



THE UNIVERSITY OF
SYDNEY

Archibus Space Portal

User Guide

Space Inventory Module

University Infrastructure

Document Edit Control

Document Name: Space User Guide	
Current Version: 6	
Author(s) Rose Chaaya	

Version	Date	Created by	Reason for change	Document Status
4		Quentin Parisotto	Updated Room types following implementation of G08 Data Dictionary 2.0 Addition of Teaching & Learning Space Model Report Addition of Space and Occupancy History Report	
5		Quentin Parisotto	Updates following implementation of CCA Enhancement Update to Appendices – Room Function	
6		Rose Chaaya	Updates of Roles & Process following Upgrade to Version 26.3	

Contents

About this Guide.....	2
1. ARCHIBUS Space Planning & Management	3
1.1. What is the University of Sydney Space Register	3
1.2. Why is it critical to maintain the University of Sydney Space Register.....	3
1.3. .Additional / Transfer / Return of Space	4
1.4. Who is responsible for updating the data in the University of Sydney Space Register	5
1.5. CCA Space Charging.....	6
1.5.1. What is included in the CCA Space Charge.....	6
1.5.2. When is the Space Charge incurred.....	6
1.5.3. How is the Space Charge calculated	7
1.5.4. Where can I see the space charge for a room in my Space Portfolio	7
Space Console: This function is under construction (Q4 2023)	7
Topic 2 Space Viewer/Editor Role.....	9
This task is allocated to space representatives to be able to view building, organizational	
and employee Information within their space portfolio.....	9
Task 2.1.1.....	9
Task 2.1.2.....	9
Task 2.1.3.....	9
Locate Employee:.....	9
You Can find an employee's room working with the Locate Employee task.....	9
Task 2.1.4.....	10
Topic 3 Space Reports.....	11
Task 3.1 Teaching/Learning Space Model report	11
Task 3.1.1.....	11
Task 3.2 – Generate the Teaching/Learning Space Model Report	12
Task 4.1 Space and Occupancy History report.....	12
Task 4.1.1 – Space and Occupancy History Report.....	12
Task 5.1 Monthly Space Cost report.....	13
Task 5.1.1– Monthly Space Cost Report	13
Appendix A: Detailed list of Fields on a Space Record	15
Appendix B: Detailed List of Fields on an Employee Record.....	17
Appendix C: Definition of Room Types (as per G08).....	19
Appendix D: Definition of Room Function (as per G08).....	50
Appendix E: Teaching & Learning Code Definitions.....	0

About this Guide

What is it?	<p>This guide acts a reference for the Space Planning and Management application of ARCHIBUS.</p> <p>ARCHIBUS is the tool employed by University Infrastructure (UI) to maintain the register of allocated space for the University of Sydney. The portal into ARCHIBUS is known as Campus Assist Online</p>
Who's it for?	<p>All University staff who are responsible for tracking and managing space within their respective business areas</p>
What's in it?	<p>This guide details how to:</p> <p>Access reports:</p> <ul style="list-style-type: none">– Teaching & learning Model Report– Space and Occupancy History Report– Monthly cost Report– View Highlight rooms by department– Locate Employee– View Floor plan
Software setup	<p>Web Browser: (Chrome and Firefox recommended)</p> <p>Security Access to edit space within ARCHIBUS Latest version of Adobe Flash</p> <p>Latest version of Adobe Acrobat</p>

1. ARCHIBUS Space Planning & Management

1.1. What is the University of Sydney Space Register

University Infrastructure Services (UI) is responsible for the register of allocated spaces across the University. The tool employed by UI to maintain the register of space is ARCHIBUS Space Planning and Management which can be accessed via Campus Assist Online.

