EBIS Estates and Buildings Information System

User Guide

ARCHIBUS/FM V20

WEB CENTRAL

Date Created : February 2014
Date Last Modified : November 2014 (Version 2)

Foreword

This User Guide has been designed specifically for the purpose of training appointed Space Reps within the University who have been granted access to Web Central.

The Web Central functionality provides the ability to view drawings and related information over the WEB. This should, in turn, make the task of keeping room information and drawings up to date less onerous.

Role of the Space Rep

Each College and Support Group has nominated Space Representatives who will have access to the Web Central. The Space Contacts are responsible for checking the areas and related room information for their appointed buildings, and should update/amend the information online to reflect current allocation/position and layouts, returning all updated information to the Space Manager, at Space.Management@ed.ac.uk

First Line Support

If you require assistance on security or Web Central access please email Ebisusers@ed.ac.uk in the first instance. Only *urgent* enquiries should be directed to the EBIS Support Desk on 650 9683.

Space Management

For further information about the Space audit and Space Management at University of Edinburgh, click on the following link;

http://www.ed.ac.uk/schools-departments/estates-buildings/what-we-do/space-management/system

Central Teaching Updates –

As per the new process distributed among the Departmental and School 'bookers'; any changes to centrally managed rooms should be reported to Registry in the first instance, with a copy to
Space.management@ed.ac.uk

Contents

Section 1   -   Getting Started through MyED

Please note : - Web Central is supported by Mozilla Firefox, not Internet Explorer as there are incompatibility issues with I.E. 10.

On your desktop double click on Mozilla Firefox and copy and paste in the following web address:-

https://www.myed.ed.ac.uk/

This will take you into the EASE login page. It is advisable at this point to bookmark this page by selecting the drop down and the top right hand menu bar and clicking on **Bookmark This Page**.
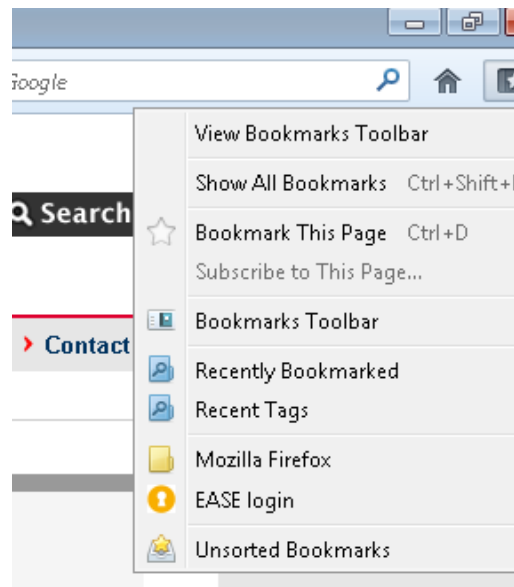

To access the Web Central system. You should see the following page on screen prompting you to enter you given EASE login id and password. . **This password should not, under any circumstances, be divulged or used by anyone other than the specific person it was created for.**
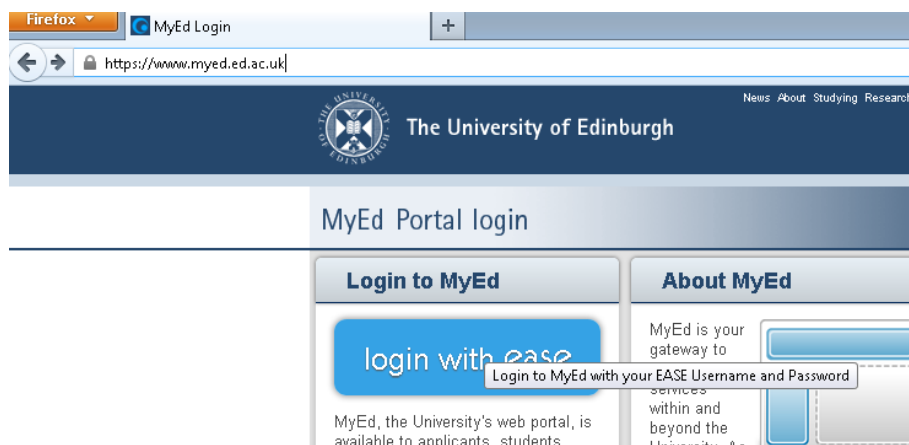
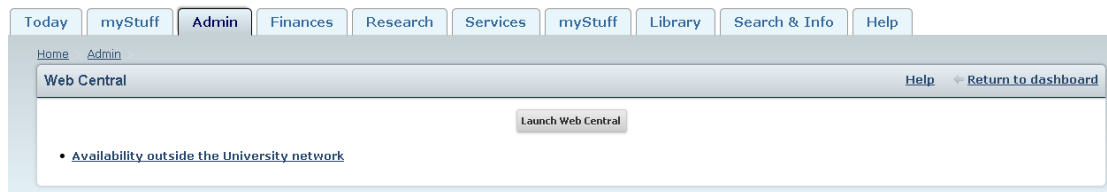Once you are logged in, click on **Add Channel** from the top right menu tab
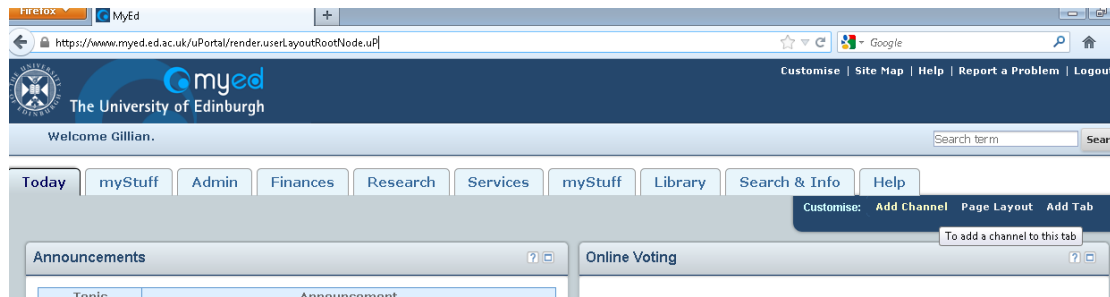
Then select **Building & Rooms** from the left hand column and **Web Central** from the right hand column, and then click on **Add to my Page.**
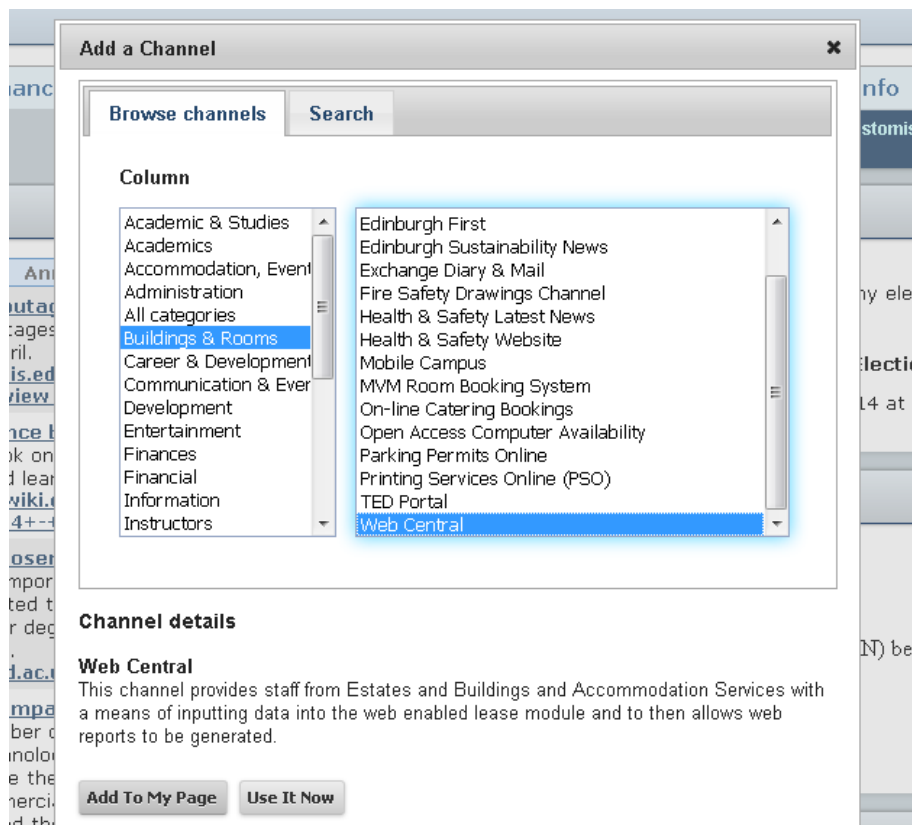
Then select **Web Central** from the appropriate tab under your MyED pages.

Click on **Launch Web Central**

You should now have the Web Central home screen menu in front of you.
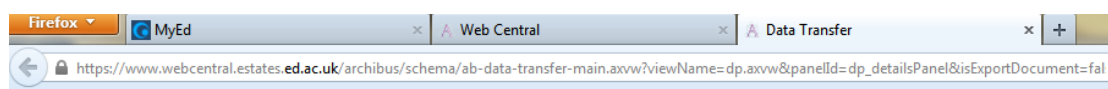
Section 2   -   Navigation around Web Central

Time Out Function

The time out function is currently around 1 hour for the Web Central system

Tabbed views

Please note the above report will appear on a separate tab from your Web Central View, so you can go back to the previous view by toggling between tabs.

Minimize / Maximise Pane views

Once you are into the Web Central main page, please note that there are multiple pane views as you work through the various reports and the space reporting tools. To minimize the pane views, you will need to click on the appropriate '**dotted bar**'
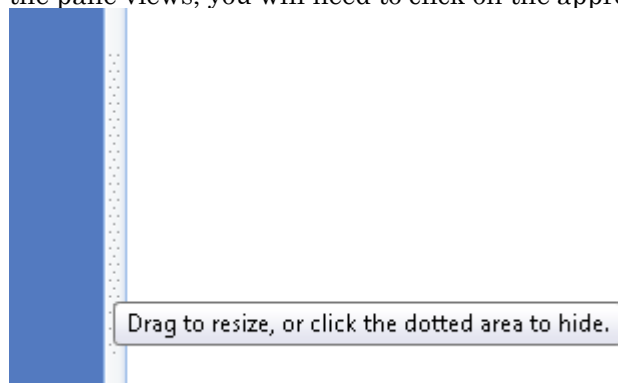
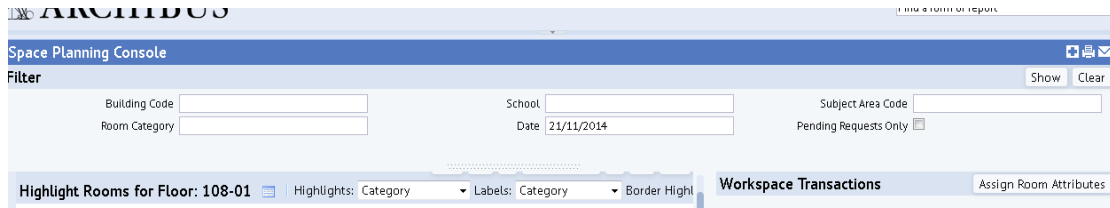on the slim grey borders which outline each view.

Along the top bar you will see the following icons:

To maximise the pane views you need to click on the '**arrow**'

on the slim grey borders which outline each pane view.

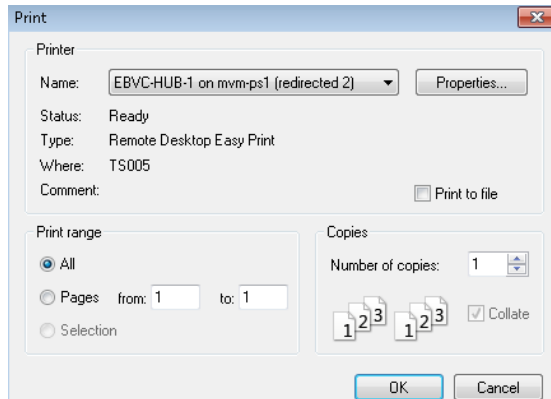When you look along the main horizontal task bar

You will notice the following 3 icons to the right hand side:

The first is a blue and white cross which denotes the **Add this to my Favourites.**

The second is a printer icon Once selected an options box will appear for you to format and print your detail out.

