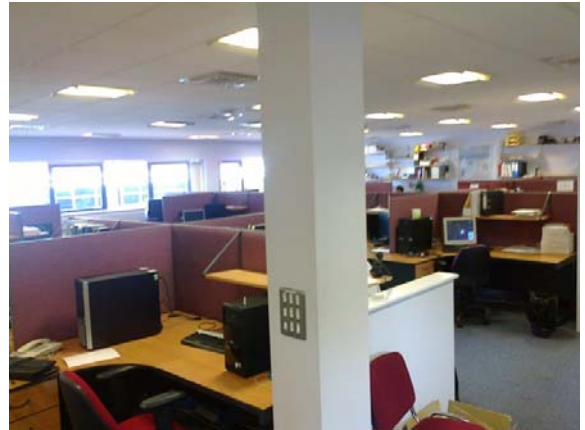
B02 – Composites



B03 – Human Factors



C02 - UTC



C03 - SIDS



C08



SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 6.13

Trent

School of English

Additional Academic Offices

PROJECT SUBMISSION BID:

Part A – Summary Sheet

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Office space for School of English
Faculty:	Arts
School/Department:	English
Contact:	Mari Hughes
Proposed Building Name:	Trent Building
Proposed Room Number/s:	A and C floor

Summary of Project: Broadly describe the project proposal.

The School requests the following:

- **three additional staff offices for sole occupancy by new level 5 R&T staff**
- **one additional office for shared occupancy by administrative staff**
- **two additional offices for shared occupancy by PhD students to alleviate over-crowding**
- **the re-assignment of some existing storage/kitchen space to enhance the facilities for applied linguistics research on A floor, Trent Building**

Rationale:

The School of English is a growing School. UG and PhD student numbers rose in 2013/14 and current indications are that UG numbers will continue to rise in 2014/15. As a result, the School has been given permission to recruit **three additional level 5 Assistant Professors** and **two additional full time administrative posts (level 2 and 3.)** This is unlikely to be the end of staff recruitment and discussions continue to take place with the Dean about at least one additional academic post in 2014/15 to take the total to **four**.

Following a review of space in 2013 to amalgamate staff offices on A floor of Trent Building, bring together an administrative hub and also move PhD offices to C floor of Trent Building, we have created new shared occupancy rooms for level 4 R&T staff to share offices. We will now be short of sole occupancy rooms for level 5 staff, shared occupancy for administrative office and shared occupancy PhD offices.

The largest rooms in the Trent Building that can accommodate shared offices have already been used for this purpose. The Space Model for the School does not take into account the large sized offices in the Trent Building that cannot be split (for example, due to only one window in a room) and the current sqm allowance for the School doesn't give the School enough rooms to accommodate sole occupancy requirements for level 5+ members of staff.

Estimated Cost: Dependant on the space allocated and works required to make good.

Contribution from SMC:	£	Contribution from School:	£3,000
Total Value inc VAT:	£		%

Outline Scope of Works: List the elements of work required to complete the project.

Identify suitable space and undertake standard re-decoration/shelving/office equipment/installation of data points etc. as appropriate.

Comments from Head of School:

As described in this submission, with three additional full-time permanent Level 5 appointments and two additional permanent administrative appointments, the School is in urgent need of new office space. Crucial here, is not only the amount and kind of space

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk

needed (the case for which is set out in these documents), but also its location. The School has put in a great deal of work over the last 12 months in reconfiguring its working environment in order to create a stronger sense of community among staff and students. This in turn has been in order to respond to issues around 'student experience' raised in the NSS and an independent, external TESTA* report, as well as to respond proactively to priorities identified in Strategy 2020. These efforts were acknowledged and praised in the recent Teaching and Learning Review undertaken by the University in the School of English in March 2014. There is clear and consistent evidence that students have a stronger bond with their School (and so with the University), and therefore also a significantly enhanced learning experience, if that School has a clearly defined and coherent geo-spatial identity—i.e. that tutors and administrative staff are all located in the same area. By the same token, we also have evidence that staff work more effectively if they, too, feel strong bonds with each other, bonds which are much easier to build and nurture when they are physically working in offices alongside each other. Indeed, this last issue has proved especially important for new staff, who will typically find it difficult to integrate into a new and complex working environment. Since the School moved all admin and academic staff to A floor, creating a cohesive 'learning hub', there has been a very significant improvement in both staff and student morale, which has enabled the School to function more effectively, not least by developing improved methods of collaborative working. These have proved very effective in responding to 'crisis' situations, such as that experienced at the beginning of the academic year with the tragic suicide of one of our students, as well as with managing the day-to-day tensions and stresses of the job, in a School with very high staff/student ratios. In a climate of rising levels of stress-related illness among both staff and students, maintaining this supportive working environment is more vital than it has ever been. Returning to a practice of isolating staff by placing them in accommodation on C Floor, where they are far away from the School's main hub of activity, will be hugely counter-productive, undoing all of the excellent team-building work of the last year. More particularly, it will seriously undermine my efforts, as Head of School, to encourage and motivate my staff and students, so all are supported to 'excel'—another key element of the Strategy 2020 vision.

Professor Josephine Guy

Head of School

*TESTA (Transforming the Experience of Students through Assessment) funded by the Higher Education Academy

Comments from Finance Adviser:

The School has a modest budget (approximately £5K per annum) to fund maintenance and minor works requests for re-decoration/shelving and this could be put towards office refurbishment if required.

Project Completion Date:

by 1 Sept 2014

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated valued over £100K, revenue less than £100K, subject to financial department's discretion.
- SMC approval is required for modifications to premises even when no funding contribution is needed.
- The Committee is responsible for all space allocations to budget units.
- SMC funds new builders' works and enhancements, furniture, fixtures and fittings but not equipment in bid proposals.
- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

**PROJECT SUBMISSION BID:
PART B – Detailed Proposal**

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Office space for School of English
Faculty:	Arts
School/Department:	English
Contact:	Mari Hughes
Proposed Building Name:	Trent Building
Proposed Room Number/s:	A and C floor

Aim of the Proposed Project:

- To increase the number of sole occupancy offices for new academic staff posts on A floor, Trent Building
- To increase the amount of shared occupancy office space for new administrative staff posts on A floor, Trent Building
- To increase the amount of share occupancy office space for PhD students on C floor, Trent Building
- To re-assign some existing storage/kitchen space to enhance the facilities for applied linguistics research on A floor, Trent Building

Details of Proposal:

1. R&T Staff offices

The School requests three additional staff offices for sole occupancy by new level 5 R&T staff.

First year undergraduate numbers rose in 2013/14 from 292 to 328. Current indications are that the next student intake in 2014/15 will rise again to 354. As a result the School has been granted three (possibly four, by the time this goes to SMC) academic staff posts (all level 5.)

Appendix A shows that there are 41 staff offices in the School for R&T level 5+ occupants. In 2014/15 the number of R&T staff posts will rise to 44, possibly 45.

There are no spare rooms in the School to accommodate this additional space. We amalgamated a number of staff offices in the summer of 2013 and have already brought together R&T staff teams who can share offices – see below:

A63 for level 4 research staff – current occupancy 5 (average m2 per person = 6.1)

A53 for level 4 teaching staff – current occupancy 3 (average m2 per person = 7.5)

A54 for level 4 teaching staff – current occupancy 5 (average m2 per person = 7.6)

All other rooms in the School are either sole occupancy for level 5 staff, occupied research space (with full usage by staff and PhD students), ancillary/meeting space or shared administrative space (and with rising administrative staff numbers, see below, not available for conversion into academic staff offices.) See Appendix A.

2. Administrative offices

The School requests one additional staff office to accommodate two new administrative staff posts in the School.

The rise in student numbers has also resulted in two additional administrative posts for the School (APM level 2 and 3.)

Appendix A shows that there are 3 administrative offices in the School:

A83 for APM level 5 School Manager

A90 for APM level 2 and 3 staff plus one level 4

A93 for two APM level 4 members of staff plus space for a small student consultation/space used by one of the level 4 administrators who also acts as the Disability Liaison Officer (DLO) for the School.

We are not able to move more administrative staff into A93 due to the confidential DLO work undertaken by one of the level 4 administrators in this room: exceptionally high demand for individual meetings with students about academic progression and extenuation, as a result of health issues, has meant that part of this office is sectioned off to create a private meeting space for student consultations. The space is also used on an ad hoc basis by APM level 3 staff who also meet distressed students when they come to the School Office (A90, next door.) Cases of extenuation in the School have risen in recent years and we are currently in discussion with the Faculty about putting in place a strategy to manage the risks of managing such a large number of students with high levels of mental health problems in comparison with other faculties in the University. The lack of access to a meeting room in the School means that we have not been able to move our third level 4 administrator into A93 for the reasons described above.

If we could expand the open plan office space from A90 into A69, Trent Building this would create an enlarged administrative hub in the School to accommodate the two additional administrative posts and preserve the already shared student consultation space in A93 for our level 4 Administrator/DLO.

3. PhD Offices

Request for two additional offices on C floor, Trent Building for shared occupancy by PhD students to alleviate over-crowding in PhD offices

In the summer of 2013 the School moved the PhD offices from A floor to C floor and took occupancy of seven offices on C floor to accommodate 58 workstations. Current student numbers indicate that we have 59 PhD students who require workstations, but with the current number of offices available to the School means that students currently have on average 2.7 m² per student. This compares with a University guideline of 4-7 m².

We understand that accommodating this number of PhD offices may not be possible, and we currently have hot-desking arrangements in place for some categories of students (e.g first year, part-time students.) However, using the guidelines of a minimum 4m² per student, we would need five additional offices to provide students with the required amount of space. An additional two offices would go some way to alleviating over-crowding, particularly in in C4 that currently provides work stations for 16 PhD students as well as a small social/kitchenette space.

Please note that in order to build a PhD community on C floor of Trent Building, and to keep academic and administrative staff on A floor, we have requested additional office space on C floor for the PhD students.

4. Research Space

Request to:

- Move the new eye-tracker from A49, Trent to A44, Trent to create additional research and teaching space in the School. A44 is currently used as a photocopier/storage space
- remove kitchen facilities from A47, Trent so that the photocopier/storage area can be relocated
- expand the worktop/cupboard and kitchen facilities in A77, Trent

The School currently has two eye-trackers for staff and PhD research. One is 8+ years old and needs to be housed in a windowless room (A44a, Trent Building) and is used by 300+ undergraduates each year for teaching and research projects. The second is brand new and currently housed in A49, Trent Building, the research laboratory for applied linguistics in the School. Access to use this expensive and state of the art kit is bookable by staff and PhD students and is now in almost continual use by academic staff, PhD students and research council funded research staff.

We would like to move the new eye-tracker out of A49 to free up this valuable research and meeting space. We would like to convert the current storage space in A44, Trent Building into an eye-tracker room, to sit alongside the current research and teaching space next door in A44a. Some redecoration and data points are all that is required. This would create a small and cohesive research area for the applied linguistics staff and students as well as freeing up A49 for research meetings/other research work not involving the eye-track but that could also include student consultation meetings for level 4 teaching staff in shared occupancy office space (A54 and A53.)

We propose to move the current photocopier/storage space from A44 into A47, a small kitchenette area in the School. Staff already have the use of a second and larger kitchen area in A77, Trent. Some additional storage and worktops in A77 would be required in order to do this as well as worktop/cupboard removal from A44, re-decoration and re-location of shelving from A44 to A47.

Anticipated Improvement to Students' Experience:

- Improved level of service and access for students by having all academic and administrative staff located on A floor (anecdotal feedback is that the new administrative offices are working well and staff and students like being able to consult with different members of the administrative team at the same time);
- A cohesive location of staff enhances students' sense of identity, of being a student in the School, which is vital to NSS and other student feedback;
- Improved academic and student support by continued provision of consultation space for the School's DLO on A floor;
- The School is working towards the University strategy to improve student welfare support by addressing the school's needs in relation to the increase in student health, and particularly mental health, cases;
- Enhanced administrative hub to ensure administrative staff continue to be located in close proximity not only to each other but also to R&T staff as well as students.
-

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

- Improved research space for academic and research staff as well as PhD students in applied linguistics who need access to both the eye-tracker as well as the

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk

applied linguistics research space;

- Improved research space for PhD students and impact on student recruitment;
- Possible expansion of the eye-tracker for commercial/business use and potential 'services rendered' income for the School;
- Improved experience for PhD students and performance in the national survey - Postgraduate Research Experience Survey (PRES).

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

- One of the key aims of the AFSF and School's Academic Strategy is to recruit the best quality students whilst maintaining our student admissions targets. We have continued to attract these high quality students and numbers are increasing year on year;
- We believe that one of the reasons why we are able to recruit the best staff and students is because of our academic environment. Academic staff need to be located close together to give cohesion and identity to the School;
- Similarly the quality of our teaching and research would be compromised by level 5+ staff sharing staff offices. Staff teach in their rooms in small tutorial groups (year 1 module – Academic Community) as well as holding one-to-one supervisions, small group meetings and personal tutorial consultations. Student welfare is an area of risk for the School and one where contact with, and close proximity to, academic staff is crucial;
- The School is currently working with the University to develop a risk strategy and this will include risks associated with the welfare and health of our students. Key to this strategy is the importance of being able to undertake confidential student consultation with School administrative staff.

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

Existing Drawing to Scale:	<input type="checkbox"/>	Proposed Drawing to Scale:	<input type="checkbox"/>	Location Plan:	<input type="checkbox"/>
Existing Photographs:	<input type="checkbox"/>	Illustration of Proposal:	<input type="checkbox"/>	Cost Breakdown:	<input type="checkbox"/>

Please ✓

- Assistance with feasibility studies and costing is available from the Space Resource Manager.

Appendix A - School Office Space

Room	Description	Type	Usage Code	Usage	Area	Usage	Qty	
R&T staff								
1101/A084	Office	Office	C2	Teaching - Offices	9.96	Level 5+ sole occupancy	1	
1101/A082	Office	Office	C2	Teaching - Offices	10.35	Level 5+ sole occupancy	1	
1101/A081	Office	Office	C2	Teaching - Offices	10.39	Level 5+ sole occupancy	1	
1101/A080	Office	Office	C2	Teaching - Offices	10.96	Level 5+ sole occupancy	1	
1101/A080a	Office	Office	C2	Teaching - Offices	11.13	Level 5+ sole occupancy	1	
1101/A051	Staff	Office	C2	Teaching - Offices	11.34	Level 5+ sole occupancy	1	
1101/A085	Office	Office	C2	Teaching - Offices	11.64	Level 5+ sole occupancy	1	
1101/A057	Staff	Office	C2	Teaching - Offices	12.92	Level 5+ sole occupancy	1	
1101/A078	Office	Office	C2	Teaching - Offices	13.54	Level 5+ sole occupancy	1	
1101/A056	Staff	Office	C2	Teaching - Offices	13.65	Level 5+ sole occupancy	1	
1101/A079	Office	Office	C2	Teaching - Offices	15.73	Level 5+ sole occupancy	1	
1101/A052	Staff	Office	C2	Teaching - Offices	16.94	Level 5+ sole occupancy	1	
1101/A055	Staff	Office	C2	Teaching - Offices	17.52	Level 5+ sole occupancy	1	
1101/A072a	Staff	Office	C2	Teaching - Offices	17.58	Level 5+ sole occupancy	1	
1101/A071	Staff	Office	C2	Teaching - Offices	17.65	Level 5+ sole occupancy	1	
1101/A058	Staff	Office	C2	Teaching - Offices	17.69	Level 5+ sole occupancy	1	
1101/A032	Staff	Office	C2	Teaching - Offices	18.14	Level 5+ sole occupancy	1	
1101/A040	Staff	Office	C2	Teaching - Offices	18.61	Level 5+ sole occupancy	1	
1101/A034	Staff	Office	C2	Teaching - Offices	19.34	Level 5+ sole occupancy	1	
1101/A050	Staff	Office	C2	Teaching - Offices	20.09	Level 5+ sole occupancy	1	
1101/A048	Staff	Office	C2	Teaching - Offices	20.46	Level 5+ sole occupancy	1	
1101/A072	Staff	Office	C2	Teaching - Offices	20.51	Level 5+ sole occupancy	1	
1101/A041	Staff	Office	C2	Teaching - Offices	20.63	Level 5+ sole occupancy	1	
1101/A042	Staff	Office	C2	Teaching - Offices	20.74	Level 5+ sole occupancy	1	
1101/A073	Staff	Office	C2	Teaching - Offices	21.17	Level 5+ sole occupancy	1	
1101/A031	Staff	Office	C2	Teaching - Offices	21.35	Level 5+ sole occupancy	1	
1101/A059	Staff	Office	C2	Teaching - Offices	21.49	Level 5+ sole occupancy	1	
1101/A070	Staff	Office	C2	Teaching - Offices	22	Level 5+ sole occupancy	1	
1101/A039	Staff	Office	C2	Teaching - Offices	22.4	Level 5+ sole occupancy	1	
1101/A036	Staff	Office	C2	Teaching - Offices	22.8	Level 5+ sole occupancy	1	
1101/A043	Staff	Office	C2	Teaching - Offices	22.86	Level 5+ sole occupancy	1	
1101/A038	Staff	Office	C2	Teaching - Offices	23.73	Level 5+ sole occupancy	1	
1101/A033	Staff	Office	C2	Teaching - Offices	23.75	Level 5+ sole occupancy	1	
1101/A061	Staff	Office	C2	Teaching - Offices	24.61	Level 5+ sole occupancy	1	
1101/A062	Staff	Office	C2	Teaching - Offices	24.66	Level 5+ sole occupancy	1	
1101/A100	Staff	Office	C2	Teaching - Offices	25.55	Level 5+ sole occupancy	1	
1101/A069	Staff	Office	C2	Teaching - Offices	26.71	Level 5+ sole occupancy	1	
1101/A037	Staff	Office	C2	Teaching - Offices	27.48	Level 5+ sole occupancy	1	
						Level 5+ sole occupancy and The Letters Page journal		
1101/A094	Staff	Office	C6	Research - Other	27.9	office	1	
1101/A099	Staff	Office	C2	Teaching - Offices	28.19	Level 5+ sole occupancy	1	
1101/A060	Staff	Office	C2	Teaching - Offices	31.89	Level 5+ sole occupancy	1	
						Total number of rooms	41	
Teaching only level 4 staff								
							No. of occupants	Avg m2
1101/A053	Staff	Office	C2	Teaching - Offices	22.47	Level 4+ shared occupancy	3	7.5
1101/A054	Staff	Office	C2	Teaching - Offices	38.01	Level 4+ shared occupancy	5	7.6
Research only level 4 staff								
1101/A063	Staff	Office	C5	Research - Offices	30.3	English	5	6.1
Administrative office space								
1101/A083	Admin Staff	Office	C2	Teaching - Offices	8.16	Level 5+ sole occupancy	1	8.2
1101/A090	Admin Staff	Office	C2	Teaching - Offices	83.81	English	10	8.4
1101/A093	Admin Staff	Office	C2	Teaching - Offices	24.94	English	2	12.5

Other space in the School

					Notes
1101/A038a	-	1 Ancillary Stor C3	Teaching - Oth	3.61 English	Lift-shaft
1101/A044	Store	1 Ancillary Stor C3	Teaching - Oth	15.54 English	Photocopier/stationery storage
1101/A047	Kitchen	1 Kitchenette C3	Teaching - Oth	11.64 English	
1101/A077	Kitchen	1 Kitchenette C3	Teaching - Oth	13.39 English	
1101/A035	-	1 Meeting Roor C3	Teaching - Oth	57.56 English	School meeting room
1101/A075	Staff Room	1 Social Space C3	Teaching - Oth	26.08 English	Staff pigeonholes/mail room/ staff room
1101/A095	Student Work/Stud	1 Support Spac C3	Teaching - Oth	49.42 English	Student common room
1101/A044a	-	1 Laboratory Pr C6	Research - Oth	15.54 English	Windowless room for eye-tracker research
1101/A049	Staff	1 Laboratory Pr C6	Research - Oth	26.93 English	Research room booked by staff and PhDs for laboratory time
1101/A064	Staff & PGRs	1 Learning Resc C6	Research - Oth	38.96 English	Name-Studies library and office space for administrative staff, PhDs, research staff and visiting researchers

Appendix B - PhD offices

Room	Description	Qty	Type	Usage Code	Usage	Area	Number of work stations	m2 per student	Correct room capacity for workstations
1101/C026	PGRs	1	Office	C5	Research - Offices	18.07	7	2.58	4
1101/C024	PGRs	1	Office	C5	Research - Offices	18.35	7	2.62	4
1101/C023	PGRs	1	Office	C5	Research - Offices	18.37	7	2.62	4
1101/C027	PGRs	1	Office	C5	Research - Offices	18.43	7	2.63	4
1101/C025	PGRs	1	Office	C5	Research - Offices	18.89	7	2.70	4
1101/C022	PGRs	1	Office	C5	Research - Offices	20.47	7	2.92	5
1101/C004	PGRs	1	Office	C5	Research - Offices	45.47	16	2.84	11
Total							58	Avg 2.70	Total 36

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 6.14

JCG Library – Sutton Bonington

**Libraries, Research &
Learning Resources**

Upgrade Works

PROJECT SUBMISSION BID:

Part A – Summary Sheet

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Student-requested changes to James Cameron-Gifford Library
Faculty:	
School/Department:	Libraries, Research and Learning Resources (LRLR)
Contact:	Caroline Williams
Proposed Building Name:	James Cameron-Gifford Library
Proposed Room Number/s:	Several rooms

Summary of Project: Broadly describe the project proposal.

To change three main areas of the James Cameron-Gifford Library, re-using existing furniture and equipment and introducing new as appropriate.

- 1. Update the ground floor entrance and library area to improve the student experience**
- 2. Edit print materials to remove unneeded/outdated/little-used stock, to free more space for a learning hub on the ground floor**
- 3. Move the silent study area from the ground floor to quieter space upstairs**
- 4. Move one of the group study areas down to the old silent study space**

To enhance the student experience in direct response to the request of current students from both Schools.

The attached plans show the new layouts in each room.

Estimated Cost:

Contribution from SMC:	£51,761	Contribution from Department:	Print book and journal stock editing to free up the space will be done by Library staff.
Total Value inc VAT:	£51,761		

Outline Scope of Works: List the elements of work required to complete the project.

- Stock editing and removal
- Removal of surplus shelving
- Provision of small partition wall for security at entrance, replacing partition currently created by shelving that will be removed
- Provision of new power and some data
- Re-siting of existing AV equipment and PCs
- Moving furniture between rooms
- Purchase and installation of new furniture

Attached documents give detailed costings

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk

Comments from Head of School:

From Caroline Williams, Director of LRLR

A new vibrant learning hub on the ground floor of the James Cameron-Gifford library will provide an opportunity to enhance the student experience at a key point in the development of the Sutton Bonington campus. Recent investments in library and learning hub spaces across University campuses include UNMC and Greenfield Medical Library (UK) Learning Hubs. In addition, the extension and refurbishment of the George Green Library (University Park, UK) is underway. All of these do and will deliver light, inspiring, student focused library and learning space which in turn leads to increased student satisfaction and ultimately attainment. The existing JCG library ground floor area does not meet current best practice for study space or respond to the changing needs of students and their increasing expectations of their learning environment; it will not meet the needs of students into the future.

The vision is, then, to achieve an inspiring entrance and ground floor which creates an engaging sense of arrival, with features representing the best of learning hub developments, and with vibrant furniture and facilities.

Comments from Finance Adviser:

Project Completion Date:

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated valued over £100K, revenue less than £100K, subject to financial department's discretion.
- SMC approval is required for modifications to premises even when no funding contribution is needed.
- The Committee is responsible for all space allocations to budget units.
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- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

**PROJECT SUBMISSION BID:
PART B – Detailed Proposal**

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Student-requested changes to James Cameron-Gifford Library
Faculty:	
School/Department:	Libraries, Research and Learning Resources (LRLR)
Contact:	Caroline Williams
Proposed Building Name:	James Cameron-Gifford Library
Proposed Room Number/s:	Several rooms

Aim of the Proposed Project:

To provide a new vibrant learning hub on the ground floor of the James Cameron-Gifford Library at Sutton Bonington, creating a first impression when entering the building of an exciting student focused space, changing the balance of use between printed materials and study spaces, increasing the number of seats and improving the availability of silent study and group study, in response to student demand.

This proposal was initiated as a result of student feedback received from the PVC Teaching and Learning about the library environment at JCG, it has been developed in close consultation with Alistair Wright, current President of the Guild at SB, and a focus group of 17 students from both Schools based on campus, with help from the Estate Office.

Details of Proposal:

To change three main areas of the James Cameron-Gifford Library, re-using existing furniture and equipment and introducing new as appropriate.

1. Update the ground floor entrance and library area to improve the student experience

JCG was refurbished in 2007, with new learning hub areas created upstairs. On the ground floor, improvements were made to the fabric of the building (lighting, carpets, decoration, data, wifi) but the layout was mostly unchanged, with high shelving housing book stock dominating the floor. As more material (journals and books) is now available electronically, we want to take this opportunity to rationalise print, reduce the shelving and create more study space in this area. This will give the look and feel that students have asked for – the focus group was unanimous on the need to make the space less oppressive and more welcoming. They value the benefits of study spaces (including computer and laptop use) so close to library staff and stock. Modern furniture (Space Oasis units, group study tables and chairs - similar to the popular new Greenfield Medical Library Learning Hub) will be bought, and power and additional wifi installed to allow greater use of laptops. The popular, existing built-in carrels round the perimeter of the room will be maintained, and the remaining shelving re-arranged towards the back to screen these, with a small expanse of new lower level shelving in front.

2. Edit print materials to remove unneeded/outdated/little-used stock, to free more space for a learning hub on the ground floor

The increasing availability of ejournals allows us to remove print material where we have the electronic version (in line with developments in preparation for the new George Green Engineering and Science Library). The book stock will be weeded to

ensure that only material in current and future demand remains on open shelves, with some growth space for anticipated changes in curriculum development, taking advantage of purchasing ebooks where possible. This will allow the removal of a significant run of shelving, freeing up new spaces for study. It has been discussed in detail with the focus group, having been initiated by Alistair Wright. This work will be done by library staff, with no additional costs, and spare shelving will be sold as scrap metal.

3. Move the silent study area from the ground floor to quieter space upstairs

The silent study space created in 2007 has been welcomed as offering a greater choice of study environments, but suffers from being located so close to the entrance corridor to Main Building (on the other side of a partition wall), in rooms A40 and A41. The proposal is to move the existing 21 study carrels (with power sockets) into B1, a quiet, light, airy and well-lit space on the corner of the building, away from through routes to other areas. The layout has been determined by the focus group, to offer them the best options for individual study.

4. Move one of the group study areas down to the old silent study space

B1 is currently used for group study, with adaptable tables and four display screen/PC combinations. This furniture and equipment will be moved down to A40 and A41, creating group study spaces there, with the addition of whiteboards. The layouts have been agreed with the focus group, and the adaptable furniture will enable changes according to demand.

The attached plans show the new layouts in each room.

Anticipated Improvement to Students' Experience:

These changes will be a direct response to needs expressed by current students studying on this campus. 17 attended a focus group, at short notice and in the middle of exam preparation, to join in the lively discussion. They were respectful of the need to use available resources in a measured way, and very keen to make these changes, looking for a brighter, more modern library.

They see the benefits of: library stock that meets their needs; an entrance area that invites them in rather than looking dark and forbidding; study spaces for a variety of uses; bright, light modern furniture; power sockets for mobile devices; silent study in a quieter area; additional study spaces.

LRLR will follow up separately their suggestion of SU provision of images (perhaps by student competition next session) to brighten shelf ends and walls.

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

The additional and improved study spaces will provide a richer learning environment at the heart of the campus, in the context of the current (Student Amenities Building) and anticipated new buildings in the area.

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

In the new strategy for LRLR, the vision is of a Library which:

- puts students and academics at the heart of everything we do;

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk

- and works in partnership with Faculties and Schools.

So that the Library:

- reflects teaching and research priorities and academic workflows in services offered;
- delivers interactive, connected and innovative environments (physical and online) in support of teaching and learning and research;
- and provides consistently excellent services aligned to University strategy.

These improvements would be significant in one of our major libraries.

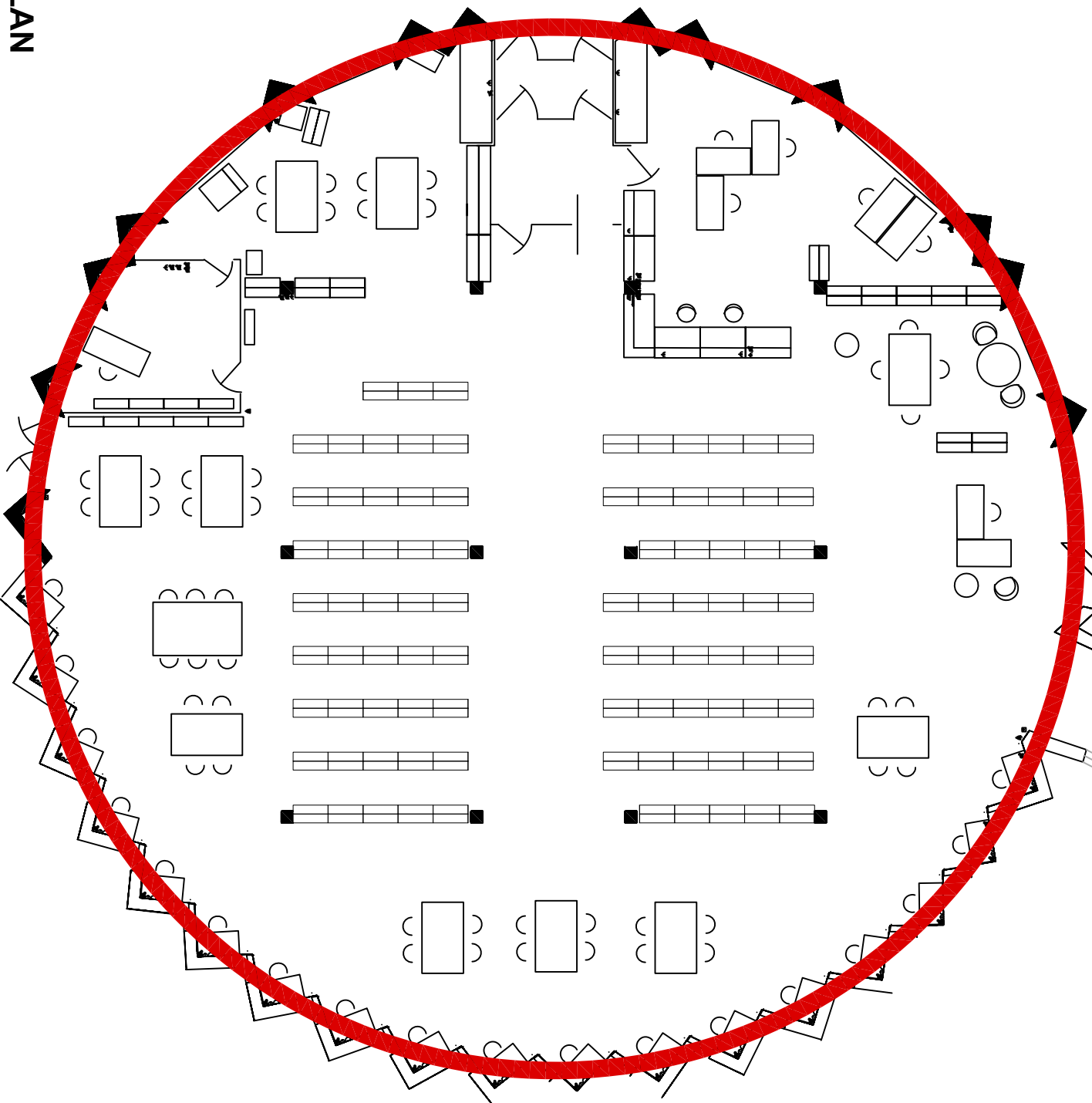
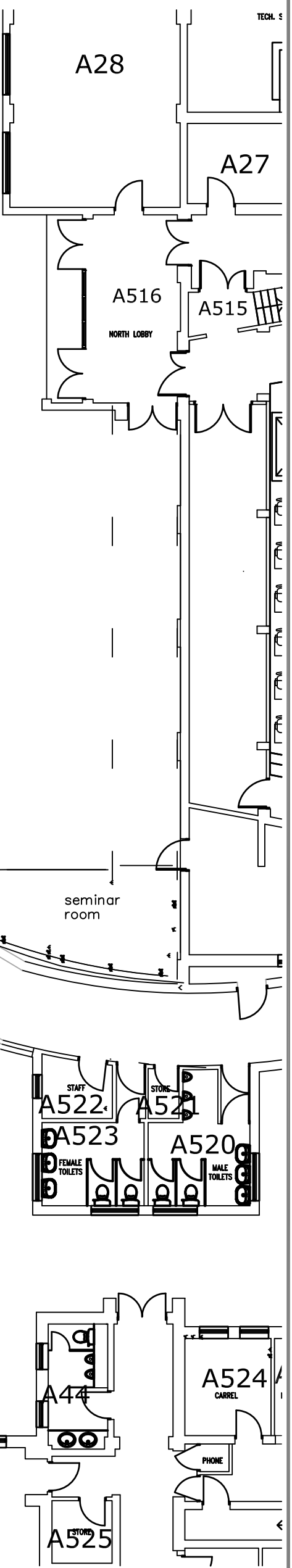
Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

Existing Drawing to Scale:	<input type="checkbox"/>	Proposed Drawing to Scale:	<input type="checkbox"/>	Location Plan:	<input type="checkbox"/>
Existing Photographs:	<input type="checkbox"/>	Illustration of Proposal:	<input checked="" type="checkbox"/>	Cost Breakdown:	<input checked="" type="checkbox"/>

Please ✓

- Assistance with feasibility studies and costing is available from the Space Resource Manager.