ARCHIBUS Space Planning & Management contains a significant amount of information about the University's space including:

- A list of buildings
- A list of Rooms within each Building
- The nature and function of each room
- Gross and Usable Floor areas
- Faculties / Professional Services Unit's (PSU's) and Departments who use the rooms
- Staff who occupy the room
- Teaching and Learning categories (where relevant)
- Space charges (Utilities and Non-Utilities) incurred as part of the Centre Cost Allocation (CCA)

1.2. Why is it critical to maintain the University of Sydney Space Register

UI endeavors to work closely with our colleagues within the University to ensure that the information contained in ARCHIBUS Space Planning and Management is an accurate representation of the allocation of space.

The information contained in ARCHIBUS Space Planning and Management is used extensively by the University for:

- Defining services provided to buildings
- Understanding current space use and planning for future space requirements
- Influencing strategic decision making
- Understanding building and space efficiency (costs/sum)
- Tracking Maintenance Requests and Projects
- Understanding space requirements and future planning of space
- Reporting to Federal and State Government agencies
- Benchmarking University of Sydney efficiency against other Universities
- Calculating space charges defined in the
- Central Cost Allocation
 - A Master Data for Student Centric Services ie wayfinding (Mazemap & My UniApp)
 - Location information for Delivery services (Unibuy and MyLab)

When the University of Sydney Space Register data updated UI will conduct a desktop and/or physical audit to all space on campus to verify the space register information; to check compliance with applicable regulatory and legislative requirements; and to verify appropriate use. Please note the Dynamic Space Edit and Verifier is no longer available through the portal. The Space Audit Process has changed to Annual audits that are conducted during calendar month for each organizational Unit.

1.3. Additional / Transfer / Return of Space

The University of Sydney also updates the space register when Business Units request additional space, transfer space between Faculties and PSU's, repurpose space or return space no longer required.

All Space Requests must be lodged via the ServiceNow portal. They are received and reviewed by the Space Management Team.

Faculty/ PSUs are responsible for logging their own requests for new or additional space, space relocations and space transfers.

University Infrastructure (UI) or Advisory Managers (AM's) are responsible for logging online requests for all project related space changes due to Transformational Projects, Enabling Project or Decants initiated by UI.

Approval of space requests is with CUIO and delegation as per the University Infrastructure Policy.