The third icon is the mail sign Once selected an options box willopen for you to enter your details and send the email and content.
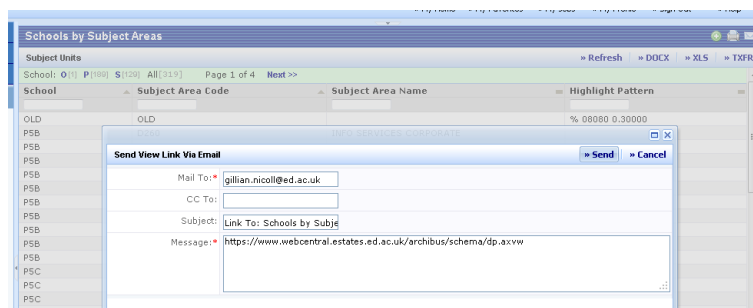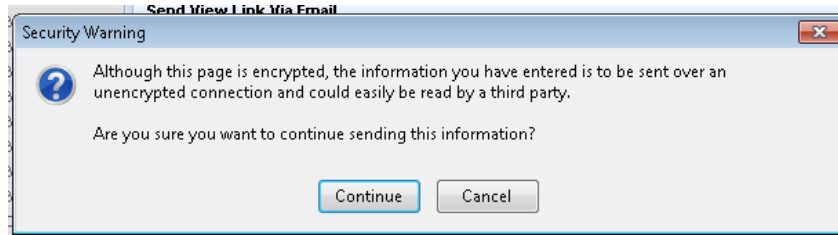

The following message will appear, select **OK**
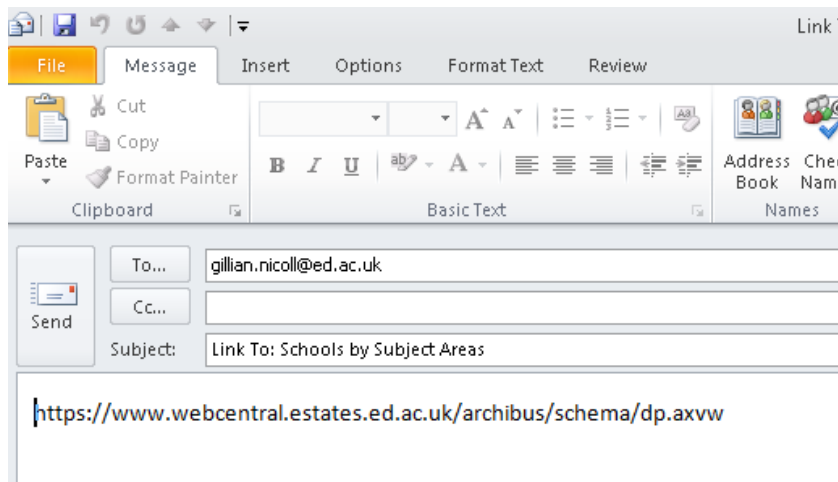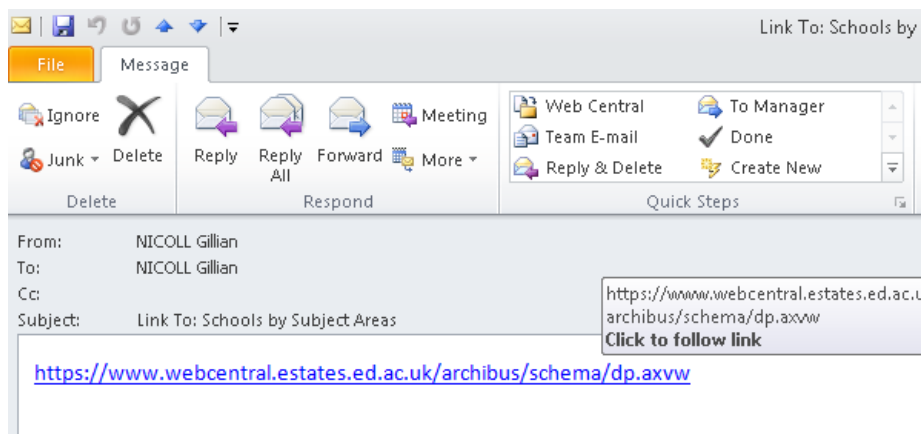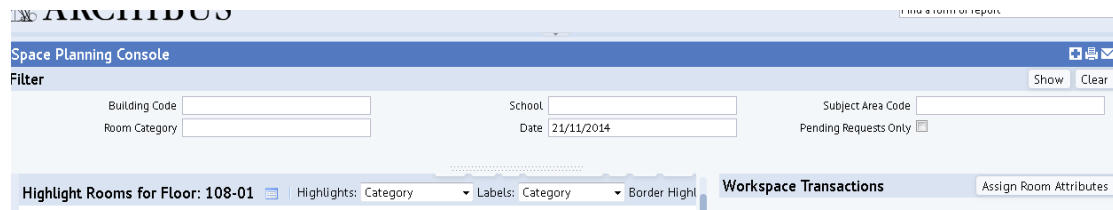
Then select **Continue** to the encrypted message

And add your appropriate message to the outlook window that appears and then **Send** the email when completed.

The recipient can then open the email and click on the link to view the data.
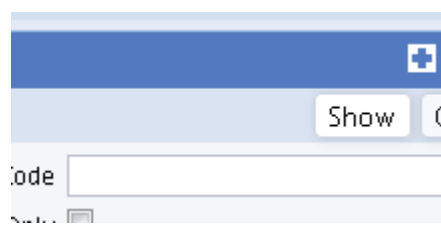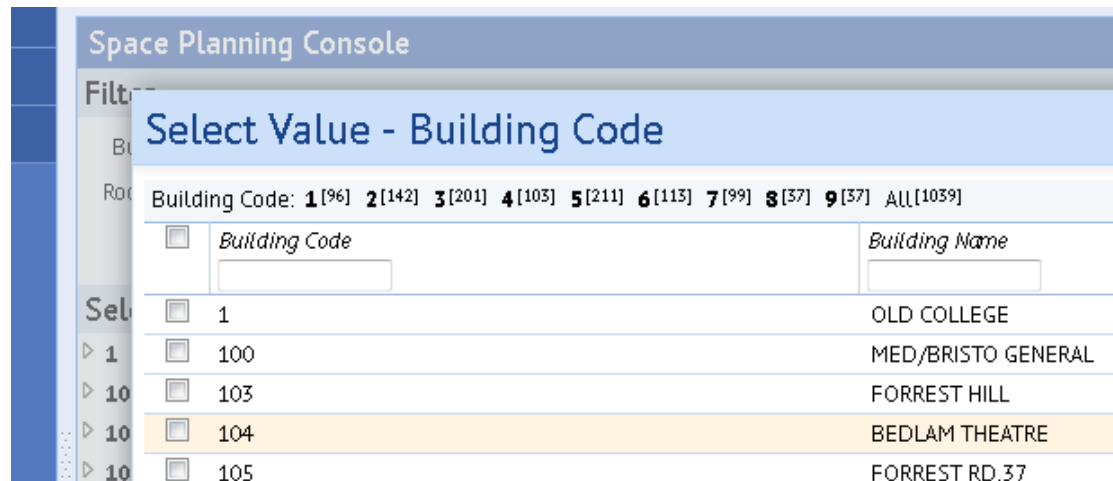
Again when you look at the main task bar, you will see the following selection boxes.

You can filter by either typing in the Building code/School code or Subject Area code or selecting from the drop down button **Select Value**

And typing or selecting a building code/name from the view shown below.

 once you select a building by either ticking the box to the left of the building code or you type the code into the legend box, you then have to click on the **Show** button to display the building code, and then drill down to floorplan level.

In the same way if you type in the wrong building code into the legend box, or want to change it, simply select the **Clear** button to remove the data.
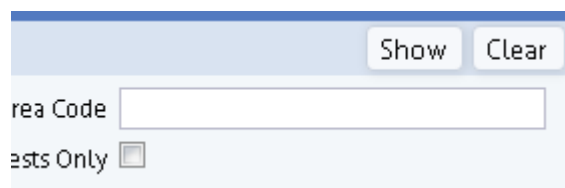
And finally on the top task bar, if you want to maximise the drawing layout view, click on the **Maximise** button located alongside the Highlights legend box.
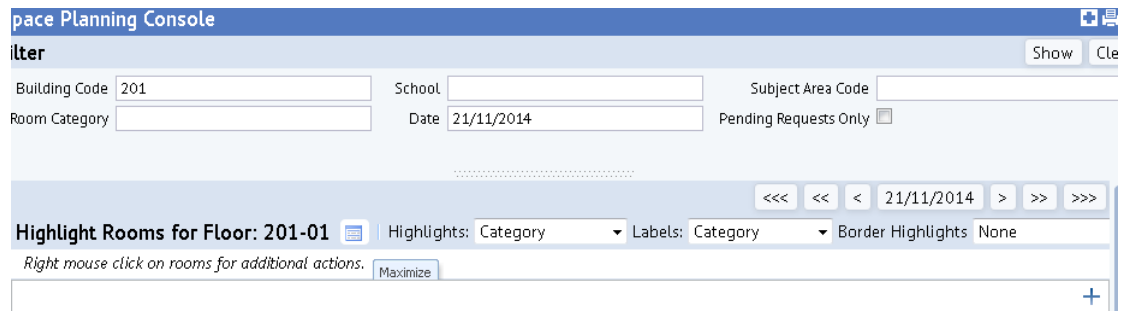
To minimise the view, once finished, click on the **minimise** button again located alongside the Highlights legend box.
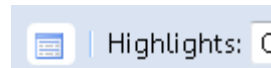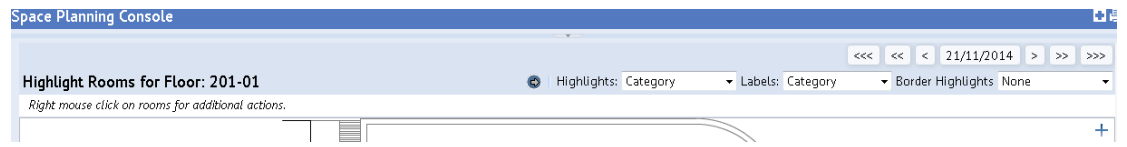

When you open a drawing view under your Space transactions window, there are the following icons displayed vertically to the right hand side of the drawing.

the first being the zoom in and out function, by clicking on the button and sliding up and down the vertical bar until the view is the desired scale.
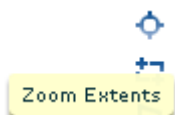
zoom extents icon. If you zoom in, you can restore the full view drawing layout by clicking on this button.
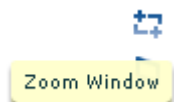
zoom window icon. If you click on this icon, then click and drag a box right to left round the area on your drawing to zoom into.

Isometric icon. If you click on this icon, the drawing view them changes to a flat angled layout to give you a different viewpoint of the floor area to that drawing.

i.e.
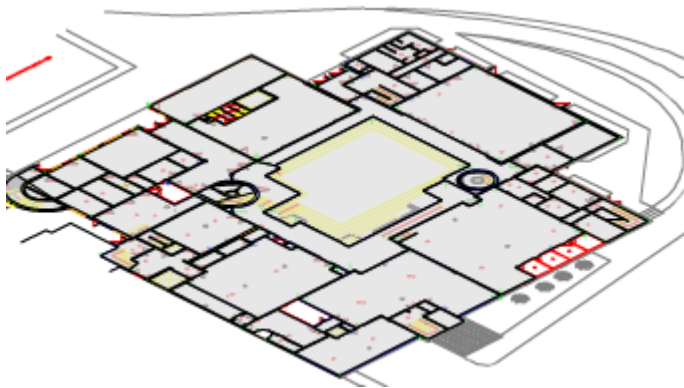
Some people find these drawing views help to understand the layout and the scale of the floor layout. Once finished, simply click on the **isometric** icon again to restore the default plan view.

