

Space Moves and Requests to Change Space Procedure

Introduction



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>Request to retain vacated space</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</p>
2.	<p>Building Fabric</p> <p>All vacated spaces are to be returned to their original state as when initially occupied.</p> <p>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 & 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>Signage</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>Cleaning and Decontamination</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. **Furniture and Fixtures**

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.

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.

6. Occupy Space – Estate Directorate Responsibility

Step	Action
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Related policy instruments