

# Space Moves and Requests to Change Space Procedure

## Intent

This procedure provides a detailed framework to enable staff to request space. This procedure also outlines the responsibilities for staff that are vacating or occupying spaces.

This procedure will assist staff to make requests to change existing spaces. It includes conditions for the minimum level of information required to support application, and will outline the correct format to generate the request.

## Scope

This policy applies to all JCU staff who use or occupy JCU owned space (excludes Singapore Campus staff).

## Definitions

**Change of Use:** for the purposes of this procedure is when either the Estate Directorate or a Division requests to change the function of a space, construct a new space, or plan a refurbishment to an existing space.

**Decanting:** The process of temporarily moving staff from an existing space to a new space generally in support of a scheduled refurbishment program.

**FM: Interact:** Workplace management software used by Estate Directorate to maintain accuracy of building data, room allocations and space utilisation. FM:Interact is the main system and has associated modules attached for various specialties ie Movement Manager is included as a supporting module.

**Modify Space:** Includes requests for any physical alteration or addition to any room, area or space on any JCU campus. Some examples include blocking-off a door way, replacing carpet, installing new fixtures such as display screens, signs, cabinetry, furniture, power/data and the like.

**Space Moves:** Includes requests for onboarding of new employees, additional offices and/or research spaces, internal movement between office spaces, permanent relocation from current space to new location, and decanting of staff to different locations.

**Vacate:** The termination of the allocation of a space for an occupant. A space is vacated when the occupant no longer requires use of the space and physically removes themselves and their possessions from the space.

**Occupy:** The allocation of space for a position, function or activity.

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## Introduction

Typical reasons for vacating and/or occupying space:

- Temporary relocation due to refurbishment work (decanting).
- Cessation or termination of contract or position without renewal.
- Redundancy of position.
- Physical relocation of individual staff or organisational unit or activity from one space to another.
- New staff position, unit or activity requiring space allocation.
- Organisational restructure (may trigger any of the above).

The procedure will be coordinated at the Divisional level or equivalent by a single representative.

## Vacated Space

The University assigns space to support institutional priorities. Vacated space is not automatically retained by any organisational unit. Vacated space will be subject to reassignment to other JCU priorities.

## External Organisations/Commercial tenants

The vacate responsibilities of commercial tenants will be defined in the Lease. Commercial Services will notify the Estate Directorate in advance of the intention to vacate.

## Unassigned Space

Unassigned space will be closed-off by Estate Directorate until re-assigned.

# 1. Request a Space Move – Divisional responsibility

All requests for a space move shall be coordinated through Space Planning at Estate Directorate using FM: Interact Move Management web form.

Step	Action
1.	<p>Staff member (Level 3 user – refer flowchart for graphical approval process) requests space move to their Divisional representative (Level 2 user) for endorsement at least 4 weeks prior to requiring a space.</p> <p>The request shall include explanation to support the space move i.e. new staff arriving, functional alignment within teams or growth plans.</p>
2.	<p>Divisional representative (level 2 user) receives notification and reviews request.</p> <p>If Level 2 user endorses the request, the Estate Directorate Space Planning Officer (Level 1 user) receives notification for consideration and subsequent approval.</p> <p>If Level 2 user does not endorse request, the Level 2 user provides the rationale to the Level 3 user via return notification process. Level 3 user then can resubmit taking into account the guidance from their endorsing authority, and consider alternative options for consideration.</p>
3.	<p>Request covers space only eg: signage. Keys etc should be requested separately once the once space is approved. Go to 5.2 of this procedure.</p>