**JAMES CAMERON GIFFORD
LIBRARY
EXISTING GROUND FLOOR PLAN**

Scale 1:150 @ A3

The University of Nottingham
 Estate Office
 University Park
 Nottingham
 NG7 2RD
 Tel: 0115 951 3600
 Fax: 0115 951 3636
 www.nottingham.ac.uk/estate

Notes
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Date **Description** **By** **CHK'D**

Client
 The University of Nottingham
 The Estate Office

Project
 James Cameron Gifford Library

Drawing Title
 Existing Ground Floor Plan
 Main Library

CAD. File No.

Drawn by **Checked by**

Phone Number
 0115 9513573

Email address
 gareth.hill@nottingham.ac.uk

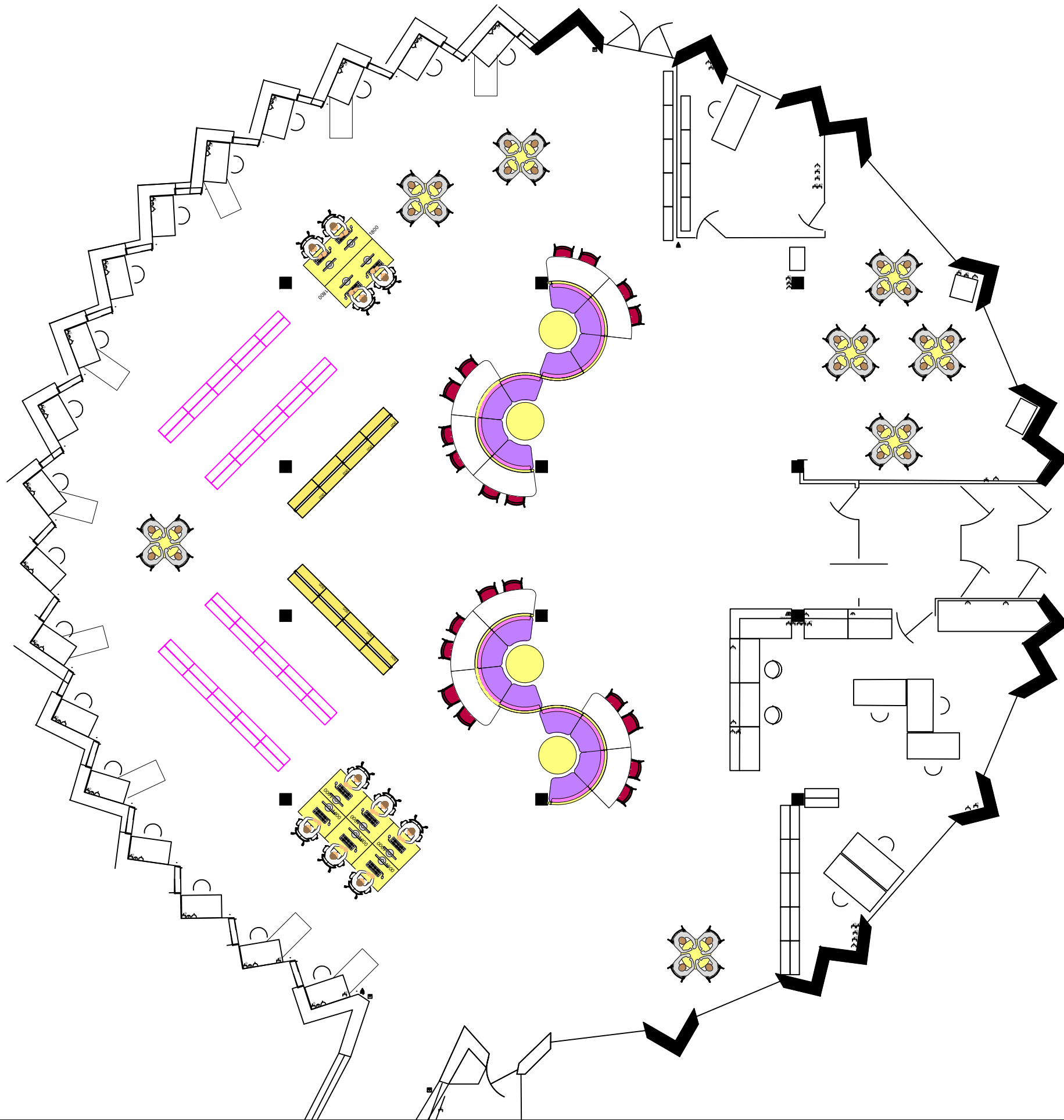
Scale **Date**

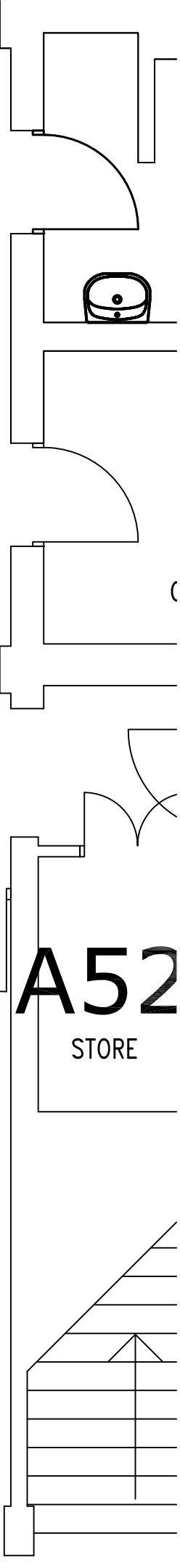
1:150 May 2014

Project No. **Drawing No.** **Revision**

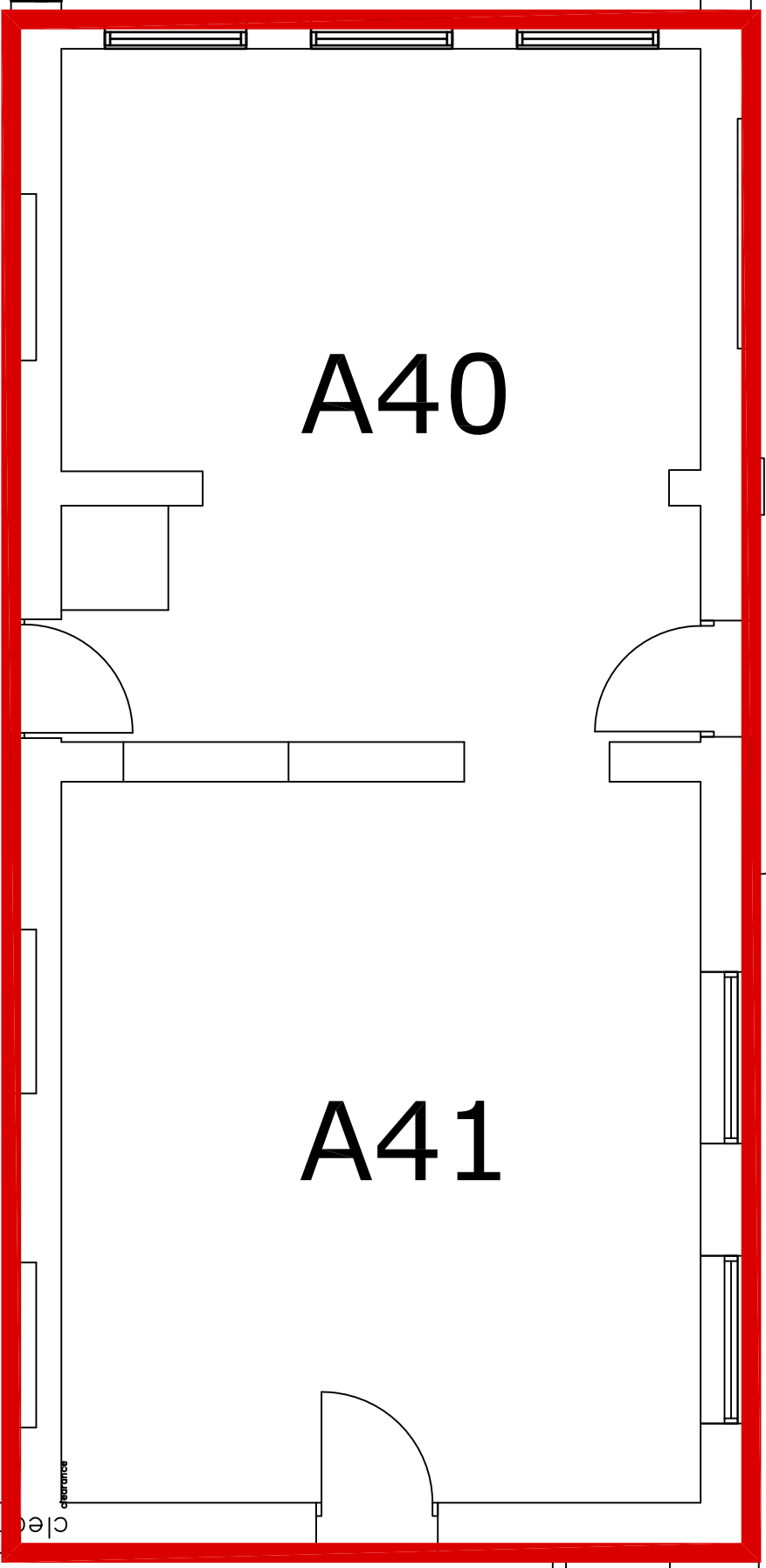
01 -

tel 0115 951 3600 fax 0115 9513636
<http://www.nottingham.ac.uk/estate>



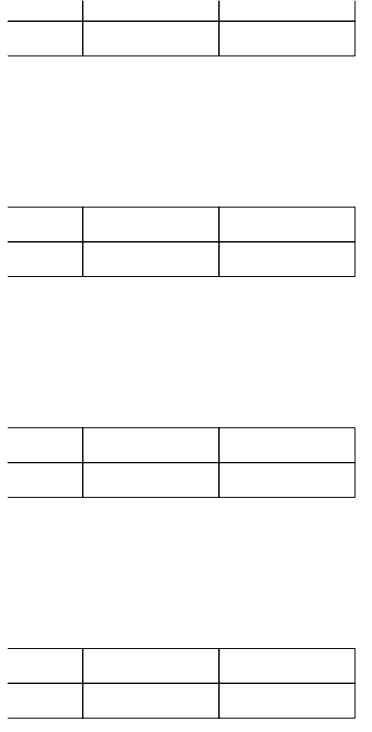


A52
STORE



A40

A41



JAMES CAMERON GIFFORD

LIBRARY

EXISTING GROUND FLOOR PLAN

Scale 1:50 @ A3

The University of Nottingham
 Estate Office
 University Park
 Nottingham
 NG7 2RD
 Tel: 0115 951 3600
 Fax: 0115 951 3636
 www.nottingham.ac.uk/estate
 BSC-Ceng MICE
 Chief of Estates & Facilities Officer
 Chris Jaeger

Notes
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Date Description By CHK'D

Client
 The University of Nottingham
 The Estate Office

Project
 James Cameron Gifford Library

Drawing Title
 Existing Ground Floor Plan
 A40 & A41

CAD. File No.

Drawn by
 G.Hill

Checked by

Phone Number
 0115 9513573

Email address
 gareth.hill@nottingham.ac.uk

Scale
 1:50

Date
 May 2014

Project No.
 02

Drawing No.
 02

Revision
 -

tel 0115 951 3600 **fax** 0115 9513636

<http://www.nottingham.ac.uk/estate>

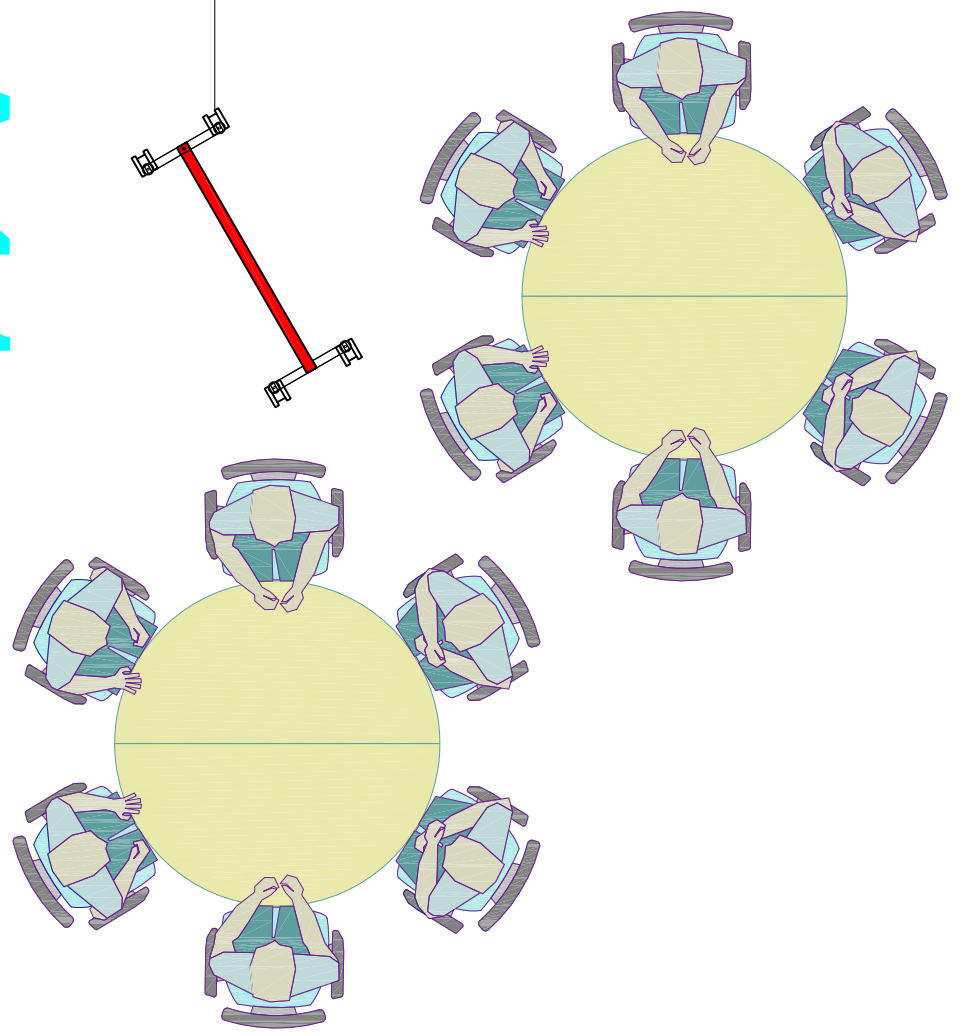
ATTENTION - DO NOT SCALE FROM THIS DRAWING; IF IN DOUBT - ASK

Orangebox Mobile Screen

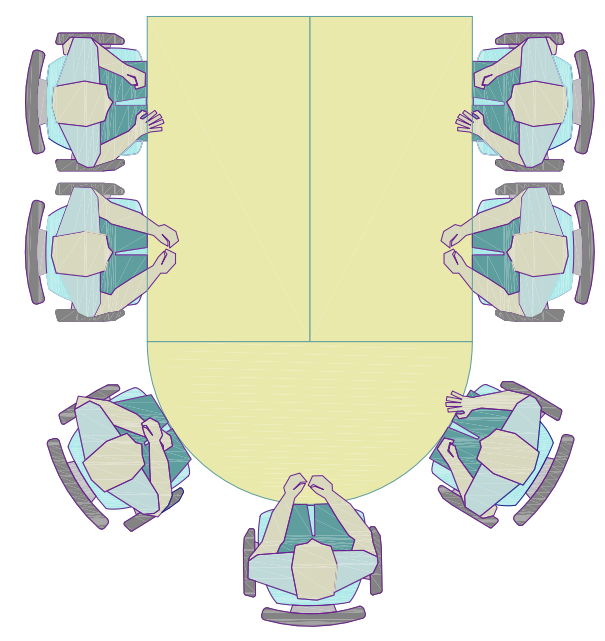
clearance

clearance

A41



A40



Rev	Description	Date	Drawn

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bof
OFFICE FURNITURE
Tower House, Tower Close, Bridgend
Industrial Estate, Bridgend
CF31 3TH
Tel - 01656 661061
Fax - 01656 661031
design@bof.co.uk

Client
University of Nottingham

Project
**JCG Library
Rooms A40 & A41**

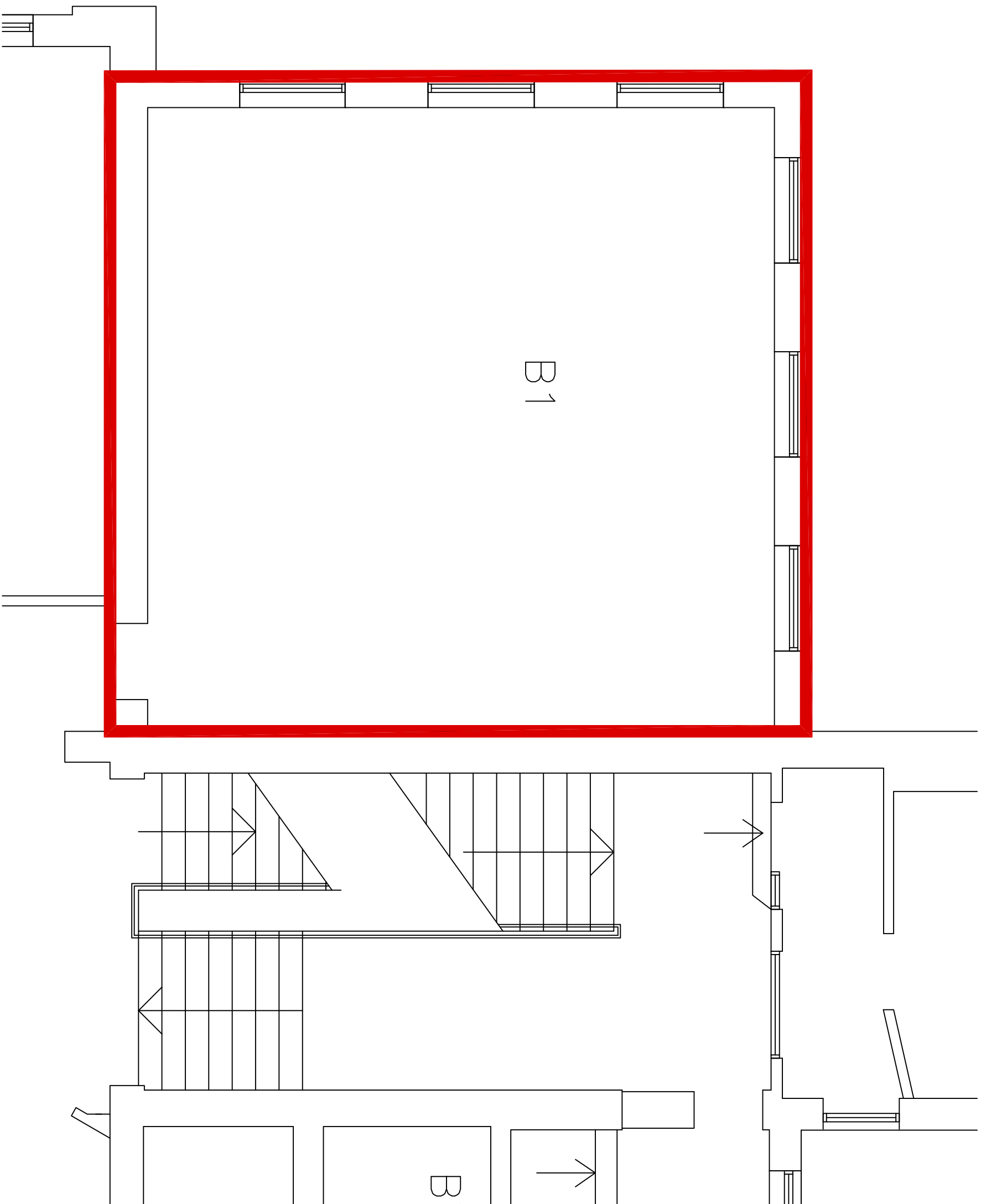
.dwg No	Date	Drawn	Signed
14-8650(b)	19/05/14	DO	

Scale	Rev	.dwg location
NTS	-	X:\14-8501 TO 14-9000\14-8650(B).DWG

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**JAMES CAMERON GIFFORD LIBRARY
EXISTING FIRST FLOOR PLAN**

Scale 1:50 @ A3

Date	Description	By	CHK'D

Client
The University of Nottingham
The Estate Office

Project
James Cameron Gifford Library

Drawing Title
Existing First Floor Plan
Room B1

CAD. File No.

Drawn by G.Hill **Checked by**

Phone Number
0115 9513573

Email address
gareth.hill@nottingham.ac.uk

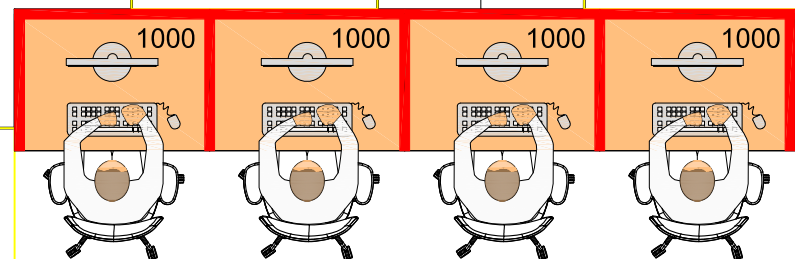
Scale 1:50 **Date** May 2014

Project No.	Drawing No.	Revision
	03	-

tel 0115 951 3600 fax 0115 9513636

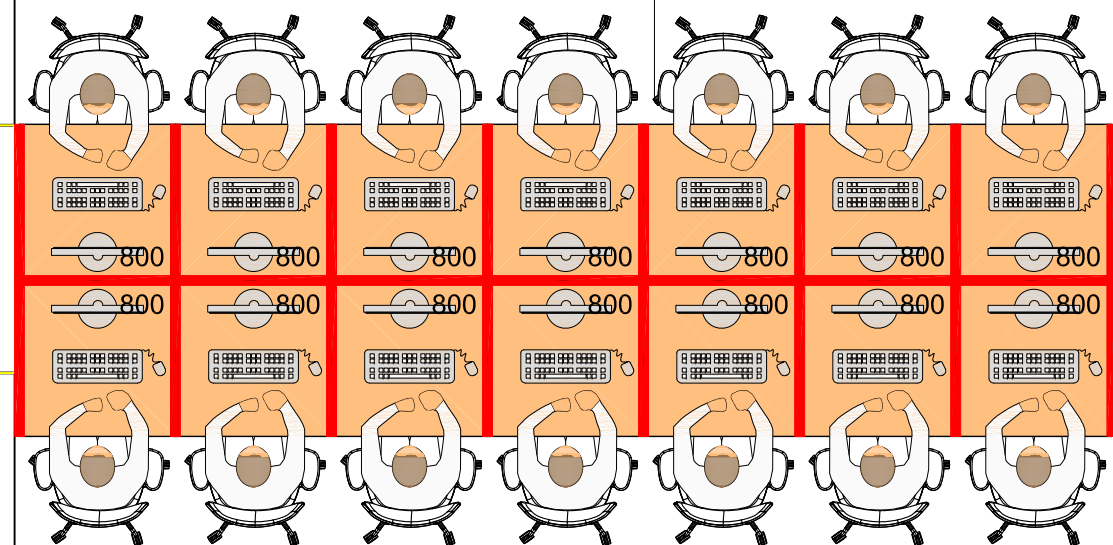
<http://www.nottingham.ac.uk/estate>

Existing study Carrels
1000x700 qty 4

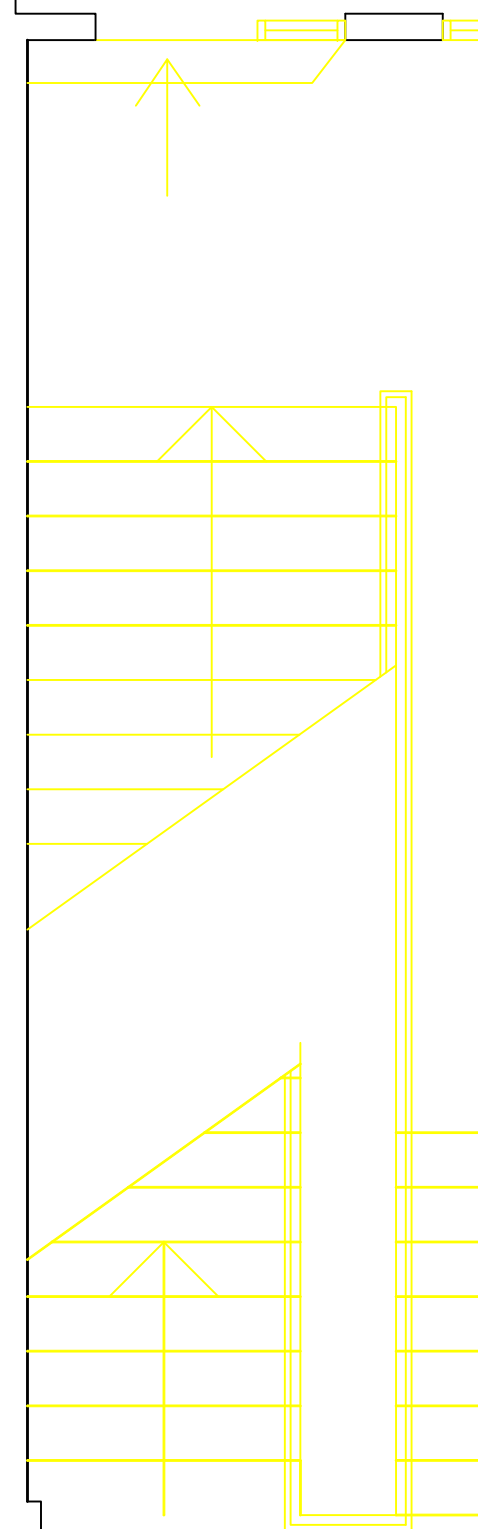
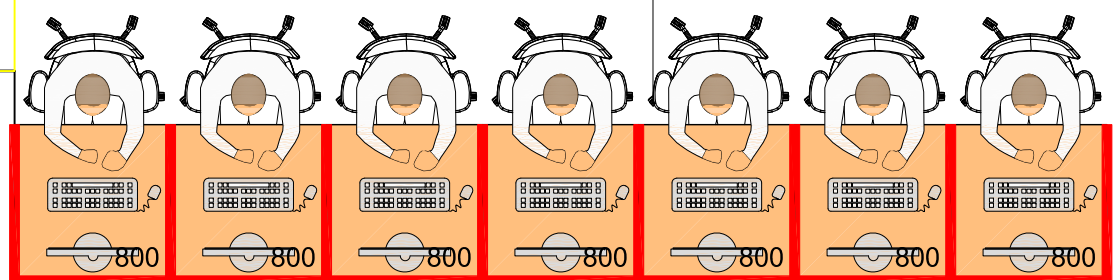


Existing study Carrels
800x800 qty 21

B1



Existing study Carrels
800x800 qty 21



Rev	Description	Date	Drawn
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 bof OFFICE FURNITURE Tower House, Tower Close, Bridgend Industrial Estate, Bridgend CF31 3TH Tel - 01656 661061 Fax - 01656 661031 design@bof.co.uk			
Client University of Nottingham			
Project JCG Library Room B1			
.dwg No	Date	Drawn	Signed
14-8650(b)	19/05/14	DO	
Scale	Rev	.dwg location	
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BUDGET ESTIMATE:
James Cameron Gifford Library

Builders Work

	Amount	unit	Rate £/unit	Cost £	
Form stud wall adjacent entrance, skim and decorate complete with painted MDF cap.	1	Item	500	500.00	These replaces the partition currently created by shelving that will be removed.
Making good and decoration of 2no. walls in B1	1	Item	325	325.00	After the transfer of display screens to A40 and A41

Electrical

Europa budget quotation reference C11924/SL/TF Main area small power including desk power pods	1	Item	2665.55	2665.55	To enhance use of mobile devices and move current PCs
Alterations to small power in A40 & A41	1	Item	422.28	422.28	To enable transfer of AV from B1
Alterations to small power in B1	1	Item	590.26	590.26	To enable transfer of power sockets on study carrels

Mechanical

None

Voice and Data

Data points	8	No.	125	1000.00	To move existing PCS to new locations
-------------	---	-----	-----	---------	---------------------------------------

Fittings

Relocate fixed AV screens	2	No.	250	500.00	Into new group study space
---------------------------	---	-----	-----	--------	----------------------------

Furniture

As per BOF Quote dated 22/05/14	1	Item	0	37456.22	
---------------------------------	---	------	---	----------	--

Fees

None				0.00	
------	--	--	--	------	--

Summary

BUILDERS WORK SUB-TOTAL				500	
ELECTRICAL SUB-TOTAL				3678	
MECHANICAL SUB-TOTAL				0	
VOICE AND DATA SUB-TOTAL				1000	
TOTAL FOR THESE ITEMS				5178	

FITTINGS SUB-TOTAL				500	
FURNITURE SUB-TOTAL				37456	
FEES SUB-TOTAL				0	
TOTAL FOR THESE ITEMS				37956	

Sub Total				43134	
VAT @	20	%		8627	
Total				£51,761	

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 6.15

Lenton Hurst

Occupational Health Services

Request for Space

PROJECT SUBMISSION BID:

Part A – Summary Sheet

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Relocation of Occupational Health Service
Faculty:	
School/Department:	Registrar's
Contact:	Stephen Dudderidge/Jaspal Kaur
Proposed Building Name:	Lenton Hurst
Proposed Room Number/s:	

Summary of Project: Broadly describe the project proposal.

The Cripps Health Centre is the location of the UK's largest General Practice, the University of Nottingham Health Service, which has a current list in excess of 40,000 patients, and a team of doctors, nurses and associated staff to reflect that scale.

In April 2012, Industrial Diagnostics Company (known as IDC) took over the Occupational Health service at the University of Nottingham, including Student Screening and Staff Occupational Health Service along with health surveillance as required under health and safety legislation. The service has been operating from the Cripps Health Centre since this time.

Finally, the Health Centre is also the location of five University staff who provide mental health support for students and deliver a range of health promotion messages. (A physiotherapist was moved from Cripps to the University Park Sports Centre in September 2013.)

The growth and developing nature of each of these services has led to significant pressure on the facilities. Having given due consideration to the relocation of the University staff to relieve the pressure, the benefits of their co-location alongside the GP service was felt to outweigh this option. This left the relocation of the Occupational Health Service as the next option and two alternatives have been considered – King's Meadow Campus and Lenton Hurst.

KMC would provide facilities which would sit appropriately alongside the HR department. However, a large proportion of the service is directed towards students and the need to travel to KMC would create disadvantages, particularly in regard to mass-vaccination sessions for health-related courses and also health surveillance sessions for O&F staff. The fact that the facilities at KMC had also been targeted for income generating purposes was also considered.

Lenton Hurst currently provides ground-floor office space for members of the Estate Department, including Catering Services. The first and second floors currently include accommodation for students and guests to the University.

The student accommodation can be useful in periods of high demand but is increasingly anomalous as a space for undergraduates and the University's ability to provide a fully integrated student experience is made difficult by the separation of this group from the main body of Lenton & Wortley Hall life.

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk

Estimated Cost:

Contribution from SMC:	£20k inc removal and refurbishment costs	Contribution from School:	£0 0%
Total Value inc VAT:	£		

Outline Scope of Works: List the elements of work required to complete the project.

To provide space for the following:

Staffing

- 2 full-time OH nurses and one part-time nurse (2-3 days per week)
- 2 full-time administrators and one part-time (3 days per week)
- Approximately 5 days per month of support for health surveillance (COSHH) activity from IDC head office team
- An average of one physician clinic per week

The minimum room requirement could be reasonably estimated as follows:

- Medical records space (approx 8m x 8m)
- 4 clinical rooms
- 1 room for health surveillance (including sound proof booth)
- Reception
- Waiting room
- Administration space with 4 desks
- Nearby toilet facility

Ramp-access to the building will be required. As there is no lift in Lenton Hurst, it is proposed that the ground floor meeting room will be used for consultations with wheelchair users (these currently average less than 5 each year).

Rooms will need to be refurbished, particularly the flooring. As there will not be sinks in the clinical rooms, the conversion of the shower facility into a clinical wash room is proposed.

Comments from Head of School:

This development would enhance services for staff and students and provide longer term solutions to some pressing space issues at the Cripps Health Centre.

