

# UWE Estates and Facilities Design Guide

## Chapter 4: Space Standards



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## 4.1 Change Control

Version Number	Date of Issue	Chapter Ref	Brief Description of Change(s)
1.4	01/05/19	4.2	Added a final bullet point "Occupancy Numbers can alter due to Fire Regulations"
1.4	01/05/19	4.2	Further expansion of specific requirements for furniture.
1.4	01/05/19	4.3	Maximum group size needs to allow space to reconfigure room to work in small groups of 5 or 6 people
1.4	01/05/19	4.4	Section Technology Requirements added as new

# 4.2 Introduction to Space Management

It is imperative that the University's estate be both efficient and effective. The Space Management team, in conjunction with the Central Timetabling Unit, Estates and Facilities and the Faculties are tasked with achieving this through maximising utilisation rates and creating space that is as flexible, functional and as future-proofed as possible.

This Chapter of the design guide sets out:

- The different functional requirements in buildings that impact on space allocation
- General design requirements of different space types
- The specific space allowances for certain types of spaces
- UWE's approach to room numbering

# 4.3 Functional Requirements in all Buildings

For the efficient future management of the completed building, a number of building management facilities (e.g. plant rooms) will be required. In addition to these a number of other facilities are a prerequisite in all buildings:-

- At least one cleaner's room on each floor (see Chapter 2 of the design guide);
- The number of toilets will be calculated by the possible numbers of persons within the building at a change in timetabled periods. Design considerations influencing welfare facilities are addressed in Chapter 3 of the design guide;
- Shower rooms, changing rooms and drying rooms will be provided dependant on usage;
- Lobbies and reception areas need to be bright and welcoming and clearly delineated, in order that visitors know where to report and gain information;
- Hub rooms/switch rooms and/or communications cabinets;
- Waste storage will be required according to the waste strategy for the building and surrounding campus, available from the Waste and Sustainability team.
- First aid facilities (this is potentially one use for multi-function wellbeing rooms, as discussed in Chapter 3 of this design guide);
- The Design Team will be required to develop and incorporate furniture layout orientation with UWE appointed framework furniture suppliers;
- All furniture to adhere to UWE's approved furniture standards.
- Furniture needs to be inclusive with more than one style of chair. Furniture should be adaptable to the individual's needs. Consideration should be given to different working heights.
- Group tables and chairs to enable small groups of 5/6 to work together but configured to allow the whole class to focus on a multiple presentation locations.
- No pallet chairs; these are no longer fit for purpose
- Furniture needs to support student technology – the size and strength of workspace are critical. Power availability for charging (mains and USB).
- Furniture needs to be flexible, light and easy to reconfigure or, fixed to support PBL, groupwork and didactic learning.

- Large whiteboards / glass boards wherever possible
- Group share space – Space/method for small groups to share learning and ideas with the wider group.
- Signage (internal and external) to comply with UWE’s signage specification;
- Occupancy Numbers can alter due to Fire Regulations

### 4.4 Space Types

Below are some guidelines on space planning within buildings. The guidelines are not exhaustive. Consultants and contractors are encouraged to engage with the Space Management and Design Team early in any project. This team will be able to give a more comprehensive understanding of room types and sizes.

The University has a vast assortment of spaces, which can be largely classified in the following list. The classifications used by the Space Team are based on data sets that form part of statutory and in-house returns such as Estates Management Record (EMR) reports to HESA, TRAC and RAM data for financial returns.

Maximum group size needs to allow space to reconfigure room to work in small groups of 5 or 6 people.

