

Updating space for the annual snapshot

The space allocated to colleges and support groups requires to be reviewed by its occupiers on a regular basis. The online system Web Central is in place to do this and gives the institution's space a very transparent feel. This means that all space can be freely viewed and compared.

Annually (August 1st) a snap shot of the space occupied is taken and this is used to track and manage space for a number of metrics and reports:

- Budget allocations for college and support groups by finance
- Full economic costing reports
- TRAC reports
- Utilities billing
- Maintenance costings
- Management of let property and embedded space
- HESA Estates Management Return (EMR)
- Strategic estate planning
- The audit of space usage

Floor plans and room data are available for space contacts to view on our Web Central platform at the following link:

www.webcentral.estates.ed.ac.uk/archibus/schema/ab-core/views/process-navigator/navigator-details.axvw;jsessionid=8077C411E722C836C775DEFD590DBE97

Legend	School	Total Count	Total Area m ²	Average Area m ²
P5F		7	798.09	11
P62		10	544.71	5
P68		3	35.17	1
P70		13	568.02	4
P72		4	178.25	4
P99		79	1,179.94	1
S26		10	210.99	2
		Total records: 7	126	3,515.17

Within each college and support group there are named individuals who have been nominated to oversee the space records within their given group. The "space contacts" in conjunction with the University Space Manager are required to keep data held within the space records up to date. Keeping the space data up to date should be on a when the change happens basis and not an annual occurrence.

If you require access to Web Central the form on the attached link should be completed and returned to the space manager in Estates:

www.ed.ac.uk/estates/what-we-do/ebis/accessing-ebis

Updating room data

Room data can be viewed by clicking on a room within the plans published on Web Central.

Each field within the room table has a specific reason or meaning for the data base and ultimately the annual space snapshot:

- **Building Code** – Every building has its own unique code (locked field)
- **Floor Code** – This is the floor level the room is located on (locked field)
- **Room Code** – Each room has a room code which ties in with the buildings health and safety records (this should not be changed)
- **Room Name** – Usually the same as the room code unless dispensation has been given to give the room a specific name
- **Room Category** – This can either be 01 – Assignable Space or 02 – Non-assignable Space
- **Room Type** – Six options are given and all relate to full economic costing (FEC)
- **Room Use** – The room use coding should match the room type costing for FEC reporting purposes
- **Room Standard** – We have around 100 room descriptions to choose from
- **FEC Category** – Describes the room use based on Type, Use and Standard (locked field)
- **EMS Flag** – If the space is catering, library or a specialist space this should be updated
- **Room Function** – You can free type comments or occupiers name
- **Employee Capacity** – The number of FTEs the room can hold not how many occupy it
- **College** – This is the college or support group who occupy the space
- **School** – This is the school or business unit who occupy the space
- **Subject Area Code** – This is the subject or sub business unit who occupy the space
- **Room Area Manual Entry** – Non-active field
- **Room Area** – Size of the room in square meters
- **Prorate** – Non-active field
- **Employee Headcount** – Non-active field
- **Other Information** – Free type for reference

The system is very intuitive and simple to use. The University Space Manager is always available to take space contacts through the process and to assist them in updating the space records.

Giving up Space

When space is vacated it is up to the school or business unit vacating the space to update the space record to state who has taken on the space.

New Space

If a new space has been created through a refurbishment or the creation of a new building and this space does not exist on the space records, the Space Manager should be contacted so that this new space can be made visible. A note of the Project Manager who oversaw the creation of the new space is of great help at this stage also.

Mothballed and Vacated Space

A note of the spaces being mothballed and vacated should be sent to the space manager along with a brief narrative of what is happening within this space.