Comments from Finance Adviser:

Project Completion Date:

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated valued over £100K, revenue less than £100K, subject to financial department's discretion.
- SMC approval is required for modifications to premises even when no funding contribution is needed.
- The Committee is responsible for all space allocations to budget units.
- SMC funds new builders' works and enhancements, furniture, fixtures and fittings but not equipment in bid proposals.
- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

**PROJECT SUBMISSION BID:
PART B – Detailed Proposal**

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Relocation of Occupational Health Service
Faculty:	
School/Department:	Registrar's
Contact:	Stephen Dudderidge/Jaspal Kaur
Proposed Building Name:	Lenton Hurst
Proposed Room Number/s:	

Aim of the Proposed Project:

To provide an appropriate space for the University's staff and student Occupational Health Service; to alleviate pressure on facilities at the Cripps Health Centre.

Details of Proposal:

The relocation of the Occupational Health Services to the first or second floors of Lenton Hurst to provide space for the following:

Staffing

- 2 full-time OH nurses and one part-time nurse (2-3 days per week)
- 2 full-time administrators and one part-time (3 days per week)
- Approximately 5 days per month of support for health surveillance (COSHH) activity from IDC head office team
- One to two physician clinics per week, plus visiting specialists, such as mental health

The minimum room requirement could be reasonably estimated as follows:

- Medical records space (approx 8m x 8m)
- 4 clinical rooms
- 1 room for health surveillance (including sound proof booth)
- Reception
- Waiting room
- Administration space with 4 desks
- Nearby toilet facility

Ramp-access to the building will be required. As there is no lift in Lenton Hurst, it is proposed that the ground floor meeting room will be used for consultations with wheelchair users (these currently average less than 5 each year).

Rooms will need to be refurbished, particularly the flooring. As there will not be sinks in the clinical rooms, the conversion of the shower facility into a clinical wash room is proposed.

Anticipated Improvement to Students' Experience:

A better patient experience at Cripps Health Centre and a high quality and discreet Occupational Health service at Lenton Hurst.

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

A high quality and discreet Occupational Health service for staff at Lenton Hurst.

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

The relocation of the Occupational Health service would allow space usage within Cripps Health Centre to be reorganised more efficiently and effectively, removing the short-term need for more significant building work at the Centre.

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

Existing Drawing to Scale:	<input checked="" type="checkbox"/>	Proposed Drawing to Scale:	<input type="checkbox"/>	Location Plan:	<input type="checkbox"/>
Existing Photographs:	<input type="checkbox"/>	Illustration of Proposal:	<input type="checkbox"/>	Cost Breakdown:	<input type="checkbox"/>

Please ✓

- Assistance with feasibility studies and costing is available from the Space Resource Manager.

Lenton Hurst - Floor B

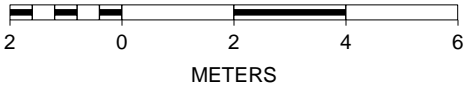
Building Drawing

Departments

- Hall Managem...
- Non-Usable Fl...



SCALE 1 : 136

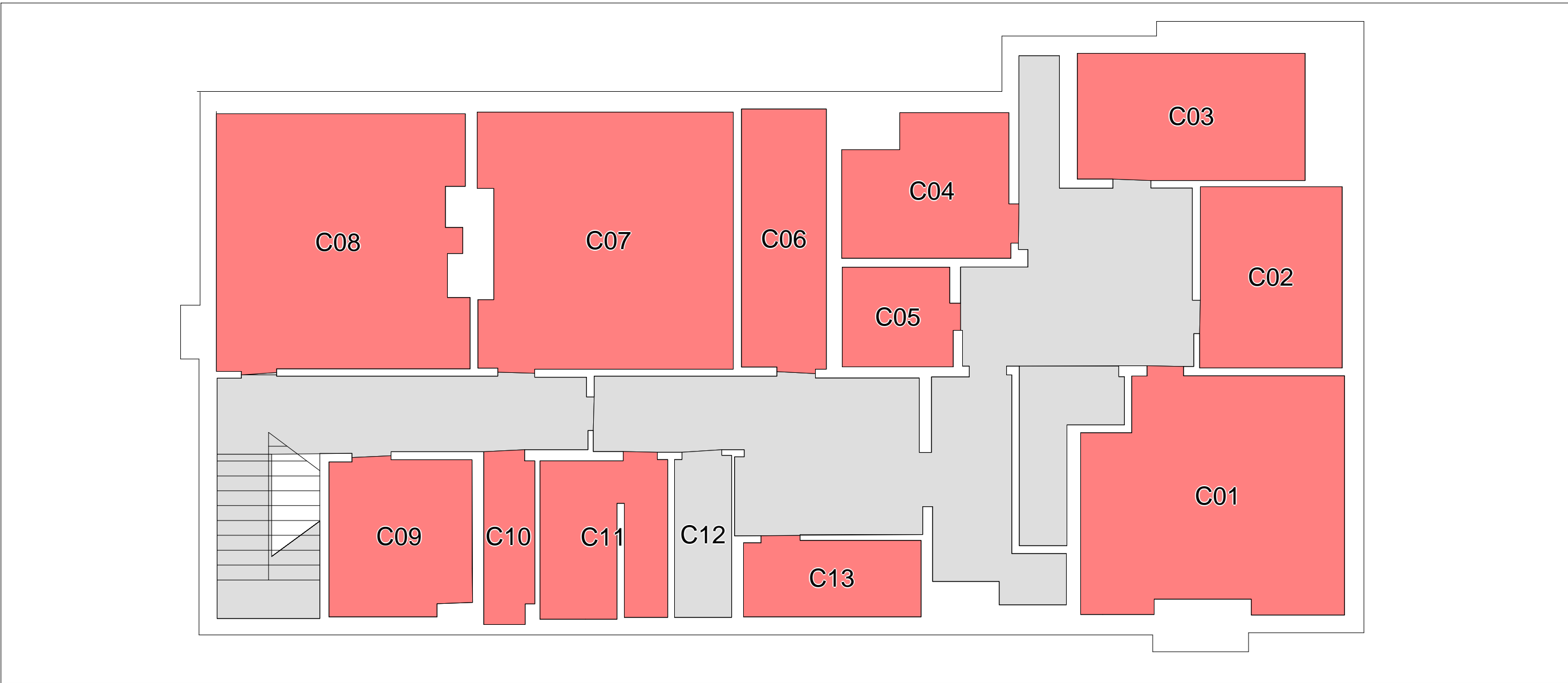


Lenton Hurst - Floor C

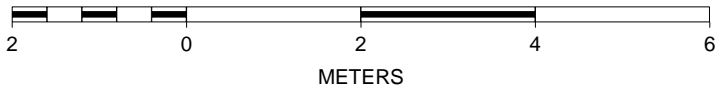
Building Drawing

Departments

- Hall Managem...
- Non-Usable Fl...



SCALE 1 : 87.0



SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 6.16

TBA

Faculty of Arts

Additional Performing Arts Studio

PROJECT SUBMISSION BID:

Part A – Summary Sheet

For Projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Additional Centrally Timetabled Performance Arts Space in central area of UP for 2014/15
Faculty:	Arts
School/Department:	English (although there are multiple users of PAS)
Contact:	Deb Booter
Building Name:	n/a
Room Number/s:	n/a

Summary of Project:

Two stages:

- 1) Identify a space to be used as a second Centrally-Timetabled Performance Arts Space on University Park (Central area)
- 2) Modify room and install equipment/furniture to PAS specification.

Estimated Cost:

Total Value inc. VAT:	Final cost depends on space and work required, c. £76k	Contribution from School:	n/a (Centrally Timetabled space)
-----------------------	--	---------------------------	----------------------------------

Outline Scope of Works:

Please see Part B, request and cost estimate sections (page 2)

Comments from Head of School:

The study of drama as performance is usually confined to specialist drama departments; including it, as we do at Nottingham, within a mainstream English degree is highly unusual, and gives us a very significant advantage over competitor institutions. A suitable performance arts space is absolutely *essential* to teaching this subject area; without the provision of this space, we will be unable to deliver a key element of our degree programme, and will therefore run the serious risk of losing the very aspect of our degree which enables us to attract the best students and maintain our high tariff scores.

Comments from Mike Porter, Faculty Finance Manager (Arts):

It is appropriate that this space is a Centrally timetabled facility given the variety of potential users both academic and non-academic. The indications are that this additional space will be utilised in excess of 85% of the time in 2014/15. Given the very necessary emphasis on the student experience it is also vital that if we are to maintain and expand on both student numbers and quality this will only come about if the facilities meet their requirements. This application would appear to meet that need.

Completion Date:

18/2/2014

**PROJECT SUBMISSION BID:
PART B – Detailed Proposal**

For Projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Additional Centrally-Timetabled Performance Arts Space in central area of UP for use in 2014/15
Faculty:	Arts
School/Department:	English (although there are multiple users of PAS)
Contact:	Deb Booter
Building Name:	n/a
Room Number/s:	n/a

Aim of the Proposed Project:

To have a second Centrally Timetabled Performance Arts Space in the central area of University Park for start of 2014/15 academic year.

Multiple users, including but not limited to, Students' Union, several Schools/Departments (e.g. Classics, English, Russian & Slavonic Studies), WP Team.

Details of proposal

- At present there is one Centrally Timetabled Performance Arts Space (PAS): Trent LG18 (see appendix 1 for images).
- A PAS is a flexible space allowing flexible learning and teaching styles.
- English is the primary user of LG18, delivering core UG curriculum modules (drama and performance) to c. 700 students.
- Other users include: Russian and Slavonic Studies, Classics, Widening Participation Team, Students' Union
- Up to and including this academic year, the true demand for PAS has been hidden by the School of English not requesting PAS in the Activity Templates for all of the drama and performance modules.
- This was done with the best of intentions: English knew Timetabling could not accommodate all of their modules in PAS so in order to assist timetabling selected large seminar space on the Activity Template for some drama modules.
- Teaching these modules in non-PAS space:
 - has led to student complaints (see appendix 2, student feedback);
 - is unsatisfactory pedagogically (see appendix 2, staff comments);
 - is adversely affecting the learning experience of students in adjacent seminar rooms (Highfield House A01 and A02 have been particularly problematic this academic year).
- English exceeded UG intake by 16% (37fte) this year, which places additional pressure on the existing PAS.
- In 2014/15 the School of English will have 22 modules that need to have seminars and some lectures in PAS: nine Autumn semester; 13 Spring (see appendix 3).
 - Daniel Robinson, Timetabling, states that based on this anticipated demand from English (see appendix 3) and current demand from other Schools:
 - 'Total Performance Arts Space requirements in 2014/15 will be 75 hours per week in Autumn, and 71 hours per week in Spring.
 - 'With a second PAS space to match the capacity of LG18, this gives an anticipated room usage of 96% in Autumn, and 88% in Spring, this is equivalent usage to a seminar room space within the Central area of University Park.

- 'Activities to be located in the new PAS space would be comprised either of new modules, based on student demand, or modules which have previously used seminar room space (currently 27 hours per week in Autumn, 22 hours per week in Spring), therefore the change of use of a seminar space to PAS space would not have a detrimental effect.
- To improve student experience this year, the School and Andy Fisher (Faculty Director of Teaching) approached New Theatre and Lakeside about using the performance space in their buildings.
- New Theatre and Lakeside kindly agreed but availability is erratic due to performance/rehearsal commitments so it is not a viable long term solution.
- Estates (Tim Brooksbank) advised the School to bring the issue to the attention of SMC. Further dialogue with Alex Glen and Kevin Strauther (Estates) and Daniel Robinson (Timetabling) included in this submission.

Request

- Create a second CT PAS for 2014/15 by either repurposing an existing CT space or converting a non-CT space.
- Location: central area of UP as two of the staff teaching these modules have workplace adjustments regarding mobility and distance travelled to teach.
- Indicative specification:
 - c. 100sqm (similar size to LG18 excluding tiered side section, balcony is not required)
 - "Black box" (black ceiling, three black walls, one white, blackout blinds on windows and 360° black curtains – approx.. 12 inches from wall to allow entrances/exits during performance)
 - High ceiling to accommodate lighting rig (appendix 1, image 2), theatre lights and movement of students
 - Lighting rig, theatre lights, control panel, etc. (image 5)
 - Wooden floors (image 3)
 - Soundproofed wall, floor and ceiling
 - PC and projector
 - Sound system and control panel (image 6)
 - Storage cupboards for props
 - Freestanding staging platforms (image 4)
 - Freestanding stackable chairs

Cost estimate

- Actual cost will depend on the space identified and work required to convert it into a PAS.
- Estimate c. £76k including VAT (*Source: Kevin Strauther, Estates*)
 - c. £6k for chairs, freestanding staging platforms, PC, etc.
 - c. £70K to refurbish a space approx. 100 sqm into a Performance Arts Studio. Breakdown: Nominal alteration works £6k; 2 No. double door sets & signs £4k; New electrical installation £7k; Decorations colour black £3k; Dance floor £14k; Fire retardant curtains colour black £7k; Lighting rig including electrical sockets £9k; Theatre lights £12k; Sound system £8k.

Anticipated Improvement to Students' Experience

- A second PAS will make a positive impact on student satisfaction. It will:
 - allow all drama and performance modules to be taught in a PAS- equipped and designed for purpose – and therefore improve the learning experience of those students who would currently be in a large seminar room (addressing student feedback, appendix 2);
 - allow students time for rehearsal and practice (addressing student comments in appendix 2);
 - give the possibility to timetable parallel workshop sessions, making it feasible to implement a more helpful lecture/seminar pattern than is possible at present. This would address the SEM feedback on lecture and seminar happening in the same week (addressing student feedback, appendix 2);
 - remove the possibility other students' learning experience will be negatively impacted by a noisy drama module being taught in an adjacent and unsuitable seminar room;
 - allow for further development of the PGT MA in Creative Writing, and of new drama-focused modules that will be run within the revised PGT MA in English Literature, commencing next academic year;
 - enhance UG recruitment, specifically, allowing the School of English (and other parts of the Faculty that work with studio space) to demonstrate parity between practical work undertaken by prospective students within their schools and colleges, and the kind of work they might undertake at Nottingham, when they are present for UCAS visit days (see staff comments appendix 2);
 - be a flexible space allowing flexible learning and teaching styles.

Enhancement to Teaching & Learning/Research/Knowledge Exchange

- Save considerable class time by not requiring the re-setting of cumbersome furniture in a seminar room at the start and end of each class.
- Enable students to move freely between different kinds of activity, given the range of activities involved in drama and creative writing workshop sessions.
- Allow for explorations of actual theatrical dimensions.
- Enable activities that engage a range of learning styles and thus diversify and meet students as individual learners.
- Allow for the development of project work with external partners (including theatre companies and publishers) on campus, so that a reciprocal relationship with these partners may be developed and sustained.
- Increased availability of workshop space for outreach work in the fields of drama and creative writing.
- Increased availability of workshop space for visiting practitioners and writers, and for bespoke sessions, for example led by Professor of Creative Writing and Writer in Residence Jon McGregor.

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

- Key aim in AFSF School Academic Strategy: to attract and recruit the best quality students. Improving the student experience will improve NSS and therefore League table standings and aid recruitment.
- The drama facilities form an important part of open days and UCAS visit days, with students and their parents shown the facilities whenever possible. Applicants

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk

frequently express surprise, however, that the drama facilities at their School (usually serving c.20 students per school year) are equivalent to or more extensive than the facilities at UoN. The surprise and disappointment voiced by applicants and parents on these occasions is a significant disadvantage to recruitment.

- Our competitor institutions are using the strength of their teaching space for performance as a recruiting tool. To mention four of our key competitors:
 - Manchester University: in 2003 Music and Drama took up residence in its impressive new building, [The Martin Harris Centre for Music and Drama](#), which has been provided by the University at a cost of over £6 million. Central to this is the John Thaw Studio Theatre, a main 'laboratory' used for many different kinds of performances, rehearsals and workshops. It is equipped with superb technical facilities, including sound-editing and video-editing suites. Particularly valuable as an experimental arena for new and innovative work, it also hosts visits by external theatre companies.
 - York: two years ago moved into a new £30 million building which houses its own TV studio, a black-box studio space, and a very well-equipped state-of-the-art theatre, with superb lighting and sound facilities. The facilities have allowed the university to launch a commercial arm, Heslington Studios, February 2012.
 - Birmingham: the University purchased George Cadbury Hall and in 2009 gave it a £1 million refurbishment to make it suitable for theatrical performance (including state of the art sound and lighting facilities, rehearsal and performance space).
 - Warwick : home to Warwick Arts Centre, one of the largest performing and visual arts complexes in the UK outside London. In 2012 the Department was given brand new fully-equipped practical spaces: two black-box studios and two adaptable rehearsal spaces with sprung floors. The positive impact of these changes included Warwick becoming a leading pedagogic force in enactive and kinaesthetic learning; see for example Nicholas Monk et al., *Open Space Learning* (Bloomsbury, 2011). Peter Kirwan was working at Warwick when these changes were implemented and confirms that these developments also acted as a significant recruitment bonus (for more please information please see appendix 2, staff comment).

Supporting documentation

Appendix 1 – images of Trent LG18

Appendix 2 – student and staff comments

Appendix 3 - modules that need to be in a PAS 2014/15

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

Existing Drawing to Scale:	<input type="checkbox"/>	Proposed Drawing to Scale:	<input type="checkbox"/>	Location Plan:	<input type="checkbox"/>
Existing Photographs:	<input type="checkbox"/>	Illustration of Proposal:	<input type="checkbox"/>	Cost Breakdown:	<input type="checkbox"/>

Please ✓

- Assistance with feasibility studies and costing is available from the Space Resource Manager.

SMC bid – Additional CT Performing Arts Studio (PAS) – Response May 2014

To summarise, a second PAS is requested for the following reasons:

- The PAS (Trent LG18) is at capacity and there is no other suitable space.
- In 2014-15, high (above planned target) intake in the last three years (i.e. 120% of 2013 target) and the need to increase contact time necessitate the introduction of three new modules, a cap to be lifted on an existing module and seminar length for several modules to be increased.
- As a result, PAS hours required for English in 2014-15 equal 68 hours per week in Autumn and 70 hours per week in Spring (see appendix 2 for data).
- In addition, other Schools have modules that also need to be taught in a PAS: Daniel Robinson, Timetabling, modelled total requirement to be 75 in Autumn and 71 in Spring per week.
- A single PAS cannot accommodate this number of hours.
- The PAS is used by Students' Union, several Schools/Departments (e.g. Classics, English, Russian & Slavonic Studies) and the WP Team.
- English is the primary user: in 2013-14, English needed for 60 hours per week in Autumn semester and 61 in Spring; timetabling accommodated 38 and 37 hours respectively leaving 22 and 24 hrs respectively per week taught in non-PAS space (see appendix 1 for data). This has created a 'two tier' system of modules, those taught in the PAS versus others 'making do' in rooms that are not suited to purpose, which has led to student complaints and dissatisfaction.

SMC considered the bid March 2014 and requested responses to following

1. Would the Recital Room, Great Hall or other existing premises be a suitable alternative venue for some current bookings in PAS?

- We believe that existing spaces are not suitable for the following reasons.
- The specification of a PAS (see appendix 2 for rationale) is:
 - c. 100sqm (similar size to Trent LG18 exc. tiered section and balcony);
 - "Black box" (black ceiling, three black walls, one white, blackout blinds on windows and 360° black curtains – approx. 12 inches from wall to allow entrances/exits during performance);
 - High ceiling to accommodate lighting rig, theatre lights and movement of students;
 - Lighting rig, theatre lights, control panel, etc.;
 - Wooden floors, soundproofed wall, floor and ceiling;
 - PC and projector, sound system and control panel;
 - Storage cupboards for props;
 - Freestanding staging platforms and stackable chairs.
- Possible alternative spaces on UP and KMC are: Lakeside PAS and Main Theatre; Sir Harry and Lady Djanogly Rehearsal and Recital Hall; KMC studios 7 and 11; SU's New Theatre.
- The barriers to using these spaces include:
 - not meeting PAS specification stated above (Sir Harry and Lady Djanogly Rehearsal and Recital Hall; KMC studios 7 and 11);
 - insufficient availability/intermittent commitments preventing the timetabling of a module at the same time/day each week in a semester (Lakeside PAS and Main Theatre; Sir Harry and Lady Djanogly Rehearsal and Recital Hall; KMC studios 7 and 11; SU's New Theatre);

- not being in the purview of Central Timetabling (Lakeside and New Theatre);
- requiring travel for staff and students which would add to Timetabling complexity (KMC studios).
- The Great Hall has the *same barriers* as well as:
 - Timetabling advises there is an added issue of noise disruption for the Senate Chamber, which means the Hall cannot be used if there is an event in Senate;
 - Events in Senate are high profile University events such as meetings of Senate and Council, Vice Chancellor receptions, Graduation receptions and University Open Days, the dates of which are set well in advance of teaching being scheduled;
 - The Great Hall is used as a through way causing disruption – particularly pertinent given the nature of performance and creative writing modules.
- Two similarly equipped spaces are required to ensure parity of experience for all students on Drama and Creative Writing modules. Students on the same module cannot have fundamentally different experiences, with some taught in a dedicated studio space and others in a different kind of room.

2 Can improved timetabling offer better use of the existing PAS space?

- Current PAS is at maximum occupancy.
- In 2013-14 over 20 hours per week per semester were not scheduled in the PAS.

3 Which modules are currently being delivered in inappropriate spaces?

- In 2013-14 *ten* modules (shaded in appendix 1) have not had the lecture and/or the seminar in the PAS (Q32503 Twentieth Century Plays; Q32504 Performance Practices; Q33606 Screen Shakespeares; Q32502 Shakespeare and Contemporaries on the Stage; Q33515 Theatre Industry and Theatre Art; Q33115 Language and Creativity; Q33502 Twentieth Century Theatre; Q32701 Prose and Poetry Writing; Q32702 Writing for Performance; Q33701 Advanced Writing Practice).
- In 2014-15 three modules have been added: Q33519 British Drama; Q33607 Animals and Humans; Q33608 Duchess of Malfi.

4 What is preventing relevant modules being delivered in the existing PAS?

- Current PAS is at capacity.

5 What other options can be investigated with Timetabling?

- Faculty and School consulted extensively with Timetabling before submitting the bid.
- Timetabling advised that the most efficient and effective solution is a second CT PAS, resulting in an anticipated room usage of 96% in Autumn and 88% in Spring.
- Discussions since submitting the bid have not identified an alternative.

6 Have timetabling requests identified specific requirements of teaching rooms and installed room equipment?

- No, up to and including the 2013-14 academic year, the true demand for PAS space has been hidden by the School of English by not requesting a PAS in the Activity Template for all of the drama and performance modules.
- This was done because colleagues in English were aware that all of the modules could not be timetabled in one PAS.
- This has been corrected for 2014-15.

SMC bid additional CT PAS - reponse May 2014 - appendix 1: PAS hours for Drama and Creative Writing modules 2013-14 and 2014-15

2013-14																	
Semester	Module code	Module	Lecture					Seminar						Total			
			Lecture Length (hrs)	Needs to be taught in PAS	Required PAS Hrs	Actual hrs timetabled in PAS	Difference	No of seminar groups / workshops	Length of Seminar / workshop (hrs)	Needs to be taught in PAS	Required PAS Hrs	Actual hrs timetabled in PAS	Difference	Notes	Required PAS Hrs	Actual hrs timetabled	Difference
A	Q31501	Introduction to Drama	1	N		1	1	9	2	Y	18	18	0	c 300 students 10 members of staff	18	19	1
A	Q32503	Twentieth Century Plays	1	N		0	0	4	2	Y	8	0	-8		8	0	-8
A	Q32504	Performance Practices	1	Y	1	0	-1	3	2	Y	6	6	0		7	6	-1
A	Q33514	Contemporary Performance	2	Y	2	2	0	1	3	Y	3	3	0		5	5	0
A	Q33606	Screen Shakespeares	1	N		0	0	5	1	Y	5	0	-5		5	0	-5
S	Q31501	Introduction to Drama	1	N		1	1	9	2	Y	18	18	0		18	19	1
S	Q32502	Shakespeare and Contemporaries on the Stage	1	N		0	0	3	2	Y	6	0	-6		6	0	-6
S	Q33605	Language in the Limelight	0	N		0	0	2	2	Y	4	6	2		4	6	2
S	Q33503	Performance Theory and Practice	4	Y	4	4	0	0	0	Y	0	0	0	Lecture is taught in PAS; extra rehearsal hours are required in a studio space for this module as the students are assessed on a production developed throughout the semester. This is currently very difficult to achieve.	4	4	0
S	Q33515	Theatre Industry and Theatre Art	1	N		0	0	2	1	Y	2	0	-2		2	0	-2
S	Q33115	Language and Creativity	1	N		0	0	3	2	Y	6	0	-6		6	0	-6
S	Q33502	Twentieth Century Theatre	1	N		0	0	2	2	Y	4	0	-4		4	0	-4
FY	Q32701	Prose and Poetry Writing	1	Y	1	0	-1	3	1	Y	3	0	-3		4	0	-4
FY	Q32702	Writing for Performance	1	Y	1	0	-1	4	2	Y	8	8	0		9	8	-1
FY	Q33701	Advanced Writing Practice	0	N		0	0	2	2	Y	4	0	-4		4	0	-4
		PAS Hrs per week - Autumn				5	3				55	35	-20		60	38	-22
		PAS Hrs per week - Spring				6	5				55	32	-23		61	37	-24

* Shading denotes all or part of module is being delivered in an inappropriate, non-PAS, space

2014-15																	
Semester	Module code	Module	Lecture					Seminar						Total			
			Lecture Length (hrs)	Needs to be taught in PAS	Required PAS Hrs			No of seminar groups / workshops	Length of Seminar / workshop (hrs)	Needs to be taught in PAS	Required PAS Hrs			Notes	Required PAS Hrs		
A	Q31501	Introduction to Drama	1	N				9	2	Y	18			c 300 students 10 members of staff	18		
A	Q32503	Twentieth Century Plays	1	N				4	2	Y	8				8		
A	Q32504	Performance Practices	1	Y	1			3	2	Y	6				7		
A	Q33514	Contemporary Performance	2	Y	2			1	3	Y	3				5		
A	Q33606	Screen Shakespeares	1	N				5	2	Y	10			Contact time increased for 2014/15	10		
A	Q33519	British Drama	2	Y				3	1	Y	3			NEW MODULE; final yr; max 60, 2 staff	3		
S	Q31501	Introduction to Drama	1	N				9	2	Y	18				18		
S	Q32502	Shakespeare and Contemporaries on the Stage	1	N				3	2	Y	6				6		
S	Q33605	Language in the Limelight	0	N				2	3	Y	6			Contact time increased for 2014/15	6		
S	Q33503	Performance Theory and Practice	4	Y	4			0	0	Y	0			Lecture is taught in PAS; extra rehearsal hours are required in a studio space for this module as the students are assessed on a production developed throughout the semester. This is currently very difficult to achieve.	4		
S	Q33607	Animals and Humans	1	N				2	2	Y	4			NEW MODULE; final yr; max 60, 1 staff	4		
S	Q33515	Theatre Industry and Theatre Art	1	N				2	2	Y	4			Contact time increased for 2014/15	4		
S	Q33115	Language and Creativity	3	Y	3			0	0	N	0			Had to lift cap on student numbers 2014-15	3		
S	Q33502	Twentieth Century Theatre	1	N				2	2	Y	4				4		
S	Q33608	Duchess of Malfi	1	N				2	2	Y	4			NEW MODULE; final yr; max 60, 1 staff	4		
FY	Q32701	Prose and Poetry Writing	1	Y	1			3	1	Y	3				4		
FY	Q32702	Writing for Performance	1	Y	1			4	2	Y	8				9		
FY	Q33701	Advanced Writing Practice	0	N				2	2	Y	4				4		
		PAS Hrs per week - Autumn				5					63				68		
		PAS Hrs per week - Spring				9					61				70		

SMC bid additional CT PAS – Response May 2014 – appendix 2: Purpose of a Performance Arts Studio

- A Performing Arts Studio is a specialist teaching space that enables the creative and experimental use of space, where the space between students' bodies is key to an understanding of the dynamics of characters and/with the physical environment. Even simple exercises (e.g. calculating the length of time it takes for an actor to walk the ten metres from a stage door to the main downstage acting area and the effect of this on a scene) necessitate free, unimpeded movement through a large space. The Performing Arts Studio is currently just about large enough to allow a maximum of 20 students to move safely and quickly around the space without compromising pedagogic aims. A group of 20 allows small groups of students space to rehearse and time to perform their separate pieces; a greater number than this would not, for example, allow students time to take advantage of lighting and sound facilities, or to reset the space for their own creative purposes, thereby nullifying key purposes of the studio environment.
- For a drama student, each student should be able to stand and turn a full circle with arms outstretched, without fingertips touching another student. This effectively means that each student occupies four square metres (2x2m). The dimensions of the available space in the studio are approximately 8m x 8m. Logically therefore, it looks like the room is suited to a group of 16 students. This is exactly what we have found to be the ideal number in practice, although for the core first year drama module Introduction to Drama, we manage to work with up to 20 students in the space.
- For a creative writing student, the teaching and learning is based primarily around a workshop conforming to the NAWE (National Association of Writers in Education) Creative Writing Subject Benchmark of 15 to 20.

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 6.17

QMC

Faculty of Medicine

Expansion of ART Laboratory

PROJECT SUBMISSION BID:

Part A – Summary Sheet

For Projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Expansion of ART lab
Faculty:	Medicine & Health Sciences
School/Department:	Medicine / Obstetrics & Gynaecology
Contact:	Kate Shepherd / Nick Bullimore
Building Name:	QMC
Room Number/s:	ED1600 & ED1601

Summary of Project:

Move door and take down half the wall to incorporate ED1600 into larger ED1601 teaching lab

Estimated Cost:

Total Value inc VAT:	£22,158	Contribution from School:	£11,079 - 50%
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Outline Scope of Works:

Changes to the current laboratory set-up to enable the construction of one larger laboratory capable of accommodating at least 18 students and incorporating an integral preparation and storage area by removal of intervening wall and incorporation of the end of the existing corridor. In summary this requires removal of doors from ED1600 and ED1601 to create a new door parallel to the back wall of ED1601. Take down half the wall to incorporate ED1600 into larger ED1601 teaching lab, install new data projection to allow good view of practical's.

Comments from Head of School:

This is a vital first part of our management plan to increase revenue by increasing student numbers on the Assisted Reproductive Technology masters course by 50% (from 24 to 36). To do this we need this increase in size of the main teaching lab. I support it fully.

John Atherton, Dean of the School of Medicine

Comments from Finance Adviser:

This is a relatively small project and the School's contribution will be met from within its non-pay operating expenditure. This will be built into the spending plans for the 2014/15 financial year. The building works will allow the School to increase student numbers on the programme which has the potential to increase revenues from student fees.

Richard Deeley, Faculty Finance Manager

Completion Date:

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated valued over £100K, revenue less than £100K, subject to financial department's discretion.
- SMC approval is required for modifications to premises even when no funding contribution is needed.
- The Committee is responsible for all space allocations to budget units.
- SMC funds new builders' works and enhancements, furniture, fixtures and fittings but not equipment in bid proposals.
- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

**PROJECT SUBMISSION BID:
PART B – Detailed Proposal**

For Projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Expansion of MMedSci ART Lab
Faculty:	Medicine & Health Sciences
School/Department:	Medicine/ Obstetrics & Gynaecology
Contact:	Kate Shepherd / Nick Bullimore
Building Name:	QMC
Room Number/s:	ED1600 & ED1601

Aim of the Proposed Project:

Re-configure current laboratory space and merge 2 labs into one (ED1600 & ED1601) to enable expansion of the number of student workstations from 12 to 18 to enable the increase of intake on the MMedSci ART course.

Details of Proposal:

Projected changes to the current laboratory set-up is to enable the construction of one larger laboratory capable of accommodating at least 18 students and incorporating an integral preparation and storage area by removal of intervening wall and incorporation of the end of the existing corridor. Both laboratories have been recently refurbished with the same benching and flooring so the costs associated with the work are expected to be mainly associated with removal of the intervening wall, movement of a sink and services, and extension of benches and construction of a new doorway and upgrade of AV facilities.

Anticipated Improvement to Students' Experience:

The existing ART laboratory has been re-designed and re-furbished relatively recently and as such already represents a spacious and modern laboratory area with excellent AV facilities. The suggested expansion will provide further space to enable a separate storage and preparation area for the practical's and more efficient and convenient siting of large items of laboratory equipment such as hoods and incubators. These changes will further enhance the student experience by delineating storage/preparation and teaching areas and giving the laboratory a more open aspect with improved work flow around heavily utilised areas (such as around incubators).

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

An open more efficiently organised laboratory space will bring obvious benefits to teaching and learning through facilitation of student supervisor/demonstrator interaction. In addition, modern Assisted conception utilises much specialist and expensive equipment which can be readily obtained on loan from manufacturer's keen to display their wares to the embryologists of tomorrow. In addition to teaching, these pieces of equipment are also invaluable for research. Having more space in the ART laboratory will enhance our ability to place this equipment where it is of most value for teaching and research and also enable us to retain the equipment for longer periods of time.