SPACE REQUEST Work Flow Chart

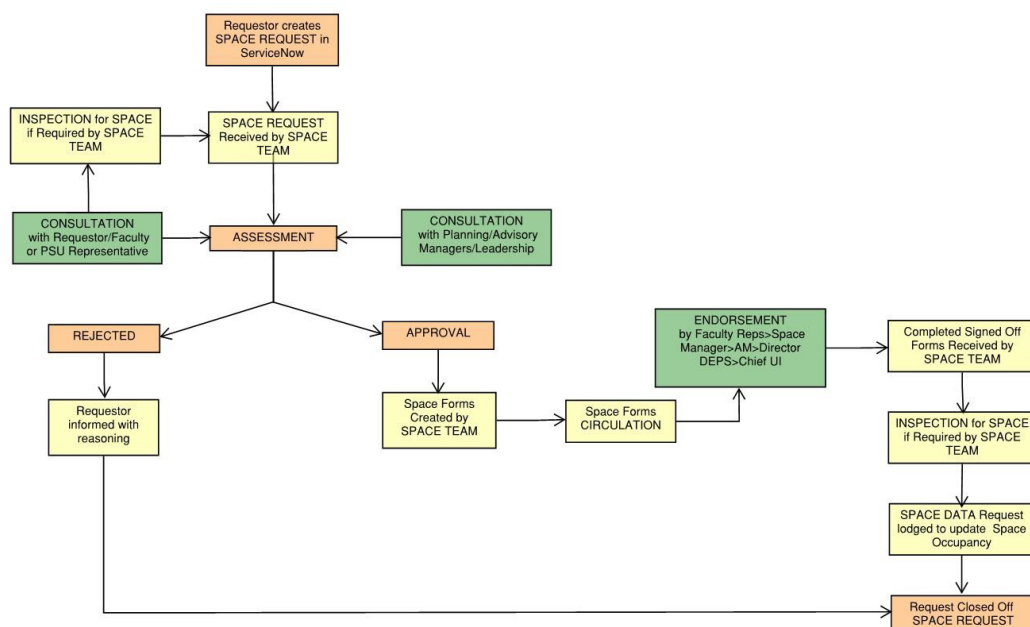


Figure 1: Space Request Work Flow Chart

1.4. Who is responsible for updating the data in the University of Sydney Space Register

UI work directly with representatives from each Faculty and PSU to maintain each Business Unit's register of space. These representatives are vital to ensuring the integrity of the data within ARCHIBUS Space Planning and Management.

There are three Roles within the ARCHIBUS Space Planning and Management application and each representative fits into one of the roles:

1. An e-mail communication stating the steps to complete the audit.
2. A timeframe of 4-weeks is allowed to collate the spatial information, edit it, verify it and update the changes in the system.
3. A Room Data template will be sent out to faculties to verify Room Information and occupancy
4. An Employee Data template will be sent out to define space location (Building, Room location and MOH occupancy) for each occupant.
5. UI will need to receive the changes within **TWO-WEEK** Timeframe for the spatial information to be updated in the system in line with the faculty associated Personnel and occupancy information.
6. **Space Audit Template and Personnel & Occupancy to be issued in excel format.**
7. **Personnel Occupancy Training Manual v.1 to be sent to faculties**

Role	Description of Role
Space Editor /Viewer	<p>Available to nominated staff.</p> <p>Space Editors are nominated by their Faculty / PSU Managers to carry out online reviews of their faculty's space allocations and make any changes necessary to the space data via Excel Files</p> <p>Changes are reviewed by the Faculty Space Manager prior to being approved by the Space Administrator in UI</p>
Space Manager	<p>Available to nominated staff.</p> <p>Faculty Space Manager review the changes submitted by Space Editors and provide an endorsement of those changes prior to approval by the Space Administrator.</p> <p>Space Managers can override changes made by the Space Editor</p> <p>It is possible for a representative to have both Space Editor and Space Manager access.</p> <p>In some cases Space Verifiers may be users from outside Faculties and PSUs e.g. Verifiers for Teaching & Learning space will be representatives from Sydney eLearning.</p>
Space Administrator	<p>The Space Administrator is a UI representative that is responsible for maintaining space data within ARCHIBUS Space Planning & Management.</p> <p>The Space Administrator is responsible for reviewing each change to space data created by the Space Editor and agreed by the Space Verifier. The Space Administrator will either approve or reject the change.</p>

Within each role a representative can be given access to edit space data by Space Type, Space Function, Building, Floor, Room, Faculty / PSU or School / Organisational Unit (as defined by the

UEM charge structure). The combination of Role and Access is known as the **Access Profile**. Access Profiles are maintained by UI in consultation with Faculty and PSU Managers.

To request a change to access profile, Please log in to Service Now

Services Portal - University of Sydney Services Portal (service-now.com)

The screenshot displays the 'Space Management' section of the University of Sydney Services Portal. On the left, a sidebar lists various categories, with 'Space Management' highlighted. The main content area is titled 'Space Management' and lists four types of requests:

- DEPS Engineering Works Request**: This form is to request a review by DEPS engineering for non-routine maintenance, projects and strategies which have been formally approved by the appropriate delegate.
- Space Database Access Request**: Use this form to gain access to the Space Portal in Archibus. Users can request to view, edit or verify space as defined in the Space Management Procedures.
- Space Information Request**: This includes Space Audits, Reports & Surveys, Spatial Data Updates, Personnel & Occupancy, Floor Plans, Campus Maps, Heritage, etc.
- Space Request**: Complete this form if you need to change your physical space on campus - e.g. transfer room occupancy, request additional space or reduce your footprint.