Section 3   -   Web Central Space Reports

On screen you should see the following menu to the left hand side. This gives you further sub headings from which to select your drill down options. These headings include from the top level down;
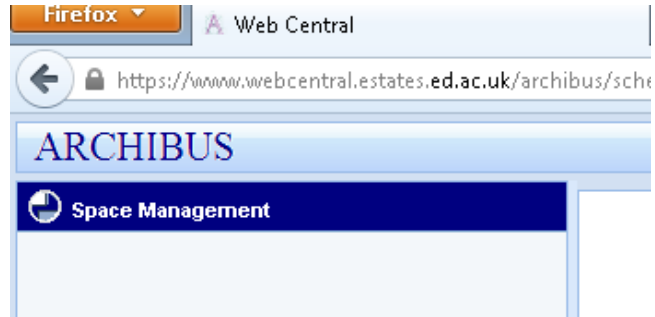
Click on Space Management to get the following sub-menus
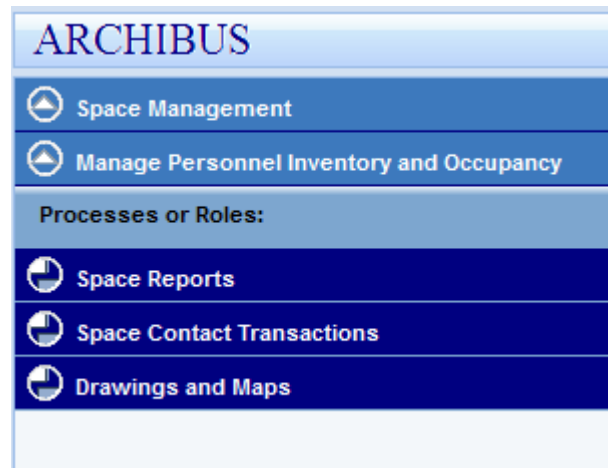
Then click on Space Reports to get the following option of 6 reports.
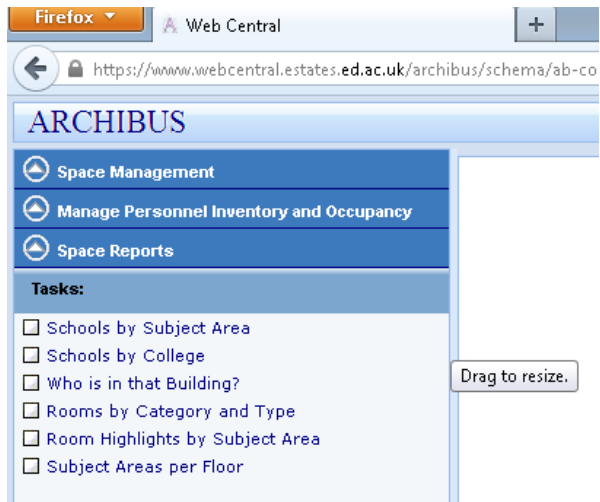
Select the report; **Schools by Subject Areas**
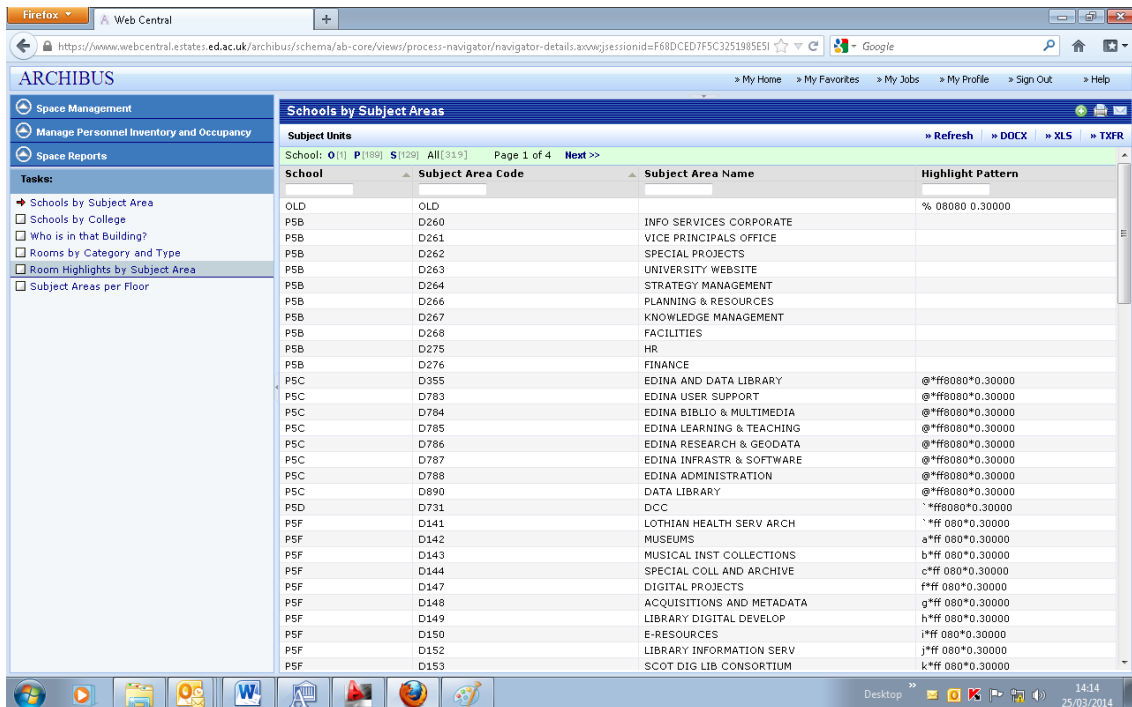
The above report shows the School/Subject Area code hierarchy. You can restrict this report to a single school and/or subject area unit by typing the appropriate code into the legend boxes at the top menu view and selecting **Refresh**
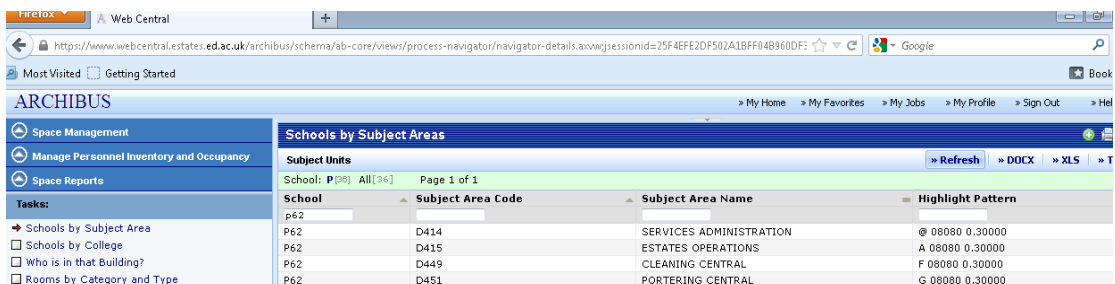
You can then export the data view by selecting one of the following 3 options from the right hand side top menu under **DOCX / XLS** or **TXFR.**
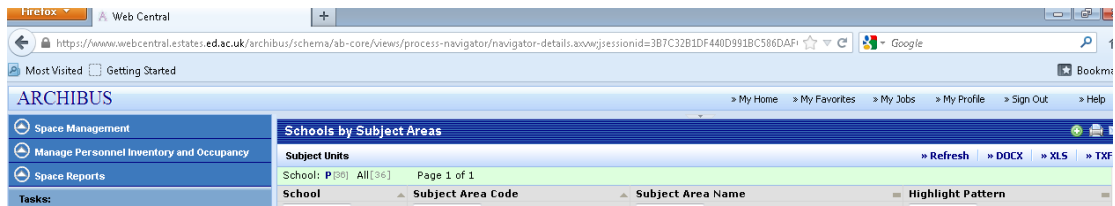
If you select either **DOCX** or **XLS** you will get the following option to open or save the file.

Select **Save File**
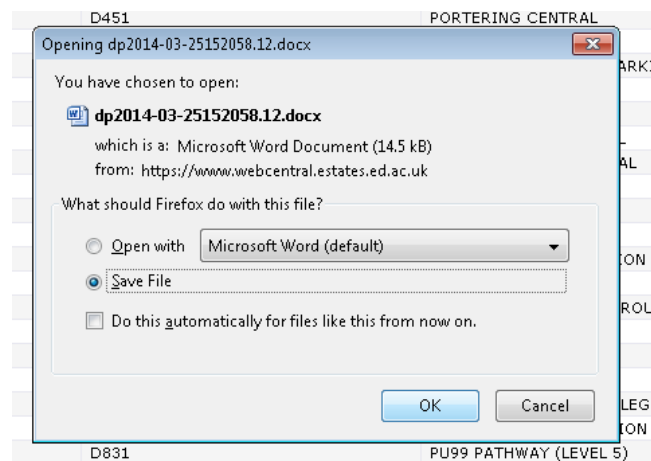
Click on **OK** and then open the file from the **Downloads** box to view the report.
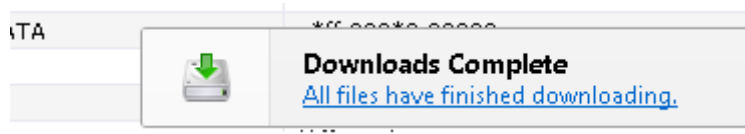
View of the **XLS** document which you can then **Save As** and file in the appropriate drive/folder.

View of the DOCX document which you can then **Save As** and file in the appropriate drive/folder.
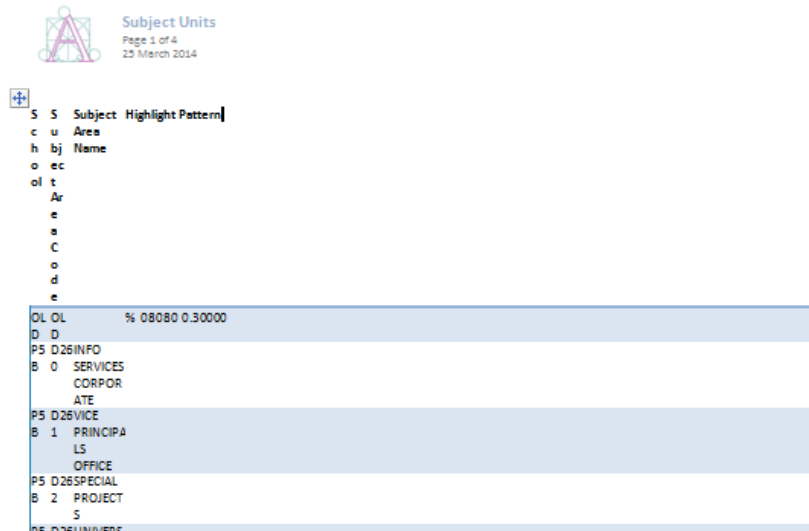
Selecting **TXFR** you give you the following option to either **Transfer in**, **Transfer out** or **Compare.** select **Transfer out**, and then select **Continue.**
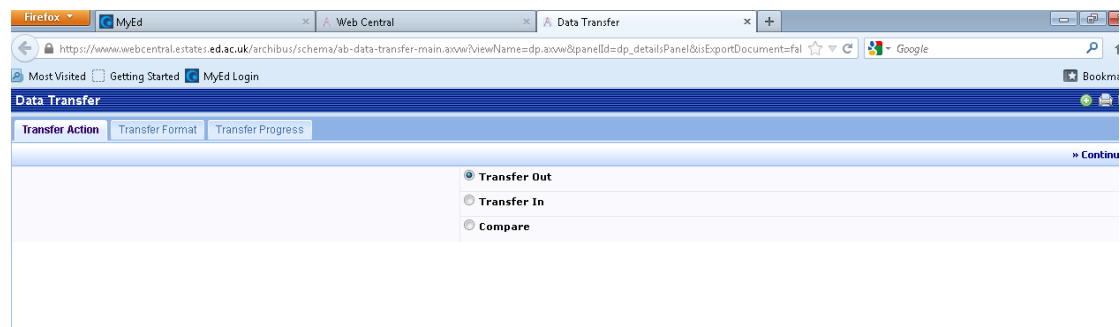
Select **XLS – Excel XML** and select **Begin Transfer**
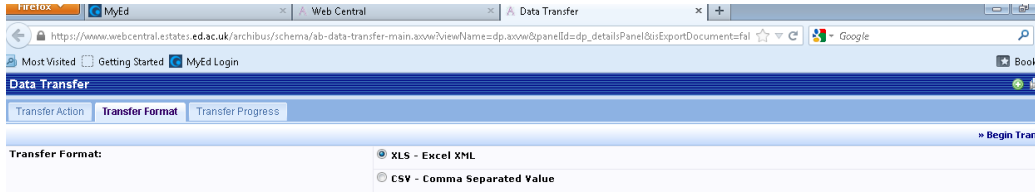
At this stage you have the otpions of **Stop Transfer** and/or **start over**. Once the download is 100% complete, you can then open the **dp.xls** document under the *Link will be enabled when job finishes*.
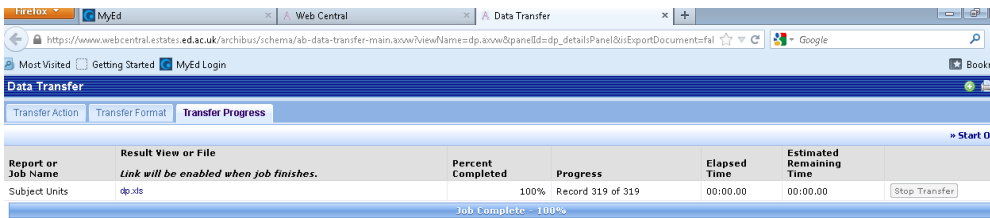
Again select **Save File** and click **OK**
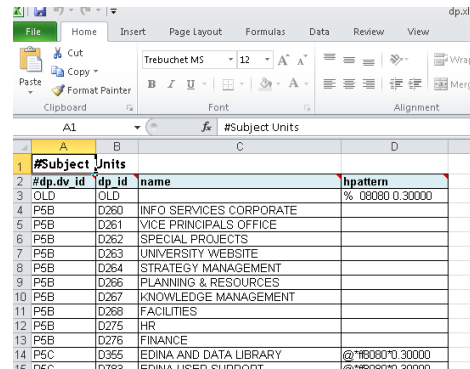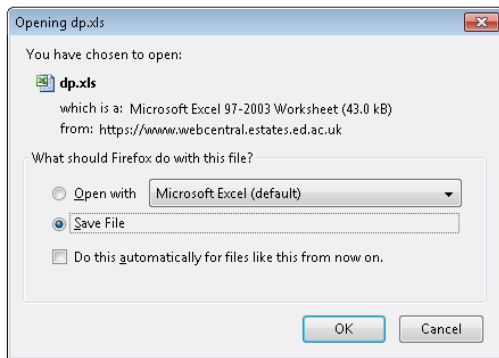
Then select **Save As** once the **XLS** document is open and file it to the appropriate place.