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

This increase in laboratory space would enable us to accommodate up to 6 extra students per practical session, which would support a 50% increase in student intake to 36 students per year

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk



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(currently the maximum student number of students is 24). This will significantly increase fee income to the University.

Supporting Documentation:

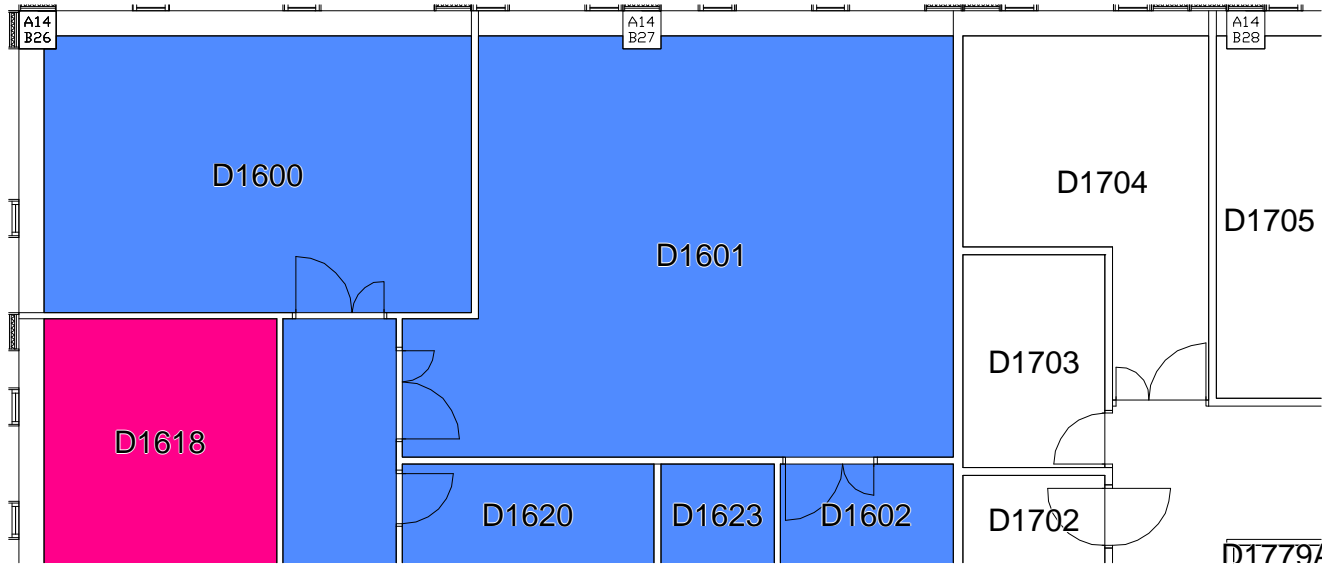
- You are invited to attach any/all listed documents in support of your bid:

Existing Drawing to Scale:	<input type="checkbox"/>	Proposed Drawing to Scale:	<input type="checkbox"/>	Location Plan:	<input type="checkbox"/>
Existing Photographs:	<input type="checkbox"/>	Illustration of Proposal:	<input checked="" type="checkbox"/>	Cost Breakdown:	<input type="checkbox"/>

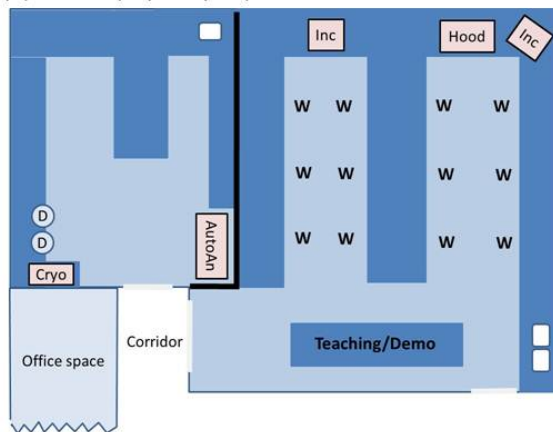
Please ✓

- Assistance with feasibility studies and costing is available from the Space Resource Manager.

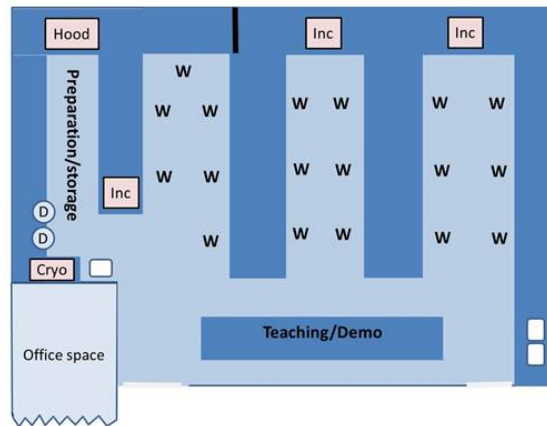
Existing Plan from BIS



(a) Before (capacity 12)



(b) After (capacity at least 18)



SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 6.18

TBA

Schools of Physics & Maths

Gravity Analogue Experiments Space

PROJECT SUBMISSION BID:

Part A – Summary Sheet

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Gravity Analogue Experiments – Dr Silke Weinfurtner
Faculty:	Faculty of Science
School/Department:	School of Mathematical Sciences/School of Physics and Astronomy
Contact:	Mr Shaun Beebe (Physics)
Proposed Building Name:	To be determined.
Proposed Room Number/s:	To be determined.

Summary of Project: Broadly describe the project proposal.

Dr Weinfurtner has recently been appointed to the School of Mathematical Sciences having secured prestigious fellowships (Royal Society URF and NRF through to 2018 and 2016 respectively). She has recently been awarded a £130k Royal Society Research Grant (RSRG) to facilitate her research into analogue models of quantum gravity. The experimental nature of her research necessitates the installation of water tanks that can be used to create and model the behaviour of rotating black holes. Dr Weinfurtner has set out the operational requirements / specifications of the experiment infrastructure as highlighted below:

- High ceiling (at least 3.5m).
- Connection to the water circuit, and also the possibility to directly integrate my experiment to the water circuit.
- The possibility to dim the lights and also to darken the room (cover the windows)
- The size of the room - 7mx7m or larger.
- I should also mention that we will use high end projectors and video cameras, such that there will be very expensive equipment integrated in the experiments, and hence it would be good if we can lock the space.

Although Dr Weinfurtner is a member of the School of Mathematical Sciences, her appointment was supported by the School of Physics and Astronomy, since her research is highly complementary to the work of our Cold Atoms and Particle Theory groups. Following Dr Weinfurtner’s success in winning the £130k RSRG to implement table-top analogue gravity experiments in Nottingham, the School of Physics and Astronomy have been working with Estates and Dr Weinfurtner to identify an appropriate site for her experimental work. However, having assessed the current research estate within the main Physics Building, we have established that it is not currently possible to meet the requirements/specifications for the new laboratory (set out above) in the Physics Building; as such it is very likely that other locations within the wider University estate will need to be considered to allow development of the new experiment. Accordingly, it is requested that the Space Management Committee consider the request for experimental space made by Dr Weinfurtner with a view to identifying suitable locations on the University Park campus for the new laboratory.

Estimated Cost:

Contribution from SMC:	£	Contribution from School:	£
Total Value inc VAT:	£		%

Outline Scope of Works: List the elements of work required to complete the project.

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PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk

Due to the nature of the space request, a cost schedule for potential works is not yet available.

Comments from Head of School:

It is imperative and urgent that we find suitable space for Dr Weinfurtner to carry out her experiments. Dr Weinfurtner has been awarded two prestigious fellowships (Royal Society URF and a Nottingham Research Fellowship) and she has secured an additional Royal Society Research Grant to carry out the laboratory experiments on analogue models of quantum gravity. She has also submitted a £1.5M ERC grant, will soon submit a further large EPSRC grant and has received much attention in the scientific press. Clearly there is no laboratory space of any kind in the School of Mathematical Sciences Building, and it is not possible to meet the requirements of her experiments in the Physics building. Both Heads of the Schools of Mathematical Sciences and Physics and Astronomy fully support the request to Space Management Committee that suitable space is allocated on the University Park campus so that we can set up the laboratory space for Dr Weinfurtner's experiment. Currently Dr Weinfurtner is not able to carry out the experimental research that she has won prestigious grants to carry out, and so we request that this matter be resolved as quickly as possible please, so that she does not lose further research time. Dr Weinfurtner clearly is an extremely high-quality researcher who has made very strong collaborations with the School of Physics and Astronomy since her arrival. Her work is a key component of the School of Mathematical Sciences' strategic objective of increasing inter-disciplinary research with Physics.

Comments from Finance Adviser:

Project Completion Date:

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated valued over £100K, revenue less than £100K, subject to financial department's discretion.
- SMC approval is required for modifications to premises even when no funding contribution is needed.
- The Committee is responsible for all space allocations to budget units.
- SMC funds new builders' works and enhancements, furniture, fixtures and fittings but not equipment in bid proposals.
- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

**PROJECT SUBMISSION BID:
PART B – Detailed Proposal**

For projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Gravity Analogue Experiments – Dr Silke Weinfurtner
Faculty:	Faculty of Science
School/Department:	School of Mathematical Sciences/School of Physics and Astronomy
Contact:	Mr Shaun Beebe x 15175
Proposed Building Name:	
Proposed Room Number/s:	

Aim of the Proposed Project:

Dr Silke Weinfurtner was appointed to a proleptic lectureship in the School of Mathematical Sciences in Autumn 2013 having successfully secured both Nottingham Research and Royal Society University Research Fellowships. A key area of her research, which links into the work of a number of different research groups in the Schools of Mathematical Sciences and of Physics and Astronomy, involves developing experimental, analogue models of quantum gravity. Dr Weinfurtner has already established an experimental set-up for this work at SISSA in Trieste, but now obviously wishes to transfer aspects of the experimental activity to Nottingham. Her immediate requirement is for a securable, 7 x 7 m² room, with 3.5 m height and a connection to the water circuit, which she will use to establish a flow-rig that will allow Hydrodynamic simulations of rotating black holes.

Details of Proposal:

Part A of this submission sets out the broad specification for the experimental infrastructure and space requirements; current utilisation and configuration of the research infrastructure within the School of Physics and Astronomy (and School of Mathematical Sciences) precludes installation within the host departments. As such, it is requested that the Space Management Committee identify suitable space within the wider, University Park estate, so that the experiment can proceed to the implementation phase.

Anticipated Improvement to Students' Experience:

The experimental infrastructure will underpin fundamental scientific research, which has attracted great interest within the scientific community and beyond into the popular press including the following recent articles in: Nature News ("Experimental cosmology: cosmos in a bottle"), The Economist ("Dr. Hawking's bright idea"), New Scientist, "Hawking radiation glimpsed in artificial black hole", the American Institute of Physics ("Imitation Black Hole seen on Earth"), the Scientific American ("Artificial event horizon emits laboratory analogue to theoretical black hole radiation"), Physics Today ("Table-top measurements of Hawking radiation"), Science News ("Black Holes in the Bathtub").

Publicity linked to an experimental set-up established in Nottingham, would be beneficial for the University in general and specifically bring benefits for undergraduate recruitment. In addition the experimental work would open up opportunities for interesting new undergraduate projects and summer student placements.

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

The analogue model experiment is an intrinsic element of Dr Weinfurtners research, which has been recognised by the award of two prestigious fellowships. It affords the opportunity for the research, which was successfully commenced at Trieste, to be developed at Nottingham, bringing together researchers from a number of groups in the Schools of Mathematical Sciences and of Physics and Astronomy. In addition to the RS-URF and NRF Fellowships, and £130k RS Research Grant, which support the proposed work, Dr Weinfurtners has applied for an 1.5 M Euro, ERC Starting grant on "Tabletop Quantum Gravity" and is preparing an EPSRC application which will underpin further work in this area. She also has submitted a related Leverhulme Grant application with Professor Peter Krueger from the School of Physics and Astronomy. The proposed experimental activity which would be facilitated by this SMC bid will support the key aim of the University's Research Strategy which is the delivery of exceptional quality research .

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

Existing Drawing to Scale:	<input type="checkbox"/>	Proposed Drawing to Scale:	<input type="checkbox"/>	Location Plan:	<input type="checkbox"/>
Existing Photographs:	<input type="checkbox"/>	Illustration of Proposal:	<input type="checkbox"/>	Cost Breakdown:	<input type="checkbox"/>

Please ✓

- Assistance with feasibility studies and costing is available from the Space Resource Manager.

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 7.0

Notice of Correspondence

7.1 Department of Architecture
& Built Environment

7.2 School of Health Sciences

7.3 Department of Civil Engineering

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 7.1

Various

Dept of Architecture
& Built Environment

Space Strategy

PROJECT SUBMISSION BID:

Part A – Summary Sheet

For Projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part B and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Feasibility and project developing request to SMC for support.- Re-development of "Z" block and Paton house in line with the Faculty space strategy for Department of Architecture and Built Environment.
Faculty:	Faculty of Engineering
School/Department:	Faculty of Engineering
Contact:	Paul Antcliff
Building Name:	Coates Building
Room Number/s:	B03

Summary of Project:

This SMC application is seeking permission from the University SMC committee to allow the development of a costed and detailed follow up SMC application in relation to the re-development of the "Z" block and Paton house building on University Park.

Estimated Cost:

Total Value inc VAT:	£ Nil at this stage	Contribution from School:	£0 %
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Outline Scope of Works:

The outline and scope of works relating to this proposal are detailed in the attached "Department of Architecture and Built Environment Space Strategy document."
The existing building layouts and room usage relating to Paton House and "Z" block have been attached to give an understanding of what the space is currently being used for.

Comments from Head of School:

This proposal addresses broad concerns regarding the provision, quality and allocation of space within the Department of Architecture and Built Environment. It addresses a growing need to improve the provision of design space for Part 1 and Part 2 students, following on from a detailed and well argued space strategy which addresses the pedagogical requirements for this type of space. This should significantly improve the student experience, allow us to retain or possibly expand upon the high number of (high quality) part 1 students recruited, and retain larger numbers at part 2. Co-location of academic offices will improve access for students and enable more effective line management of academic staff. Redevelopment to the (externally attractive) buildings within this part of the campus will ensure that they are used more effectively for the foreseeable future, and again the changes should improve the student experience and aid recruitment.

Prof Andy Long, Executive Dean – Faculty of Engineering

Comments from Finance Adviser:

Proposal of feasibility study and project development is directly related to the student experience within the Faculty. As this is only a request for a feasibility study no costs are associated with this. P. Vermassen

PROJECT SUBMISSION BID – PART A cont.

Submit to: alex.glen@nottingham.ac.uk

Completion Date:

October 2016

Note:

- External funding can be used towards a School's monetary contribution to a project.
- SMC can contribute up to £250K towards works.
- Schools are normally expected to fund 50% of total cost for revenue projects.
- As a general guideline, capital projects are those with an estimated valued over £100K, revenue less than £100K, subject to financial department's discretion.
- SMC approval is required for modifications to premises even when no funding contribution is needed.
- The Committee is responsible for all space allocations to budget units.
- SMC funds new builders' works and enhancements, furniture, fixtures and fittings but not equipment in bid proposals.
- Submission bid documents will be subject to evaluation prior to presentation to the Committee. The evaluation may include a request for additional information; visits to locations and/or verification with finance departments.
- Projects above £100K may be subject to an SMC Post Occupancy Evaluation.
- Assistance with feasibility studies and costing is available from the Space Resource Manager.

**PROJECT SUBMISSION BID:
PART B – Detailed Proposal**

For Projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Feasibility and project developing request to SMC for support.- Re-development of "Z" block and Paton house in line with the Faculty space strategy for Department of Architecture and Built Environment.
Faculty:	Faculty of Engineering
School/Department:	Faculty of Engineering
Contact:	Paul Antcliff
Building Name:	Coates Building
Room Number/s:	B03

Aim of the Proposed Project:

The aim of the project is allow the proposed outline project details to be presented to the University SMC committee and explain the reasoning and logic behind them. This information is detailed in the attached "Department of Architecture and Built Environment Space Strategy" document.

The Faculty of Engineering would ask that the University SMC committee visit the two building, "Z" block and Paton house, on the University Park campus, to review their current condition, understand the extent of the works proposed and have the outline proposals explained relative to the actual building spaces.

Following the review and site visit the Faculty is seeking permission to develop the project proposal from the outline plan into a fully costed and detailed SMC proposal.

To progress the development of this detailed SMC proposal, Estates surveyor input and guidance would be needed to support feasibility studies, generate specification details, drawing, timing /phases of works and estimated project costs.

Details of Proposal:

Subject to permission from SMC to progress this proposal forwards and with input from Estates, the Faculty would propose to return to a future SMC meeting with a finalised project proposal.

The re-development of "Z" block and Paton House would need to be carried out in two main phases. The aim would be to schedule enabling works to be carried out over Easter 2015. The first phase relating to "Z" block building would be scheduled between July and start of October 2015. The second phase relating to Paton house would then be scheduled to follow on, with all the works being completed by October 2016.

Anticipated Improvement to Students' Experience:

Detailed in the attached "Department of Architecture and Built Environment Space Strategy document."

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

Detailed in the attached "Department of Architecture and Built Environment Space Strategy document."

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

Detailed in the attached "Department of Architecture and Built Environment Space Strategy document."

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk



UNITED KINGDOM • CHINA • MALAYSIA

Existing Drawing to Scale:	<input checked="" type="checkbox"/>	Proposed Drawing to Scale:	<input type="checkbox"/>	Location Plan:	<input checked="" type="checkbox"/>
Existing Photographs:	<input checked="" type="checkbox"/>	Illustration of Proposal:	<input type="checkbox"/>	Cost Breakdown:	<input type="checkbox"/>

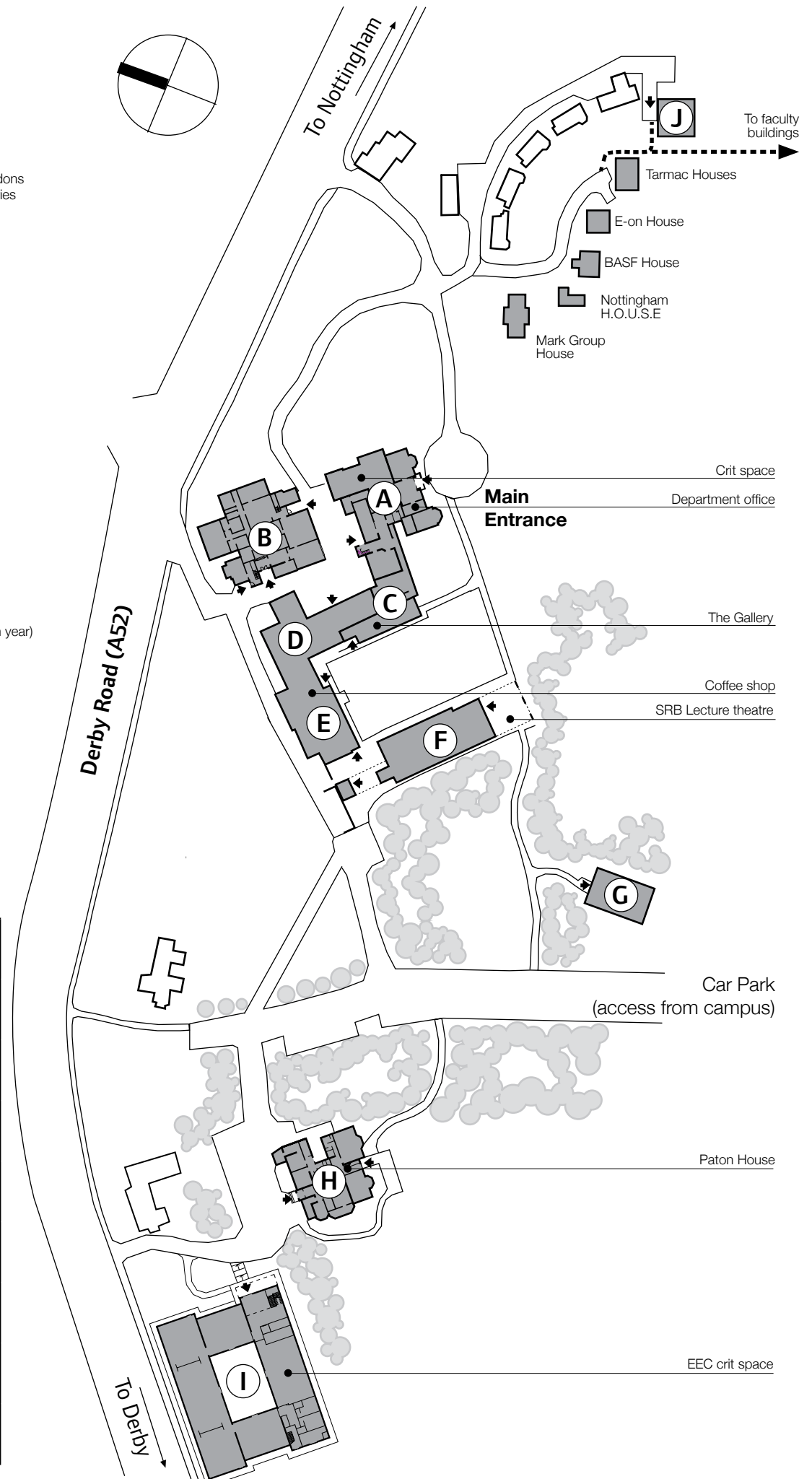
Please

- Assistance with feasibility studies and costing is available from the Space Resource Manager.

- A. Lenton Firs House**
 Department Office
 Crit Space
 Seminar rooms
 Staff offices
- B. Z Block**
 Diploma Studios (6th year)
 Photographic Studio & Heliolons
 Renewable Energy Laboratories
 Wind tunnel
 Materials Shop
- C. The Gallery**
 Crit Spaces
- D. Research Labs**
- E. Marmont Centre**
 Crit Space
 Coffee Shop
 Marmont CAD room
- F. Sustainable Research Building**
 Research Labs
 Staff offices
 Research offices (PhD)
 Main Lecture Theatre
- G. Centre for 3D design**
 Model making workshop
 Digital Fabrication labs
 Rapid prototyping labs
 Laser cutting & 3D printing
- H. Paton House**
 Masters/Diploma studios (5th year)
 Staff offices
 IT Services
 Plotting room
 CAD Studios
- I. Environmental Education Centre**
 1st, 2nd & 3rd year Studios
 EEC Lecture Theatre
 Resources Room
 Painting/spraying workshop
- J. David Wilson Eco House**
 ISET offices

KEY FOR ROOM DEFINITION

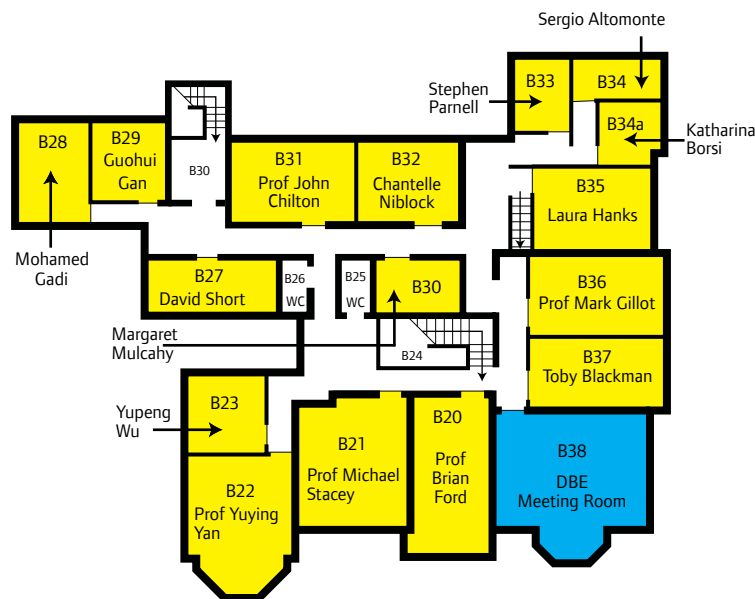
	Teaching and learning	2179.72
	Academic staff offices	631.82
	Admin & Technical	168.01
	Workshops & Labs	737.17
	PHD spaces	432.28
	Research offices	203.58
	Storage	138.80
	CATERING	112.01
	non-usable floor area	1645.97





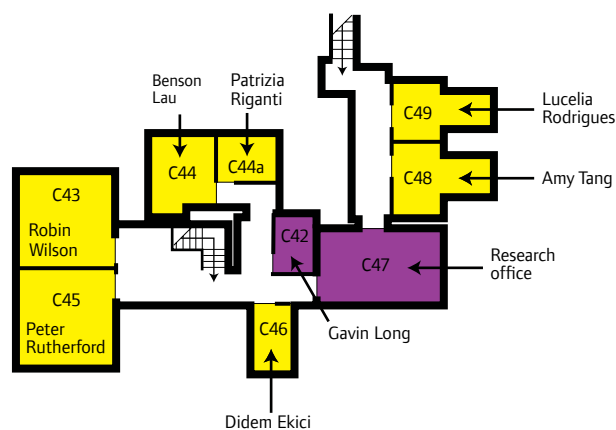
ROOM	M2	
A14	45.03	
A18	125.22	339.97
A20	59.28	
A21	110.44	
A2	23.88	75.56
A2a	12.9	
A19	38.78	
A1a	16	67.9
A16a	19.94	
A16b	16.58	
A17	15.38	
A4	7.08	41.84
A6	3.69	
A13	28.91	
A503	2.16	
Non usable area	149.91	
TOTAL	675.18	

Ground Floor



ROOM	M2	
B38	38.73	38.73
B20	25.12	
B21	24.72	
B22	22.83	
B23	10.69	
B27	15.16	
B28	13.75	
B29	10.67	
B30	10.69	263.59
B31	20.36	
B32	16.1	
B33	10.76	
B34	14.38	
B34a	10.68	
B35	18.22	
B36	22.32	
B37	17.14	
Non usable area	99.78	
TOTAL	402.1	

First Floor



ROOM	M2	
C43	17.05	
C44	10.02	
C44a	5.56	77.32
C45	18.38	
C46	5.14	
C48	11.17	
C49	10	
C42	4.06	24.91
C47	20.85	
Non usable area	48.88	
TOTAL	151.11	

Second Floor



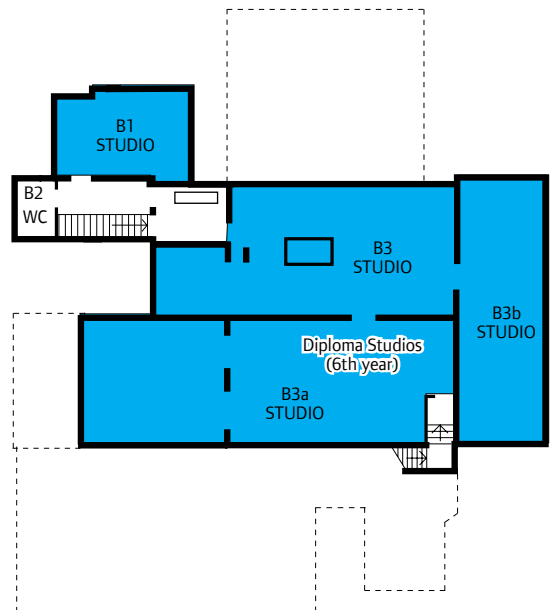
Ground Floor

L. FIRS ground floor

ROOM	M2	
A6	18.02	45.39
A12	12.04	
A17	5.42	
A19	9.91	
A1	24.04	290.49
A3	72.95	
A4	18.87	
A5	59.95	
A7	40.55	
A11	25.5	31.34
A14	48.63	
A13	14.56	
A15	5.42	
A16	11.36	
Non usable area	107.87	
TOTAL	475.09	

L. FIRS first floor

ROOM	M2	
B1	22.24	195.56
B3	73.65	
B3a	56.62	
b3b	43.05	
Non usable area	31.3	
TOTAL	226.86	



First Floor

PATON ground floor

ROOM	M2	
A2	23.92	110.35
A4	38.37	
A5	48.06	
A1a	11.69	35.42
A1b	13.27	
A1c	10.46	
A11	8.45	45.33
A8	19.41	
A9	17.47	
A10	10.34	23.8
A10a	8.75	
A12	4.71	
Non usable area	87.92	
TOTAL	302.82	

PATON first floor

ROOM	M2	
B5	36.64	36.64
B1	9.62	184.69
B10	17.29	
B11	20.15	
B12	18.37	
B13	8.52	
B2	10.58	
B2a	14.73	
B3	9.04	
B4	22.68	
B6	21.15	
B7	24.24	
B8	8.32	
B9a	3.77	
B9	3.77	3.77
Non usable area	67.17	
TOTAL	296.04	

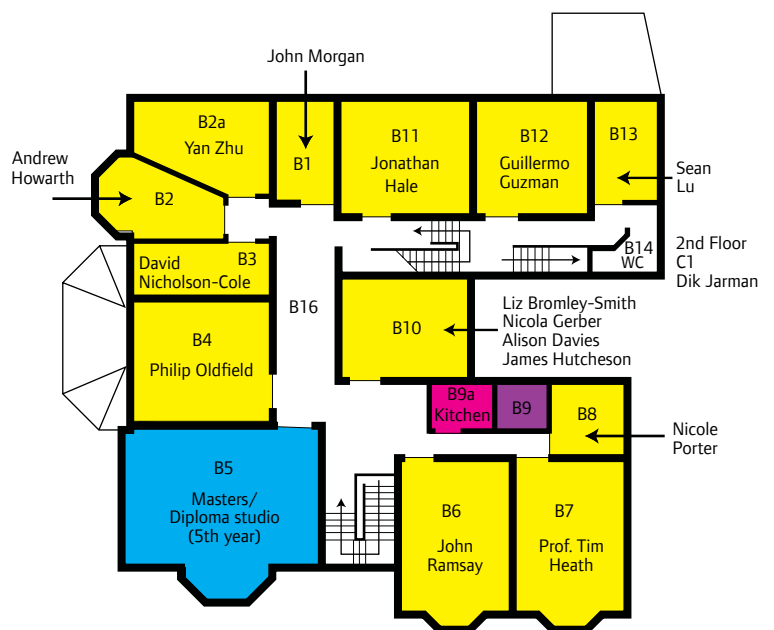
PATON second floor

ROOM	M2	
C1	17.34	17.34
Non usable area	4.04	
TOTAL	21.38	

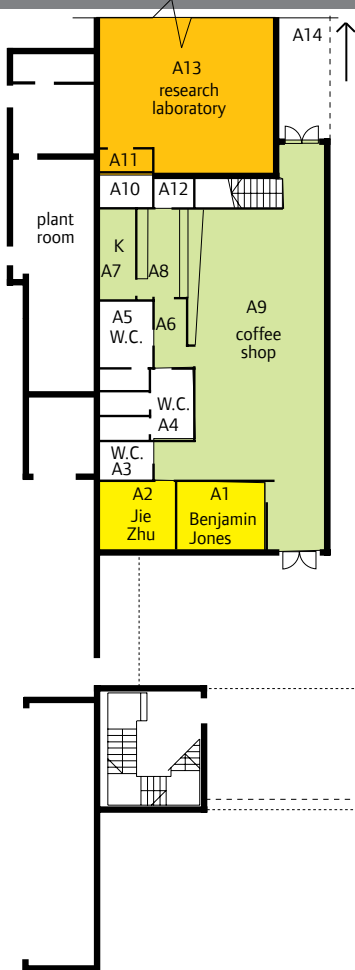
Department of Architecture and Built Environment
PATON HOUSE



Ground Floor



First Floor



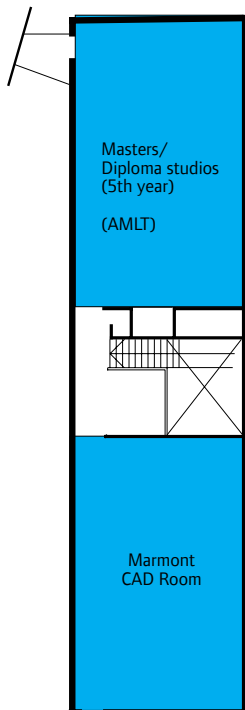
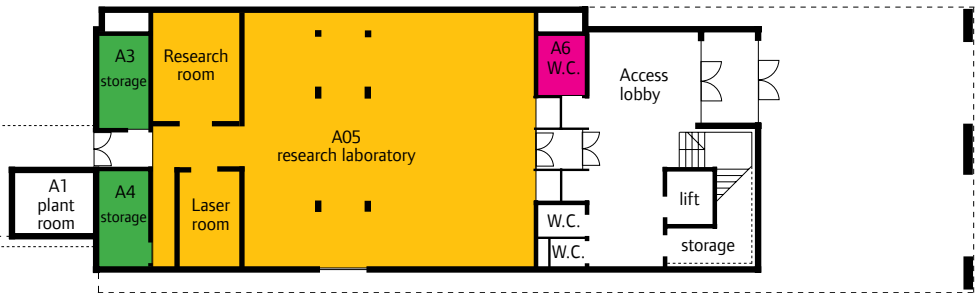
MARMONT ground floor