Figure 2 To request a change to access profile

1.5. CCA Space Charging

1.5.1. What is included in the CCA Space Charge

Archibus Space Planning & Management calculates monthly non-Utilities charges. Utilities charges are separated into charges for Electricity, Gas and Water (Invoiced Separately)

The Non-Utilities charge is a consolidated charge which represents the services provided by UI. These services include:

- Security patrols and building access
- Upkeep of surrounding Grounds
- Campus Assist helpdesk and officers
- Mail services
- Cleaning
- Building Maintenance
- Planning
- Property Management
 - Building Works
 - Precinct Managers

1.5.2. When is the Space Charge incurred

The space charge for the month will be calculated based on a snapshot of the space portfolio on the last day of the same month.

Spaces occupied by different departments during a month will not have a space charge pro-rated. The department listed as the owner as at the end of the month will be charged the full monthly space charge.

For example, the Space Charge for May will be calculated based on the space data as at the 31st of May. The journal will be completed for Period 5 on the University Ledger

1.5.3. How is the Space Charge calculated

For Non-Utilities Charges

*[Usable Floor Area (UFA) x Room Weighting (RW) x Building Weighting (BW) x
Non-Utility Service Catalogue (NUSC)]
x Monthly Non-Utility Rate (MNUR)*

Exceptions to calculations

There are some exceptions to the calculations detailed above. The exceptions include:

- Spaces shared between more than one department, for example meeting rooms, should be assigned to the principal department who uses the space. If this is unclear, and the departments are within the same portfolio/Faculty, this room is to be assigned to the main Office department of the PSU/DVC or Dean's Unit in the Faculty.
- Spaces with a CCA override code of "GTS" or "CPC" are not charged directly to the affected department but are charged through a secondary allocation to the potential users of these spaces. The room charges for these area are therefore for information purposes only
- Spaces with a CCA override code of NA are excluded from the Archibus calculated Space Charge. These spaces are generally Non-Usable spaces, Student Accommodation, UI spaces or spaces occupied by third parties under Lease Agreements.

1.5.4. Where can I see the space charge for a room in my Space Portfolio

A new report has been created and made available to all Space Managers The new report is known as the Monthly Space Cost Report. The report includes:

- Building-Floor-Room information
- Who is assigned the Space (Faculty and Department)
- CCA Override codes (Responsibility Centre the Space charges will appear against)
- Occupancy and Capacity information
- UFA, Room Weighting, Building Weighting and Service Catalogue information
- Monthly Charges for Non-Utilities,
- Total cost of Space Charges by Room.

The report will enable a Space Manager to view all spaces within the University that are eligible for Space Charging.

The report is able to be extracted in an .xls format for analysis. Topic 1 Space Manager Role

A space manager uses the tasks of the Space Manager process to manage the space.

This process also includes tasks for getting started with team space.

Space Console: This function is under construction (Q4 2023)

For an overview of the Space Console and the tasks you can perform with it, see [Space Console Overview](#).

The Space Console is a multi-faceted tool for managing your space and occupancy. With its filter, reporting, and export features, it also operates as a basis for your reports. You can set the data you need, export the data and floor plans, and print the exported files.

Version 6.0

February 2023

User Guide Space Management

Page 7 of 60

With the Space Console, you can perform such tasks as:

- load floor plan drawings
- review the total area of a set of rooms or floors
- find a set of floors or rooms that meet certain criteria
- find vacant, at capacity, and over-capacity rooms
- highlight floor plans by vacancy, department assignment, division assignment, and type
- find an employee's room on the floor plan
- move an employee to a new room
- generate an occupancy plan
- create new employees, buildings, floors, rooms, divisions, departments, room categories, and room types
- change a room's properties, such as its department assignment or use
- launch reports
- export data to Excel or Word
- export floor plans to Word or PDF

