

## **Space - Mothballed and Under Refurbishment**

There are occasions when we have to mothball space or need to designate space as being under refurbishment, this usually comes about due to pending or planned building changes. These decisions are normally made in conjunction with an Estates Project Manager who will give advice on how space should be treated prior to a project commencing.

### **Mothballed Space**

Rooms can only be mothballed in large areas. This means mothballing a whole floor of a large building or a building in its entirety. Individual rooms cannot be mothballed as the mothballing process involves locking down an area and turning down services to the minimum.

### **Under Refurbishment**

Rooms should only be set to the status of being under refurbishment should they be in this state for a period of 12 months or more. Any underlying costs that are incurred during this period will be costed to the refurbishments project and not to the occupying school. If the refurbishment is for a period up to 12 months then the status should remain with the occupying school or business unit.

### **Responsibilities**

The current school or business unit occupying the space to be mothballed or under refurbishment is responsible for changing the space to the relevant status. The same goes for taking on mothballed or under refurbished space, it is the school or business unit who is taking on the space responsibility to update the space occupancy.

For buildings where a large number of rooms and spaces are to be either mothballed or placed under refurbishment, please contact the Space Manager who can assist you in doing this.

### **Updating the Space**

Space is updated on the Web Central system by nominated space contacts within each school and business group. Both mothballed and under refurbishment space come under the Estates business unit.

## Mothballed Space

When updating the room on Web Central the detail when editing the room should look like the below screen shot. Code P62 / D838

The screenshot shows the ARCHIBUS Space Planning Console interface. A 'Define Locations' dialog box is open, displaying the following details for room P62 / D838:

Field	Value
Building Code	9
Room Code	215
Room Category	02
Room Use	D12 COB
FEC Category	Desk or Office Space
Room Function	OFFICE- ADMIN/TECH
College	CSG
Subject Area Code	D838
Room Area	178.60
Employee Headcount	0
Floor Code	02
Room Name	215
Room Type	10
Room Standard	0504
EHS Flag	N/A
Employee Capacity	0
School	P62
Room Area Manual Entry	0.00
Prorate	NONE
Other Information	

The background shows a floor plan with various rooms highlighted in green. A table on the right side of the console displays room statistics:

Total Count	Total Area m <sup>2</sup>	Average Area m <sup>2</sup>
7	291.97	4
4	68.58	1
11	176.82	1
25	225.21	

## Under Refurbishment Space

When updating the room on web central the detail when entering the room should look like the below screen shot. Code P62 / D841

The screenshot shows the ARCHIBUS Space Planning Console interface. A 'Define Locations' dialog box is open, displaying the following details for room P62 / D841:

Field	Value
Building Code	9
Room Code	215
Room Category	02
Room Use	D12 COB
FEC Category	Desk or Office Space
Room Function	OFFICE- ADMIN/TECH
College	CSG
Subject Area Code	D841
Room Area	178.60
Employee Headcount	0
Floor Code	02
Room Name	215
Room Type	10
Room Standard	0504
EHS Flag	N/A
Employee Capacity	0
School	P62
Room Area Manual Entry	0.00
Prorate	NONE
Other Information	

The background shows a floor plan with various rooms highlighted in green. A table on the right side of the console displays room statistics:

Total Count	Total Area m <sup>2</sup>	Average Area m <sup>2</sup>
7	291.97	4
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