ROOM	M2	
A1	12	21.15
A2	9.15	
A13	100.32	131.03
A14	30.71	
A5a	6	112.01
A5b	2.43	
A7	5.26	
A8	8.96	
A9	89.36	
Non usable area	37.47	
TOTAL	301.66	

Ground Floor

SRB ground floor

ROOM	M2	
A6	5.62	5.62
A5	192.8	192.8
A3	9.07	17.8
A4	8.73	
Non usable area	190.95	
TOTAL	377.17	



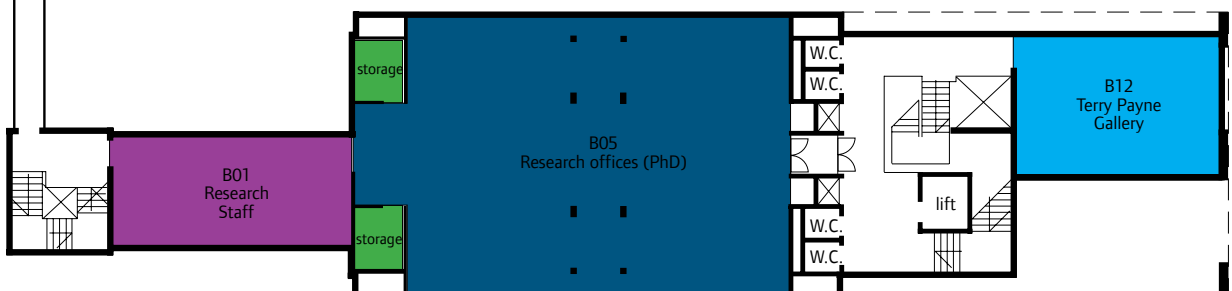
MARMONT 1st floor

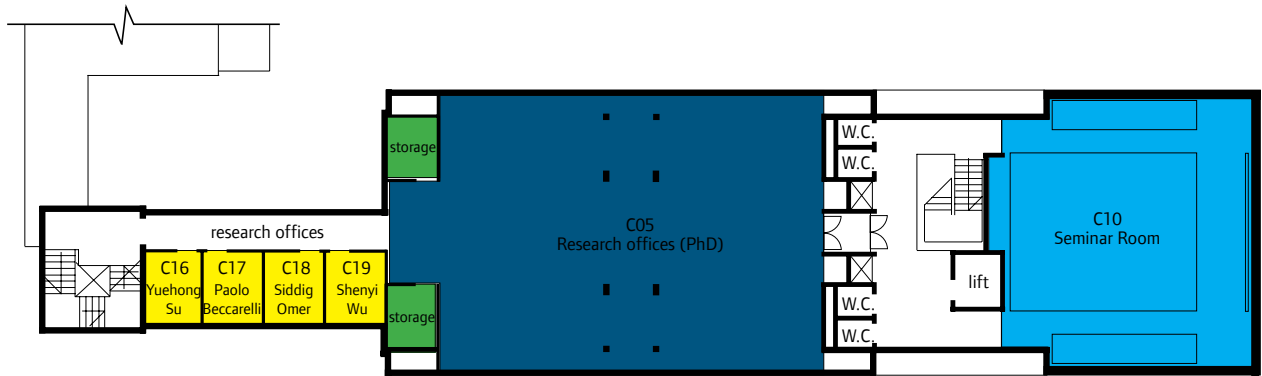
ROOM	M2	
B1	74.5	166.48
B2	1.28	
B3	2.51	
B4	4	
B5	84.19	
Non usable area	44.36	
TOTAL	210.84	

First Floor

SRB 1st floor

ROOM	M2	
B12	51.52	51.52
B5	216.94	216.94
B1	51.2	51.2
B3	5.92	12.01
B4	6.09	
Non usable area	319	
TOTAL	650.67	





Second Floor

SRB 2nd floor

ROOM	M2	
C10	133.95	133.95
C16	7.9	34.07
C17	8.62	
C18	8.62	
C19	8.93	
C5	215.34	215.34
C3	5.92	12.01
C4	6.09	
Non usable area		165.24
TOTAL		560.61

SRB 3rd floor

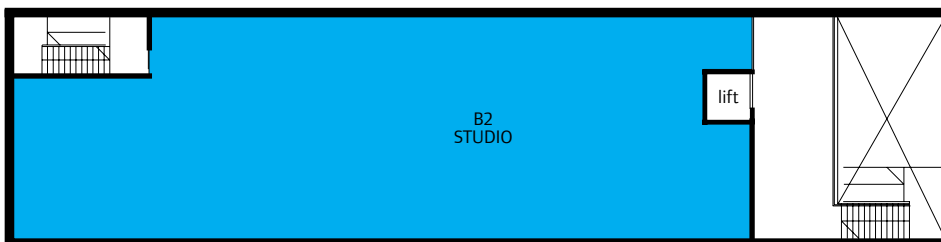
ROOM	M2	
D1	61.85	123.7
D2	61.85	
Non usable area		49.81
TOTAL		175.51

Department of Architecture and Built Environment
ENVIRONMENTAL EDUCATION CENTRE (EEC)



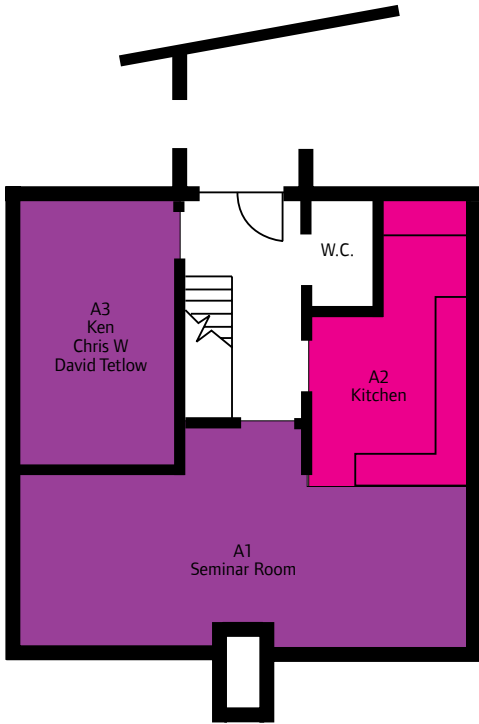
Ground Floor

ROOM	M2	
A2	31	731.34
A4	168.44	
A5	122.85	
A6	409.05	
A7	122.85	
Non usable area		210.66
TOTAL		1064.85

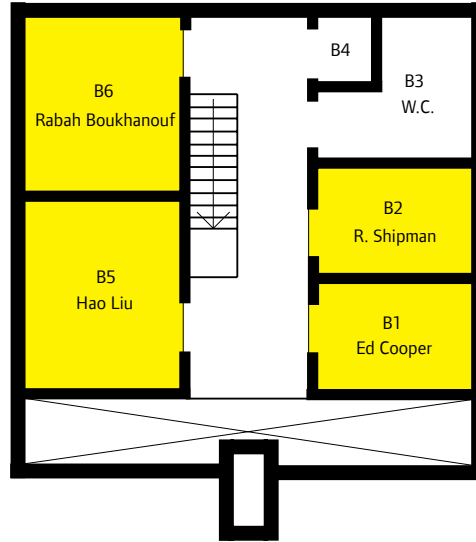


First Floor

ROOM	M2	
B2	297.86	297.86
Non usable space		61.61
TOTAL		359.47

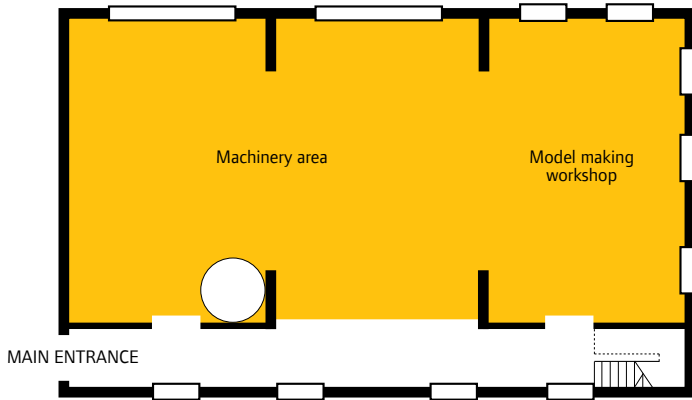


Ground Floor

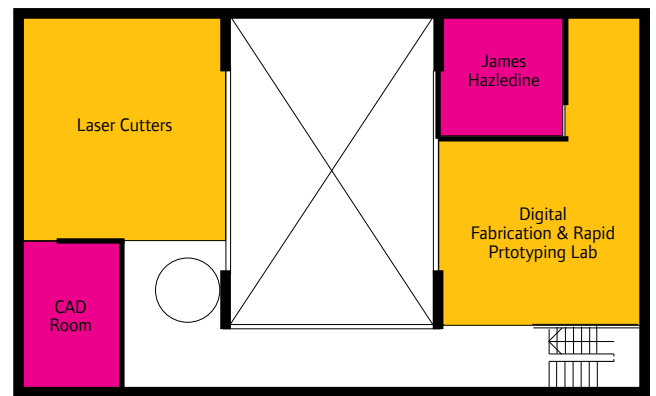


First Floor

Department of Architecture and Built Environment
CENTRE FOR 3D DESIGN



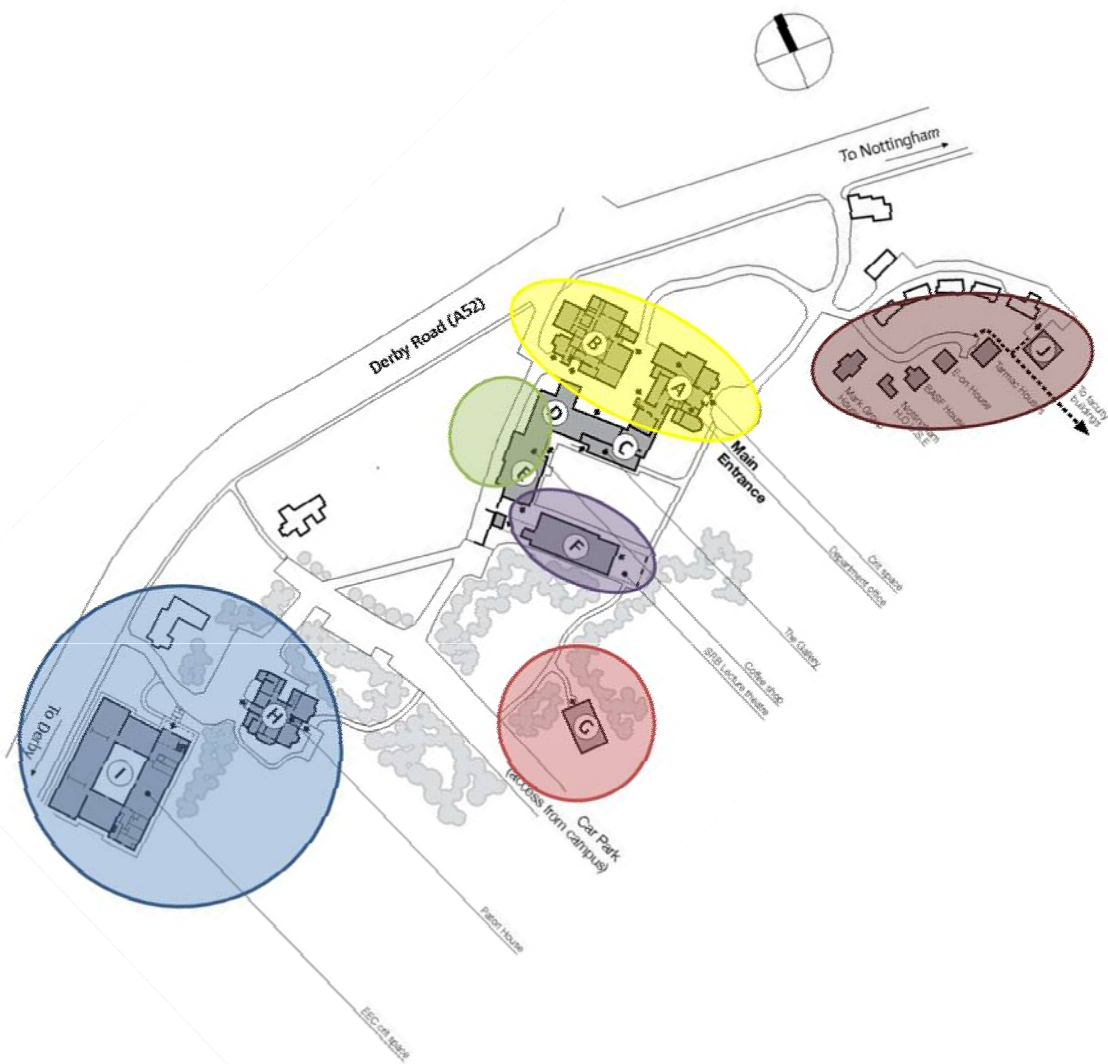
Ground Floor



Mezzanine Floor

GENERAL SUMMARY

		lenton firs	Z block	Paton house	Marmont	SRB	EEC	
	Teaching and learning	456.02	195.56	146.99	166.48	185.47	1029.20	2179.72
	Academic staff offices	339.15	0.00	237.45	21.15	34.07	0.00	631.82
	Admin & Technical	67.90	45.39	49.10	0.00	5.62	0.00	168.01
	Workshops & Labs	0.00	290.49	0.00	131.03	192.80	122.85	737.17
	PHD spaces	0.00	0.00	0.00	0.00	432.28	0.00	432.28
	Research offices	24.91	0.00	3.77	0.00	174.90	0.00	203.58
	Storage	41.84	31.34	23.80	0.00	41.82	0.00	138.80
	CATERING	0.00	0.00	0.00	112.01	0.00	0.00	112.01
	non-usable floor area	298.57	139.17	159.13	81.83	695.00	272.27	1645.97
		1228.39	701.95	620.24	512.50	1761.96	1424.32	



Department of Architecture & Built Environment

Faculty of Engineering

Space Strategy

2014-2015

BACKGROUND

The Department of Architecture and Built Environment (DABE) is recognised as one of the leading learning environments of its type internationally and has had a consistent and outstanding record of student recruitment – both HEU and OS – at UG, PGT and PGR. The Department has established an excellent international profile for the quality of its graduates and for the innovative teaching and learning projects that it undertakes. DABE has also been pivotal in the University's internationalisation strategy with the establishment of courses (2+2, MSc and 4+0) at UNNC and a new part-time MSc in Sustainable Building Design in collaboration with the Building Construction Authority Academy in Singapore.

There are, however, a number of significant challenges related to the continued success of recruitment, student experience (NSS), staff retention and impact upon research activity that need to be urgently addressed if the Department is to move forward or even maintain its current position. The most significant of these challenges relates to the improvement of its physical research, teaching and learning environment.

Department Strategy

DABE aims to further strengthen its reputation as an internationally leading centre for research and teaching. The Department's core purposes are:

- To provide an excellent research, teaching and learning environment;
- To undertake cutting-edge international standard research;
- To deliver high quality research-enhanced teaching of an international standard;
- To equip all graduates with the necessary knowledge and skills to meet current and future challenges facing the built environment professions.

ABE's strategic objectives are:

- To ensure that acceptable research, teaching and learning facilities are available to all staff and students;
- To ensure an excellent student experience;
- To build upon current strong recruitment and increase the quality of the PGR and PGT intake alongside the large, stable and high quality undergraduate intake;
- To continue to develop strategic international collaborations and courses at UNNC and UNiM and to encourage international mobility amongst SBE staff and students.

SPACE STRATEGY (2014-2015)

The Department of Architecture and Built Environment is being developed in line with the Faculty Plan for Outstanding Environment and Facilities as a key for the Engineering vision 2015. Investment over the past 2 years has led to significant improvement in some studio teaching spaces, redevelopment of our lecturing facilities and a brand new Design centre facility. However, there are still key areas for improvement to ensure we provide the very best teaching/learning and research environments for our students and staff. With this in mind the plan for future improvement requires two large investments in two key areas.

- Refurbishment and extension of Z-block to create staff offices
- Refurbishment and extension of Paton House to create studio/teaching spaces



(a)



(b)

Z-Block – Image 'a' shows main building to be refurbished,
Image 'b' shows areas which will be demolished



Paton House

The proposal will address the following key issues:

Key Issues:

1. Studio teaching in the Department currently takes place in a number of different geographically dispersed locations and comprises spaces that are inadequate in size to accommodate the current and projected student cohorts. This aspect of DABE infrastructure is critical as it is now seriously impacting upon reputation, recruitment of students, student experience and the delivery of studio teaching. A rationale for our proposals is given in more detail later on in this document.
2. Shortage of PhD research space.
3. Shortage of office space for academic and research staff.
4. Dispersed academic staff accommodation across five different locations.

Strategy:

The Department proposes a two-phase strategy that will address the above issues and enable the Department to meet its immediate needs and to achieve its aims and objectives with regard to teaching, learning and research through to 2020.

The proposed project is intended to be developed in phases that are interlinked in terms of making maximum use of current space for appropriate activities so as to minimise disruption to on-going teaching/learning and research activity. The majority of the proposal intends to make use of refurbishment and re-use of existing spaces where possible together with the demolition of physically obsolete structures.

Phases (Description):

Phase 1 (23rd June 2014 – 19th December 2014):

Refurbishment of Z-Block to provide 20 academic staff offices for staff moving other locations - 14 from Paton House, 4 from the SRB and 2 from the Marmont Centre. The current ad-hoc extensions to Z-Block will be demolished and replaced with an extension that links to the offices located in Lenton Firs House. This would bring the majority of the Departments academic and support staff together in one single location.

This phase would also involve:

- Technicians rest room moved to Marmont Lab currently occupied by the acoustic chamber (to be relocated).
- Equipment moved to new storage facility created in Marmont Stable Block
- Artificail Sky, Heliodons and wind tunnel to be temporarily relocated before moved into refurbished Paton House.
- Renewable Energy Teaching Labs moved to Engineering Labs
- Year 6th Studio space relocated to temporary building (Portacabin) located on hard standing previously occupied by the 'Vic Hallam' building next to Paton house.

- Convert Lenton Firs 'North Gallery' into a staff room and 'South Gallery' into a meeting room.
- Convert Lenton Firs A16b and A16c in to academic staff offices.

Phase 2 (January 2015 – September 2015):

In January 2015 - Relocate staff from Paton House, the SRB, Marmont Café to modernised/extended Z-Block.

Conversion of Paton house into a postgraduate studio space that will house the Part 2 professional programme students – years 5 and 6. The recommended space standard for studio space is 5 sq.m per student. Years 5 and 6 will comprise 120 students (60 per year) which would require a total of 600 sq.m (current floor area of Paton house is approximately 600 sq.m. In addition to the refurbished space and additional 90 sq.m would be required as a review/crit space. This modest single story extension would be on the west façade of Paton House forming a link with the undergraduate studios. The new space would be shared by years 1-6.

This phase would also involve:

- Extending Marmont café area into the two vacated office spaces.
- Extending PhD offices into three of the vacated offices on C-Floor of the SRB. The creation of PhD kitchen/meeting room in the fourth vacated office on C-Floor of the SRB.

The two phases form part of a revised master plan for the DABE. Its implementation will completely transform the layout and dynamic within the Department by bringing together professional practice programmes, the Departments staff and providing additional PhD research offices. The following site plans illustrate the current and proposed special layouts. A copy of the current space audit is included at the back of this document.

PEDAGOGICAL REASONING FOR PROPOSED REDEVELOPMENT OF BUILDINGS AT ARCHITECTURE AND BUILT ENVIRONMENT

The role of design studio in architectural education

The professional bodies (ARB/ RIBA) responsible for accreditation of architecture programmes in the UK require that at least half the syllabus comprises design work. In response, the vast majority of courses offer a significant diet of *design studio* modules supported by traditional lecture-based modules, delivering a foundation of history, theory and technology. Design studio represents both a particular approach to teaching and the place where learning occurs.

Approach

At its most fundamental level, the teaching method used in studio presents students with a brief and provides the time, space and support needed to deliver design work resolved to the required level of detail.

Projects vary significantly in scope and intent. Short projects, which are generally between a day to a few days in duration, stimulate rapid, free thinking and fluid approaches to design. Longer projects, which can be up to a year in duration, offer scope for students to synthesise knowledge gained from lectures and develop their response to the brief through an ongoing process of independent research. In the context of design, research includes the scholarly activity of exploration and analysis as well as an iterative process of developing design thinking through drawing and making.

For all but the shortest projects, the support offered to help students develop their ideas and receive feedback on progress combines site visits, one-to-one tutorials, small group tutorials and interim reviews. Interim reviews are generally public and require students to pin up their work, explain it and then receive feedback from staff and fellow students. At the end of a project, work is usually assessed in a similar manner through a final review.

The approach students take in developing their design work is not prescribed, but generally involves a range of methods, with research and writing being common at the hypothesis stage of the project; model making, sketching and drawing informing the design exploration stage; and report writing, analytical drawing, presentation renders and presentation models serving as the primary means of communicating the completed work.

In terms of assessment, it is usual for examiners to work back from the presentation images and models to understand the process underlying design development. This allows a holistic picture to be gained of the student's design ability and the marks awarded to reflect this. The *design portfolio* is therefore important and necessitates the student retaining and documenting their key pieces of development work and making it available to examiners.

It is this presence of design at the centre of the architectural syllabus, coupled with the process through which the development of design skills is nurtured, that imposes quite unique demands on teaching space in order for it to facilitate effective learning.

Place

The buildings within which the teaching of architecture takes place perform a key supporting role in effective student learning. They must be flexible enough to accommodate the broad range of techniques used by students in the exploration and development of their design ideas. They need to be capable of adapting from day to day in order to host a range of activities including presentations, tutorials and reviews – often with students exploring project work in the background. They need to be assessable to allow flexible working hours and they need to be welcoming, vibrant and exciting places to support the creative process of design.

The nature of studio teaching is in continual flux; however, it still has at its core the processes of design development through model making and the production of drawings. The availability of computer aided design and manufacture was for some time seen as an innovation that would remove the need for students to engage in the creation of hand models and drawings and, in so doing, change the face of design studio by relaxing the need for space. The traditional methods have, however, endured and CAD/CAM has broadened the range of approaches explored by students of architecture, augmenting rather than replacing: as a result the requirements of architectural design teaching are little changed. There is still a central need for space to accommodate the practice of design – to offer students the opportunity to make, store and access an evolving body of work, to explain it to others and to receive feedback. It provides an opportunity for design teachers to roam through studio and run tutorials at a student's workstation. Rather than offering guidance based on selected work as happens in tabletop tutorials where students visit the teacher with some of their output, roaming tutorials allow the teacher to review a student's entire output in-situ and identify earlier work that might help progress the current work.

A further role that design studio has to fulfil is to reflect the different ways in which design students learn. The need for students to engage with the formal programme offered through their course of study is of naturally paramount – this lends structure and direction to their development as designers. Paralleling the formal delivery of teaching, is an informal process of exchange and learning that takes place outside scheduled studio sessions. Peer support and learning is widely recognised as being hugely beneficial to accelerating the achievements of students. The student body represents a massive pool of collective knowledge, skills and experience, which in many aspects overshadows that of any single member of academic staff. To access this, student work needs to be visible and students need to have the opportunity to interact with each other to exchange ideas.

Beyond the cost of creating the environment within which it can happen, peer learning is an extremely economic approach to both enhancing student attainment and improving student satisfaction.

All of these studio qualities, linked to both formal and informal learning, are bound up in the notion of '*studio culture*'. This implies a relationship that students have with the

space where they work whereby they are motivated to take up residence and join a creative community that inhabits it beyond the formal teaching timetable.

Studio Structure at Nottingham

The strategy used to deliver studio teaching in many universities, and the one used at Nottingham, is to teach students within *studio units*. Typically these are managed by a *unit head* who is responsible for the overarching design philosophy or theme explored and delivers this by setting the master brief that will guide the students' work. The size of units varies; however, they tend to be based on the number of students that a unit head can tutor or review in a day, which is typically around 15. Larger units are possible by pairing unit heads up with *unit assistants* who support the design ethos as expressed through the brief and will typically provide tutorial support for an additional 15 students.

The unit head will in addition manage the unit - organising site visits, bringing in expert support to help students develop specialist themes within their project and arranging for external critics to contribute to review sessions.

Structure of Architecture Teaching at Nottingham

Architectural education is divided into 3 stages; the first two of which are university based. Part 1 is typically a 3 years honours programme: a BArch is offered at Nottingham. Part 2 is typically of 2 years duration and results in the award of a DipArch or MArch: Nottingham is in the process of migrating from a Dip Arch award to an MArch. Between these two stages, students remain registered with the university and are required to gain a minimum of 6 months practice-based experience: this is referred to as the 'year out'. The final stage, Part 3, is completed through distance learning and requires documentation of experience gained whilst working in practice and reflection upon how this relates to the criteria that define the capabilities of a professional architect.

Intake to the Nottingham Part 1 programme is currently around 150 students. BArch graduates are not required to remain at Nottingham for their Part 2 and many, after securing a place in London for their year out, choose to remain and complete Part 2 at a London university. Intake to Part 2 is currently running at around 35 students from the Nottingham Part 2 plus an additional 5 applicants from other universities.

The link between Part 1 and Part 2 is an opportunity for managing student numbers within the department, provided the programme on offer at Part 1 is viewed by the students as having been effective and fulfilling, and the offer going into Part 2 is visible, strong and attractive.

Given the right conditions therefore, there is an opportunity to grow numbers on Part 2 to respond to changes in Part 1 intake, or to grow numbers in the department overall.

Structure of Studio Delivery at Nottingham

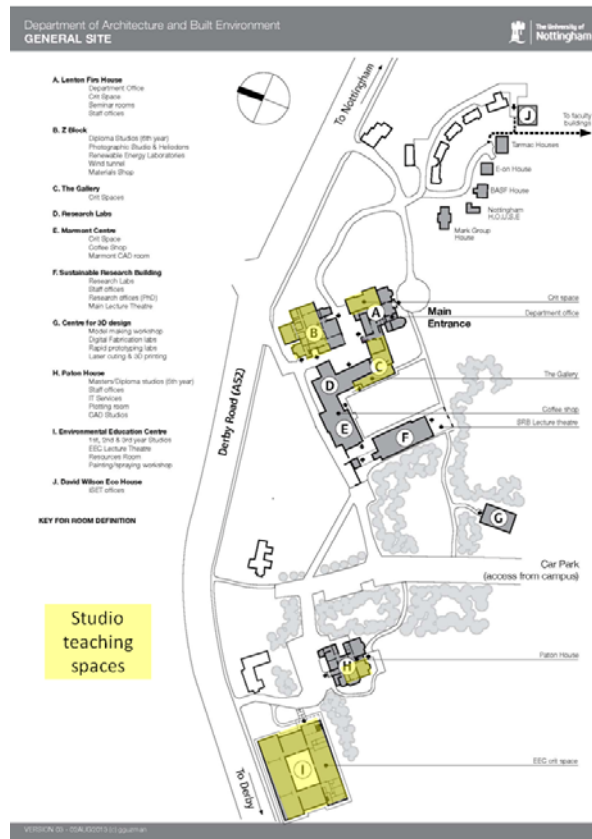
Nottingham was one of the first universities to grow student numbers following replacement of HEFCE quotas on Maximum Allowable Student Numbers (MASN) with a system that allowed universities to bid for Additional Student Numbers. From year groups of around 30 students (a single studio unit), its Part 1 programme grew and has seen student intakes in excess of 200. Practice in delivering teaching has evolved and the department is currently recognised for offering one of the largest Part 1 programmes and for its ability to deliver high quality architectural education to the large student numbers enrolled.

The Part 1 programme is currently structured as a first year with 5 dedicated studio units and year 2/3 students who work together in 'vertical units'. Each vertical unit teaches 15 year 2 students and 15 Year 3 students and these units number 10 in total. At Part 2, unit numbers vary between 2 and 3 in each of the two years of the programme.

At present, of the 21 units run on accredited programmes, 19 make use of dedicated/unit specific studio spaces. Students on the final year of the Part 2 programme currently share a single space.

Current Configuration of Studio Space

Studio space within the department is currently dispersed across a number of buildings.



DABE Studio Spaces 2013

'The Studios (EEC building)' host all students on the Part 1 programme. This building was opened in 2004 and was purpose designed to provide studio space.

Final year students on the Part 2 programme occupy the 'Z-Block'; a former stables building that, while offering space, is difficult to use. The studio areas are in the attic, are not universally accessible and are awkward to use for teaching.

The remaining Part 2 students make use of spaces dispersed across the Marmont Centre, Lenton Firs House and Paton House, which are shared with students on the department's specialist (non-accredited) MArch programmes.

The current arrangements present challenges to the delivery of teaching on the professional programme and serve as the primary driver for this proposal to explore the reconfiguration of studio space.

Pedagogical Rationale for Proposed Changes

The changes proposed in this document seek to:

1. Enhance programme visibility
2. Increase provision of high quality studio space
3. Promote studio culture
4. Create shared space to encourage exchange at student, staff and student/staff levels

Enhanced programme visibility – co-location

The dispersal of design studios across the department and the location of many of these within restricted access areas means that it is very difficult for individual students to gain an overview of the scope and quality of work being undertaken across the different years of the programmes. This lack of visibility is compounded in Part 1, which makes use of hot desking methods to accommodate numbers, resulting in temporal discontinuity between the Year 1 and Year 2/3 studio timetables and lack of contact between the two student groups.

The proposed closure of Z-Block and the potential to redevelop Paton House offers an opportunity to bring the teaching of Part 1 and 2 programmes together at a single location on site and make all studios visible and accessible.

By creating greater cohesion between these two programmes, there is an opportunity to provide students with a greater sense of progression through the architectural education process and develop awareness of their position within it.

Strengthening links between Part 1 and 2 is also a key aim of the department, in part to 'sell' the programme to Part 1 students so they remain at Nottingham for Part 2, but equally to establish a dialogue between the two programmes. Visibility and awareness of the quality of work being produced by Part 1 students has a 'push' effect on those in Part 2 and this can help to raise standards on the higher programme. The Part 2 programme has a similar 'pull' effect on Part 1 performance. Views on the quality of work produced on our programmes is commented upon and made public through external examiner reports, end of years shows, employers who take on our graduates, web presence,

yearbooks and success in competition. These all influence the reputation of our graduates and by implication of the quality of teaching provided at Nottingham and our standing against competitors.

Increase provision of high quality studio space – room to breathe

Reviews of student experience of studio on the Part 1 and 2 programmes is quite revealing.

Students in the final year of Part 2 share a common design studio space and represent what is probably the best example of 'studio culture' in operation within the department (despite the quality of the space it inhabits). Students occupy one interconnected space and have opportunities to view each other's work and discuss progress with each other. Unit heads are able to visit the space and offer tutorials that draw upon a student's entire project portfolio which is typically complete and easily to hand.

The first Year of the Part 2, by contrast, suffers dislocation and feedback from students suggests that while having good awareness of activity within their own unit, little is known about activity in the units their peers inhabit. These units have space to inhabit studio but act as small communities with their own strong identities but have little opportunity to cross fertilise with each other. As a result, few students are comfortable gauging their progress through the year or quantifying their experience in comparison with that of their peers.

The need to adopt hot desking in Part 1 studio reduces intra programme visibility for students and imposes significant restrictions on students' opportunity to fully explore design development through model making and drawing. For most students, this activity is displaced to their residences and the practicalities of transporting work back and forth mean this development work does not evolve the design process as effectively as it would if it took place in studio. The words of one student who was offered an opportunity to contrast experiences on Part 1 and Part 2 are telling. The Part 1 experience was likened to '*existing within your own personal bubble*'. This involved migrating from home to spend short periods in studio to attend tutorials and reviews, having little awareness of what fellow students in the same unit were doing, yet alone students in other units. The need to accommodate the student numbers within the studio building has impacted on the key activities that promote the development of student learning with competition for space impacting on ability to work, to store work and to hold tutorials and reviews.

In reviewing the different types of space currently on offer to students and teachers, there is a need to re-evaluate the quantity of space provided, and in moving forwards with any development, revisit the qualities that replacement provision offers. The experiences of current users, both students and staff, hold valuable clues as to what works and what does not work and offers opportunities to enhance the likelihood of getting any new provision right.

Promote studio culture – somewhere to stay

The ingredients for encouraging studio culture are bound up, in large part, with the provision of appropriate space. Permitting students to occupy studio surrounded by their work makes their activity visible to their immediate peers. Locating studios so that they

have sight of each other and so that students can move between them, allow students to gain a department-wide view of activity.

This studio-centric approach to design does not work for all students and demand is unlikely, therefore, to require provision for the entire student body. Initial attempts at providing some dedicated studio space for Part 1 final year students has been implemented this year, although balancing this with the need for hot desking means that numbers are not sufficient to attain the critical mass required for studio culture to firmly take root. Not all students who would like to practise this method of learning are able to.

Within the Part 1 studio building, scope exists to increase useable space, and in so doing create more dedicated student spaces, by moving circulation to the central courtyard. If this were able to provide storage and allow access to studio via the corners of the courtyard, individual studio spaces based on the structural grid of the building would be feasible and capable of accommodating unit sized groups of students with reasonable dedicated provision.