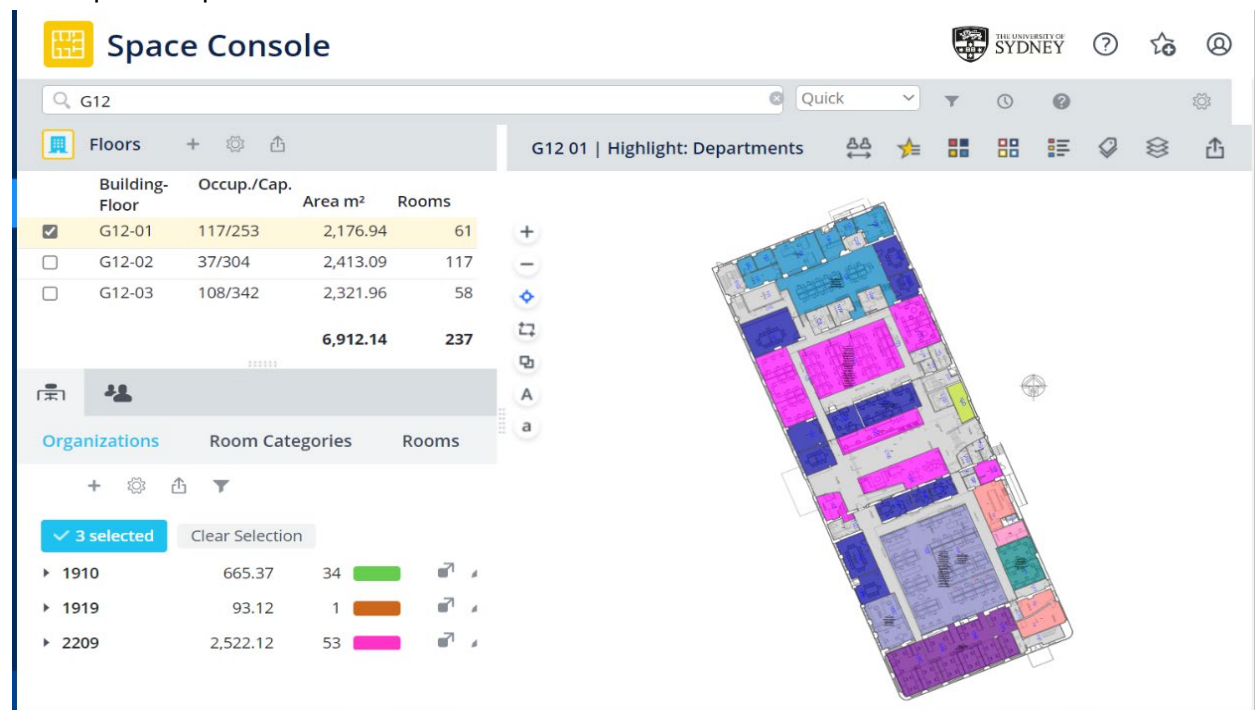


Figure 3 Space Console

Topic 2 Space Viewer/Editor Role

This task is allocated to space representatives to be able to view building, organizational and employee Information within their space portfolio

Task 2.1.1.

- ☒ Log in to Campus Assist Online
- ☒ Open your web browser
- ☒ Go to the University of Sydney home page **www.sydney.edu.au**
- ☒ Click on Staff Intranet
- ☒ Click on Campus Assist Online
- ☒ Log in using your Unikey and Password at the authentication screen

Task 2.1.2.