Under all of the reports there are 3 icons above the Document Format text. Which are lsited under Section 1 – Navigation.
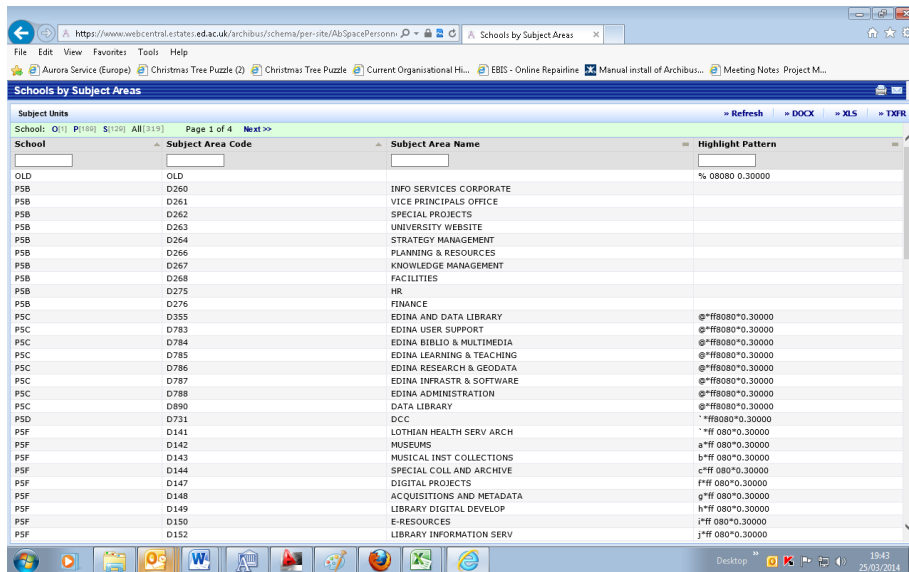
Schools by College Report

Under the **Schools by College** report it shows the College / School hierarchy and can be restricted and data exported under the same processes as listed above for the **Schools by Subject Area**

Who is in that Building? report

Type in the appropriate building code into the legend box shown and then select **Refresh**

ARCHIBUS

Space Management
Manage Personnel Inventory and Occupancy
Space Reports

Tasks:

✓ Schools by Subject Area
✓ Schools by College
➜ Who is in that Building?
☐ Rooms by Category and Type
☐ Room Highlights by Subject Area
☐ Subject Areas per Floor

Who is in that Building

Buildings   » Refresh
Building Code: 2[1] All[1]   Page 1 of 1

Building Code	Building Name
2702	
2702	QUEENS MED RES INST, LF

Who is in that Building

Room Analysis

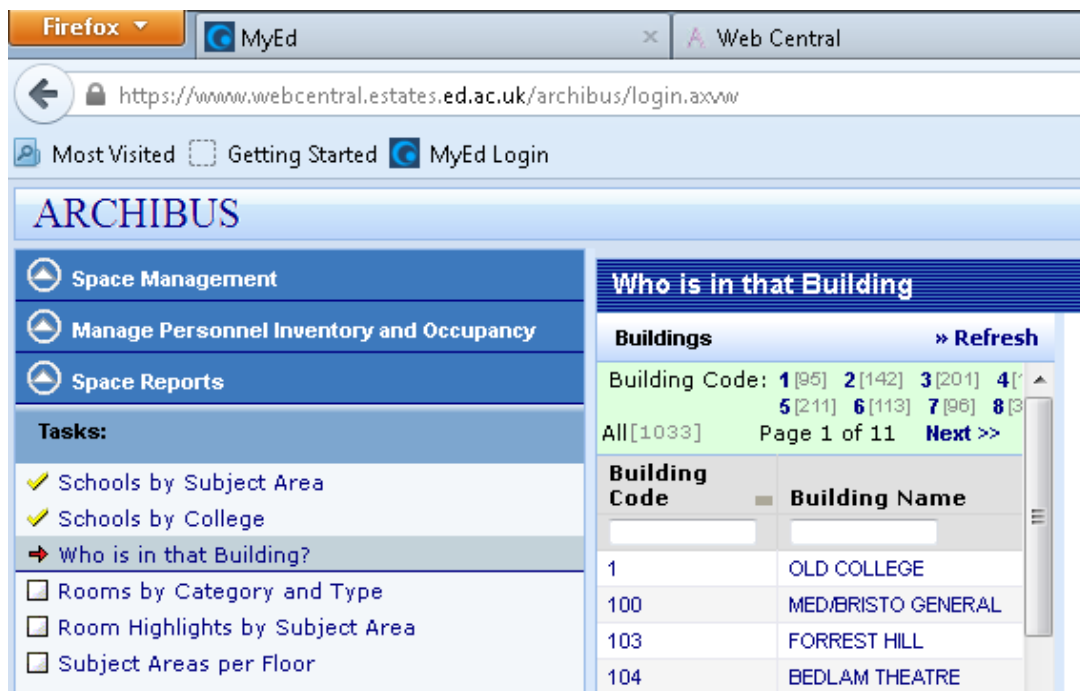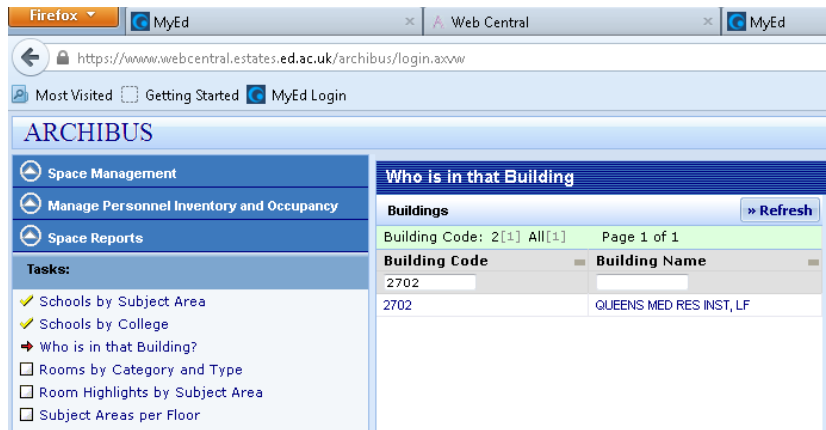| Building Code	School	School Name	Subject Area Code	Subject Area Name	Total Count	Total Area
2702	S33	CLIN SCIS AND COMM HEALTH	D612	CENT FOR CARDIO SCIENCE	96	2,660.42
2702	P68	ACCOMMODATION SERVICES	D959	AS CATERING	6	380.98
2702	P76	RESEARCH SERVICES	D826	EDIN RESEARCH & INNOVATIO	3	59.94
2702	S37	MEDICINE AND VET MEDICINE	D618	WELLCOME TRUST CRF	63	916.56
2702	S37	MEDICINE AND VET MEDICINE	D219	BRR	12	266.35
2702	P62	ESTATES AND BUILDINGS	D415	ESTATES OPERATIONS	1	6.37
2702	P62	ESTATES AND BUILDINGS	D525	ESTATES DEVELOPMENT	1	29.24
2702	S37	MEDICINE AND VET MEDICINE	D845	COLLEGE OF MED AND VET ME	38	1,565.68
2702	S34	MOLECULAR AND CLIN MED	D210	PATHOLOGY	1	10.41
2702	P62	ESTATES AND BUILDINGS	D839	VACANT AREAS	7	119.44
2702	P99	INTERNAL UNITS	D842	BALANCE AREA SPACE	404	8,366.57
2702	P62	ESTATES AND BUILDINGS	D841	UNDER REFURBISHMENT	1	322.08
2702	S33	CLIN SCIS AND COMM HEALTH	D613	CENT FOR INFLAMMATION RES	94	2,358.34
2702	S37	MEDICINE AND VET MEDICINE	D847	BIOQUARTER COMM TEAM	7	98.59
2702	S33	CLIN SCIS AND COMM HEALTH	D615	CENT FOR REPROD HEALTH	106	2,636.76
2702	S37	MEDICINE AND VET MEDICINE	D846	MVM ACADEMIC ADMIN	1	21.61

Please note the above report will appear on a separate tab from your Web Central View, so you can go back to the previous view by toggling between tabs.

Rooms by Category and Type report

Gives you the summary of the (m2) allocation under Assignable / Non-assignable for the estate

ARCHIBUS

View Rooms by Category and Type - for Date Range 2014-03-03 to 2014-03-03

Select Room Category

Room Category	Description	Category Count	Total Area	Average Area per Category	Occup. Cat.?	Calculations Used
01	ASSIGNABLE	29,210	523,891.47	17.94	Yes	All Totals
02	NON-ASSIGNABLE	14,659	221,745.92	15.13	No	All Totals
VERT	Vertical Penetration	566	21,492.08	37.97	No	All Totals

Room Highlight by Department

Gives you a list and coloured block floor plan of all rooms / buildings under a selected Subject Area Unit.
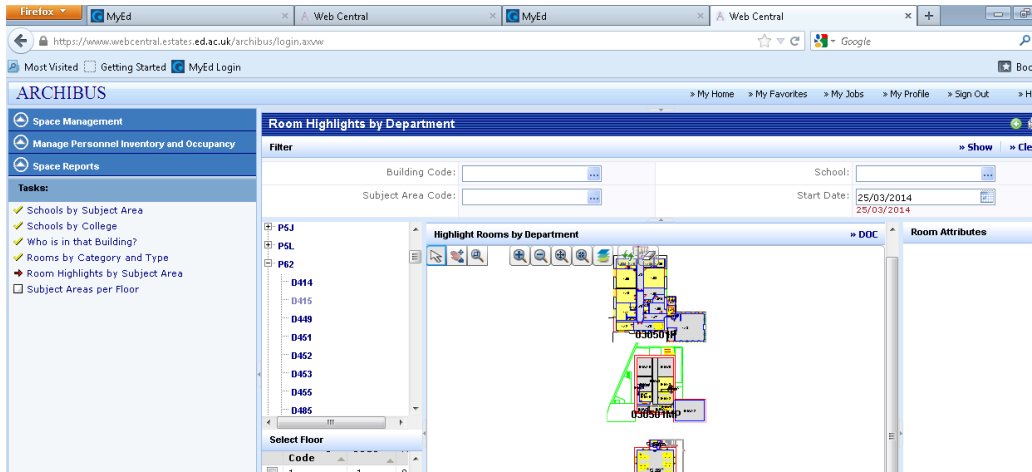
Subject Areas per floor (to be renamed Subject Area Occupancy)

Click on **Subject Areas per floor**

Select a School from the list view

The following right hand view shows room area by floor (m2) for under the **TOTAL** column the codes
UOE-201—1 denotes the site **UOE**, the Building code **201** and the floor code **-1** (basement level) etc.