Moving reviews from studio spaces into a central area where the work from a number of units can be exhibited to a wide audience, and afterwards left in place for all to see, would further reduce stress on studio and help promote studio culture. The right type of space will encourage students to stay and watch their peers at review and learn from what they are doing and the feedback they receive. Accessibility of the review process will also encourage overlap of Part 1 and 2 teaching and help establish the potential for cross programme dialogue as well as exchange of ideas and skills between students to be initiated and sustained.

Create shared space to encourage exchange at student, staff and student/staff levels – somewhere to go

Building on the distinction between formal and informal learning, the links these have with space, and the opportunities this affords meeting and exchange, the opportunity for enhancing learning and experience by providing a space where people 'want to go' is significant. The proposed relocation of staff to a redeveloped stables building and the existence within the department of taught engineering programmes and significant numbers of research staff and students, presents a strong case for provision of a central meeting point. In addition to offering considerable scope for cross fertilisation of ideas and reinforcement of the teaching and research activity, such a space could represent the social heart of the department. A forum for the effective and free exchange of ideas and views is invaluable in understanding and addressing issues present in a community of over 1000 individuals, for helping to forge a common identity and ethos, and for improving satisfaction and wellbeing.

The Role of Programme in Strengthening Studio Teaching

It is acknowledged that many of the challenges the department faces cannot be met by addressing space provision alone. There are currently a number of strategic measures being implemented to develop studio culture, to strengthen links between programmes and to improve student satisfaction.

The issues these address are real. Retention between Part 1 and Part 2 is of concern. Students persistently flag up the challenges of working in studio and establishing studio culture in informal feedback, LCFs and in the documentation sought by accrediting bodies. Applicants to our programmes (and their parents) are astute when assessing infrastructure provision and what this means for educational prospects. We are facing competitor universities who are investing in new studio provision. The number of opportunities that students have to publicise their experience, through NSS and a range of social media, is growing and are often used by university applicants as part of the decision making process when selecting which programme to study.

While the teaching delivered by the department will continue to remain of a high quality, the benchmarks against which it is being judged will continue to move. A joint response that invests in infrastructure so that a combined approach of formal teaching and informal learning may be allowed to flourish is our best opportunity for accurately reflecting the quality of architectural education at Nottingham and having appropriate control over student numbers.

A review of UoN's competition indicates that significant improvements to studio facilities has been made elsewhere. The universities of Manchester, Sheffield, Oxford Brookes and Cambridge all have new studio facilities or newly refurbished premises. With increasing pressure on application numbers we cannot afford to fall behind in terms of the facilities we have to offer. The Bartlett at University College London also has new facilities coming on stream shortly. At Manchester the refit of the Chatham building in addition to a new building houses state-of-the-art studio spaces designed by nationally renowned architects. At Oxford Brookes the new Abercrombie building is particularly focused on the needs of the built environment students, and the open-plan work areas encourage close working, collaboration and idea sharing between disciplines and year groups. On the ground floor is the 'Glass Tank' exhibition space, providing a prominent position to exhibit University activity and the achievements of their students.

A recent Validation Board visit to Cardiff's School of Architecture noted that 'every year 1 student has a dedicated workspace' - something we are currently unable to offer. The Board noted that 'Studios were lively and dynamic with lots of light. At undergraduate level, there was adequate desk space and pin-up space..... Students from the second year studio reported that it was beneficial to be working nearby to the fifth year studios.'

PATON HOUSE / Z BLOCK

Current Space Use 2014

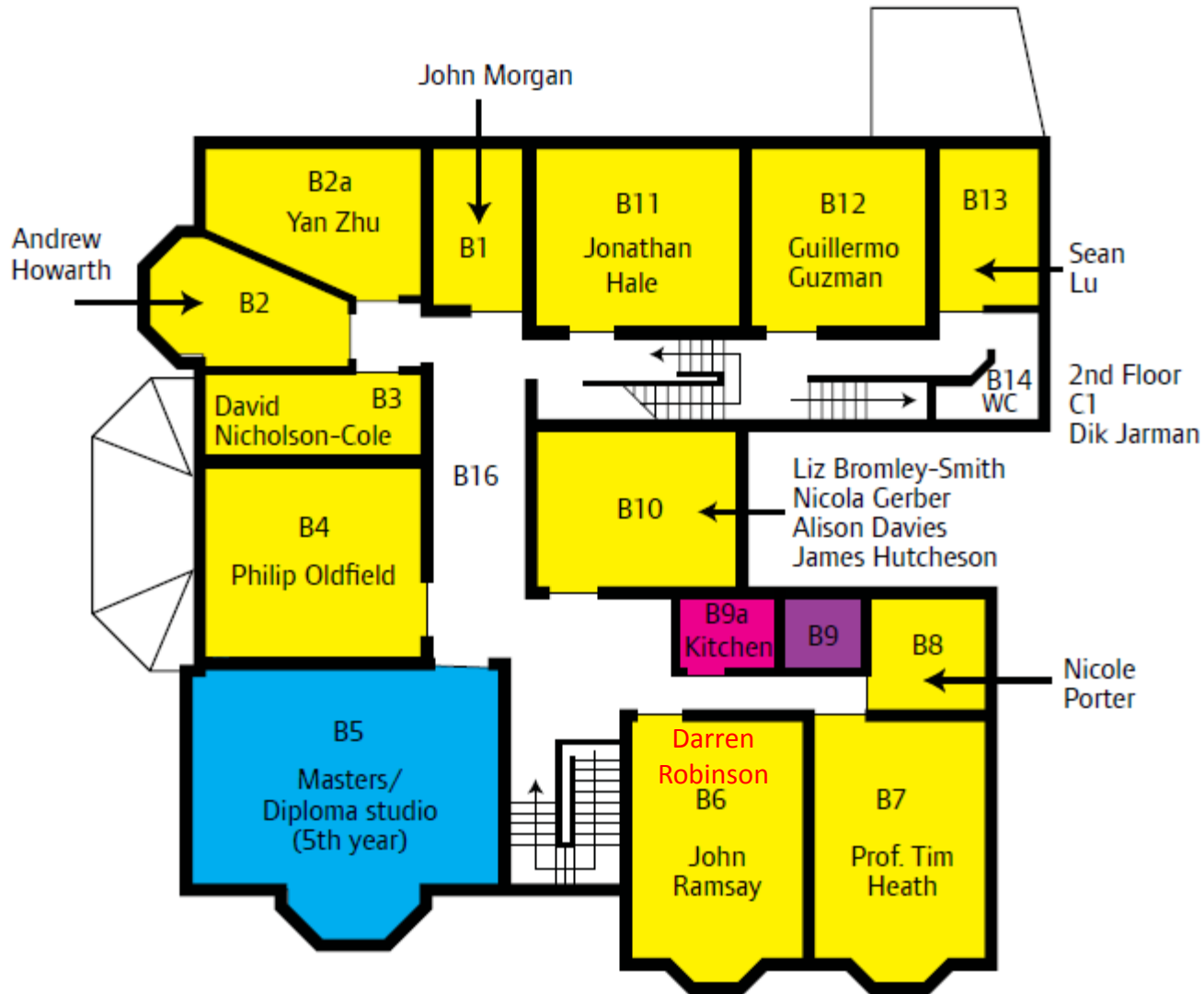
Paton House – Ground Floor - 2014



PATON ground floor

ROOM	M2	
A2	23.92	110.35
A4	38.37	
A5	48.06	
A1a	11.69	35.42
A1b	13.27	
A1c	10.46	
A11	8.45	45.33
A8	19.41	
A9	17.47	
A10	10.34	23.8
A10a	8.75	
A12	4.71	
Non usable area		87.92
TOTAL		302.82

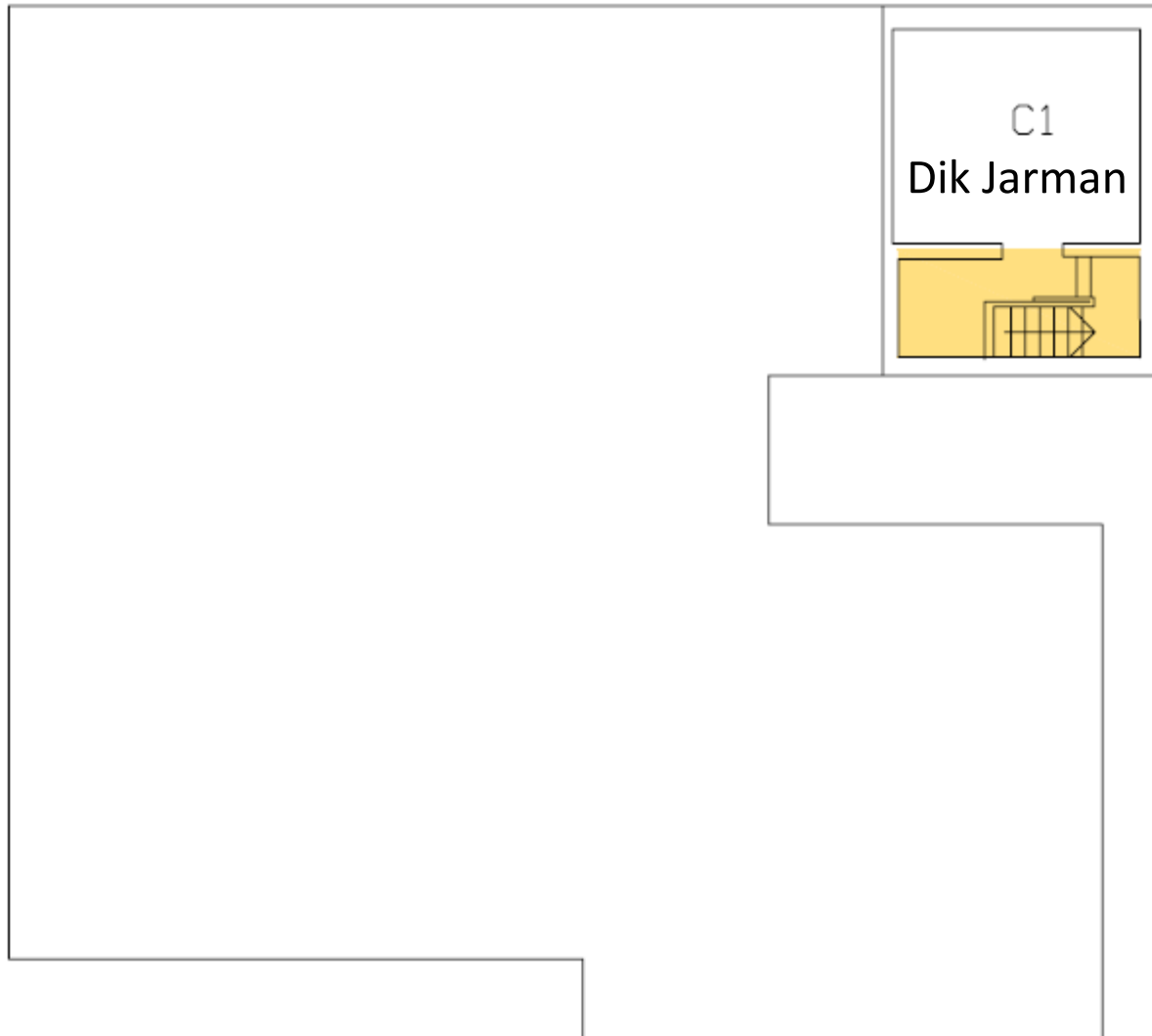
Paton House – First Floor - 2014



PATON first floor

ROOM	M2		
B5	36.64	36.64	
B1	9.62	184.69	
B10	17.29		
B11	20.15		
B12	18.37		
B13	8.52		
B2	10.58		
B2a	14.73		
B3	9.04		
B4	22.68		
B6	21.15		
B7	24.24		
B8	8.32		
B9a	3.77		3.77
B9	3.77		3.77
Non usable area		67.17	
TOTAL		296.04	

Paton House – Second Floor - 2014



PATON second floor

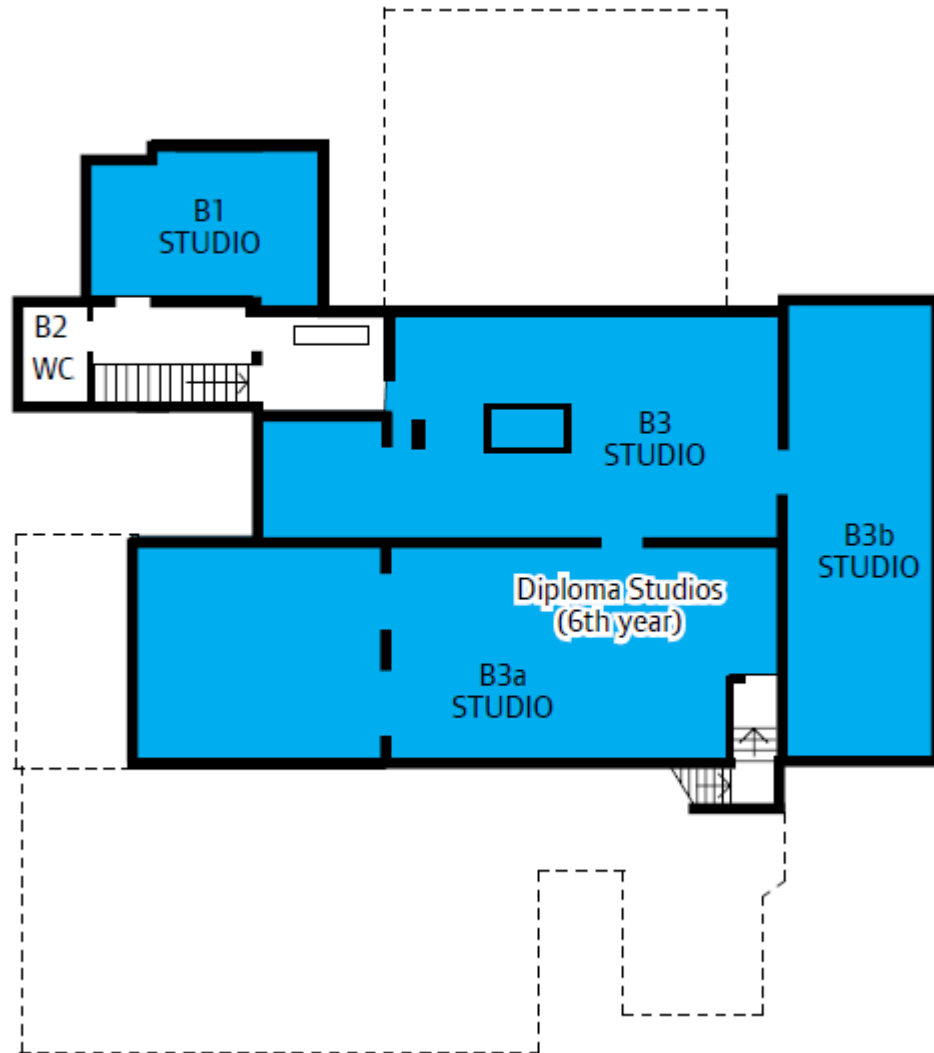
ROOM	M2	
C1	17.34	17.34
Non usable area		4.04
TOTAL		21.38

Z Block – Ground Floor - 2014



ROOM	M2	
A6	18.02	45.39
A12	12.04	
A17	5.42	
A19	9.91	
A1	24.04	290.49
A3	72.95	
A4	18.87	
A5	59.95	
A7	40.55	
A11	25.5	
A14	48.63	
A13	14.56	31.34
A15	5.42	
A16	11.36	
Non usable area		107.87
TOTAL		475.09

Z Block – First Floor - 2014



ROOM	M2	
B1	22.24	195.56
B3	73.65	
B3a	56.62	
b3b	43.05	
Non usable area		31.3
TOTAL		226.86

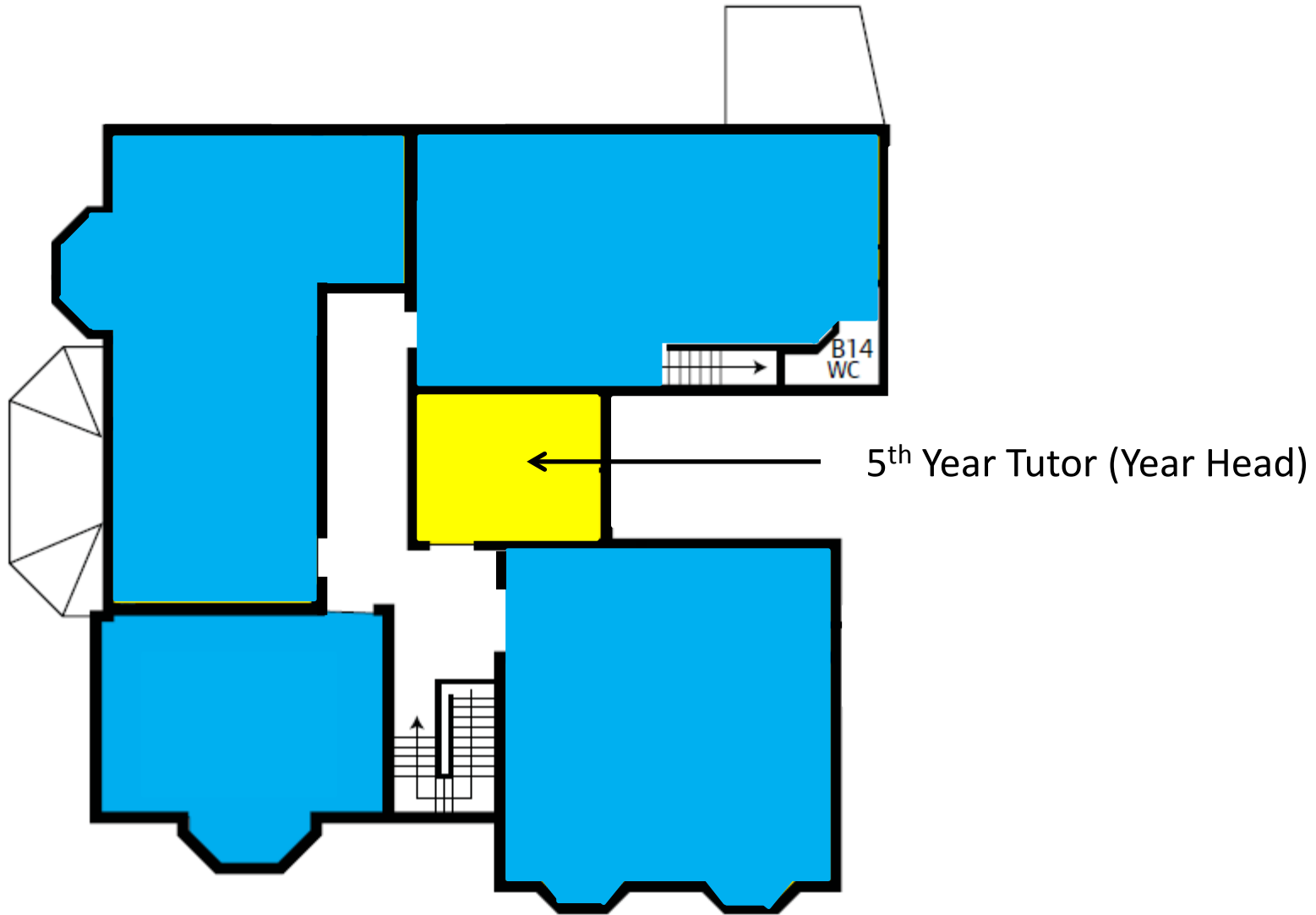
PATON HOUSE / Z BLOCK

Proposed Space Use 2015
(indicative use only)

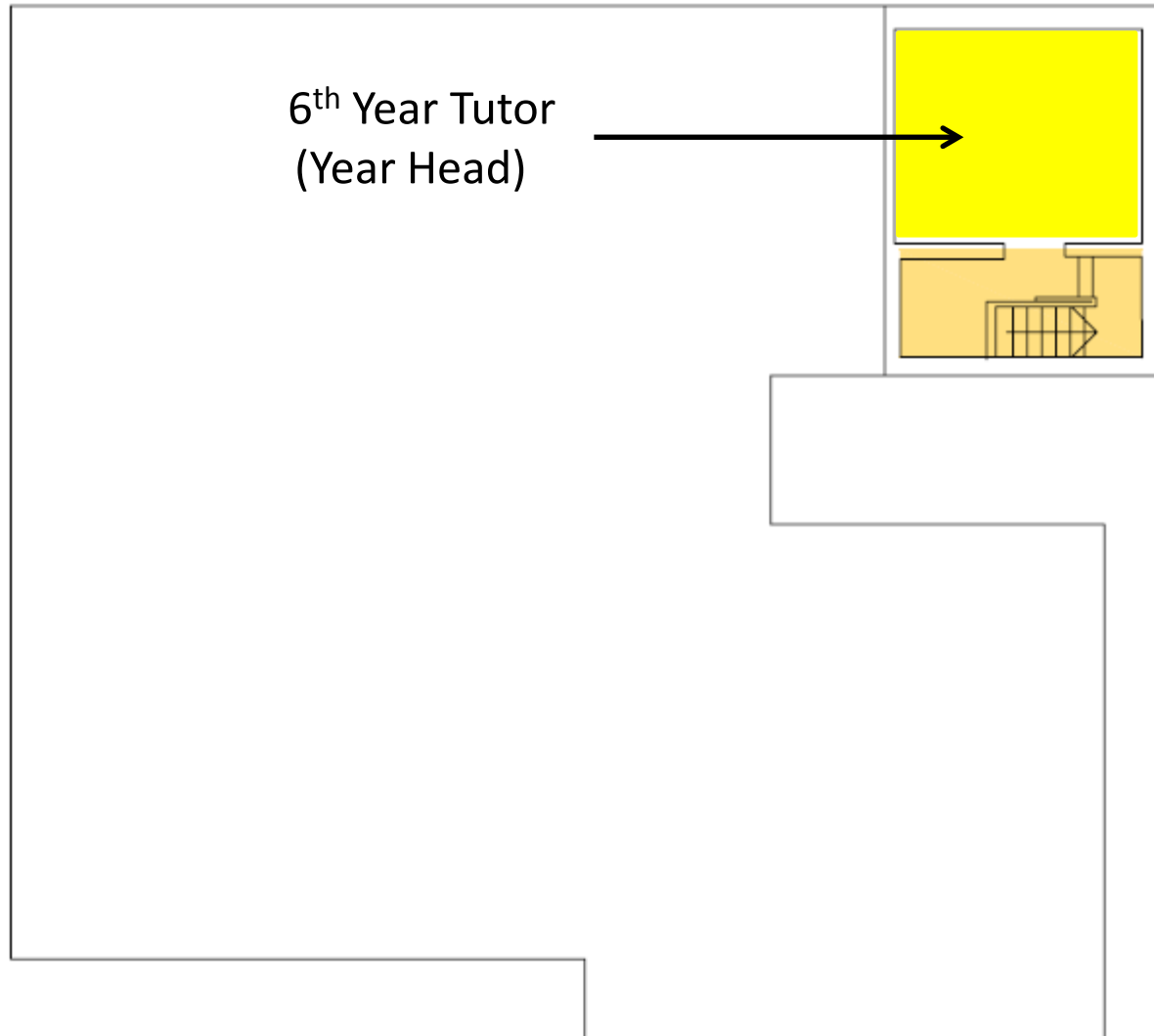
Paton House – Ground Floor - 2014



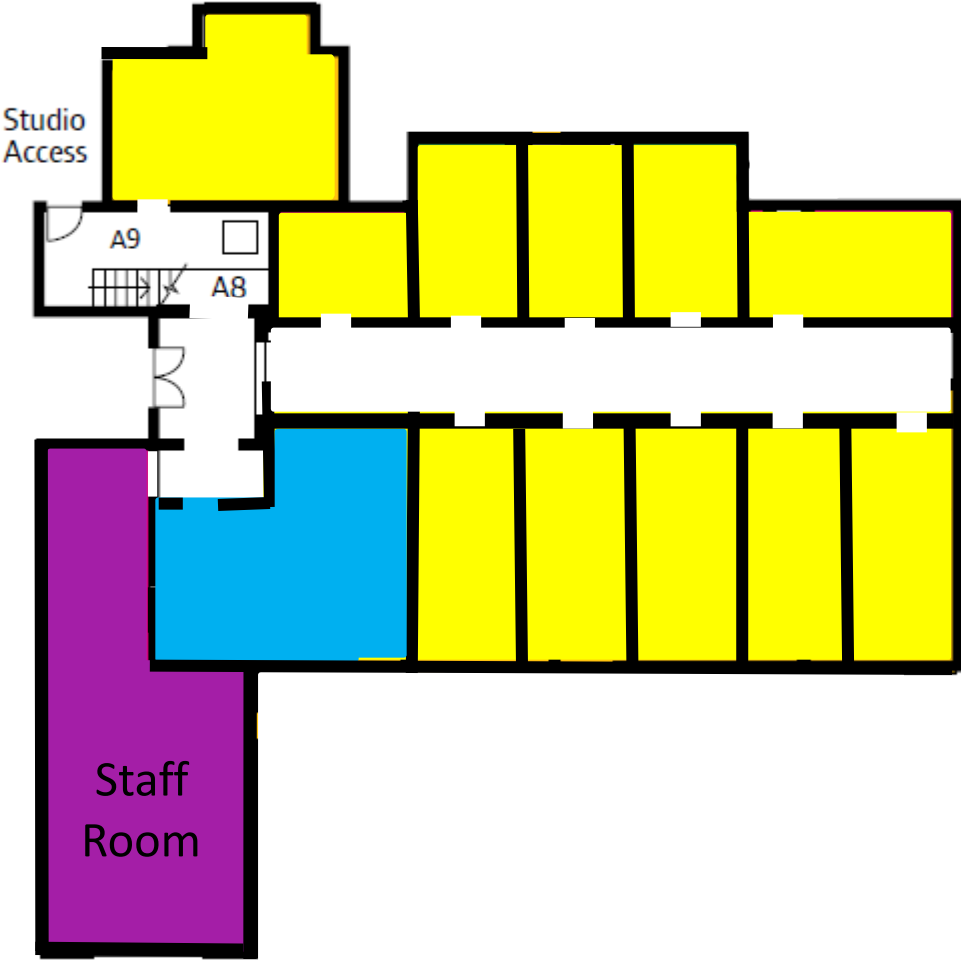
Paton House – First Floor - 2014



Paton House – Second Floor - 2014



Z Block – Ground Floor - 2014



Z Block – First Floor - 2014



SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 7.2

Tower

Faculty of
Health Sciences

Expression of Interest



The University of
Nottingham

UNITED KINGDOM · CHINA · MALAYSIA

**Space Management Committee
4 June 2014**

School of Health Sciences

Expression of interest in centralisation in the Tower Building, University Park

At its last meeting the Space Management Committee approved a bid from the School of Health Sciences to centralise its Division of Midwifery. SMC determined that the Division should occupy the 12th floor of the Tower, which had been suggested as a possible destination during development of the bid. The School was very pleased with this outcome.

It was stated in the project proposal that the centralisation of the Division of Midwifery in Nottingham was seen as a 'first step towards achievement of the wider strategic objective of co-locating all staff of the School in one building'.

The School now wishes to express interest in further occupation of the Tower over the next few years. This could be done on a phased basis given that staff are currently in multiple locations. It would enable relocation of the Divisions of Nursing and Physiotherapy and would allow space to be vacated in embedded accommodation in QMC and PGEC (City Hospital), as well as in the Medical School, Clinical Sciences Building and Institute of Mental Health. Accommodation occupied at Royal Derby Hospital would not be affected.

Space needs in the Tower for Health Sciences would include office accommodation, meeting, storage and support space for a further 240 staff, as well as a small specialist recording facility for the e-learning team. A reception/courses office similar to the Derby Courses and Student centre would need to be provided, as would a postgraduate study area and a hotdesk area for staff visiting from the Royal Derby Hospital and NUH Trust. It is estimated that a further 9-10 floors would be required for these purposes, but the School would also like to suggest that consideration be given to provision of additional teaching accommodation in remaining floors of the Tower. This would help to alleviate current pressures on teaching space which have recently impacted on the quality of student timetables. It would also add capacity to allow relocation of teaching from the Clinical Sciences Building and PGEC. Re-provision of Physiotherapy practical rooms would need further and detailed consideration, given their specialist nature.

The School is currently liaising with the School of Medicine regarding potential 'swaps' of space they currently occupy on the 13th, 14th and 15th floor of the Tower with School of Health Sciences accommodation in QMC embedded accommodation. This is likely to be the subject of a separate joint Expression of Interest. It is hoped that all 3 floors might be available for occupancy by the School of Health Sciences by September 2015.

We are grateful that the Faculty of Engineering has been prepared to vacate the 12th floor in order to make way for occupancy by the Division of Midwifery, and are aware that refurbishment of lower floors would also be dependent on alternative space being available for their staff.

Guidance on next steps in taking forward these proposals would be appreciated.

Patrick Callaghan (Head of School)
Jonathan Lamley (School Manager)
Bridget Gilliatt (Operations Manager)

2 May 2014

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 7.3

Various

Faculty of Engineering

Refurbishment of Civil Engineering
Laboratories

**PROJECT SUBMISSION BID:
PART B – Detailed Proposal**

For Projects estimated between £20-500K total value inc. VAT and/or space reallocations

All fields to be completed then submitted, along with Part A and any supporting documentation to: alex.glen@nottingham.ac.uk

Project Title:	Civil Engineering Lab Refurbishments
Faculty:	Engineering
School/Department:	Civil Engineering
Contact:	Paul Antcliff
Building Name:	
Room Number/s:	

Aim of the Proposed Project:

Expression of Interest.

The aim of the proposed project would be to completely upgrade the Civil Engineering lab infrastructure to provide teaching and research lab space to meet current and future needs of students and staff.

The current laboratory facilities listed have had limited works done to them over the last 30 years and are standing out in the Faculty are being dated, poor quality spaces that students, researchers and staff work within. These spaces are seen to be lagging behind Civil Engineering facilities at competitor universities.

The intention is to work towards a formal SMC submission that includes the justification for works, a detailed plans, associated costs and timescales. The SMC submission is aimed to be submitted early in the New Year. If the SMC application was successful, then the actual works would planned to be start and completed over the summer period 2015.

Details of Proposal:

Phase 1 – refurbishment of East balcony rooms (Geotechnics). Complete stripping out of current teaching and research labs (partitions, internal walls, disused services, trunking and ducts). Installation of new services. Installation of new dividing walls to create two large labs (Geotech teaching and Geotech research) and shared storage space accessible from both labs. Replacement of exterior windows and installation of interior windows to allow viewing from balcony. Plastering and redecoration throughout. Provision of benching.

Phase 2 – refurbishment of South balcony area. Current warren of small offices to be stripped out and replaced with new office for senior technician, technician rest room and room for technicians to access emails and CAD software. Installation of design space on mezzanine level to match mezzanine at North end of lab. Replacement of exterior windows and installation of interior windows so rooms overlook main testing hall.

Phase 3 – refurbishment of West balcony rooms. Complete stripping out of current offices and research rooms (partitions, internal walls, disused services, trunking and ducts). Installation of new services. Installation of new dividing wall to create a large lab for structures projects including relocation of Zwick UTM and a new instrumentation lab with instrument store. This will replace the small facility on the ground floor and the ad hoc instrumentation lab currently on the West balcony. Replacement of exterior windows and installation of interior windows to allow viewing from balcony. Plastering and redecoration

PROJECT SUBMISSION BID – PART B cont.

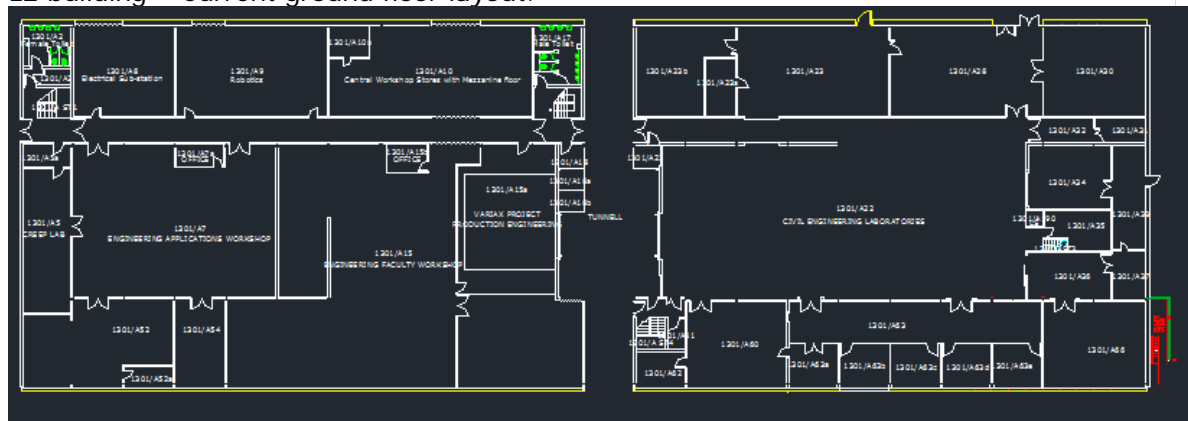
Submit to: alex.glen@nottingham.ac.uk

throughout. Provision of benching and HVAC as needed in labs.