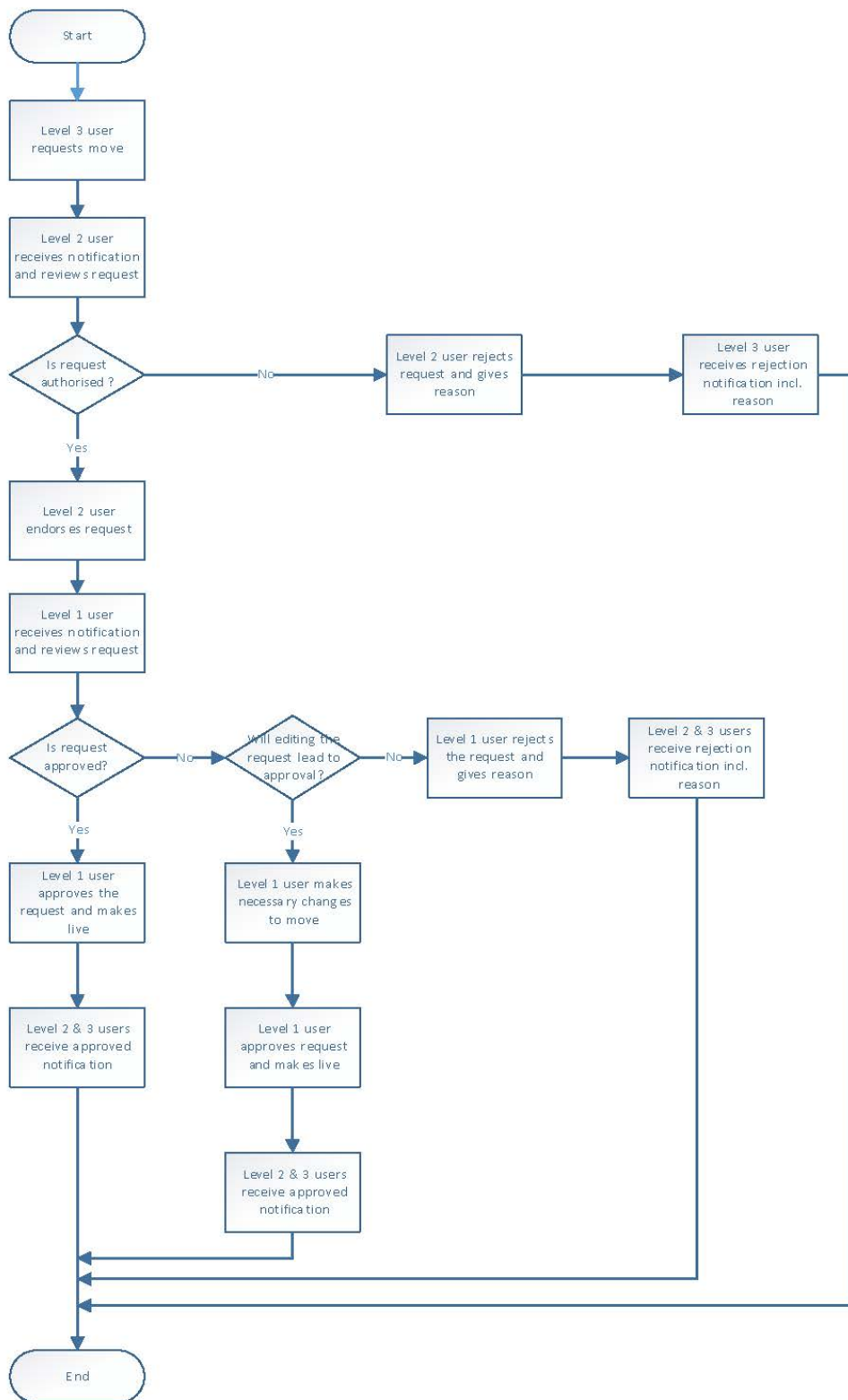


Figure 1 - Move manager approval process flowchart

## 2. Request a Space Move – Estate Directorate responsibility

Step	Action
1.	Space requests sent from a Level 2 user will email the Estate Directorate Space Planning Officer (Level 1 user).
2.	The Space Planning Officer will review the request and conduct further consultation and functional space requirement assessment.
3.	Level 1 user finalises internal analysis and provides recommendations/approval back to the Division.

## 3. Vacate Space – Staff Responsibility

The following steps outline the responsibilities of the vacating staff.