Section 4 - Campus Maps

Select **Campus Maps** from the left hand side menu
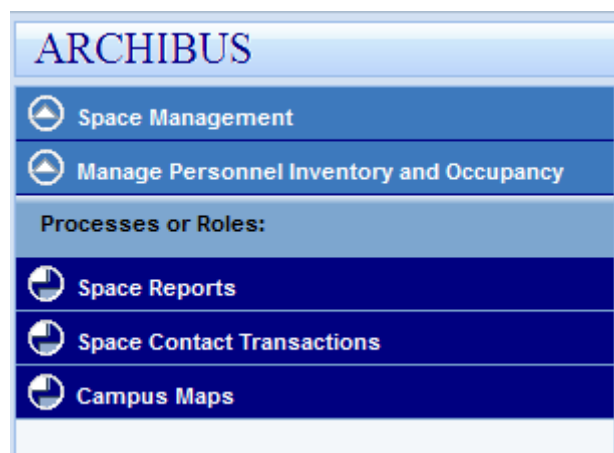
The following list of individual campus maps appear
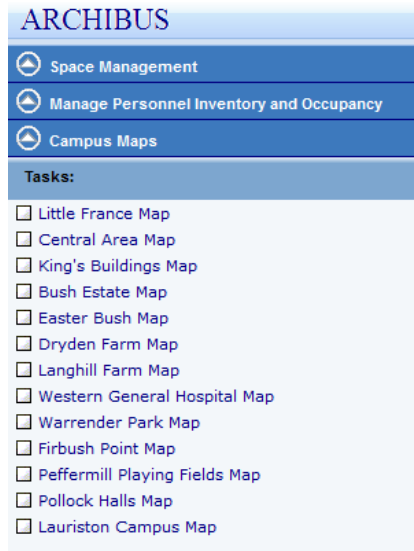
Select a map and view the PDF version
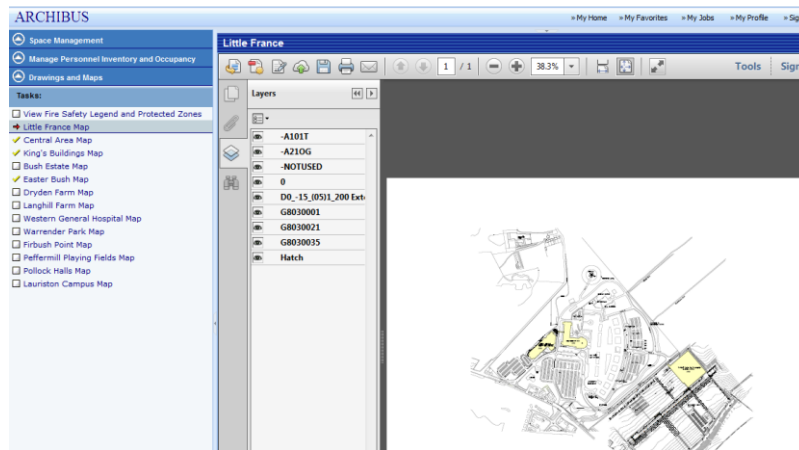
You will see a PDF menu bar along the top of your map view. This is the usual PDF tools available, so

that you can **Save As** to your computer, or **Print** from that view or **Email**

 to a user.
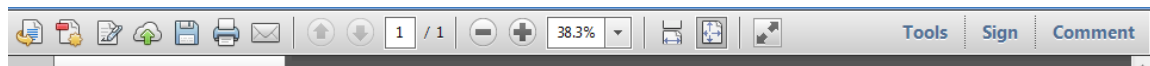
Section 5   -   Space Contact Transactions (Space Planning Console)

This is the area of Web Central where you will report the changes to the room occupancy for single and shared spaces.

Select **Space Management**, then **Space Contact transactions** to pull up the **Space Planning Console** option
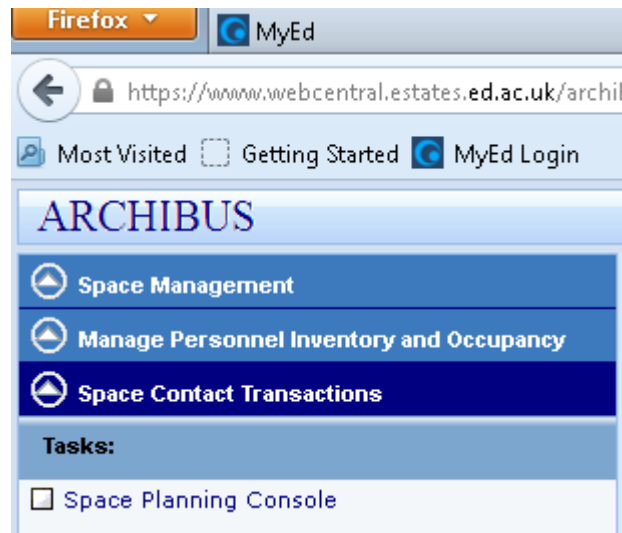
Click on **Space Planning Console** in the left hand menu.
You will see 4 different panes in your multi view on your screen.

Filter / Select Floor / Highlight Rooms and Workspace Transactions
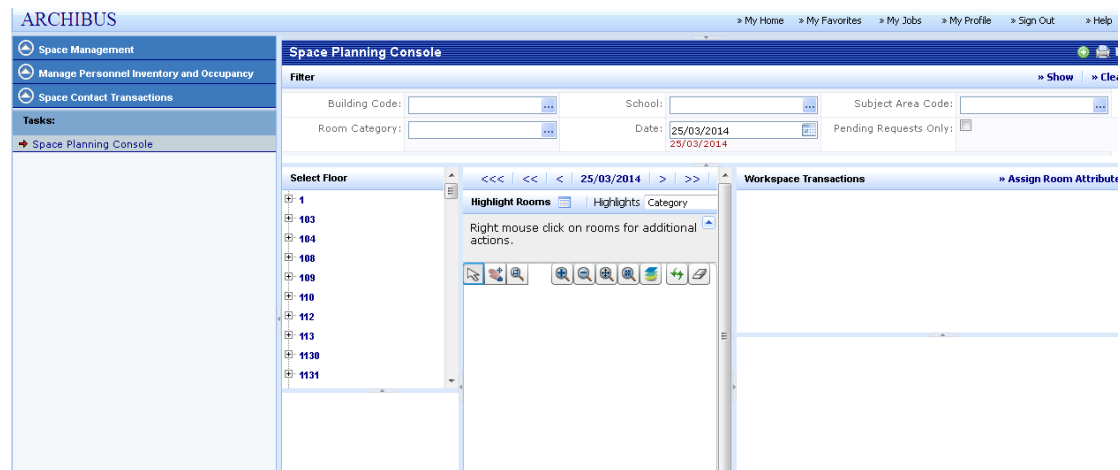
You can select a building / floor to update by 2 methods.

1 - under the **Filter** Pane you can type in the Building code i.e. 601, 2702 etc. or you can select from the drop down list by clicking on the greyed block to the right of the **Building Code** legend box.

You can then either type in the code to the **Building code** legend box and click on **Show**

» Show on the top right of the task bar; if you want to change or amend your selection, then select **Clear** » Clear from the task bar

Or select from the list displayed under the **Select a Department** view. The list only displays so many building codes per page, so to toggle the list to the coding you need, select a number sequence from the green task bar shown. I.e. for bldg. code 113 you would select **1[95],** for bldg code 234 you would select **2[142]** and so on.
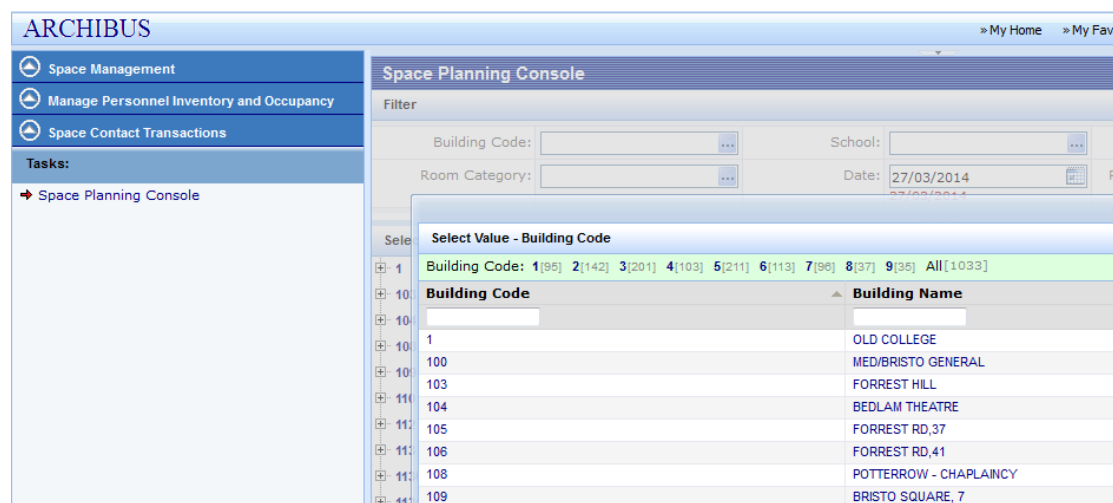
Once you have selected a **Building code,** the **Select floor** view will display the floor plans for that building
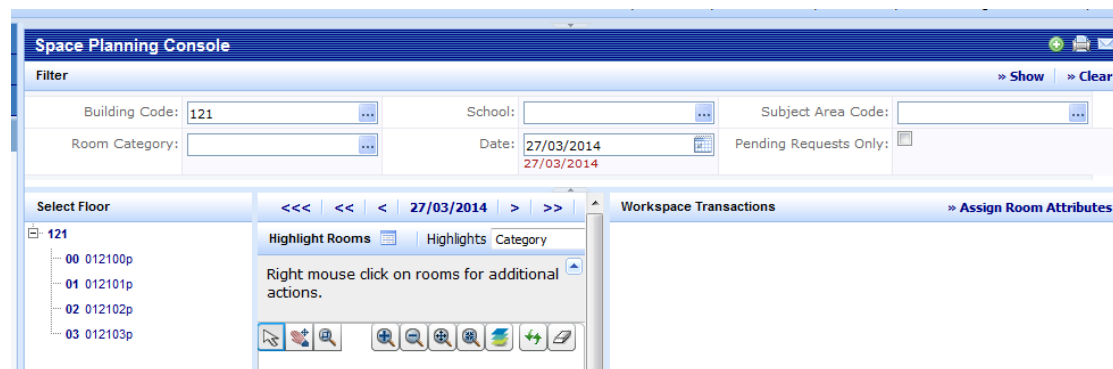
Click on a floor plan from the list and the plan will display under the **Highlight Rooms for Floor** view
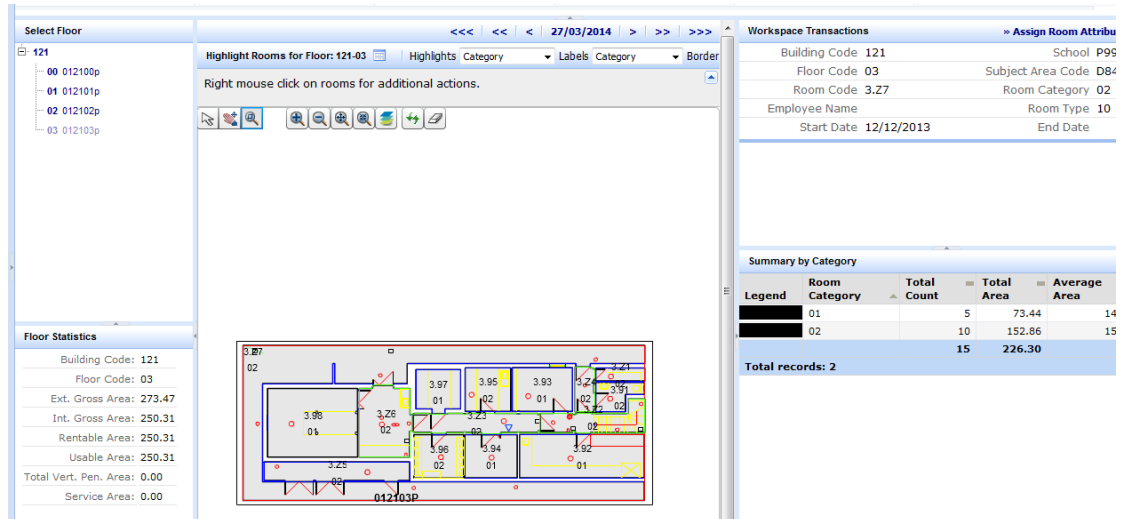
The view now shows multiple panes.