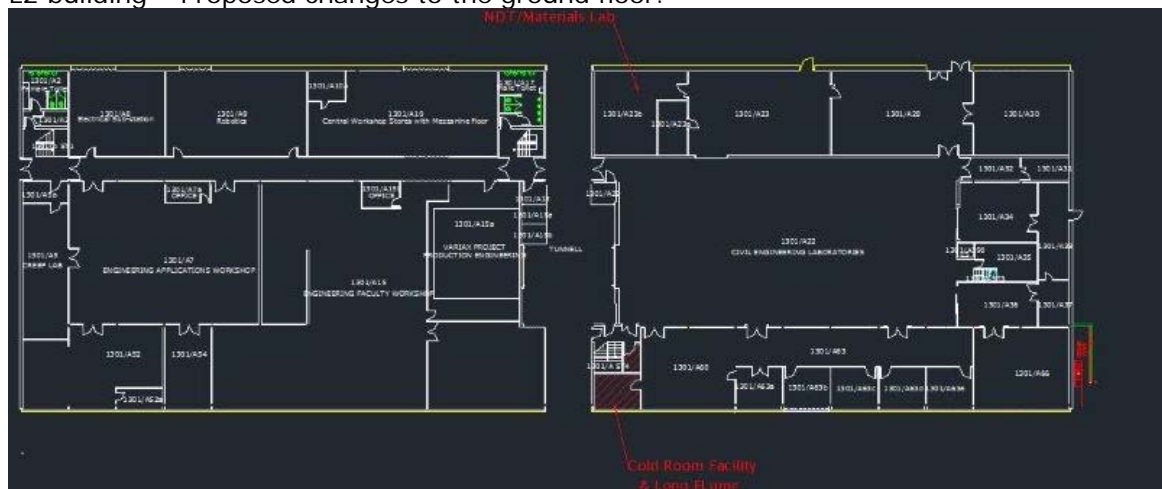
Phase 4 – extension of hydraulics lab. Removal of partition between hydraulics and small structures labs, including removal/re-routing of services. Replacement of exterior windows to hydraulics and small structures labs and installation of interior windows to allow viewing from main testing hall. Plastering and redecoration throughout. Provision of benching. Strip out of current instrumentation room for provision and installation of walk-in climate controlled facility.

Phase 5 – refurbishment of concrete lab prep room to provide new non-destructive testing lab. Complete stripping out of current prep room and relocation of current storage area to new shed. Installation of new services. Replacement of exterior windows. Plastering and redecoration throughout. Provision of benching. Transfer of environmental chamber from concrete lab to the new NDT lab.

L2 building – Current ground floor layout.



L2 building – Proposed changes to the ground floor.



L2 building – Current first floor layout.

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk



L2 building – Proposed changes to the first floor.



Anticipated Improvement to Students' Experience:

Phase 1:

Current Issues

1. The current teaching and research lab space used for geotechnics is outdated and gives a poor impression to students and guests when visiting the University. This includes obsolete electrical/mechanical cabling/ducting throughout, as well as inefficient windows (in term of energy) and leaking skylights.
2. There is a considerable amount of space which is not being used effectively (e.g. non-functioning cold rooms, non-used chemical store/flume).
3. The research space is partitioned, giving a 'closed-off' atmosphere which is not a good working environment.
4. The antiquated laboratory environment does not reflect the modern testing facilities and teaching equipment contained within the space.

Benefits Identified:

1. Student's will feel they have access to modern laboratory facilities, thus emphasising the value that the Department puts on teaching and learning. The modern lab space will also provide a suitable environment for the advanced testing equipment used.
2. The geotech teaching lab space is used as a focal point for UCAS and University Open Day activities for Civil Engineering. A modern laboratory facility will reflect well on the Department and University as a whole.
3. The new open space in the research area will be available for undergrad project

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk

students and development of new equipment/tests.

4. Modernisation of the space will help to attract not only good students but also prospective employees. The space will be easily adaptable to future requirements of new researchers/staff.

Phase 2

Benefits Identified

1. Provision of a new design space dedicated for students to use in group projects.

Phase 3

Current Issues

1. Current small structures lab is small, poorly laid out, inaccessible and poorly decorated. This creates a very bad experience for students using the room for projects and teaching labs. The lab creates a poor impression to visitors on Open Days and UCAS visit days.

Benefits Identified

1. Larger, cleaner, newer small structures lab for students doing project work. A better working and learning environment will improve learning and the student experience.
2. The new lab will be ideally located and appropriately decorated to show off student project work to visitors on Open Days and UCAS visit days. It will become a showpiece to attract the best students to come to Nottingham.

Phase 4

Current Issues

1. Current hydraulics lab is too small to accommodate all the undergraduate projects, which are very popular with students.
2. There is a lack of space for demonstration equipment.
3. Current Hydraulics lab lacks natural lighting making it a relatively poor working environment for student projects.

Benefits Identified

1. Increased space for student projects - part of our commitment to teaching enhancement is to increase opportunities available for student's to undertake laboratory project work. Experimental hydraulics modules are in popular demand, and we have been under pressure to accommodate student's needs with the present infrastructure.

Phase 5

Benefits Identified

1. Increased Core modules on concrete and concrete structures will have far better facilities.

Enhancement to Teaching & Learning/Research/Knowledge Exchange:

Phase 1:

Current Issues

5. The current teaching and research lab space used for geotechnics is outdated and gives a poor impression to students and guests when visiting the University. This includes obsolete electrical/mechanical cabling/ducting throughout, as well as inefficient windows (in term of energy) and leaking skylights.
6. There is a considerable amount of space which is not being used effectively (e.g. non-functioning cold rooms, non-used chemical store/flume).
7. The research space is partitioned, giving a 'closed-off' atmosphere which is not a good working environment.

8. The antiquated laboratory environment does not reflect the modern testing facilities and teaching equipment contained within the space.

Benefits Identified:

5. Student's will feel they have access to modern laboratory facilities, thus emphasising the value that the Department puts on teaching and learning. The modern lab space will also provide a suitable environment for the advanced testing equipment used.
6. The geotech teaching lab space is used as a focal point for UCAS and University Open Day activities for Civil Engineering. A modern laboratory facility will reflect well on the Department and University as a whole.
7. The new open space in the research area will be available for undergrad project students and development of new equipment/tests.
8. Modernisation of the space will help to attract not only good students but also prospective employees. The space will be easily adaptable to future requirements of new researchers/staff.

Phase 2

Current Issues

1. Current provision of work space for technicians has numerous small offices hidden away behind labs; this isolates staff and breaks up the team.
2. Current technician rest room is small and dated.

Benefits Identified

1. New work room will provide better IT and CAD facilities, encouraging team working and development of new skills.
2. New chief technician's office overlooking whole lab.
3. The proposals address provision for technical support personnel. We want to encourage design creativity and skills development for our technicians and the new design space for staff and students will provide this to support both teaching and learning and research.

Phase 3

Current Issues

1. Current facilities for instrumentation are out of date and inadequate.
2. Storage for instrumentation is limited.
3. There is very limited space for small scale structures and materials research projects.

Benefits Identified

1. New "clean" instrumentation lab, with proper facilities and storage will enable far better measurement and control of experiments in structures and geotechnics.
2. An instrumentation lab will assist in the training and development of a new generation of technicians and experimental officers.
3. The proposals approximately double the space allocated to small scale structures experiments.

Phase 4

Benefits Identified

1. Research facilities supporting leading research - the proposal will allow a longer flume to be installed providing a unique facility for atmospheric dispersion research (Munro), coastal morphology and wave - structure interaction (Briganti). A new temperature controlled laboratory will be installed adjacent to the new hydraulics lab, replacing the present obsolete rooms on the East balcony. This lab will provide a focus for ice and snow research (Turnbull).
2. The proposed facilities will be important in recruiting leading experimentalists who

PROJECT SUBMISSION BID – PART B cont.

Submit to: alex.glen@nottingham.ac.uk

complement and enhance the group's current skills, and also in showing the University's support for an intended platform proposal in the theme of fluids and particles together with Manchester, Warwick and Bristol Universities. The flume and cold room will be the feature, nationally-leading installations that can allow us to compete (for personnel) and collaborate (to exchange knowledge) with other leading institutions.

Phase 5

Benefits Identified

1. Civil Engineering materials (concrete in particular) has been identified as an area for future research growth. The new lab will underpin that growth.

Financial Business Case/Other Benefits/Contribution to Delivery of Unit Plan:

Supporting Documentation:

- You are invited to attach any/all listed documents in support of your bid:

Existing Drawing to Scale:	<input type="checkbox"/>	Proposed Drawing to Scale:	<input type="checkbox"/>	Location Plan:	<input type="checkbox"/>
Existing Photographs:	<input type="checkbox"/>	Illustration of Proposal:	<input type="checkbox"/>	Cost Breakdown:	<input type="checkbox"/>

Please ✓

- Assistance with feasibility studies and costing is available from the Space Resource Manager.

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 8.0

Reports From SMC Working Groups

8.1 Centrally Timetabled Teaching Labs

8.2 Use of Portland Building

SMC Working Group - Recommendations

University Park, Life Science Building, Estates Office, C10

An SMC Working Group has been established to analyse the use and distribution of wet teaching lab spaces, with the view to optimising effective utilisation and identifying potential for multidisciplinary activities.

The Group has considered the experiences of other Universities, sector best practice and specific requirements of the University of Nottingham when discussing the usefulness and need for a large multidisciplinary wet lab facility.

The concept of a Superlab was generally felt to be the way forward.

<u>Concept:</u>	<ul style="list-style-type: none"> • Shared teaching space • Shared equipment • Shared technical staff • Shared cost
<u>Making It Work:</u>	<ul style="list-style-type: none"> • Appoint the right people • Provide the right space • Install the right attitude
<u>Cultural Changes:</u>	<ul style="list-style-type: none"> • Removing barriers between subject • Proportional ownership • Percentage of support staff
<u>Benefits:</u>	<ul style="list-style-type: none"> • Inspire cross-disciplinary interaction • Experience of a single teaching space throughout a course • Potential increased utilisation, decrease in cost • Pooling resources to provide more/better equipment • Encourage new ways of teaching and learning • Improvement to student experience
<u>Considerations:</u>	<ul style="list-style-type: none"> • Lab Manager, Store Keeper, Timetabling Champion - staff committed to the laboratory not a School. • Have sufficient support spaces; prep room, dark/instrument room, PC/write up area, office space and in particular storage facilities, near the lab to provide efficient servicing. • Ensure robust timetabling with enough preparation, setting up/setting down time. • Encourage co-operative working, the pooling of resources and a flexible approach. • Consider zoning spaces by activity and using colour codes to differentiate between groups. • Ensure stakeholders buy in to the concept, by understanding individual requirements, as well as the whole. • Consider carefully who will be sharing the space and group similar subjects/activities. • Emphasise the positive benefits of shared facilities.

SMC Working Group - Recommendations

University Park, Life Science Building, Estates Office, C10

SMC Working Group Recommendations:


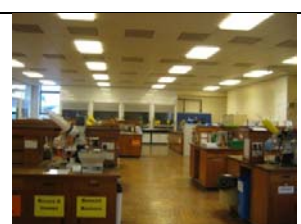
New Superlab

<u>Where:</u>	<ul style="list-style-type: none"> University Park, Chemistry, C08 & C10 Sutton Bonington, North Lab, Floor A
<u>Capacity:</u>	<ul style="list-style-type: none"> UP 150No. students with 50No. fume cupboards SB 200No. students with 15No. fume cupboards
<u>Specification:</u>	<ul style="list-style-type: none"> Multidisciplinary, wet, class 2 labs Teaching facilities only Centrally timetabled and University owned Support spaces near by Best use of technology; tablet/laptop PCs, audio visual and broadcasting capabilities Future proofing built in Best facilities for teaching & learning Outstanding experience for students Shared equipment for greater efficiency Two-person, 1800mm fume cupboards Mobile benching and storage for enhanced flexibility

The Group have taken into consideration the variety of work carried out in existing Faculty/School lab facilities and are mindful that for a Superlab to be successful everyone needs to buy into the concept and that the facilities are not compromised by their multidisciplinary nature.

It is felt that such a facility would enhance the University's reputation and inspire students to study here, but also that wider participation could be encouraged through engagement with industry, marketing, conferencing and the like.

Centrally timetabled space promotes multidisciplinary activity, boosts interdisciplinary cooperation and increases utilisation. It is anticipated that Schools will be encouraged to move away from owned lab space if the new facility on offer is a better maintained, equipped and student-friendly resource, than theirs.

Sutton Bonington North Lab A01	Potential for extensively redevelop of some or all spaces within the building. Support space could be accommodated around a Superlab facility.	
University Park Chemistry C10	Potential to combine C08 & C10 to create a 150No. student teaching space from two rooms which currently hold 55No. each.	

Practical Teaching Hub for Sutton Bonington Campus

The concept is an exciting, high quality student focussed facility flexibly combining areas for practical wet laboratory work, IT based study/assessment, self-study work space, group work space, immediately adjacent to areas for industry engagement.

Wet laboratory space

- Centrally timetabled/managed wet lab teaching laboratory(s)
- Designed and equipped for multi-disciplinary use
 - Biosciences ambition would be for ALL timetabled practical class activity to take place in the new facilities (although we recognise that Class 3 laboratory requirements could not be accommodated and probably other specialist facilities such as the existing Clinical Skills suite). The expectation is that student projects will continue to be distributed into research laboratory spaces but as the timetabling consequences are understood there may be opportunities for this use of the new facilities to evolve (especially for PGT).
 - It should be noted that SVMS have specific curriculum requirements to be considered and are doubtful that they could use a generic facility.
- Flexible design to ensure the laboratory could accommodate large groups (up to 200) but also be readily configured for parallel use by multiple smaller groups as timetabling dictates.
- Smart storage and the means to swop in and out the equipment required for different types of use (histology to soil physics; dissection to geochemistry) quickly and efficiently.
- Embedded accommodation for supporting technical staff (a technical teaching team has been established within Biosciences and could form the basis of the required technical support).
- For Biosciences the new facility would replace the 4 existing teaching laboratories in the North and South Lab Buildings.

Flexible IT Based Study and Assessment

- The hub would support the increasing desire for electronic assessment requiring simultaneous use of workstations under exam conditions (e.g. large computer rooms). However such rooms are not ideal for private study or for smaller group teaching. Therefore we suggest an innovative space which can be arranged for exam use but at other times switched to a mixture of smaller computer rooms and more distributed self- and group-study space.
- Within the flexible space areas for small groups to prepare and develop presentations would be especially valuable.
- Adaptable to create exhibition space for activities such as product or poster presentation.

Embedded Industry Engagement Activity

- There is an increasing focus on industrial placement and interaction as part of the taught experience, this is especially important for Biosciences. In parallel with this we have increasing focus on industry interaction for research and (in Biosciences) a particular interest in SME engagement.
- Accommodating the industry placement support staff within the hub to maximise student uptake and interaction. Co-locating research support personnel (e.g. BDE) providing the opportunity to create an industry 'front door' for the campus, especially relevant for the SME engagement work.
- More direct student employment related activity would take place around this space. For example mock recruitment assessments, employer visits and presentations, rooms suitable for interviews.
- There may be opportunities to develop other public facing activity through the same front door.

Lecture Room Facilities

- Although outside the scope of teaching laboratory provision if there were to be investment to refurbish existing teaching laboratory space in North Lab this is immediately adjacent to the 'old' lecture block. There might be opportunities to redevelop this facility in parallel.

Review of Visits to London Metropolitan and Nottingham Trent University's

Following visits to the teaching laboratories at Nottingham Trent University (NTU) on 14/03/12 and London Metropolitan University (LMU) on 02/04/12, the following is a review of the benefits and potential issues of combining disciplines within a teaching facility.

There were some clear synergies in infrastructure design, which one would expect, as both have followed the same plan to incorporate Chemistry and Biological teaching in one facility. Both facilities appear to have one large 'Super-lab' where 'wet-science' is performed with other smaller laboratories/areas supporting instrumentation.

Both institutes had a clear idea that by combining the teaching within one area would provide an opportunity to;

- Facilitate an extremely high student number each session (ca. 220 occupancy) (**Picture 1**)
- Teach the large classes with fewer academics supported by technicians (typically a 'new university' model)
- Reduce the size of infrastructure and bring together their teaching by a multidisciplinary use of similar facilities/equipment.
- Redevelop technical staff profile, with support staff concentrating on a single science area and create a multidiscipline technical team – whilst retaining expertise in particular disciplines.

From an infrastructure and services perspective, there are clear benefits in incorporating teaching within one facility. However, combining science areas does present some issues, particularly with respect to Biological Sciences. In both cases the laboratories have been classified as category 2 and therefore paper-based work is not permitted.

Addressing this issue, both institutions have developed similar innovative teaching methods (with NTU able to make use of the most recent technology as it is a new facility and LMU utilising technology from 2006). This technology would be useful in quite a number of our current teaching environments we currently operate to improve our delivery whilst saving on resources.

Some clear innovations were:

- The use of headsets tuned to differing frequencies to permit teaching of different practical's/subjects to individual groups within the same area.
- The use of media to support the group teaching of different practical's/subjects – NTU utilising Samsung notepads and LMU utilising PC's built into benching with students given their own screens and keyboards (**Picture 2**). Both give a clear method of electronic recording/reporting on lab-work.
- LMU has the ability to direct teaching from central station to ANY workstation regardless of location (using the students individual screens), where NTU have adopted a local grouping of units to be taught together (**Picture 3**).

In Summary

The two laboratories (Super-labs) visited demonstrated a multidisciplinary approach to teaching laboratory groups in a dedicated space. LMU demonstrated that this approach was workable with

some clear thinking what was achievable and the rationale about why it should be done. In their case it was about bringing together areas that were spread out in almost 'silo-ed' units into one facility and bring cohesion to their taught sciences. With NTU, it appeared more about improving their facilities and giving the associated sciences facilities to grow their student number and/or better provision for their current courses.

NTU was not ready for occupation at the time visited which allowed us to view how the laboratory was being configured. LMU had been in operation since 2006.

Points on both visits;

- Huge investment would be necessary development in facilities such as these. NTU benefitted from the recent availability of a relatively new building (that lent itself to this type of redevelopment), close their science building to house their facility. LMU also seized on an opportunity to use infrastructure nearby to redevelop to bring together their teaching which was spread around the local area.
- This model appears to be useful in sciences that work in a similar mode (i.e. 'wet-laboratory' users together or instrumental users together). Therefore it is essential to look at the full operations of subjects/schools.
- Having a multidiscipline support group appeared to work very well, though as mentioned, technical expertise in particular disciplines needs to be retained.
- Although there are two different strands of science being successfully taught at LMU, there remained a need to retain dedicated space for each discipline in certain areas. This appeared to be replicated at NTU.
- LMU technology was already becoming outdated as evidenced in the new technology incorporated by NTU.
- The dispensing stores at LMU were far too small, although the use of a 'roller-dex' system to store chemicals and glassware were excellent space saving ideas (**Picture 4**). It is unclear whether NTU will have similar issues.
- The communal prep-rooms at LMU were under-provisioned and as a result were cluttered, giving concerns regarding Safety (**Picture 7-9**). NTU had not provisioned much more space for support staff. It will be interesting to visit once they occupy and use it (**Pictures 5 and 6**).
- 'Future-proofing' a facility of this size for changes in disciplines would likely be a major issue.
- High initial equipment expenditure to fit the needs of a multidisciplinary facility. Both facilities required significant spend on equipment to begin the operation.

Pictures 1 to 9



Picture 1. Large user 'Wet-laboratory'



Picture 2. LMU underbench PC with user keyboard for recording experimental data.



Picture 3. Demonstrator bench. Direct teaching from central station to ANY workstation



Picture 4. Roller-dex storage system. Extremely space saving!



Picture 5. NTU prep room



Picture 6. NTU prep room



Picture 7. LMU Prep room



Picture 8. LMU prep room



Picture 9. LMU technician station in prep room

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 9.0

Centrally Timetabled
Rooms
AV & PC Equipment

9.1 Request for Funding

9.2 Request for Funding AV & PC
Upgrade Late Summer 2014

TIMETABLED ROOM FURNITURE REQUIRED

Location	Items needed	Reason	Approx Cost	Notes
B18 Amenities Building - Jubilee	70 x chairs	Current chairs don't fit under the tables properly and therefore tables can't be lined up neatly	£6,000	The current chairs will be used for functions around Jubilee. Porters currently use a stack of 60 - 70 plastic chairs which we would like to dispose of.
Charnwood Room - Sutton Bonington	65 x tables & 130 x chairs	Current chairs are very tatty and tables are in poor state. Senior Management commented the furniture was in a poor state over 12 months ago	£16,000	
A21 Pope	10 x tables	Tables are in poor state	£800	
A22 Pope	12 x Tables	Tables are very old fashioned single 'x' folding tables	£900	
C33 & C3 Exchange	80 x tables	Both rooms have 80 tables each and a large number of them are damaged. 80 tables mean the worst can be scrapped.	£6,000	
C19 & C20 Pope	20 x computer chairs	each room needs approx 10 new chairs due to backs being pulled off and damaged.	£2,000	
Boots Science B34	46 x tables	Room currently has chairs only - Timetabling have comments from users that tables and chairs are preferred	£3,500	
Sustainable Research C10	46 x tables & 92 x chairs	Room has very old and tatty tablet chairs. Timetabling have comments from users that tables and chairs are preferred	£11,500	Cost of these to be covered by Engineering Project Pope A13/14?
Portland Building E125, E126, E127	135 Chairs	Current chairs don't fit under the tables properly and therefore tables can't be lined up neatly	£11,500	The current chairs will replace stock of plastic chairs used for events
University wide	15 x Seminar tables, 30 x Seminar chairs, 15 x Computer chairs	To be kept at Stores and used as and when required at short notice	£5,000	
		TOTAL:	63,200 + VAT	

TOTAL REQUIRED TO INCLUDE VAT £75,000



Rolling Refurbishment update and proposals for Audio Visual and PC/Laptop equipment

June 2014

Dale Pearson

Introduction

This paper is to update SMC on the achievements of the 2013/14 centralised rolling refurbishment projects for both Audio Visual (AV) and PC/Laptop equipment managed by IS and request budget for Late Summer and Xmas 2014/15 projects.

Achievements

Since the previous update paper (March 2014) the Easter projects have taken place. Whilst refurbishment of the Senate Chamber and Great Hall was postponed to allow further negotiations with Estates to take place (reducing the overall spend by £100k), all other planned AV and PC refurbishment was completed.

Installation period	PC/Laptop		Audio Visual		
	No. of	Cost	Rooms	Cost	
Easter 2014	172	£125,000	9	£126,000	£251,000

Further details of the areas refurbished this period can be seen in Appendix A.

Plans for Early Summer 2013/14

Following budget approval of £281k in April by SMC, the installation project for AV replacement during the Early Summer period (June/July) has now been fixed with two room amendments, which also slightly reduces the cost.

Installation period	PC/Laptop		Audio Visual		
	No. of	Cost	Rooms	Cost	
Early Summer 2014	0	£0	18	£279,500	£279,500

Further details of the areas being refurbished this period can be seen in Appendix B.

Summary of recent AV/PC investment

Over the financial year 2013/14, the total investment either already made or approved is as follows:

Installation period	PC/Laptop		Audio Visual		
	No. of	Cost	Rooms	Cost	
Late Summer 2013	512	£336,000	19	£290,000	
Christmas 2013	Upgrades only	£35,000	6	£83,000	
Easter 2014	172	£125,000	9	£126,000	
Early Summer 2014			18	£279,500	
Total	684	£496,000	52	£778,500	£1,274,500

Note: This figure only includes the CTR rolling refurbishment investment and doesn't include investment by SMC in other projects with AV or PC content.

Proposals for 2014

Looking into the next financial year there is an opportunity to plan further installation projects ahead of the next start of session; August/September (Late Summer) 2014. **We ask SMC to approve a combined PC and AV budget for Late Summer installs totalling £879k** (£485k+£394k from below).

Chart showing the PC refurbishment proposal for Late Summer 2014:

Building Name	Room	Number of PCs	Cost
Late Summer 2014 - PC			
KMC	174	17 High spec tower	£15,280
Biology	A81	37 Standard	£23,665
Exchange	B4	34 Standard	£21,746
Coates	C19	103 Engineering spec	£95,666
Greenfield Medical Library	A36	20 Standard	£12,792
History	A17	17 Standard	£10,873
Library Hubs	Open areas	37 Standard base	£19,314
Pope	A15	61 Engineering spec	£56,657
CTR controller PCs -batch 2	Multiple rooms	64 Standard base	£33,408
Trent - Digital Classroom	A97	23 Standard	£14,711
Trent - Sanako lab	A103	19 Standard	£12,152
Trent - Sanako lab	C72	23 Standard	£14,711
Trent - Self Access Centre	C92 (C65)	45 Standard AIO	£32,562
Law & SS	A25	69 Standard	£44,132
Sutton Bonington Gateway	A7	121 Standard	£77,392
		690 PCs - Total	£485,061

These PC costs are subject to change as the University contract is currently being negotiated. Further work is to be undertaken to review the requirements and standards for the PC and notebook provision once this is finalised.

Chart showing the AV refurbishment proposal for Late Summer 2014:

Building Name	Room	Room Type	Cost
Late Summer 2014 - AV			
Arts Centre (Music)	B8	Small Seminar Room	£11,500
Clive Granger	B29/B29a	Computer Teaching Room	£9,500
Coates Building	A1	Large Seminar Room	£13,000
Dearing Building	B46	Small Seminar Room	£11,500
Dearing Building	C42	Small Seminar Room	£11,500
Dearing Building	C47	Small Seminar Room	£11,500
Exchange	C3	Large Seminar Room	£13,000
Exchange	C33	Large Seminar Room	£13,000
Food Sci. Building	A33 (LR9)	Lecture Theatre	£28,500
Law & SS	B62	Lecture Theatre	£28,500
New Business School South	B52	Interactive Teaching Room	£74,000
Pope Building	A13*	Dual Projection Lecture Theatre	£48,000
Pope Building	A14*	Dual Projection Lecture Theatre	£48,000
Pope Building	A21	Small Seminar Room	£11,500
Pope Building	A22	Small Seminar Room	£11,500
QMC Medical School	C48 (C1072)	Large Seminar Room	£13,000
Portland	E125	Small Seminar Room	£11,500
Portland	E126	Large Seminar Room	£13,000
Portland	E127	Small Seminar Room	£11,500
		19 rooms - Total	£393,500

** Note: These two rooms will be excluded from this schedule if SMC approve a separate redesign application of the area and this budget reduced accordingly (by £96k).*

There is also an opportunity to plan a smaller AV installation project for Xmas 2014. **We ask SMC to approve an AV budget for Xmas installs totalling £59k** (from below).

Chart showing the AV refurbishment proposal for Xmas 2014:

Building Name	Room	Room Type	Cost
Xmas 2014 - AV			
Amenities	B11	Small Seminar Room	£11,500
Amenities	B12	Small Seminar Room	£11,500
Amenities	B17	Small Seminar Room	£11,500
Amenities	B18	Large Seminar Room	£13,000
Amenities	B19	Small Seminar Room	£11,500
5 rooms - Total			£59,000

Indicative summary of AV/PC requirements for 2014/15

In order to complete an eight room deficit (AV) from 2013/14 and maintain the 35 room (AV) and 769 PC replacement cycle for 2014/15 to current standards over the financial year 2014/15, the indicative total investment requirement for refurbishment will be **£1.9 million** summarised as:

Installation period	PC/Laptop		Audio Visual		
	No. of	Cost	Rooms	Cost	
Late Summer 2014	690	£485,061	19	£393,500	
Christmas 2014			5	£59,000	
Easter 2015	121	£60,778	15	£370,000	
Early Summer 2015			20	£445,600	
Total	811	£545,839	59	£1,268,100	£1,813,939

The full 4-year PC replacement schedule can be seen in Appendix C.

The full 5-year AV replacement schedule can be seen in Appendix D.

Appendix A. - Easter 2014 achievements

Chart showing the AV refurbishment **completed** during Easter 2014:

Building Name	Room	Room Type	Cost
Easter 2014 - AV			
Coates Building	C19	Computer Teaching Room	£9,500
Dearing Building	B19	Small Seminar Room	£11,500
Dearing Building	B37	Small Seminar Room	£11,500
Medical School	B137	Small Seminar Room	£11,500
SB Main Building	B12/LR1	Large Seminar room	£13,000
SB Main Building	B13	Small Seminar room	£11,500
Sustainable Research	C10	Lecture Theatre	£28,500
Medical School	D96a	Large Seminar Room	£13,000
Trent Building	C72	Language Teaching Room	£8,000
9 rooms - Total			£118,000

These nine rooms came in slightly over the forecast of £118k; the actual cost was £126k

Chart showing the AV refurbishment **postponed** during Easter 2014:

Building Name	Room	Room Type	Cost
Easter 2014 - AV			
Trent Building	Senate Chamber	Non-standard Room	£50,000
Trent Building	Great Hall	Non-standard Room	£50,000
2 rooms - Total			£100,000

Chart showing the PC refurbishment **completed** during Easter 2014:

Building Name	Room	Number of PCs	Cost
Easter 2014 - PC			
Clive Granger	A63	5 standard AIO	£3,600
Dennis Arnold Music Library	Open area	1 standard AIO	£720
Greenfield Medical Library	Open area	53 standard AIO	£38,160
Halls of residence	Open areas	28 standard	£17,909
Hallward Library Level 3 & 4	Level 3 & 4	42 standard AIO	£30,240
Assistive Technology Rooms	Various	6 standard	£4,032
SoN King's Mill Library	Open area	6 standard AIO	£4,320
QMC Medical School	C64 (C1070)	31 standard	£19,828
172 PCs - Total			£118,809

These PCs came in slightly over the forecast of £119k, the actual cost was £125k

Appendix B. - Early Summer 2014 schedule

Chart showing the **revised** AV refurbishment plan for Early Summer 2014:

Building Name	Room	Room Type	Cost
Early Summer 2014 - AV			
Biology	B1	Small Seminar Room	£11,500
Physics	B21	Large Seminar Room	£13,000
Physics	C4	Small Lecture Theatre	£13,000
Physics	C5	Small Lecture Theatre	£13,000
SB Lecture Room Block	LR3	Small Lecture Theatre	£13,000
Amenities	A2*	Small Seminar Room	£11,500
Amenities	A3	Small Seminar Room	£11,500
Amenities	A4	Small Seminar Room	£11,500
Amenities	A5	Small Seminar Room	£11,500
Amenities	B13*	Small Seminar Room	£11,500
Law & Soc. Sciences	A103	Video conference room	£13,000
QMC Medical School	C49 (C1071)	Large Seminar Room	£13,000
QMC Medical School	C64 (C1070)	Computer Teaching Room	£9,500
QMC Medical School	C65 (C2505)	Large Seminar Room	£13,000
Trent Building	A46	Large Seminar Room	£13,000
Trent Building	B38a	Small Seminar Room	£11,500
Trent Building	C5	Small Seminar Room	£11,500
Vet School	A30	Interactive Teaching Room	£74,000
18 rooms - Total			£279,500

* Two rooms (Biology B39 and Medical School C48) have been replaced by Amenities A2 and B13 to overcome room access restrictions.