Step	Action
1.	<p><b>Request to retain vacated space</b></p> <p>A request to retain the vacated space may be made with a submission, by email to Estate Directorate Space Planning by the Division representative (Level 2 user). The request shall clearly demonstrate the future use of the space and identify the links with the Division or Research Institute's plans.</p>
2.	<p><b>Building Fabric</b></p> <p>All vacated spaces are to be returned to their original state as when initially occupied. This means that any alterations made during the course of the occupant's use of the room shall be removed and all surfaces and furniture shall be patched, repaired, and painted. Upgrades made to the space may remain in place at the discretion of the Manager, Asset Strategy &amp; Maintenance.</p> <p>All rectification works to the space shall be initiated through MEX by the vacating party along with the appropriate account code for charging.</p>
3.	<p><b>Signage</b></p> <p>All obsolete signage is to be removed. It is the responsibility of the vacating party to repair any damage caused to walls from the removal of the sign to the satisfaction of the Estate Directorate.</p> <p>Room numbers including barcode stickers are to remain in place.</p> <p>Emergency Evacuation Diagrams are to remain in place – do not remove.</p> <p>If in doubt please ask the Estate Directorate for further guidance.</p>
4.	<p><b>Cleaning and Decontamination</b></p> <p>It is the responsibility of the vacating party to ensure that the space is clean and free of miscellaneous items, excess furniture, personal rubbish, books, filing cabinets and materials.</p> <p>Where laboratory space is vacated a decontamination certificate shall be supplied to Estate Directorate prior to final handover. All other conditions for the management of the laboratory, not covered by this procedure, specific to that space shall also be met by the vacating party.</p> <p>These works may be entered into MEX along with the appropriate account code for charging.</p>

5.	<p><b>Furniture and Fixtures</b></p> <p>Unless otherwise permitted in order to meet a specific requirement: furniture including desks, chairs, tables, bookcases, fixtures including whiteboards, pinboards, adjustable shelving and the like shall be retained within the vacated space.</p> <p>Where it is agreed with Estate Directorate that particular furniture is to be relocated to another space, a MEX request with the appropriate account code for charging may be entered to coordinate the removal contractor.</p>
6.	<p><b>Keys</b></p> <p>All keys to be returned to Security.</p>

#### 4. Vacate Space – Estate Directorate Responsibility

Step	Action
1.	Estate Directorate responds to request to move or vacate via FM: Interact Movement Module, and arranges the preliminary and final inspection dates.
2.	Estate Directorate conducts preliminary inspection and lists all rectification works to be carried out by the vacating staff.
3.	Estate Directorate conducts final inspection to ensure all rectification work has been actioned.
4.	Estate Directorate records decontamination certificate where applicable.
5.	Estate Directorate updates building plan records where applicable.
6.	<p>Estate Directorate communicates the change to key stakeholders:</p> <ul style="list-style-type: none"> <li>• Information Management, Space and Timetabling</li> <li>• Asset Strategy &amp; Maintenance</li> <li>• Operations</li> <li>• Security</li> <li>• Cleaning</li> <li>• Distribution Services</li> </ul>
7.	Estate Directorate updates space allocation information in FM: Interact.
8.	Estate Directorate records return of keys.

#### 5. Occupy Space – Staff Responsibility

Step	Action
1.	<p>Enter a MEX request, along with the appropriate account code for charging of the following items:</p> <ul style="list-style-type: none"> <li>• Request for keys</li> <li>• Arrange for furniture removalist</li> <li>• New signage</li> <li>• Additional cleaning</li> <li>• General maintenance</li> </ul>

## 6. Occupy Space – Estate Directorate Responsibility

Step	Action
1.	<p><b>Handover Inspection Report</b></p> <p>Estate Directorate arranges handover inspection. An Estate Directorate representative will meet the new occupant on-site prior to moving in to record the condition of the room and any outstanding particulars. This record shall be signed by both parties and filed by Estate Directorate.</p>
2.	<p>Estate Directorate communicates the change to key stakeholders:</p> <ul style="list-style-type: none"> <li>• Information Management, Space and Timetabling</li> <li>• Asset Strategy &amp; Maintenance</li> <li>• Operations</li> <li>• Security</li> <li>• Cleaning</li> <li>• Distribution Services</li> </ul>
3.	Estate Directorate updates space allocation information in FM: Interact.

### Tips for moving office

- Take advantage of the opportunity: Clear out old files and purge all storage areas/shelves of unneeded items prior to moving.