- ☒ Go to the ARCHIBUS Navigator to the left of the screen
- ☒ Click on Space Inventory
- ☒ Click on Space Viewer to access reports listed in the menu

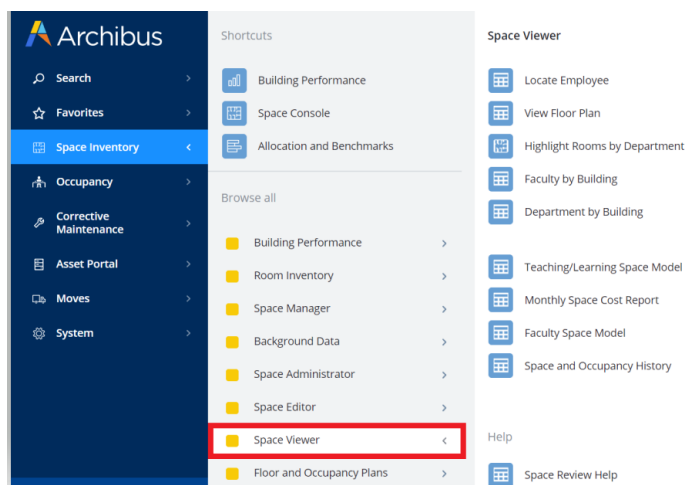


Figure 4 Task 2.1.2

Task 2.1.3.

Locate Employee:

You Can find an employee's room working with the Locate Employee task

- ☒ Choose the Locate Employee task from the menu
- ☒ In the top frame, Type the Employee Name and click Show.
- ☒ The system displays the selected employee in the left frame. Click this employee's check box. In the bottom frame, the system displays basic information about this employee,
- ☒ If the room that the employee occupies is represented in floor plan drawing, the system displays this drawing and highlights this room.
- ☒ If the employee is not assigned to a room, the system alerts you.






Version 6.0

February 2023

User Guide Space Management

Page 9 of 60

- ☑ If the employee is assigned to a room that is not represented in a floor plan drawing, the system displays the room information in the bottom frame but does not display a floor plan.


Locate Employee





Filter
Show
Clear
Paginated Report

Occupant Name ROSE CHAAYA

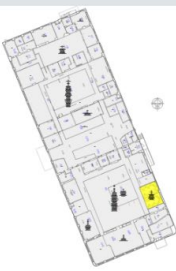
Employees

Occupant Name: R | All |

Occupant Name Building

☐ ROSE CHAAYA G12

+
-
◆
□
A
a

Highlight Room for Employee


Employees Details

Occupant Name	Building Code	Floor Code	Room Code	Telephone Number	
ROSE CHAAYA	G12	01	111	9351 3212	r

Figure 5 Task 2.1.3

Task 2.1.4

Highlight Rooms by Department per Floor

This task can highlight floor plans to show both space and occupancy by Division, School and Department

- ☑ Choose the building Code and level code from the left bar to highlight occupancy within the space
- ☑ Click on the paginated report to download the floor plan and the summary legend in a Docx format

Task 3.2 – Generate the Teaching/Learning Space Model Report

The Teaching/Learning Space Model Report is used to identify all spaces that have been assigned a Teaching & Learning Code.

The Teaching and Learning Code indicates the different kinds of Teaching and Learning space and is used for reporting and strategic decision making.

- ☒ Go to the ARCHIBUS Navigator to the left of the screen
- ☒ Click on Space Inventory
- ☒ Click On Space Editor/Viewer Task
- ☒ Click Teaching/Learning Space Model

The Teaching and Learning Space Model report is generated which shows all spaces assigned with a Teaching & Learning Code

