
Managing Office Accommodation

Procedures

Statement

This procedure informs the policy "Space Management at CHEC – Office Accommodation"

Responsibilities

Policy Contact Officer CHEC - Manager Administration

Policy Manager CHEC – Manager Administration

Policy Custodian CHEC Campus Executive

Approving Authority CHEC Board of Governors

PROCEDURES

Office Allocations

The manager/representative of each partner responsible for the day to day operational activities of that partner will provide a best endeavours annual academic and learning support staff accommodation plan in March each year.

Proposed reallocations are negotiated with the Policy Manager and approved by the CHEC Managers Committee.

Unannounced Staffing

Best endeavours will be made to provide short term emergency accommodation prior to confirmation in the annual academic and learning support staff accommodation planning process. Emergency or unplanned accommodation cannot be guaranteed.

Vacant Space

Any office that does not fall into the above plans will be deemed vacant and fall to a pool of available space to be managed and allocated by the Policy Manager prior to confirmation in the annual academic and learning support staff accommodation planning process.

Office Relocations

All office relocations will be planned with the respective partner's senior operations officer.

A comprehensive plan, inclusive of equipment and resources list, will be provided as a formal Works Request to the Campus Facilities Officer with a minimum of 21 days' notice.

The CHEC Technology Services team will be provided advice on required computer and telecommunications changes with a minimum of 21 days' notice.

Facilities Management shall be responsible for moving office contents, excluding these standard items unless required specifically for Work Health and Safety (WH&S) or other dedicated work reasons. The purpose of this is to reduce needless and time consuming manual handling including the minimisation of potential and significant WH&S risks.

For large relocations, external removalists may be engaged at the work unit's cost.

The relocation of staff between offices shall require the approval of Heads of respective work units.

Unauthorised Office Relocations

Indiscriminate swapping of offices is not authorised.

Keys

The issuing of a key is authorised by the Head of a user's work unit.

All keys are registered and allocated by the Administration and Facilities Services team.

All keys and allocations are recorded in a propriety Key Register data base.

All keys must be returned to the Campus Facilities Officer's representative on a user's vacation of any office or allocated work or learning space.

An occupant is accountable for their keys, and the handing of keys directly to new occupant is not authorised.

Allocation of Office Furniture

Each academic staff office is equipped with a desk, chair, filing cabinet, shelving and white/pin boards.

Fixed white boards and pin boards will not be relocated.

New Furniture – User Purchases

When ordering user funded non-standard furniture, users are required to order furniture either as preassembled items or flat pack furniture with the supplier to assemble *in situ*.

The Campus Facilities Officer should be advised via a formal Works Request of any furniture orders to ensure staff are available to coordinate deliveries in a timely manner.

Facilities staff will not deliver or assemble flat pack furniture items.

Additional Services – Power and Data

If additional power and data is required in an office it shall be installed at the user's cost.

Some buildings are at capacity with data cabling and network switches. All additional installation requests will require assessment and authorisation by the Technology and Facilities Services teams.

Sound Attenuation

Offices are of light partition construction and not necessarily sound proof.

Meeting Rooms

All meeting rooms and videoconference rooms will be managed through the Campus central booking process.

Special Function Space

The allocation of special function space, such as for laboratories and commercial activities, will be managed on a case-by-case basis through the CHEC Managers' Committee with Campus Executive approval.

Space – Requests

The requirement of, or bids for, space must be substantiated in writing to the senior operations or Campus Executive representative of the respective partner and clearly justify the purpose and potential costs, together with specific needs, and must demonstrate alignment with the Campus' strategic objectives.

Space – Relinquished

Relinquished space is to be advised in writing to the CHEC Manager -Administration and Facilities Management for database upkeep.

Space Database

Facilities Management and Services shall maintain a comprehensive database of property and space resources together with the following prescribed space management information:

- Room number
- Occupant
- Function
- Room area m²
- Furniture and equipment (where possible)

Approval of Changes to Procedures

CHEC Managers Committee and/or Campus Executive are the only bodies with authority to approve any changes to the above procedures.