The bottom left pane view, displays the m2 area values for the **Floor Statistics**.
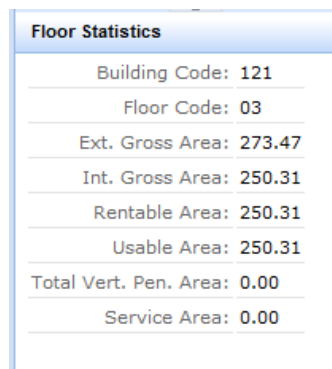
The bottom right pane view displays the **Summary by Category: 01** denotes departmental space and **02** denotes the non-assignable rooms such as plant rooms, WC's, corridors, stairs etc for that floor.

The top right pane view displays the **Workspace Transactions** detail for individual rooms

The main pane view displays the plans and allows you to update the room detail.
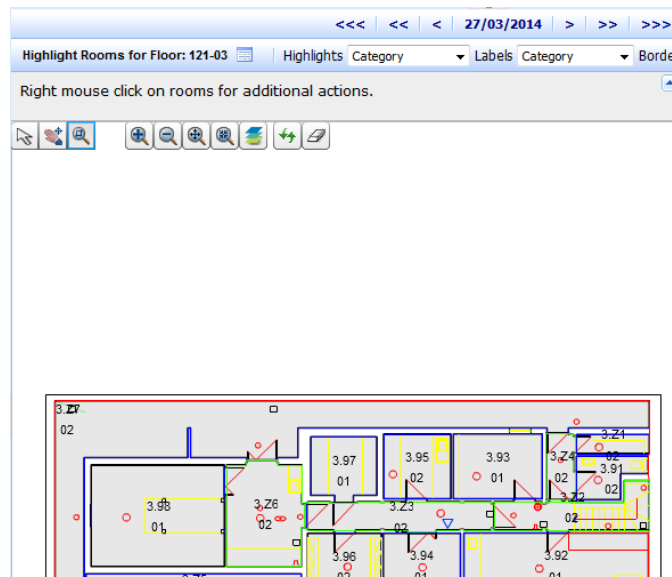
There are a range of icons along the top of the floor plan view, which are as follows.
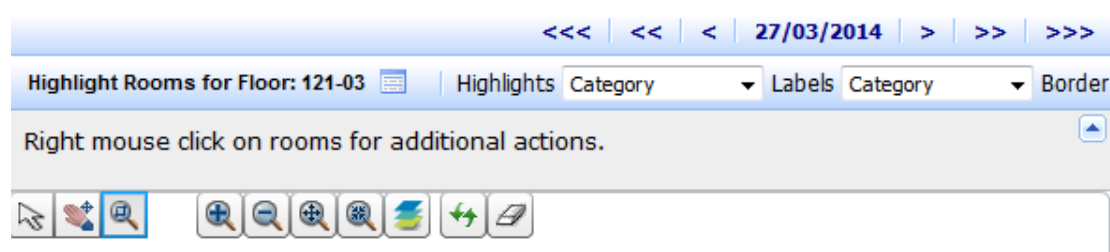
Date range – Web Central also has a means to go back or forward on space trading i.e. you can go back to March 2013 and see the occupancy for individual rooms, as opposed to present day.
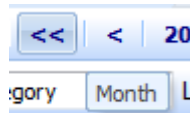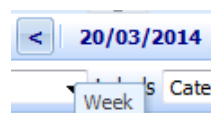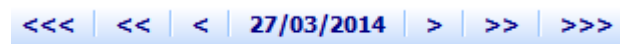
One arrow back or forward denotes a week, two arrows back or forward denotes a month and three arrows denotes a year.

Below this task bar are the
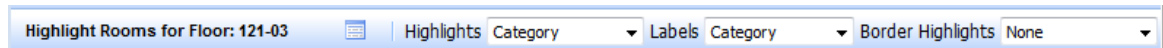
All 3 of these legend boxes have drop down menus to allow you to view colour block plan layouts denoting these options.
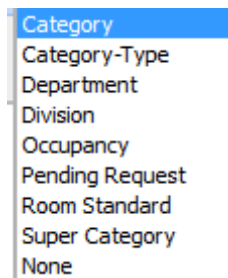
I.e. if you select the **Department** for all 3 boxes (**Highlight / Labels / Border Highlights**) the drawing view is as follows;

Below this is the drawing navigation tools already covered under section 1, page 3.

Section 5A – updating the Room data for single occupancy

If you hover over any of the individual rooms, you see the detail for that room appear in Workspace Transactions summary view to the right of the main plan view.

To change the space allocation for School and Subject Area, hover over the room you need to update, and **right click** to bring up the following pop-up menu.
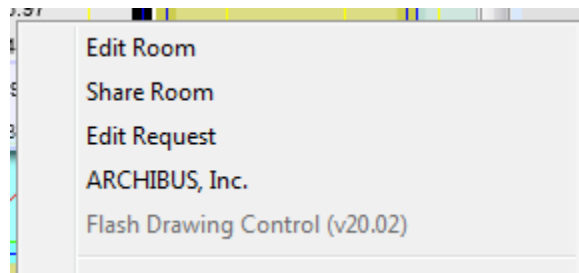
Click on **Edit Room** to open the **Define Locations** view for update

Room Category: 01

If you select the drop down list from the [...] **Room Category** icon you then select whether the room is **assignable** to a department or **non-assignable.**

Select Value - Room Category

Room Category	Description
01	ASSIGNABLE
02	NON-ASSIGNABLE
SERV	Service Area Rooms
TYPE 2a	Medium Cost Space
TYPE 2b	Medium Cost Space
VERT	Vertical Penetration
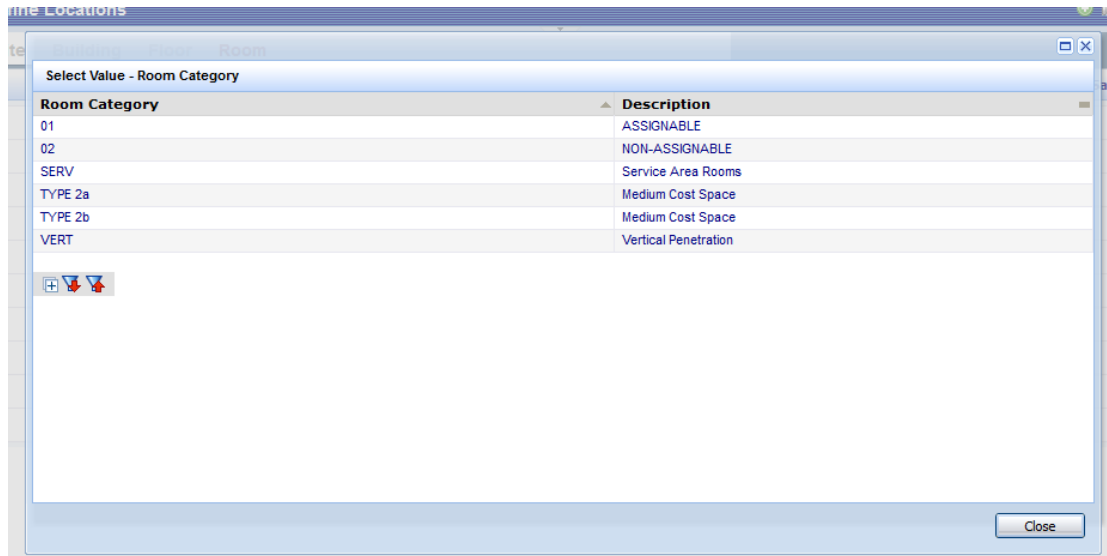
Room Type: 02

Click in the Room Type legend box and then select the drop down list from the [...] **Room Type** icon. You can then pick the appropriate **Room Type** from the options list.

Select Value - Room Type

Room Category	Room Type	Description
01	01	TEACHING
01	02	RESEARCH
01	03	OTHER
01	04	RESEARCH&TEACHING
01	05	RESIDENTIAL
01	06	SUPPORT
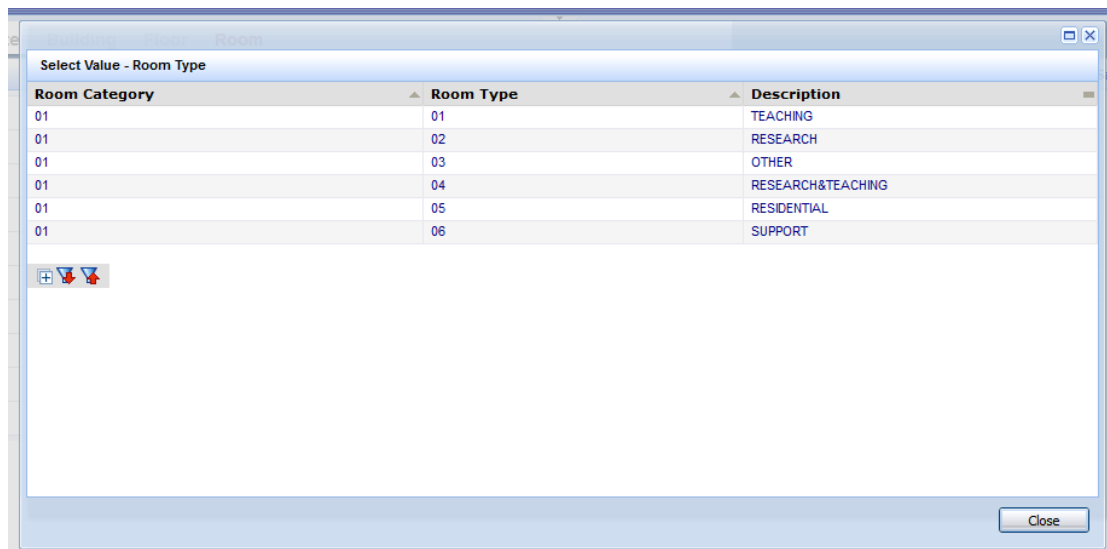
Again you can then either select the drop down list **Room Standard** to change the room use, or leave it as is, if the **Room Standard** is to remain the same.
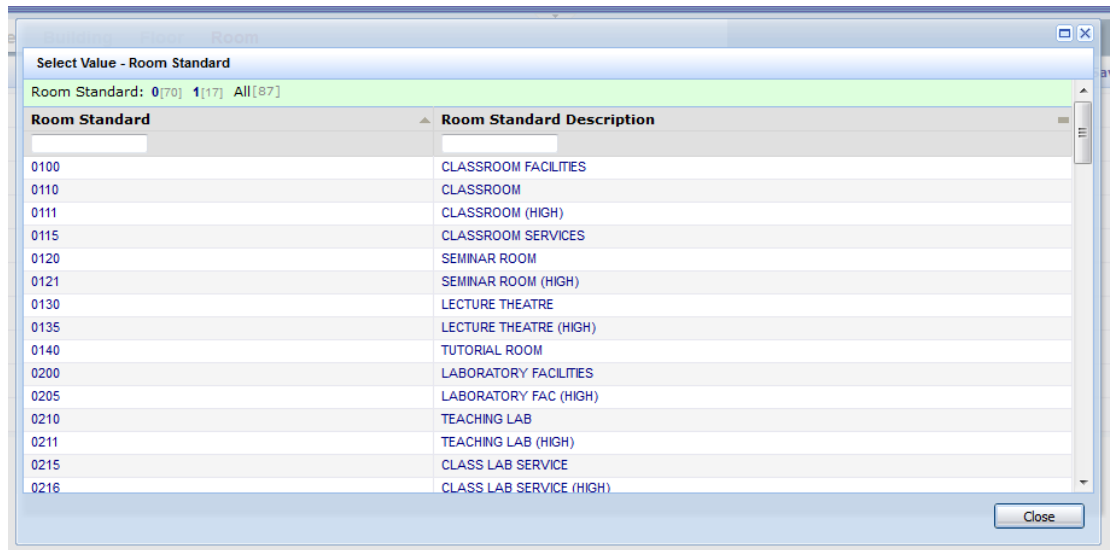
For updating the School/Subject area allocation,