- ☒ You can export the data to MS Excel
- ☒ click the <XLS> button

Room Function	Room Function Description	Primary Type Description	Room Type	Type Description	Teaching & Learning Type Code	Teaching & Learning Type 1
21	TEACHING	Specialist Teaching or Research Rooms	328	Multimedia Studio	FS_TECH	Faculty Studio_Technology
21	TEACHING	Library IT and Learning Use	501	Quiet/Reading Room	LIB	Library Seats
32	TEACHING & RESEARCH ADMINISTRATION	General Facility	604	General Common Room	SCR	Common Room
21	TEACHING	Teaching Space	206	Seminar/Tutorial/Class Room (<30 seats)	SR	Seminar/Tutorial
32	TEACHING & RESEARCH ADMINISTRATION	General Facility	604	General Common Room	SCR	Common Room
21	TEACHING	Teaching Space	206	Seminar/Tutorial/Class Room (<30 seats)	SR	Seminar/Tutorial
32	TEACHING & RESEARCH ADMINISTRATION	General Facility	604	General Common Room	SCR	Common Room
21	TEACHING	Specialist Teaching or Research Rooms	308	Dry/Computing Lab - Teaching	CL	Computer Teaching Laboratory
21	TEACHING	Teaching Space	204	Seminar/Tutorial/Class Room (<70 seats)	SR	Seminar/Tutorial
32	TEACHING & RESEARCH ADMINISTRATION	General Facility	604	General Common Room	SCR	Common Room
32	TEACHING & RESEARCH ADMINISTRATION	General Facility	604	General Common Room	SCR	Common Room
11	RESEARCH	Specialist Teaching or Research Rooms	309	Dry/Computing Lab - Research	HDR	HDR Desk Seats
32	TEACHING & RESEARCH ADMINISTRATION	General Facility	604	General Common Room	SCR	Common Room
21	TEACHING	Specialist Teaching or Research Rooms	308	Dry/Computing Lab - Teaching	CL	Computer Teaching Laboratory
21	TEACHING	Specialist Teaching or Research Rooms	308	Dry/Computing Lab - Teaching	CL	Computer Teaching Laboratory
61	CENTRAL ADMINISTRATION	General Facility	604	General Common Room	SCR	Common Room
31	TEACHING & RESEARCH	Office	114	Open Plan - Postgraduate Students	HDR	HDR Desk Seats
31	TEACHING & RESEARCH	Office	103	Office - Postgraduate Students	HDR	HDR Desk Seats
31	TEACHING & RESEARCH	Office	114	Open Plan - Postgraduate Students	HDR	HDR Desk Seats
31	TEACHING & RESEARCH	Office	103	Office - Postgraduate Students	HDR	HDR Desk Seats
31	TEACHING & RESEARCH	Office	103	Office - Postgraduate Students	HDR	HDR Desk Seats
31	TEACHING & RESEARCH	Office	114	Open Plan - Postgraduate Students	HDR	HDR Desk Seats
31	TEACHING & RESEARCH	Office	114	Open Plan - Postgraduate Students	HDR	HDR Desk Seats
11	RESEARCH	Specialist Teaching or Research Rooms	309	Dry/Computing Lab - Research	HDR	HDR Desk Seats
21	TEACHING	Specialist Teaching or Research Rooms	328	Multimedia Studio	FS_TECH	Faculty Studio_Technology
51	STUDENT & STAFF CLUBS/SPORT/ASSOCIATIONS	General Facility	604	General Common Room	SCR	Common Room
51	STUDENT & STAFF CLUBS/SPORT/ASSOCIATIONS	General Facility	604	General Common Room	SCR	Common Room
51	STUDENT & STAFF CLUBS/SPORT/ASSOCIATIONS	General Facility	604	General Common Room	SCR	Common Room

Figure 7 Task 3.1.2

Task 4.1 Space and Occupancy History report

This lesson details the steps to generate the Space and Occupancy History report

The task is not mandatory. This task can be completed by the Space Editor, Space Viewer or Space Administrator

Task 4.1.1 – Space and Occupancy History Report

The Space and Occupancy History Report is used to see the history of all changes to space since January 2015.

