

Royal Holloway
Campus Services
CAFM System, Phase I
Moves Procedures

Version 0.8

DOCUMENT CONTROL SHEET

Version	Name	Changes	Date
0.1	Tony Lewis	Initial Draft Version	24/01/05
0.2	Tony Lewis	Revised Moves Table	25/01/05
0.3	Tony Lewis	Inclusion of Moves and Room Change Forms	01/02/05
0.4	Tony Lewis	Endorsement by Faculty Deans	28/11/05
0.5	Tony Lewis	Addition of DDA Check-boxes	19/1/06
0.6	Tony Lewis	Amendments to Notification List	30/9/08
0.7	Tony Lewis	Addition of planned date to forms	07/01/09
0.8	Tony Lewis	Amended Moves and Room Change forms	26/1/11

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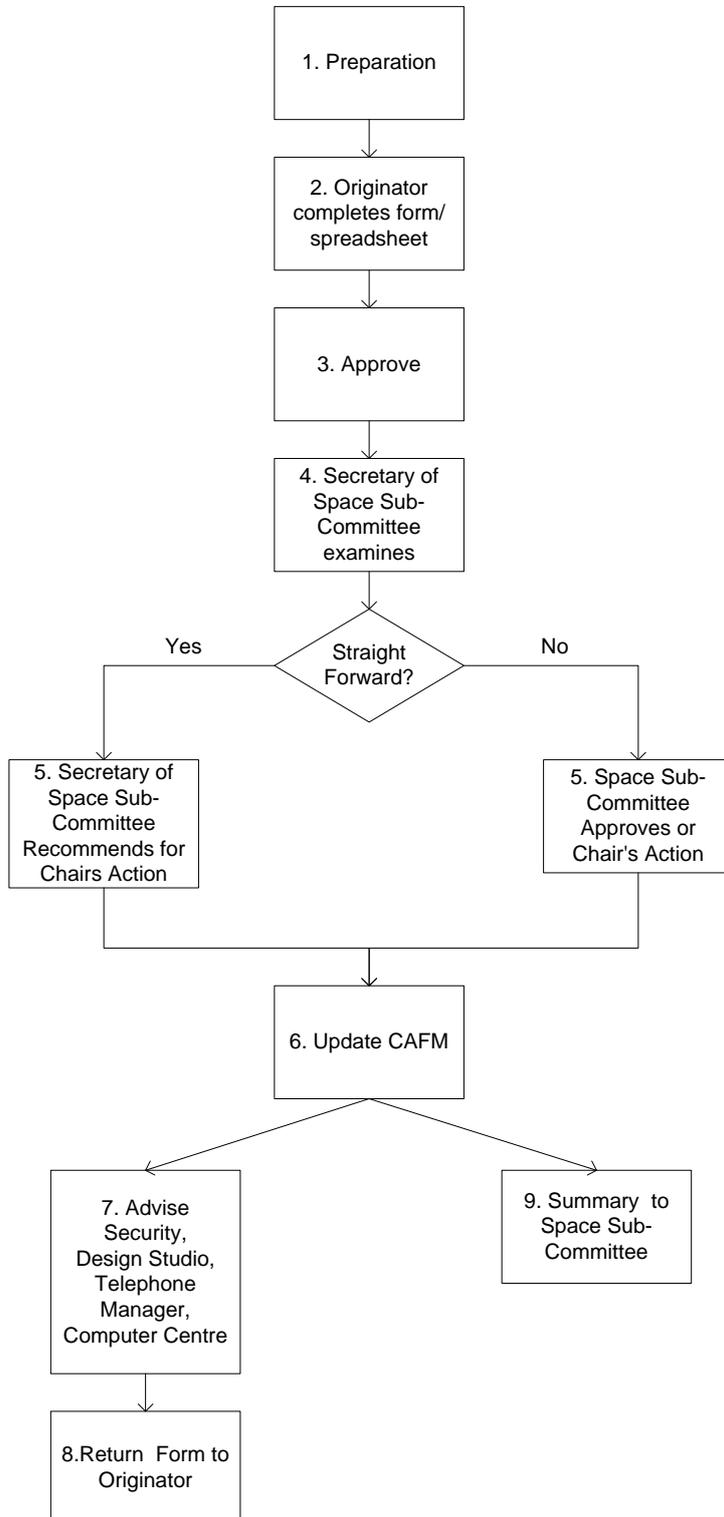
1. Introduction

This document describes the administrative procedures to be adopted when requesting a move of one or more staff to a new location. It is intended as a high level description of the procedures to be adopted.

The basis of this document is found in the CAFM System Procedures version 0.6

Any queries about procedures or the CAFM system should be addressed to the CAFM Support Systems Administrator, or to the Secretary of the Space Sub-Committee.

2. Movers Procedure



The basic movers procedure is shown in the diagram above. It consists of the following steps:

1. Preparation. Depending on the type of move preparation will be performed by either Departmental staff or Project Staff.

It will include checking the following items:

- the accommodation is adequate for its proposed use
- enough telephone points are available
- enough network points are available
- disabled access is provided if required
- installation requirements for special equipment (eg for labs)
- adequate security measures are in force
- cost of move
- reason for moving

If work needs to be done on the accommodation it is the responsibility of the staff preparing for the move to cost the work in conjunction with specialist staff in Campus Services, Computer Centre, etc. Any work required should be explicitly stated to the person authorising the move.

