

## **Estate Services FAQs**

### **How do you allocate space (for timetabling etc)?**

Designated specialist space is allocated to faculties whereas all other general teaching rooms (classrooms and lecture theatres) are managed by estates as pooled rooms. The timetabling system will automatically allocate rooms to teaching events based on information provided by faculties.

### **How do I submit my timetable requirements for the next Academic Year?**

All timetabling requirements should be submitted via the Timetabling Data Capture Database which is accessible via the timetabling webpage: [www.leedsmet.ac.uk/metoffice/timetabling](http://www.leedsmet.ac.uk/metoffice/timetabling)

### **How do make an ad hoc room booking?**

There is a room booking system on the University website. You must use this system to make an ad hoc room booking. We aim to turnaround bookings within 48 hours.

Go to the university website, click on Corporate Services then Estate Services, click on Timetabling. In the centre column (for staff) select "Request a room booking". This will then bring up a form to complete, which prompts for all the information required. Once all the fields are entered a drop down list of who the booking can be sent to appears: Corporate Services staff (IMTS, Estates, CARES, Library, HR etc) should select "Timetable Office"; Faculty staff should select their own area.

All external requests should be sent by email to the Conference Office.

### **Where can I find information about sustainability and helping our university to reduce its carbon footprint?**

The Estates Services web pages provide information on carbon. [www.leedsmet.ac.uk/sustainability](http://www.leedsmet.ac.uk/sustainability)

### **How can I find out what forms of transport are available to get to campus?**

The Estates Services web pages provide information on all types of transport to the campuses. [www.leedsmet.ac.uk/transport](http://www.leedsmet.ac.uk/transport)

### **How can I apply for a car park space and what will it cost me?**

All applications are on line: <http://carparking.leedsmet.ac.uk/main/intro.htm>

Permits cost 1% of Salary but are capped at the top of Grade 9. Please note that space is limited and not all applications will be successful, please refer to the website for further details.

### **How much does space cost?**

At present the rate is £173 per m<sup>2</sup> per year but we are looking at a number of modelling options going forward. This is an all in cost for rates, cleaning, support services and a lease or notional rent cost.

### **How many requests do Estates receive per month?**

Estates receive around 1000 maintenance requests per month, and around 90 Estates Services Requests.

### **How many square metres of space do we have at our university?**

The net internal area total HEI is 164,291.35m<sup>2</sup> based on Estates Management Statistics returns for 2009-10. This is for all university space, including residences. The net internal area does not include balance space which is defined as non-usable space which allows the building to function such as toilets, lifts, stairs, corridors and plant rooms.

### **How many people work in the Estates team?**

There is a total of 59 staff in the Estates team, working in five teams: Projects, Space (including Timetabling), Travel & Sustainability, Maintenance (including Grounds) teams and Finance and Admin.

### **Which buildings will be vacated in 2011?**

F, G and H Buildings have recently been sold. Downing has planning permission to refurbish the buildings as residences, however, these will not be part of the University estate.

We have recently vacated Old School Board and Hepworth Point was vacated in December 2010.

North Yorkshire Learning Consortium bought Chain Lane at Knaresborough in March this year. It was formerly part of the Harrogate College property.

### **What is the difference between a Maintenance Request and an Estates Service Request (ESR)?**

In general terms, anything which is construed as a change to the Estate would need to be logged as an ESR. For example, a requirement additional office space due to an increase in team size would be an ESR, as would a request for new signage or additional furniture. A maintenance request on the other hand is simply maintaining the current nature of the Estate, for example if something is faulty and requires fixing.

### **How do I contact the Maintenance Helpdesk?**

You can log non-urgent Maintenance requests online by following this link:

<https://fms.leedsmet.ac.uk/main/ESR/login.htm> or you can email the Maintenance Helpdesk at [MaintenanceHelpdesk@leedsmet.ac.uk](mailto:MaintenanceHelpdesk@leedsmet.ac.uk)

Alternatively, if your call is urgent you can call 0113 812 8664.