## 7. Change of Use Request – Divisional responsibility

Step	Action
1.	Unit or Staff member identifies a need to refurbish a space, or plans to change the use of a space, and forwards their initial request to their Director, Divisional Operations or relevant representative from each Division for endorsement via email.
2.	<p>Divisional representative either endorses or rejects the request. If endorsed, the request shall be forwarded to Information Management, Space and Timetabling, at Estate Directorate, for further consultation and analysis.</p> <p>The request must identify fund source i.e. College/Divisional funds or requesting Estate Directorate to fund.</p>
3.	<p>Head, Information Management, Space and Timetabling determines if the requested change of use needs to go to FIAC. The request will go to FIAC if it:</p> <ul style="list-style-type: none"> <li>• Is inconsistent with the Space Allocation and Management Policy;</li> <li>• Is inconsistent with University strategic planning, including Pedagogical Space Planning;</li> <li>• Requires works that are unbudgeted;</li> <li>• Affects multiple Divisions;</li> <li>• Affects multiple Colleges or Directorates and there is not consensus from the affected Deans and Directors supporting the proposed change of use; or</li> <li>• If construction works are not minor and low risk.</li> </ul> <p>All requests must be received by Space Planning at least six (6) weeks prior to a scheduled FIAC meeting to ensure placement on the agenda.</p>
4.	Estate Directorate Space Planning Officer may meet with requestor to review reasons for change and discuss options for consideration.
5.	Manager of Building Services (Townsville) or Manager Cairns Operations shall supply a

	preliminary cost estimate for the requested changes.
6.	If the request is to go to FIAC, the requestor generates a “Change of Use request” using the “JCU Facility & Infrastructure Advisory Committee template”. The paper must include detailed instructions to support the initial request and also include the preliminary cost estimate.
7.	The Change of Use request is emailed to the Head, Information Management, Space and Timetabling for review and preparation for the next scheduled FIAC.
8.	If the request does not need to go to FIAC, the Head Information Management, Space and Timetabling can decide to approve, decline or ask for more information.

## 8. Change of Use Request – Estate Directorate responsibility

Step	Action
1.	Estate Directorate review the Change of Use request, include additional guidance and recommendations from a JCU perspective and identify any impacts for FIAC to consider. Head, Information Management, Space and Timetabling determines if the requested change of use needs to go to FIAC. The request will go to FIAC if it: <ul style="list-style-type: none"> <li>• Is inconsistent with the Space Allocation and Management Policy;</li> <li>• Is inconsistent with University strategic planning, including Pedagogical Space Planning;</li> <li>• Requires works that are unbudgeted;</li> <li>• Affects multiple Divisions;</li> <li>• Affects multiple Colleges or Directorates and there is not consensus from the affected Deans and Directors supporting the proposed change of use; or</li> <li>• If construction works are not minor and low risk.</li> </ul>
2.	Head, Information Management, Space and Planning may request from the Manager of Building Services (Townsville) or Manager Cairns Operations preliminary cost estimates for the proposed changes.
3.	If the request is to go to FIAC, Director Estate will present proposal with amplification added for FIAC consideration and discussion. If it does not need to go to FIAC, the Head of Information Management, Space and Timetabling can decide to approve, decline or request more information.
4.	Information Management, Space and Timetabling will advise requesting staff of the outcome..
5.	If approved, Estate Directorate will add it to the program of new works.

## 9. Change of Use Request – FIAC consideration

Step	Action
1.	Director Estate will present proposal to FIAC for consideration.
2.	FIAC will either endorse proposal, recommend additional analysis is conducted or decline.
3.	Director Estate will advise Space Planning of decision made, and Space Planning will update the requesting representative.

## Related policy instruments

[Space Allocation and Management Policy](#)

[Approval of Works to University Buildings and Site Infrastructure](#)

FIAC Terms of Reference

FIAC Template

Handover Inspection Report

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## Administration

### Approval Details

Policy Sponsor and approver of procedure	Deputy Vice Chancellor, Services and Resources
Version no	V1.0
Date for next review	[The procedure review should be scheduled 3 years from the approval date or sooner if required.]

### Revision History

*[Approval date - the date the Policy Sponsor approved the establishment, minor or major amendment or disestablishment]*

*[Implementation Date - the date the procedure was published in the Policy Library and is the date the procedure takes effect]*

Version	Approval date	Implementation date	Details	Author
1.0	04/09/2015	16/09/2015	Procedure established	Mark Norton, Space Planning Officer

<b>Contact Person/Unit:</b>	Estate Directorate Head, Information Management, Space and Timetabling Space Planning Officer
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<b>Keywords:</b>	Space, vacate, occupy, move, office, refurbishment, change of use, building works, construction, cost estimate
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