Clear the current School code from the legend box and then select the **School** from the drop down list
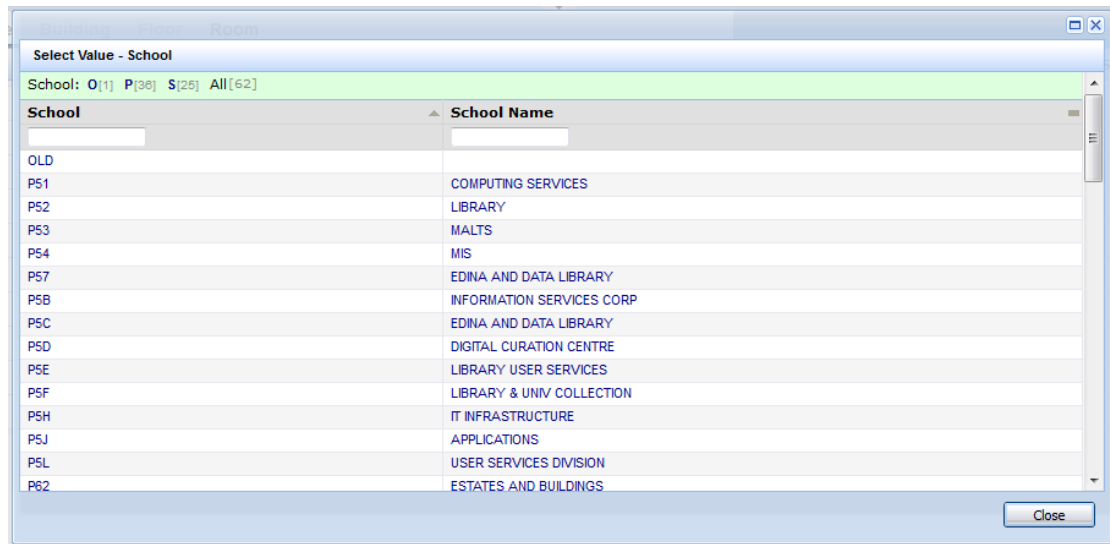
The same routine is repeated for the Subject Area code selection.

If you also think the room area m2 does not look accurate, then you have the following field which allows you to put the correct floor area should you have that information available. (if you do not, but suspect the floor area does not look correct, then contact Space.management@ed.ac.uk and we will come out and survey the appropriate areas.

Room Area Manual Entry: 0.00

The **Other Information** field allows you to type in additional information to assist with the room udpates.

Other Information:

When you are finished making the updates to that room, click on » Save under **Define Locations** to save and close that view.

Define Locations
Site   Building   Floor   **Room**
» Save

You will repeat the above routine under Section 5A for all rooms requiring changes.

At that point, you can either continue updating another floor plan, or **sign out** of that session of Web Central.

The changes made on Web Central automatically update our live database, at which point we would ask you to send us an email to denote the bldg. / floor you have updated.

If you do not remember to email, then we will be able to check the changes you have submitted through our weekly gatekeeping process: however an initial email from yourselves; will speed up any issues that may arise at that time, rather than dealing with them retrospectively.

Section 5B – updating the Room data for shared occupancy

Hover over and right click on the appropriate room to update, and click on **Share Room**
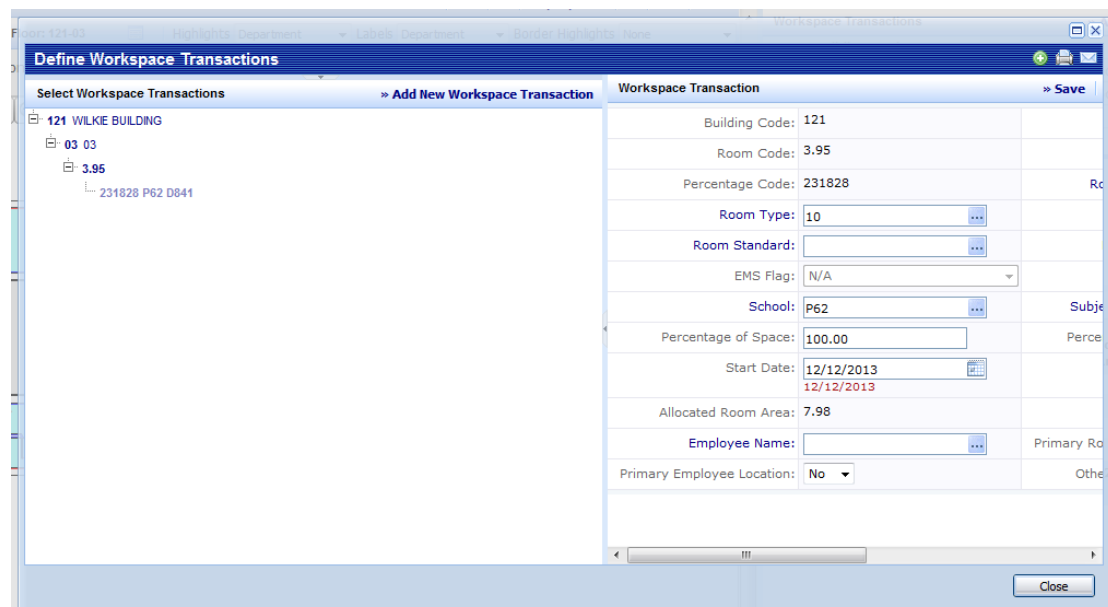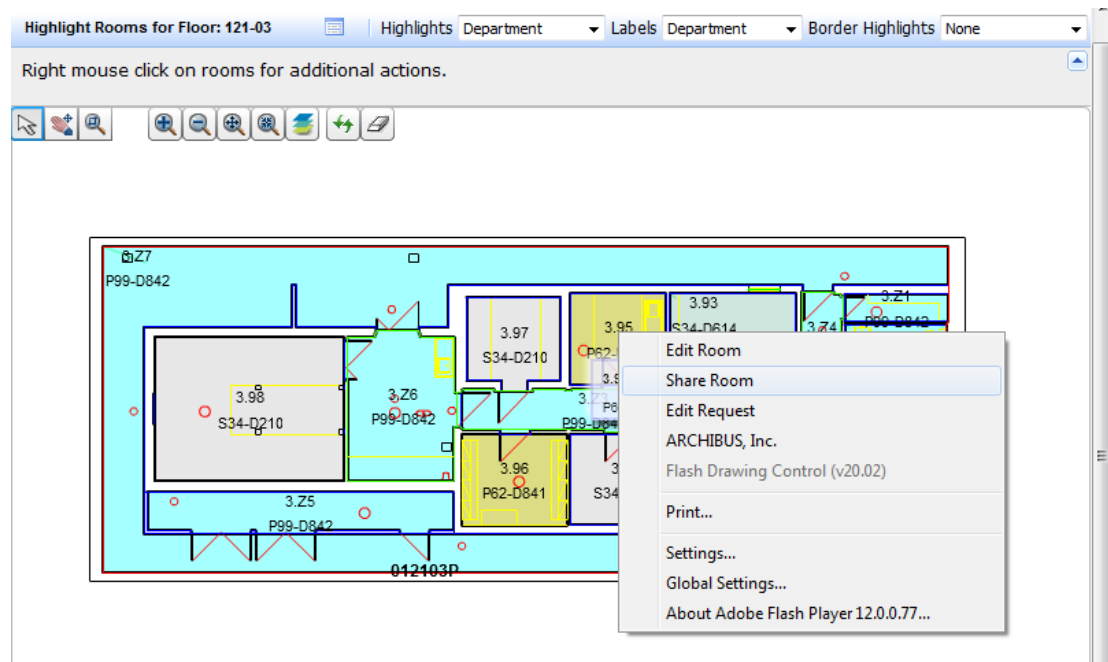
You will need to maximise the **Define Workspace Transactions** window by clicking on the usual Windows icon in the top right hand corner of the window.

You should now be able to view 2 panes, to the left the **Select Workspace Transactions** and the right hand pane displays the **Workspace Transaction** details.

Under this view you'll notice the last line of detail shows a random 6 digit code alongside the School code P62 (this is Estates & Buildings) and D841 (Under Refurbishment). Which is attributed to this space.

To update the single occupancy space to shared, firstly select from the **Select Workspace Transactions** taskbar.
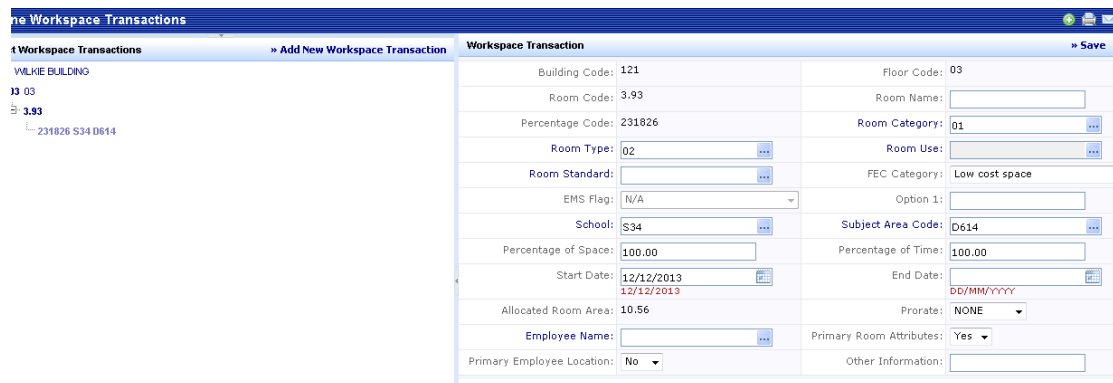
Then select the drop down menu from **Primary Room Attributes** and set to **No**
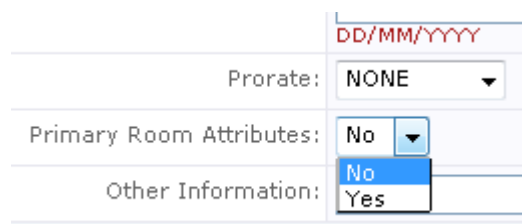
You can then update the following to split this example of space into 2 school allocations.

Clear the legend box and set the **Room Category** to 01-Assignable

Room Category: | 02 | ...

Clear the legend box and set the **Room Type** to 02-Research

Room Type: | 10 | ...

Clear the legend box and set the **Room Standard** to 0305

Room Standard: | 0350 | ...

Clear the legend box and set the **School** to S34

School: | P62 | ...

Clear the legend box and set the **Subject Area Code** to D210

Subject Area Code: | D841 | ...

And percentage of space changed from 100 to 50% for half share.

Percentage of Space: | 100.00

Percentage of time denotes how much time spent in this shared area of the space.
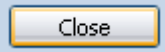
Percentage of Time: | 100.00

And then click on **» Save** and the following message will appear.

The Percentage of Space values for the workspace transaction records in this date range do not add up to 100%. Do you want the system to adjust the Percentage of Space values?

OK   Cancel
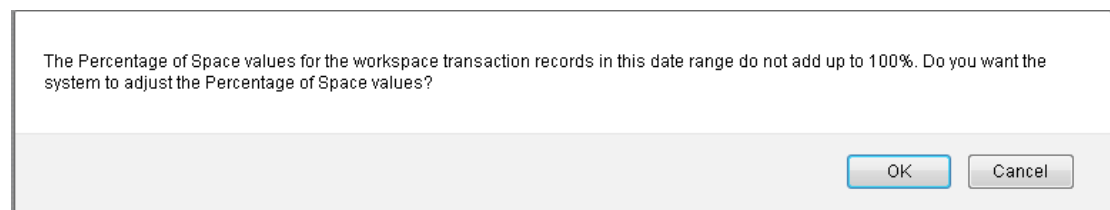
Click on **OK** and the following updated **Workspace Transactions** view will show the additional **School / Subject Area Code**
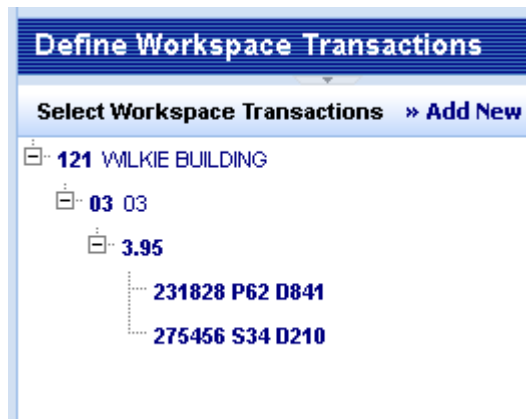
Once you have completed these updates, and saved them, you can close this view by clicking on

Again, the changes made on Web Central automatically update our live database, at which point we would ask you to send us an email to denote the bldg. / floor you have updated.