Appendix C:

Chart showing full 4-year PC/Laptop replacement schedule

Room	Number	CTR?	2014-15	2015-16	2016-17	2017-18
City Hospital Library	2			X		
Coates C20 (T)	97	✓		X		
Dearing A37	28	✓		X		
George Green Library 1st Floor Individual Learning Workstations	10			X		
George Green Library 2nd Floor Individual Learning Workstations	10			X		
Hallward Library Level 1 and Level 2	121			X		
Hallward LG101	31	✓		X		
James Cameron Gifford Library	11			X		
Medical School C77	93	✓		X		
Controller PCs for Computer Teaching Rooms batch 3	64	✓		X		
Medical School A18	61	✓		X		
ELSC	102	✓		X		
Humanities	19	✓		X		
Café Open PCs	24			X		
CCC South	71				X	
George Green Library Computer Room	62				X	
George Green Library Teaching/Computer Room	36	✓			X	
Hallward Library Level 3 and 4	32				X	
Assistive Technology Rooms	6				X	
International House A26 (Digital Classroom)	23	✓			X	
Pope A16	41	✓			X	
Pope A26 (T)	51	✓			X	
SB Computer Room B8	15	✓			X	
SB Computer Room B9	26	✓			X	
Trent C55	23				X	
Trent C70	23				X	
Controller PCs for Computer Teaching Rooms batch 4	64	✓			X	
Clive Granger David Ebdon Lab	98	✓			X	
Libraries Based Loan Laptops (July 2013)	140				X	
Clinical Sciences A38	29	✓				X
Clive Granger A63	5					X
Dennis Arnold Music Library	1					X
Derby Medical School C11	10					X
Derby Medical School C8	90	✓				X
Djanogly Learning Resource Centre	70					X
Duncan MacMillan House Main A/DM01	12					X
Greenfield Medical Library	53					X
Halls of residence	28					X
Hallward Library Level 3 and 4	35					X
Medical School A32	27					X
Pope A23 (Digital Classroom)	23	✓				X
Pope A24 (CAL Lab)	40	✓				X
Pope A25 (Digital Classroom)	19	✓				X
SB A02 (Opal Hall) Computer Room	25					X
SB Computer Room B10 - Language Lab	12	✓				X
SB Computer Room B5	23	✓				X
SoN King's Mill Library (IS Owned) 1	6					X
Controller PCs for Computer Teaching Rooms batch 1	64	✓				X
Trent B16	49	✓				X
Trent LG25	24					X
Trent LG27	32					X
QMC C1070 (Formally C64)	31					X
KMC174	17		X			
Biology A81	37	✓	X			
Business Library	7		X			
Exchange B4	34	✓	X			
Coates C19	103	✓	X			
Djanogly Learning Resource Centre (library)	4		X			
Greenfield Medical Library A36	20	✓	X			
Hallward 105/106	37	✓	X			
Hallward Avid	4		X			
History A17	17	✓	X			
Library AV PCs	37		X			
Pope A15	61	✓	X			
Controller PCs for Computer Teaching Rooms batch 2	64	✓	X			
Trent A97 (Digital Classroom)	23	✓	X			
Trent A103 (Sanako lab)	19	✓	X			
Trent C72 (Sanako lab)	23	✓	X			
Trent C92 Self Access Centre	40		X			
Law A25	69	✓	X			
SB Computer Room (New build 100 seats from Capital Project 2010/2011)	121	✓	X			
Maths (New build 25 seats from Capital Project 2010/2011)	19	✓	X			
UNLOC Terminals (Library Locations)	80		X			
Total:	3048					

Appendix D: Chart showing full 5-year AV replacement schedule

Building Name	Room	Room Use	Seats	Replacement due								
				2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	
City Hospital												
Clinical Sciences	A10/11 (1)	Large Seminar Room	65					X				
Clinical Sciences	A29 (7)	Small Seminar Room	20			X						
Clinical Sciences	A30 (4)	Large Seminar Room	50					X				
Clinical Sciences	A31 (5)	Small Seminar Room	48							X		
Clinical Sciences	A50	Lecture Theatre	196				X					
Clinical Sciences	B122	Large Seminar Room	50			X						
Clinical Sciences	B123	Small Seminar Room	28			X						
Clinical Sciences	B124	Small Seminar Room	28			X						
Medical School												
Medical School	A1	Interactive Teaching Room	448			X						
Medical School	A3	Lecture Theatre	255					X				
Medical School	A4	Lecture Theatre	250					X				
Medical School	A5	Small Seminar Room	20						X			
Medical School	A6	Small Seminar Room	20							X		
Medical School	A7	Small Seminar Room	24							X		
Medical School	A8	Small Seminar Room	24							X		
Medical School	A18	Computer Teaching Room	58		X							
Medical School	A36	Computer Teaching Room	20							X		
Medical School	B72	Small Seminar Room	40							X		
Medical School	B128	Large Seminar Room	60				X					
Medical School	B129	Small Seminar Room	36								X	
Medical School	B130	Small Seminar Room	36								X	
Medical School	B133	Small Seminar Room	16								X	
Medical School	B134	Small Seminar Room	16								X	
Medical School	B135	Small Seminar Room	16								X	
Medical School	B136	Small Seminar Room	16								X	
Medical School	B137	Small Seminar Room	16									X
Medical School	B139	Small Seminar Room	28							X		
Medical School	B141	Small Seminar Room	32						X			
Medical School	C1a	Teaching Lab										
Medical School	C1b	Teaching Lab										
Medical School	C1c	Teaching Lab										
Medical School	C1d	Teaching Lab										
Medical School	C2a	Teaching Lab										
Medical School	C2b	Teaching Lab										
Medical School	C2c	Teaching Lab										
Medical School	C33a	Teaching Lab							X			
Medical School	C33b	Teaching Lab							X			
Medical School	C33c	Teaching Lab							X			
Medical School	C33d	Teaching Lab							X			
Medical School	C99a	Teaching Lab										
Medical School	C99b	Teaching Lab										
Medical School	C99c	Teaching Lab										
Medical School	C99d	Teaching Lab										
Medical School	C77	Computer Teaching Room	90		X							
Medical School	D96a	Large Seminar Room	58									X
Medical School	D96b	Small Seminar Room	24							X		
Medical School	E1	Small Seminar Room	36			X						
QMC Medical School	C48 (C1072)	Large Seminar Room	50		X (LS)							
QMC Medical School	C49 (C1071)	Large Seminar Room	64		X (ES)							
QMC Medical School	C50	Lecture Theatre	247							X		
QMC Medical School	C64 (C1070)	Computer Teaching Room	34		X (ES)							
QMC Medical School	C65 (C2505)	Large Seminar Room	60		X (ES)							
QMC Medical School	D1033	Large Seminar Room	60							X		
QMC Medical School	D2504	Small Seminar Room	30							X		
QMC Medical School	Various	Library Hub				X						
Sutton Bonnington												
Food Sci. Building	A33 (LR9)	Lecture Theatre	217		X (LS)							
Gateway Building	A7	Computer Teaching Room	120					X				
Gateway Building	B1	Large Seminar Room	72					X				
Gateway Building	B2	Large Seminar Room	56					X				
Lecture Room Block	LR2	Small Lecture Theatre	118						X			
Lecture Room Block	LR3	Small Lecture Theatre	118	X (ES)								
Lecture Room Block	LR4	Small Seminar Room	46				X					
Lecture Room Block	SR5	Small Seminar Room	18				X					
Lecture Room Block	SR6	Small Seminar Room	24				X					
Lecture Room Block	SR7	Small Seminar Room	26				X					
Lecture Room Block	SR8	Small Seminar Room	16				X					
Plant Science	A17	Large Seminar Room	65					X				
Main Building	B12/LR1	Large Seminar room	66									X
Main Building	B13	Small Seminar room	40									X
Main Building	A32 (Charnwood)	Large Seminar room	120					X				
Main Building	B5	Computer Teaching Room	23									

Building Name	Room	Room Use	Seats	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Main Building	B8	Computer teaching room	20							X	
Main Building	B9	Computer teaching room	26							X	
Main Building	B10	Computer Teaching Room	12								
Main Building	Various	Library Hub				X					
Vet School	A29	Lecture Theatre	130						X		
Vet School	A30	Interactive Teaching Room	400		X (ES)						
Jubilee Campus											
Amenities	A2	Small Seminar Room	32		X (ES)						
Amenities	A3	Small Seminar Room	24		X (ES)						
Amenities	A4	Small Seminar Room	15		X (ES)						
Amenities	A5	Small Seminar Room	15		X (ES)						
Amenities	B11	Small Seminar Room	32		X (xmas)						
Amenities	B12	Small Seminar Room	32		X (xmas)						
Amenities	B13	Small Seminar Room	32		X (ES)						
Amenities	B17	Small Seminar Room	20		X (xmas)						
Amenities	B18	Large Seminar Room	64		X (xmas)						
Amenities	B19	Small Seminar Room	19		X (xmas)						
Si Yuan Centre	A8	Language Lab	23						X		
Si Yuan Centre	A9	Language Lab	23						X		
Si Yuan Centre	A11	Video Conference Room	10						X		
Si Yuan Centre	A21	Small Seminar Room	36						X		
Dearing Building	A2	Small Seminar Room	16					X			
Dearing Building	A30	Small Seminar Room	16						X		
Dearing Building	A32	Large Seminar Room	50						X		
Dearing Building	A34	Small Seminar Room	16			X					
Dearing Building	A37	Computer Teaching Room	28						X		
Dearing Building	B4	Small Seminar Room	16					X			
Dearing Building	B19	Small Seminar Room	24								X
Dearing Building	B37	Small Seminar Room	40								X
Dearing Building	B40	Small Seminar Room	40							X	
Dearing Building	B43	Small Seminar Room	40							X	
Dearing Building	B46	Small Seminar Room	36		X (LS)						
Dearing Building	B73	Small Seminar Room	24							X	
Dearing Building	B85	Small Seminar Room	24							X	
Dearing Building	C35	Small Seminar Room	42				X				
Dearing Building	C41	Small Seminar Room	36				X				
Dearing Building	C42	Small Seminar Room	40		X (LS)						
Dearing Building	C45	Small Seminar Room	40				X				
Dearing Building	C47	Small Seminar Room	14		X (LS)						
Dearing Building	C49	Small Seminar Room	40				X				
Exchange	B1	Small Seminar Room	23		X						
Exchange	B2	Meeting Room	12								
Exchange	B4	Computer Teaching Room	34				X				
Exchange	B35a	Non Standard Room	22			X					
Exchange	B35c	Non Standard Room	10			X					
Exchange	C1	Small Seminar Room	18						X		
Exchange	C3	Large Seminar Room	150		X (LS)						
Exchange	C4	Small Seminar Room	18						X		
Exchange	C30	Small Seminar Room	8								
Exchange	C31	Small Seminar Room	8								
Exchange	C32	Small Seminar Room	4								
Exchange	C33	Large Seminar Room	150		X (LS)						
Exchange	C34	Small Seminar Room	14						X		
Exchange	LT1	Lecture Theatre	100						X		
Exchange	LT2	Dual Proj Lecture Theatre	200						X		
Exchange	LT3	Dual Proj Lecture Theatre	320						X		
Geospatial	A19	Small Seminar Room	32				X				
New Business School North	A76	Small Seminar Room	42			X					
New Business School South	A6	Small Seminar Room	26						X		
New Business School South	A7	Small Seminar Room	30						X		
New Business School South	A8	Small Seminar Room	30						X		
New Business School South	A24	Small Seminar Room	49						X		
New Business School South	A25	Lecture Theatre	120						X		
New Business School South	A26	Small Seminar Room	49						X		
New Business School South	B2	Small Seminar Room	36			X					
New Business School South	B52	Interactive Teaching Room	488		X (LS)						
New Business School South	C1	Small Seminar Room	36			X					
New Business School South	C2	Small Seminar Room	36			X					
Uni Park Central											
Arts Centre	G30 (A30)	Small Lecture Theatre	120						X		
Arts Centre (Music)	A42	Rehearsal Hall	189								
Arts Centre (Music)	B8	Small Seminar Room	30		X (LS)						
Clive Granger	A31	Small Seminar Room	36					X			
Clive Granger	A39	Small Lecture Theatre	96					X			
Clive Granger	A40	Small Lecture Theatre	84						X		
Clive Granger	A41	Small Lecture Theatre	120					X			
Clive Granger	A42	Large Seminar room	72							X	
Clive Granger	A43	Video conference room	8				X				
Clive Granger	A44	Small Seminar room	48							X	
Clive Granger	A45	Small Seminar room	38				X				

Building Name	Room	Room Use	Seats	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Clive Granger	A48	Interactive Teaching Room	216							X	
Clive Granger	B29/B29a	Computer Teaching Room			X (LS)						
George Green Library	B4	Computer Teaching Room	34			X					
George Green Library	Various	Library Hub				X					
Lenton Firs Main	B38	Small Seminar Room	16					X			
Marmont Centre	B5	Small Seminar Room	38					X			
Maths	A17	Large Seminar Room	52					X			
Maths	B60	Interactive Teaching Room	376					X			
Pope Building	A1	Large Seminar Room	50						X		
Pope Building	A13	Dual Proj Lecture Theatre	160		X (LS)						
Pope Building	A14	Dual Proj Lecture Theatre	160		X (LS)						
Pope Building	A15	Computer Teaching Room	60				X				
Pope Building	A16	Computer Teaching Room	40						X		
Pope Building	A17	Large Seminar Room	90			X					
Pope Building	A21	Small Seminar Room	20		X (LS)						
Pope Building	A22	Small Seminar Room	20		X (LS)						
Pope Building	A23	Language Lab	22			X					
Pope Building	A24	Computer Teaching Room	40								
Pope Building	A25	Language Lab	18			X					
Pope Building	A26	Computer Teaching Room	50						X		
Pope Building	C1	Small Seminar Room	40						X		
Pope Building	C14	Dual Proj Lecture Theatre	266			X					
Pope Building	C15	Lecture Theatre	129							X	
Pope Building	C16	Dual Proj Lecture Theatre	254			X					
Pope Building	C17	Lecture Theatre	113			X					
Pope Building	C18	Lecture Theatre	144			X					
Pope Building	C19	Lecture Theatre	129						X		
Sustainable Research	C10	Lecture Theatre	156								X
Uni Park East											
Biology	A35	Small Seminar Room	32						X		
Biology	A81	Computer Teaching Room	36							X	
Biology	B1	Small Seminar Room	32	X (ES)							
Biology	B3	Lecture Theatre	249			X					
Biology	B39	Small Seminar Room	18		X						
Boots	B34	Large Seminar room	102							X	
Coates Road Auditorium (CRA)	A150	Dual Proj Lecture Theatre	550						X		
Chemistry	A2	Small Seminar Room	40						X		
Chemistry	C15	Large Seminar Room	84					X			
Chemistry	X1	Lecture Theatre	237				X				
Chemistry	X2	Lecture Theatre	144				X				
Coates Building	A1	Large Seminar Room	74		X (LS)						
Coates Building	A3	Large Seminar Room	60				X				
Coates Building	A7	Small Seminar Room	44						X		
Coates Building	C13	Lecture Theatre	105					X			
Coates Building	C19	Computer Teaching Room	100								X
Coates Building	C20	Computer Teaching Room	96							X	
Coates Building	C22	Large Seminar Room	54					X			
Coates Building	C24	Lecture Theatre	288						X		
Coates Building	C27	Small Seminar Room	42						X		
Coates Building	C28	Large Seminar Room	90						X		
Coates Building	C29	Lecture Theatre	221					X			
Coates Building	C35	Small Seminar Room	48						X		
ESLC	A9	Large Seminar Room	157					X			
ESLC	B1	Large Seminar Room	83					X			
ESLC	B2	Large Seminar Room	71					X			
ESLC	B7	Large Seminar Room	74					X			
ESLC	B8	Large Seminar Room	74					X			
ESLC	B12	Small Seminar Room	34					X			
ESLC	B13	Small Seminar Room	34					X			
ESLC	B14	Large Seminar Room	83					X			
ESLC	B15	Small Seminar Room	12					X			
ESLC	B16	Small Seminar Room	12					X			
ESLC	C1	Large Seminar Room	140					X			
ESLC	C13	Computer Teaching Room	98					X			
Pavement Research	C21	Small Seminar Room	24						X		
Pharmacy	234(A5)	Lecture Theatre	86						X		
Pharmacy	235(A6) (Partridge Room)	Small Seminar Room	34					X			
Physics	A1	Small Seminar Room	30					X			
Physics	B1	Dual Proj Lecture Theatre	347			X					
Physics	B13	Lecture Theatre	132					X			
Physics	B21	Large Seminar Room	57	X (ES)							
Physics	B23	Large Seminar Room	90					X			
Physics	C4	Small Lecture Theatre	118	X (ES)							
Physics	C5	Small Lecture Theatre	118	X (ES)							
Physics	C12	Large Seminar Room	89					X			
Physics	C27	Large Seminar Room	89						X		
Physics	C29	Small Seminar Room	48						X		
Psychology	A1	Lecture Theatre	90			X					

Building Name	Room	Room Use	Seats	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Psychology	A16	Large Seminar Room	58						X		
Psychology	A17	Large Seminar Room	60				X				
Psychology	B37	Lecture Theatre	64				X				
Tower Building	203 (C3)	Lecture Theatre	117						X		
Tower Building	L1115	Small Seminar Room	36						X		
Wolfson	B27	Large Seminar room	54						X		
Uni Park West											
Hallward Library	101	Computer Teaching Room	30		X						
Hallward Library	105 (Training Rm)	Small Seminar Room	15		X						
Hallward Library	106 (Translation)	Small Seminar Room	20		X						
Hallward Library	140 (Screening)	Lecture Theatre	56							X	
Hallward Library	Various	Library Hub				X					
Hemsley (Hogarth room)	B1	Small Seminar room	15							X	
Hemsley (Club lounge)	B2	Small Seminar room	35			X					
Hemsley (Delta suite)	B7	Small Seminar room	24							X	
Highfield House	A1	Large Seminar Room	60						X		
Highfield House	A2	Large Seminar Room	60						X		
Highfield House	A3	Video Conference Room	10						X		
Highfield House	A9	Small Seminar Room	30						X		
Highfield House	A11	Small Seminar Room	48						X		
Humanities	A1	Small Seminar Room	40					X			
Humanities	A2	Large Seminar Room	50					X			
Humanities	A3	Dual Proj Lecture Theatre	108					X			
Humanities	A17	Computer Teaching Room	19					X			
Humanities	A21	Small Seminar Room	24					X			
Humanities	A22	Small Seminar Room	30					X			
Law & Soc. Sciences	A1	Large Seminar Room	70				X				
Law & Soc. Sciences	A2	Small Seminar Room	46					X			
Law & Soc. Sciences	A3	Small Seminar room	36							X	
Law & Soc. Sciences	A4	Large Seminar Room	50					X			
Law & Soc. Sciences	A25	Computer Teaching Room					X				
Law & Soc. Sciences	A100	Small Seminar Room	40					X			
Law & Soc. Sciences	A103	Video conference room	11		X (ES)						
Law & Soc. Sciences	B1	Large Seminar Room	60			X					
Law & Soc. Sciences	B62	Lecture Theatre	262		X (LS)						
Law & Soc. Sciences	B63	Lecture Theatre	254							X	
Lenton Grove	A17	Computer Teaching Room	34				X				
Lenton Grove	A18	Small Seminar room	30						X		
Lenton Grove	A19	Small Seminar room	30						X		
Lenton Grove	A26	Small Seminar room	18							X	
Lenton Grove	B13	Small Seminar room	20							X	
Lenton Grove	B14	Small Seminar room	20							X	
Willoughby Hall	Machiardo Suite	Small Seminar Room	40					X			
Portland	C4/5	Small Seminar Room	24						X		
Portland	C11	Lecture Theatre	130						X		
Portland	C20	Large Seminar Room	60				X				
Portland	C26 (WCL)	Small Seminar Room	40			X					
Portland	C27	Small Seminar Room	40			X					
Portland	D136	Small Seminar room	36							X	
Portland	D137	Small Seminar Room	36							X	
Portland	D138	Small Seminar room	36							X	
Portland	E125	Small Seminar Room	36		X (LS)						
Portland	E126	Large Seminar Room	72		X (LS)						
Portland	E127	Small Seminar Room	22		X (LS)						
Portland	E134	Meeting Room									
Trent Building	LG6	Small Seminar Room	30						X		
Trent Building	LG9	Small Seminar Room	30						X		
Trent Building	LG11	Large Seminar Room	60						X		
Trent Building	LG13	Small Seminar room	32							X	
Trent Building	LG14	Small Seminar room	16							X	
Trent Building	LG18 (PAS)	Small Seminar room	42							X	
Trent Building	LG100 (Senate)	Senate Ante Chamber	16								
Trent Building	LG101 (Senate Chamber)	Non Standard Room	46		X						
Trent Building	A19 (Com'tee Rm)	Video conference room	25				X				
Trent Building	A21 (Council Dining Room)	Small Seminar Room	46		X						
Trent Building	A46	Large Seminar Room	52		X (ES)						
Trent Building	A97	Language Lab	24						X		
Trent Building	A103	Language Lab	24				X				
Trent Building	A200 (Great Hall)	Non Standard Room	130		X						
Trent Building	B16	Computer Teaching Room	48						X		
Trent Building	B38a	Small Seminar room	40	X (ES)							
Trent Building	B40	Large Seminar Room	50						X		
Trent Building	B46	Large Seminar Room	80							X	
Trent Building	B65	Small Seminar Room	22							X	
Trent Building	C5	Small Seminar room	14	X (ES)							
Trent Building	C5a	Meeting Room	12								
Trent Building	C7	Small Seminar Room	40			X					
Trent Building	C12	Meeting Room	12								

Building Name	Room	Room Use	Seats	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Trent Building	C13	Meeting Room	12								
Trent Building	C55	Language Lab	40							X	
Trent Building	C70	Language Lab	35			X					
Trent Building	C72	Language Lab	20								X
Derby Medical School											
Derby Medical School	LT1	Interactive Teaching Room	220							X	
Derby Medical School	Sem Rm	Large Seminar Room	91							X	
Derby Medical School	C8	Computer Teaching Room	54							X	
SNMP	205	Small Seminar Room	40						X		
SNMP	206	Small Seminar Room	40						X		
SNMP	207	Small Seminar Room	40						X		
SNMP	304	Large Seminar Room	60						X		
SNMP	305	Large Seminar Room	60						X		
SNMP	306	Small Seminar Room	43						X		
SNMP	307	Small Seminar Room	50						X		
Kings Meadow Campus											
Kings Meadow Campus	A4	Large Seminar Room	36							X	
Kings Meadow Campus	A18	Small Seminar Room	18							X	
Kings Meadow Campus	A66	Small Seminar Room	18							X	
Kings Meadow Campus	A174	Computer Teaching Room	8							X	
Kings Meadow Campus	C1	Small Seminar Room	30							X	
Kings Meadow Campus	C2	Small Seminar Room	30							X	
Kings Meadow Campus	C7	Small Seminar room	22							X	
Kings Meadow Campus	C10	Video conference room	16							X	
Various Locations		Information Screens				X					
Various Locations		Information Screens					X				
Various Locations		Information Screens						X			
Various Locations		Information Screens							X		
Various Locations		Information Screens								X	
Totals	325		20420	7	45	35	28	50	78	54	9
		Small Seminar Room		3	22	13	11	17	37	33	4
		Large Seminar Room		1	9	3	5	20	12	6	2
		Small Lecture Theatre		3	0	0	0	2	3	0	0
		Lecture Theatre		0	2	4	4	5	8	4	1
		Dual Proj Lecture Theatre		0	2	3	0	1	3	0	0
		Computer Teaching Room		0	5	1	4	3	5	6	1
		Video Conference Room		0	1	0	2	0	2	1	0
		Interactive Teaching Room		0	2	1	0	1	0	2	0
		Language Lab		0	0	3	1	0	3	1	1
		Teaching Lab		0	0	0	0	0	4	0	0
		Non Standard Room		0	2	2	0	0	0	0	0
		Library Hub		0	0	4	0	0	0	0	0
		Information Screens (12)		0	0	1	1	1	1	1	0

Room Type	Typical cost ex VAT	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Small seminar room	11500	£34,500	£253,000	£149,500	£126,500	£195,500	£425,500	£379,500	£46,000
Large Seminar room	13000	£13,000	£117,000	£39,000	£65,000	£260,000	£156,000	£78,000	£26,000
Small Lecture Theatre	13000	£39,000	£ -	£ -	£ -	£26,000	£39,000	£ -	£ -
Lecture Theatre	28500	£ -	£57,000	£114,000	£114,000	£142,500	£228,000	£114,000	£28,500
Dual Proj Lecture Theatre	48000	£ -	£96,000	£144,000	£ -	£48,000	£144,000	£ -	£ -
Computer Teaching Room	9500	£ -	£47,500	£9,500	£38,000	£28,500	£47,500	£57,000	£9,500
Video Conference Room	13000	£ -	£13,000	£ -	£26,000	£ -	£26,000	£13,000	£ -
Interactive Teaching Room	74000	£ -	£148,000	£74,000	£ -	£74,000	£ -	£148,000	£ -
Language Lab	8000	£ -	£ -	£24,000	£8,000	£ -	£24,000	£8,000	£8,000
Teaching Lab	27000	£ -	£ -	£ -	£ -	£ -	£108,000	£ -	£ -
Non Standard Room	40000	£ -	£80,000	£80,000	£ -	£ -	£ -	£ -	£ -
Library Hub	40000	£ -	£ -	£160,000	£ -	£ -	£ -	£ -	£ -
Information Screens (12)	21600	£ -	£ -	£21,600	£21,600	£21,600	£21,600	£21,600	£ -
Totals		£86,500	£811,500	£815,600	£399,100	£774,500	£1,090,000	£797,500	£118,000

Where X = Requires scheduling in year of column heading
X (ES) = Scheduled for Early Summer 2014 installation
X (LS) = Scheduled for Late Summer 2014 installation
X (xmas) = Scheduled for Xmas 2014 installation

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 10.0

Terms of Reference

10.1 Membership

SMC Meeting - Agenda (14) 118

University Park, Willoughby Hall, A.533 Machicado Room – 3-5pm Wednesday 4th June 2014

Terms of Reference - Membership:

Membership of those listed in due to elapse in July 2014.

- Dr Derek Chambers
- Professor Terry Moore
- Ms Alison Clarke

TM & AC have agreed to an extended term.

DC declined, stating he'd completed two terms and felt that someone else should be given the opportunity to gain an insight into the Committee's work and how it supports the student experience.

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 11.0

Any Other Business

11.1 Opportunity in Law & Social Sciences

Estates Office – Scope of Works

University Park, Life Science Building, Estates Office, C10

New Office in Law & Social Sciences A29

The purpose of the project is to create an office space in Law & Social Sciences building A29, whilst maintaining direct access to the Telephone Exchange.

Works to create office space:

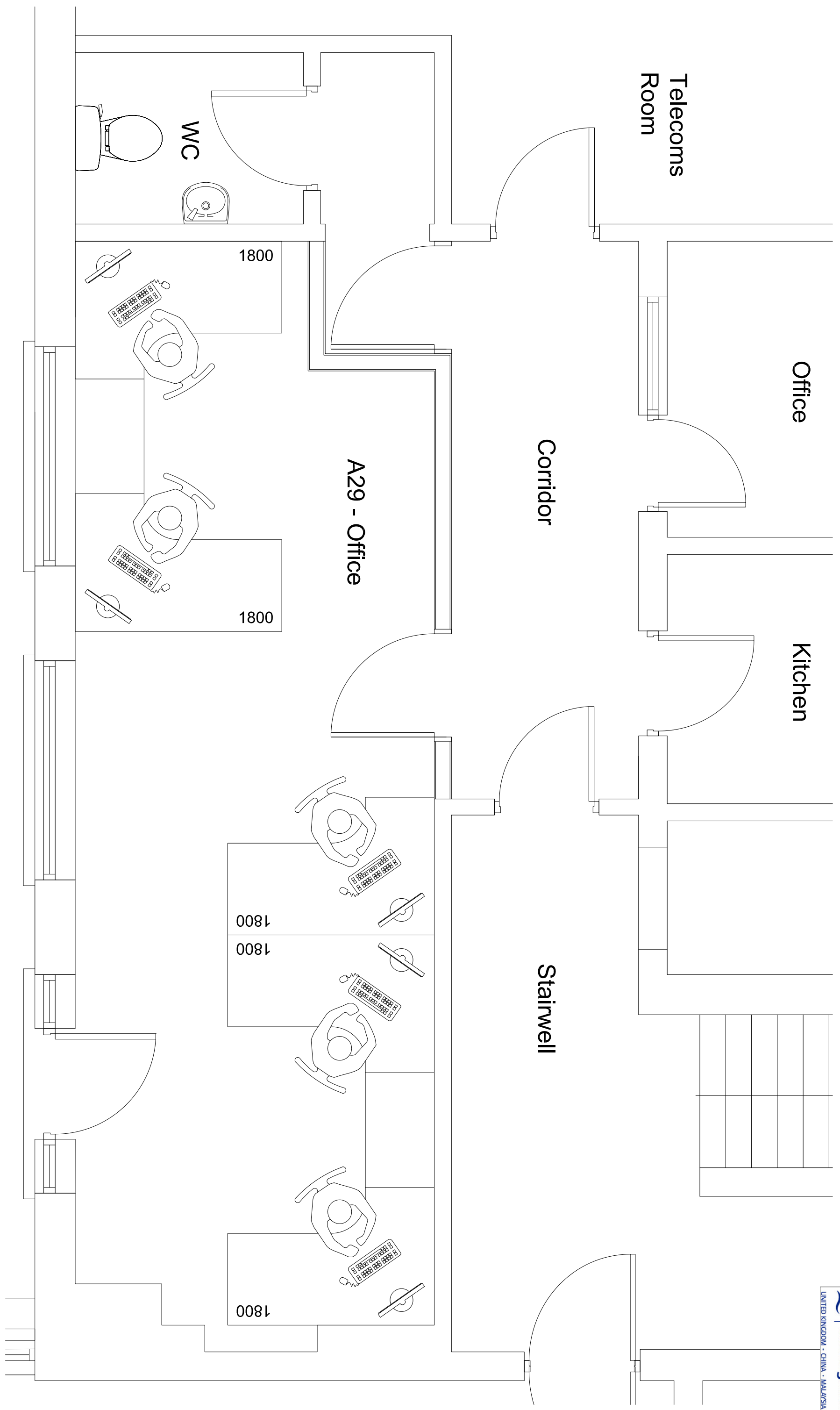
- Retain existing furniture, as shown on proposed drawing, blinds and carpet.
- Retain existing dado trunking, power and data.
- Remove any remaining unwanted furniture including chairs and safe to KMC.
- Form new stud partition wall, as shown on drawing.
- Supply and fit new door, ironmongery etc.
- Decorate new and existing walls, skirting and window sills in white.
- Retain ceiling grid and AC unit.
- Supply and fit new ceiling tiles.
- Adapt existing carpet and ceiling to accommodate new stud partition.
- Make good all finishes on completion.
- Adapt existing lighting and ceiling mounted services to suit.
- Ensure adequate provision is made for emergency lights and fire safety.
- Adapt services to suit new layout.
- Reconfigure furniture as per proposed layout, inc pin and white boards.

Works to WC:

- Strip out existing sanitary ware and dispose.
- Rehang the existing external door to create entrance from the corridor.
- Supply and fit new complete WC, wash hand basin and accessories.
- Supply and fit new flooring and skirting.
- Redecorate all walls ceilings and door, including lobby space, in white.

Works to Kitchenette:

- Remove existing cooker and dispose. Disconnect services and make safe.
 - Remove 2No. wall cupboards.
 - Remove sink unit, tiles and adjacent work surface.
 - Retain water cooler and work surface under wall cupboards.
 - Supply and fit new single bowl sink and base unit.
 - Supply and fit new tile splash back.
 - Supply and fit new vinyl flooring.
 - Supply and fit 2No. new wall units, to match retained work surface.
 - Decorate wall and ceiling surface white.
 - Remove fire blanket.
-



The Estate Office

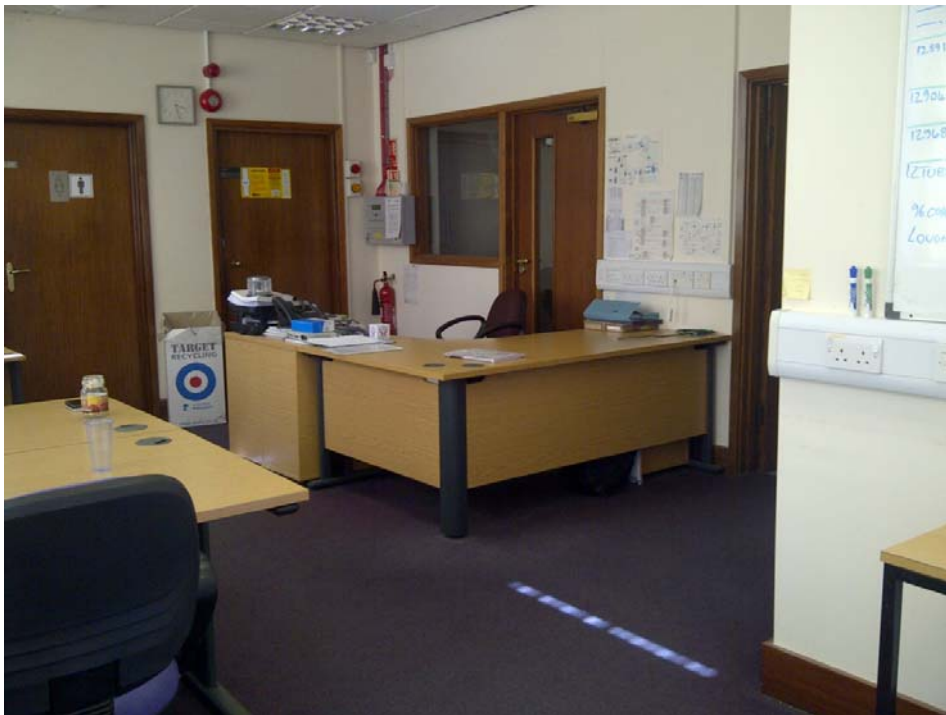
Law and Social Sciences Building
A29 - Proposed Layout
NTS @ A3
May 2014

Existing Photos

University Park, Law & Social Sciences, A29 Telephone Exchange



A29 Escape Door



A29 View towards Telephone Exchange door

Existing Photos

University Park, Law & Social Sciences, A29 Telephone Exchange



A29 View towards Entrance



View towards A29a, Cellular Office and A28 Kitchenette

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 12.0

Date of Next Meeting

12.1 22nd October 2014
Location TBA

SMC Meeting (14) 118

University Park, Willoughby Hall, A.533 Machicado Room, 3-5pm Wednesday 4th June 2014

Item 6.9

Exchange

School of Education

New Education Leadership Centre