Space Type	Description and Space Considerations
Lecture Theatres	Large teaching rooms with fixed tiered seating used for traditional didactic delivery of taught modules to larger groups. These are all centrally scheduled spaces which are used by all Faculties and Services. Recently the University has commissioned a number of Harvard style lecture theatres to meet the demand in changes to teaching in some areas. Lecture Theatres are planned to meet overall institutional needs and, where possible, link to other spaces to ease traffic flow. IT and AV requirements should be discussed with the University’s IT service.
Large Teaching Rooms / Event spaces	Large rooms with mobile furniture which are generally used for delivering taught modules to larger groups. Centrally scheduled spaces used by all Faculties and Services. Generally, rooms should accommodate classes of 50 (this is subject to change as teaching methods evolve therefore please liaise with the University’s Space Manager on current demands). IT and AV requirements should be discussed with the University’s IT service. Please bear in mind these rooms may be used for exam purposes and this should be considered when specifying furniture. Such large spaces can pose challenges for delivering effective natural lighting and discussions about the implications will need to start during RIBA stage 2.
General Purpose Teaching Space	Agile rooms with movable furniture to suit different teaching styles. Centrally scheduled spaces used by all Faculties and Services. Generally, rooms should accommodate classes of 25 (this may change as teaching methods evolve therefore please liaise with the University’s Space Manager on current demands).

Space Type	Description and Space Considerations
	IT requirements should be discussed with the University's IT service. These rooms may be used for exams and this should be considered when ordering furniture etc.
Meeting Spaces	Rooms designated for formal/informal meetings. Centrally and locally scheduled space, available to all. Power and data points should be provided. Liaise with the UWE Space Manager on current needs/sizes of meeting rooms.
Interview Rooms	Private spaces where confidential matters can be discussed by between two to six people. Power and data points are required. Interview rooms will require higher standards of acoustic insulation and may also need panic alarms. The use of blinds, frosting etc. should be considered if visual privacy is also needed.
Receptions	Reception desks should be designed to a consistent corporate image, provide sufficient working space, be accessible and have hidden cabling. Receptions should be light and welcoming with soft seating provided.
Office Space	Office space to support business activities. These may be individual, shared or open plan and include storage provision and ancillary spaces. Office space is non-scheduled space apart from hot desks which may be locally scheduled. No-one should have more than one desk unless there is a justifiable reason. The norm is open plan arrangement for Professional Services and most academic staff to be in offices of up to four. Refer to the space standards below as a guide. Contact the University's Space Manager for advice on layout and furniture requirements.
Storage	An allowance should be made for storage dependant on occupiers and use of building. Please refer to Space Manager on requirements.
Specialist/ Research/ Teaching Laboratories	Special purpose space which does not typically lend itself to other uses (although some laboratories may allow for dual/multi-purpose use). Targeted use which may be centrally or locally scheduled space. Please note these spaces need determining early as they may have structural, mechanical, electrical, drainage and ventilation implications above "normal" space usage. Please refer to the Space Manager regarding the additional allocation of specialist space per academic subject.
General Laboratories	Laboratories should be fit for purpose, flexible and adaptable for use by other faculties, where possible. Please note these spaces need determining early as they have structural, mechanical and electrical implications above "normal" space usage.
PC Laboratories	General PC laboratories, with non-specialist software or hardware. Centrally scheduled space, used by all Faculties. IT requirements should be discussed with the University's IT service. Power, data & ventilation requirements to be specified.
Open Access Learning or Group Work Space	Flexible, ad-hoc and locally bookable spaces used to facilitate individual and group learning. Mainly non-scheduled space, with some bookable spaces. For use by all students. Wi-fi, power and data requirements to be specified.
Library Spaces	Library space will include a mixture of library and individual student and group work study. Please liaise with the Head of Library Services and Space Manager on current space needs and trends.
Staff Social Areas,	Tea points, staff kitchen areas and staff common rooms should be informal areas which may or may not be in the immediate vicinity of offices and could be shared

Space Type	Description and Space Considerations
Kitchens and Tea Points	between one or more faculties or service. Specification to be agreed at space management level, with input from Faculty or Service.
Catering Facilities	The design and need for central catering areas within buildings should involve discussions with the Catering Manager and Space Manager to fully understand the University's requirements. Cafes and catering are addressed in the fabric and structural chapter of this guide. Furniture to be specified in conjunction with Space Management and Design Team to suit type of catering space being commissioned.
Sports Facilities	Sporting facilities (as discussed elsewhere) support a number of UWE strategies. Any future design proposal that relates to sporting facilities will require the design team to adopt the University's excellent standards and incorporate readily accepted industry standards. Equipment to be sourced in conjunction with Head of Sport.
Toilets/ Showers	Toilets and shower areas will be designed to be sufficient for building occupancy levels and be compliant with the current legislation, best practice, etc.
Quiet Rooms	Multi-use spaces for rest and recovery, quiet contemplation should be considered. These should be non-bookable with vacant/in-use sign on door. The décor should be conducive to relaxation and should be designed with multiple use in mind.