If you do not remember to email, then we will be able to check the changes you have submitted through our weekly gatekeeping process: however an initial email from yourselves; will speed up any issues that may arise at that time, rather than dealing with them retrospectively.

APPENDIX 1

ROOM CATEGORY

Space in the University is either assignable to Subject areas or non assignable. Non-assignable space typically includes circulation areas, toilets etc. The code for each category within this database is shown below.

01   ASSIGNABLE
02   NON-ASSIGNABLE

ROOM TYPE

Room Type describes the type of function that takes place in rooms that are assignable. A description of each type of function is given below.

Room Category	Room Type	Room Type Description
01	01	TEACHING
01	02	RESEARCH
01	03	OTHER
01	04	RESEARCH&TEACHING
01	05	RESIDENTIAL
01	06	SUPPORT
02	10	NON-ASSIGNABLE

ROOM STANDARD

All rooms in the University estate are further classified by usage identified by a standard description. If further classification is required on the Room Standard for Lab Space please contact the Space Manager.

Room Category - assignable	Room Type – 01 Teaching	Room Standard Description	Room Standard(Space Hierarchy)
01	01	CLASSROOM	0110
01	01	CLASSROOM (HIGH)	0111
01	01	CLASSROOM SERVICES	0115
01	01	SEMINAR ROOM	0120
01	01	SEMINAR ROOM (HIGH)	0121
01	01	LECTURE THEATRE	0130
01	01	LECTURE THEATRE (HIGH)	0135
01	01	TUTORIAL ROOM	0140
01	01	TEACHING LAB	0210
01	01	TEACHING LAB (HIGH)	0211
01	01	CLASS LAB SERVICE	0215
01	01	CLASS LAB SERVICE (HIGH)	0216
01	01	COMPUTER LAB	0230
01	01	COMPUTER LAB (HIGH)	0231
01	01	OFFICE ACADEMIC	0301
01	01	OFFICE (HIGH)	0311
01	01	STUDY FACILITIES	0400
01	01	POSTGRAD FACILITIES	0405
01	01	CENTRAL STORAGE	0730

Room Category - assignable	Room Type – 02 Research	Room Standard Description	Room Standard(Space Hierarchy)
01	01	COMPUTER LAB	0230
01	01	COMPUTER LAB (HIGH)	0231
01	02	RESEARCH LAB	0240
01	02	RESEARCH LAB (HIGH)	0241
01	02	RESEARCH LAB SERVICE	0245
01	02	RESEARCH LAB SERVICE (HIGH)	0246
01	02	OFFICE ACADEMIC	0301
01	02	OFFICE CLERICAL	0303
01	02	OFFICE ADMIN	0304
01	02	OFFICE RESEARCH	0305
01	02	OFFICE HON/RET/VIS	0307
01	02	OFFICE POSTGRAD	0308
01	02	OFFICE (HIGH)	0311
01	02	CONFERENCE ROOM	0350
01	02	STUDY FACILITIES	0400
01	02	POSTGRAD FACILITIES	0405
01	02	SPECIAL USE FACILITIES	0500
01	02	SPECIAL USE FACILITIES (HIGH)	0505
01	02	BRF FACILITY (HIGH)	0510
01	02	BRF FACILITY (LOW)	0515
01	02	GENERAL USE FACILITY	0600
01	02	WORKSHOP	0720
01	02	CENTRAL STORAGE	0730
01	02	BUILDING SERVICE AREA	1200

Room Category - assignable	Room Type – 03 Other	Room Standard Description	Room Standard(Space Hierarchy)
01	03	STUDY FACILITIES	0400
01	03	SWIMMING POOL	0520
01	03	OTHER (ALL PURPOSE)	0590
01	03	GENERAL USE FACILITIES	0600
01	03	ASSEMBLY	0610
01	03	EXHIBITION	0620
01	03	FOOD FACILITY SERVICE	0635
01	03	BUILDING SERVICE AREA	1200
01	03	LOCKER AREA	1260
01	03	FIRST AID ROOM(S)	1280

Room Category - assignable	Room Type – 04 Teaching & Research	Room Standard Description	Room Standard(Space Hierarchy)
01	04	SEMINAR ROOM	0120
01	04	LABORATORY (HIGH)	0205
01	04	TEACHING LAB	0210
01	04	CLASS LAB SERVICE	0215
01	04	CLASS LAB SERVICE(HIGH)	0216
01	04	OPEN LAB	0220
01	04	COMPUTER LAB	0230
01	04	COMPUTER LAB (HIGH)	0231
01	04	COMPUTER LAB SERVICE	0235

Room Category - assignable	Room Type – 04 Teaching & Research Cont'd	Room Standard Description	Room Standard(Space Hierarchy)
01	04	STUDIO (DESIGN)	0260
01	04	STUDIO (DESIGN)	0260
01	04	OFFICE ACADEMIC	0301
01	04	OFFICE CLERICAL	0303
01	04	OFFICE ADMIN	0304
01	04	OFFICE RESEARCH	0305
01	04	OFFCE HON/RET/VIS/FLA	0307
01	04	OFFICE (HIGH)	0311
01	04	OFFICE SERVICE	0315
01	04	STUDY FACILITIES	0400
01	04	SPECIAL USE FACILITIES (HIGH)	0505
01	04	OTHER (ALL PURPOSE)	0590
01	04	FOOD FACILITY SERVICE	0635
01	04	CENTRAL STORAGE	0730
01	04	BUILDING SERVICE AREA	1200
01	04	STAFF WC	1270
Room Category - assignable	Room Type – 05 Residential	Room Standard Description	Room Standard(Space Hierarchy)
01	05	OFFICE ADMIN	0304
01	05	STUDY FACILITIES	0400
01	05	GENERAL USE FACILITIES	0600
01	05	FOOD FACILITY SERVICE	0635
01	05	LOUNGE	0650
01	05	CENTRAL STORAGE	0730
01	05	RESIDENTIAL FACILITIES	0900
01	05	BEDROOM	0910
01	05	BEDROOM ENSUITE	0920
01	05	BUILDING SERVICE AREA	1200
01	05	FEMALE WC	1220
Room Category - assignable	Room Type – 06 Support	Room Standard Description	Room Standard(Space Hierarchy)
01	06	CLASSROOM FACILITIES	0100
01	06	LABORATORY FACILITIES	0200
01	06	LABORATORY FACILITIES (HIGH)	0205
01	06	OFFICE CLERICAL	0303
01	06	OFFICE ADMIN	0304
01	06	OFFICE TECHNICAL	0309
01	06	OFFICE NONSPECIFIC	0310
01	06	OFFICE (HIGH)	0311
01	06	OFFICE SERVICE	0315
01	06	CONFERENCE ROOM	0350
01	06	STUDY FACILITIES	0400
01	06	SPECIAL USE FACILITIES	0500
01	06	SPECIAL USE FACILITIES (HIGH)	0505
01	06	MEDIA PROD.(PHOTO)	0531
01	06	MEDIA PROD. (RECORD)	0532

Room Category - assignable	Room Type – 06 Support cont'd	Room Standard Description	Room Standard(Space Hierarchy)
01	06	CLINIC	0540
01	06	FIELD BUILDING	0560
01	06	OUTBUILDING	0570
01	06	GREENHOUSE	0580
01	06	GENERAL USE FACILITIES	0600
01	06	ASSEMBLY SERVICE	0615
01	06	FOOD FACILITY SERVICE	0635
01	06	DAY CARE	0640
01	06	LOUNGE	0650
01	06	RECREATION	0670
01	06	WORKSHOP	0720
01	06	WORKSHOP (HIGH)	0725
01	06	CENTRAL STORAGE	0730
01	06	CETNRAL STORAGE (HIGH)	0740
01	06	BUILDING SERVICE AREA	1200
01	06	CLEANER'S STORE	1210
01	06	LOCKER AREA	1260
01	06	STAFF WC	1270
01	06	FIRST AID ROOM(S)	1280
01	06	COMMS ROOM	1330
01	06	COMMS ROOM (HIGH)	1335

Room Category – Non-assignable	Room Type – 10 Non-assignable	Room Standard Description	Room Standard(Space Hierarchy)
02	10	CLASSROOM FACILITIES	0100
02	10	CLASSROOM	0110
02	10	CLASSROOM SERVICES	0115
02	10	SEMINAR ROOM	0120
02	10	SEMINAR ROOM (HIGH)	0121
02	10	LECTURE THEATRE	0130
02	10	LECTURE THEATRE(HIGH)	0135
02	10	TUTORIAL ROOM	0140
02	10	LABORATORY FACILITIES	0200
02	10	LABORATORY FACILITIES (HIGH)	0205
02	10	TEACHING LAB	0210
02	10	TEACHING LAB (HIGH)	0211
02	10	CLASS LAB SERVICE	0215
02	10	CLASS LAB SERVICE (HIGH)	0216
02	10	OPEN LAB	0220
02	10	COMPUTER LAB	0230
02	10	COMPUTER LAB (HIGH)	0231
02	10	COMPUTER LAB SERVICE	0235
02	10	COMPUTER LAB SERV(HIGH)	0236
02	10	RESEARCH LAB	0240
02	10	RESEARCH LAB (HIGH)	0241
02	10	RESEARCH LAB SERVICE	0245
02	10	RESEARCH LAB SER (HIGH)	0246
02	10	STUDIO (DESIGN)	0260
02	10	OFFICE ACADEMIC	0301

Room Category – Non-assignable	Room Type – 10 Non-assignable cont'd	Room Standard Description	Room Standard(Space Hierarchy)
02	10	OFFICE CLERICAL	0303
02	10	OFFICE ADMIN	0304
02	10	OFFICE RESEARCH	0305
02	10	OFFCE HON/RET/VIS/FLA	0307
02	10	OFFICE POSTGRAD	0308
02	10	OFFICE TECHNICAL	0309
02	10	OFFICE NONSPECIFIC	0310
02	10	OFFICE (HIGH)	0311
02	10	OFFICE SERVICE	0315
02	10	CONFERENCE ROOM	0350
02	10	STUDY FACILITIES	0400
02	10	SPECIAL USE FACILITIES	0500
02	10	SPECIAL USE FACILITIES (HIGH)	0505
02	10	BRF FACILITY (HIGH)	0510
02	10	SWIMMING POOL	0520
02	10	MEDIA PROD.(PHOTO)	0531
02	10	CLINIC	0540
02	10	FIELD BUILDING	0560
02	10	OUTBUILDING	0570
02	10	OTHER (ALL PURPOSE)	0590
02	10	GENERAL USE FACILITIES	0600
02	10	ASSEMBLY SERVICE	0615
02	10	EXHIBITION	0620
02	10	FOOD FACILITY SERVICE	0635
02	10	FOOD FACILITY SERV (HIGH)	0636
02	10	LOUNGE	0650
02	10	RECREATION	0670
02	10	WORKSHOP	0720
02	10	WORKSHOP (HIGH)	0725
02	10	CENTRAL STORAGE	0730
02	10	CENTRAL STORAGE (HIGH)	0740
02	10	RESIDENTIAL FACILITIES	0900
02	10	BEDROOM	0910
02	10	BEDROOM ENSUITE	0920
02	10	NON-ASSIGNABLE AREA	1000
02	10	CIRCULATION AREA	1100
02	10	BUILDING SERVICE AREA	1200
02	10	CLEANER'S STORE	1210
02	10	FEMALE WC	1220
02	10	MALE WC	1230
02	10	DISABLED WC	1240
02	10	SHOWER	1250
02	10	LOCKER AREA	1260
02	10	STAFF WC	1270
02	10	FIRST AID ROOM(S)	1280
02	10	PLANT ROOM	1300
02	10	ELEC SWITCH ROOM	1310
02	10	HV SWITCH ROOM	1320
02	10	COMMS ROOM	1330

Room Category – Non-assignable	Room Type – 10 Non-assignable cont'd	Room Standard Description	Room Standard(Space Hierarchy)
02	10	COMMS ROOM (HIGH)	1335
02	10	VOID	1400

Appendix 2

College & School Organisational Hierarchy

Appendix 3

School & Subject Area Organisational Hierarchy

Please note that these reports are subject to minor changes each year, and will therefore be updated annually in August.