### **What is the process for logging ESRs?**

An ESR can be submitted by any member of staff. The request requires authorisation by a senior manager before it is logged onto the system (each department/faculty has designated authorisers registered on the system).

Just follow this link to log a request: <https://fms.leedsmet.ac.uk/main/ESR/login.htm> and it will be reviewed by a member of the Estates Team.

### **What is the optimum temperature for my office? [My office is too cold/hot- who do I tell?]**

We aim to maintain space temperatures between 19 and 21 degrees Centigrade, however, in summer space temperatures may exceed this. Estates will investigate possible solutions where temperatures are in excess of 30 degrees Centigrade for periods exceeding 2 hours.

If you have issues with temperature in your office you would need to submit a Maintenance Request and a member of the Maintenance Team will come and investigate. Just follow this link to log a request: <https://fms.leedsmet.ac.uk/main/ESR/login.htm>

### **I need to move offices – who do I contact and what do I do?**

You would need to log an Estates Service Request, providing the reasons why your team/individual member of staff needs to move offices.

The ESR will then undergo a space feasibility process to check that the requested move fits in with the Estates Strategy and someone from the Space Planning Team will contact you to inform you of the outcome of your request.

### **I need some additional furniture - what do I need to do?**

You would need to log an ESR for this - Estates Services may have something in stock that can be re-used. If there is nothing available in store then you will be asked to purchase the item via your department/area's finance team. Central Finance will then authorise the purchase.

### **What is a DSE assessment? Why do I need one and who will do it?**

The purpose of a DSE Assessment is to check that your workstation is adequately equipped and adjusted to suit your needs. You would need to speak to your line manager in the first instance, or alternatively contact Occupational Health.

### **How are buildings named and rooms numbered?**

Building names have been historic. Our new buildings have names which we hope reflect their design, location or purpose.

New buildings rooms are allocated a space number using a conventional approach, starting with a level number. For example, in the Rose Bowl, Level 1 is the lowest level you walk into, the spaces then start at 101 moving in a clockwise direction around the building (hotel style numbering).

All spaces are allocated a number (including riser cupboards etc.) but not all spaces have their number signed, therefore, the numbering may sometimes appear to jump as you follow a corridor (due to unseen spaces within a room). As we refurbish buildings we will be numbering to this system.

### **Which buildings do we own and which do we lease?**

The buildings leased by Leeds Met are as follows:

Electric Press  
Broadcasting Place  
Carnegie Stadium  
Opal One and Two  
Old Lecture Block, Ripon  
Unit 3 Roundhay  
8, 14-17, 20 and 26 Queen Square

All other buildings in the Estate are owned.

### **Do we still have asbestos in any of our buildings, and what do we do if we find any?**

The bulk of the asbestos-containing materials in University buildings have been removed. There are small amounts of asbestos material remaining across all sites which are generally low risk and will be removed in accordance with approved codes of practice when the areas are next refurbished.

The material is carefully managed by Estates in accordance with the Control of Asbestos Regulations 2006. If asbestos is maintained, monitored and protected from damage, it poses no risk to staff, students and general public. Our Asbestos Management Plan and Asbestos Policy provide further details and are available on request.

Should staff have any concerns over asbestos they should make contact with the Estates Services Helpdesk on Extension 28664.

### **What happens to rooms that are taken out of use?**

Rooms that are taken out of use are cleaned, locked down and allocated to Estates Services. Vacant rooms are reallocated when a justified requirement for space arises.

### **What is our programme of refurbishment of buildings?**

Estates Services carries out a full condition survey of the Estate every three years on a rolling programme. This highlights areas requiring refurbishment and works are prioritised and planned in.

Projects which have been approved for completion by the end of 2011/12 include:

- One floor of Portland (formerly C Building) to provide a new clinical skills suite
- Woodhouse Building Lecture Theatres
- Carnegie Hall roof