## 4.5 Technology Requirements

Also refer to Chapter 8 IT Infrastructure.

In consultation with the Customer, the Project Executive Board, and IT Services, consideration of all of the following should be undertaken:

- One wall to have presentation screen with supporting glass/whiteboard. Other walls to have glass boards and 'safe/permissible' presentation space. This is to be a tool for learning and not dominate the space
- AV and IT that is of high quality, reliable, standardised, starts quickly and supports specialist software. Lecterns must be Voyager or similar and must be height adjustable. Microphone that supports event capture and voice recognition to support the accessibility features of PowerPoint.
- Any new provision of lectern PCs must be specified to run the event capture suite of systems at the University at an optimal level. Not just meet the minimum specification.
- A phone is needed in every room to contact IT Services when teaching is taking place.
- Touch screen provision in the room to allow for annotation. Annotating the screen rather than just a whiteboard opens a lot of possibilities but also allows for eye contact and communication good practice to be maintained.
- Some rooms should have secured laptops available for facilitator to distribute to support group working.
- In order to capture images from events the camera position should be appropriate and adjustable enough to provide for non-verbal communication.

## 4.6 Space Standards

UWE has a Space Standards Guide that is used as a guideline when calculating space needs. Space standards recognise differing space needs according to use and subject area. These standards are not prescriptive but are a baseline for high level modelling. The standards are

rarely used in isolation and other issues (e.g. the building structure/layout building) and specific operational requirements will be considered. Consult the space management team who will assist the project team to apply these standards, especially for teaching areas.

### 4.6.1 Space Allocation

Office Space	Space min m <sup>2</sup> / person	Notes
Single Office with Meeting Space	12 - 15	Designated Senior Staff or other specific requirement
Single Office	9	As above
Shared / Open Plan Office	6.5	Staff
Meeting Area in Open Plan	2.5	Where group-working is a necessity
Meeting Room	2.5	
Additional Administrative Space	Space min m <sup>2</sup> up to 3,000 students	Notes
Student facing administrative space	50 (+10 m <sup>2</sup> /extra 1,000 students)	Includes reception and hand in areas

Social Spaces	m <sup>2</sup> per person
Restaurants / Cafés – dining areas	0.2
Restaurants / Cafés – kitchens	0.17
Communal areas – students	0.7
Communal areas – staff	0.9

### 4.6.2 Notes on calculating space requirements

**Office Space:** An allocation based on the types of staff, the actual staff numbers except for job share, hourly paid lecturers and other 'hot deskers'.

**Teaching and Specialist Space:** Allocations based on teaching delivery requirement and open access learning space / laboratory or other specialist requirement. Please refer to UWE's Space Manager on the latest standard for specialist spaces.

Please note that the sizes specified for office space are not necessarily an entitlement but an overall measurement for different categories of staff per organisational unit.

Storage should initially be considered as part of the allocation for office space. Additional space and storage requirements may be considered on an individual basis. For example, to give room for carers or space for a small personal fridge for medication etc. Offices must be designed with some spare capacity to cater for future, reasonable adjustments.

#### 4.6.2.1 Ensuring space allowances support accessibility

UWE recognises that some staff and students need assistive equipment or support (e.g. a personal assistant or guide dog). Space standards are the minimum space/person.

Additional space will be made available where required and the design guide requires that spaces are flexible enough to accommodate future changes.

### 4.7 Room numbering

- Room numbering within a building must be correct, consistent and clearly identifiable. Room numbers assist people in finding their way around a building and link to systems and data relating to fire alarms, asset management, maintenance works requests and asbestos. Room numbering confusion could cause problems in managing these issues.
- The Space Management Team will allocate room numbers and has produced a Room Numbering Policy SPP3 which must be strictly adhered to.
- The topography of the Frenchay campus poses challenges for room numbering (and at first glance can appear counter-intuitive). A section through the campus should find all floors at that same elevation all given the same number.
- Under **no** circumstances can any staff (internal or external) assign their own numbers.