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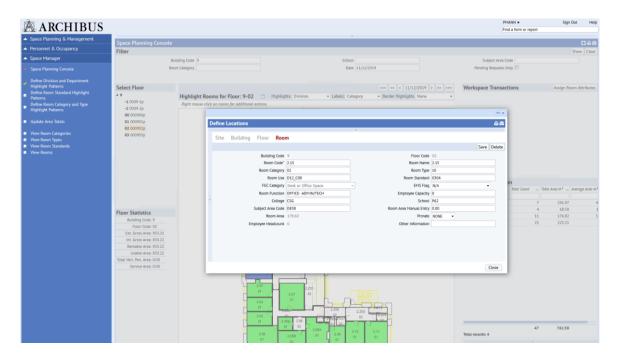
For buildings where a large number of rooms and spaces are to be either mothballed or placed under refurbishment, please contact the Space Manager who can assist you in doing this.

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

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