2. Complete Form/ Spreadsheet. In the case of a move involving a few staff, a standard form will be used. Where large numbers are involved a spreadsheet will be completed. Both will be available on the intranet for completion.
3. Approve for submission to Space Sub-Committee. See table below for authorisers for moves.

Note:- It is important to note that any expenditure required to ensure that the accommodation is adequate is being authorised at this stage and the budget identified.

In the case of 'Moves Requiring Space Outside Department Allocation' the department will submit a paper to the Space Sub-Committee **before** completing a form/spreadsheet. If this paper is approved it will be taken as authorisation of the move.

4. Secretary of Space Sub-Committee Examines.
5. Authorisation. If the requested move is straight forward it can be recommended by the Secretary of the Space Sub-Committee for Chair's action. However, if the move is contentious it will have to go to the Space Sub-Committee for authorisation.
6. Update CAFM. The Support Systems Administrator will update CAFM with the details of the move.
7. Advise. Support Systems Administrator will send an e-mail to Security, Porters, The Design Studio, the Telephone Manager and Computer Centre informing them of the move.
8. Return form to originator. Once the authorised form is returned to the originator the move can be performed.
9. Summary to Space Sub-Committee. Every 3 months a summary of the moves will be sent to members of the Space Sub-Committee

The table below summarises who should prepare, originate and approve mover's forms for the various types of moves. This occurs before submission to Secretary of the Space Sub-Committee.

Move Type	Preparation (Step 1)	Form Originator (Step 2)	Form Approver (Step 3)	Final Approval (Step 4 & 5)
Within Department Space		Departmental Administrator	Head of Department	Secretary of Space sub-Committee
Pool Rooms	Department makes bid to Space Manager/ Space Sub-Committee	Strategic Space Manager	Faculty Deans/ Director of Resources	Chair of Space Sub-Committee
Move Requiring Space Outside Department Allocation	Department prepares paper for Space Sub-Committee	Departmental Administrator	Faculty Deans/ Director of Resources	Chair of Space Sub-committee
Large Scale Moves	Project Staff	Campus Services	Chair of Moves Project Board	Space sub-Committee

3. Glossary

Accommodation. The room or rooms at the destination. This could be office space, a lab, seminar room, etc.

CAFM. Computer-Aided Facilities Management software.

DDA consideration and Disabled Access. The availability of ramps or lifts.

Installation Requirements. Any work required to change the layout of the accommodation, or to install equipment within the accommodation.



Movers Request Form

(When Approved, Please return to Tony Lewis, Campus Services Workshop)

Name:

Building Name and current Room Number :

New Building Name and Room Number:

DDA Consideration Required
(Please attach details.)

Reason for move:

Extension number:

Planned Date for move:

Requested by:

Approved by (Head of Department):

Approved by (Secretary of Space Sub-Committee):

Notification (for office use only)

Telephone Manager

Security

Porters

Computer Centre

Design Studio

ATM

10/01/14



Room Changes Request Form

(When approved, please return to Tony Lewis, Campus Services Workshop.)

Department:

Originator of works:

Building Name and Existing Room Number/s :

- Changes to be made:
- Additional rooms built/space added
 - Rooms physically altered (e.g. made into one)
 - DDA Consideration Required
(Please attach details.)

Description of works:

Planned date of changes:

Contact Name & phone :

Initially requested by:

Approved by (Head of Department):

Budget Centre:

Approved by (Project Team):

Project Reference:

Approved by (Secretary of Space Sub-Committee):

Notification (for office use only)

- Telephone Manager
- Security
- Porters
- Computer Centre
- Design Studio

Royal Holloway University of London

Background

The College Space database currently held as an Access data base is being replaced as part of a wider project (CAFM Computer Aided Facilities Management). It is recognised that formal procedures are required to ensure the currency of the data rather than rely on the Annual Departmental Survey in the Autumn term when most changes were recorded and Departments verified their space once each year

At that meeting it had been reiterated that all space was College space.

The Space Sub Committee received a paper on the recording of space and procedures for physical space changes (SSC/03/12) reflecting the new CAFM system requirements at the October 2003 SSC.

It was **agreed** with a modification to reflect the fact that whilst room alteration requests could be signed by Heads of Department, Boards and Working Groups, the final approval rested with the SSC or by Chair's Action for ratification by the next SSC meeting. In addition costs and funding of the change should be included on the change request form.

At a subsequent meeting with the Faculty Deans on 4th February 2005, the procedures were endorsed.

Moves Drivers

There are several types of room moves within the College structure

Moving within a departmental space (Department-driven)
Additional space required (for new members of staff or through expansion)
Large scale moves (College-driven)

Moving within a departmental space

The Department requesting the move must fill in a "room change form" which will be downloadable from the Intranet. This form will need to be signed by the Head of Department and include the reason for the requested move. The form is then sent to the Secretary of the Space Sub-Committee who will sign and authorise it. This information is passed to the CAFM System Administrator and a copy is to be sent back to the department informing that their request has been approved. The computer centre, telephone manager and security are all to be informed.

Additional Space Required

A written paper must be submitted to the Space Sub-Committee or for Chair's action, which will be considered. If successful, the request movers request form will be originated by the Department and follow the above procedure. (see examples)

Large scale moves

Project Board/Committee approve large scale moves. A large scale moves form will be originated by Campus Services and follow the above procedure.

Daren Bezants
Head of Maintenance Services
Campus Services