- ☒ Go to the ARCHIBUS Navigator to the left of the screen

Version 6.0

February 2023

User Guide Space Management

Page 12 of 60

- ☒ Click on Space Inventory
- ☒ Click on Space Editor/viewer
- ☒ Select Space Occupancy History
- ☒ The history of space changes will appear in the Room History panel.
- ☒ You can extract the data using the “Extract History Data” button in the top

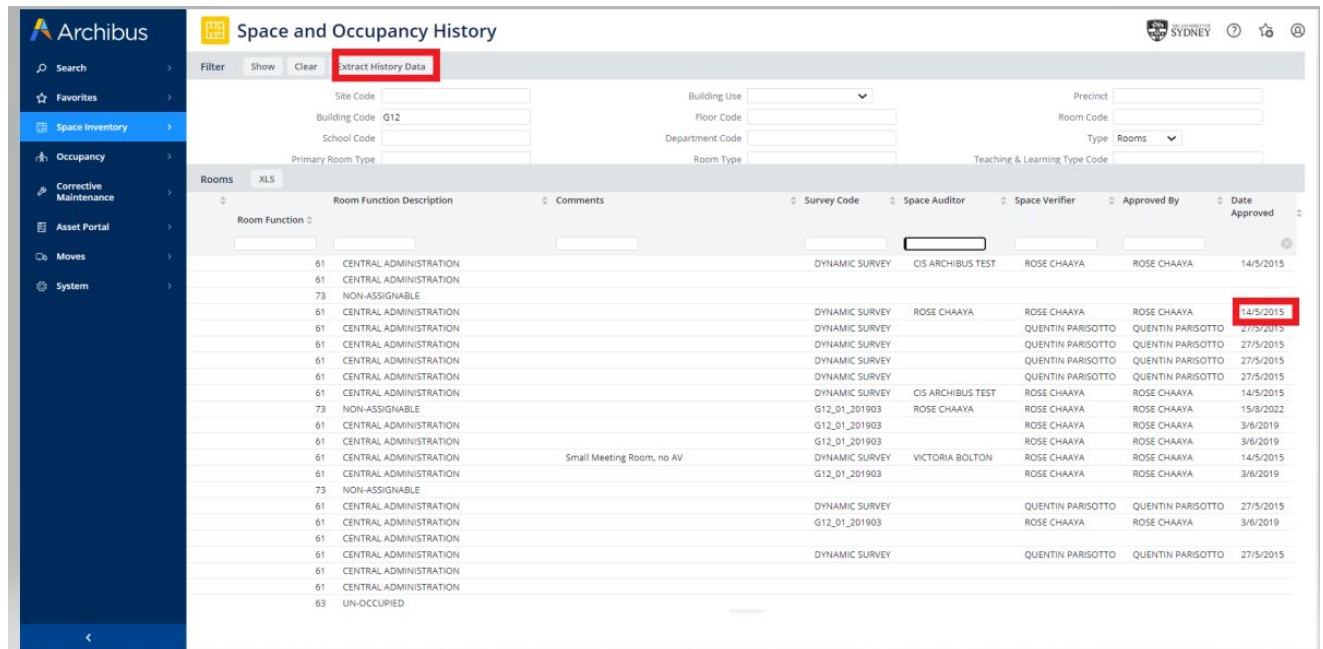


Figure 8 Task 4.1.1

left of the panel

Task 5.1 Monthly Space Cost report

The task details the steps to generate the Monthly Space Cost report

The task is not mandatory. This task can be completed by the Space Editor, Space viewer or Space Administrator

Task 5.1.1– Monthly Space Cost Report

The Monthly Space Cost Report is dynamic and used to view the total cost of space.

- ☒ Go to the ARCHIBUS Navigator to the left of the screen
- ☒ Click on Space Inventory
- ☒ Click on Space Editor/Viewer/Space Administrator
- ☒ The Monthly cost report will download; you can filter the report by Building, Faculty, School and Department to show the total monthly CCA space charges
- ☒ Click on the “xls” to export the data for analysis
- ☒ Refer to section 1.4 for CCA Space charges information

Archibus

Search

Favorites

Space Inventory

Occupancy

Corrective Maintenance

Asset Portal

Moves

System

Monthly Space Cost Report

Filter

Show

Clear

Campus Code01

Teaching & Learning Type Code

Faculty Code

School Code

Primary Room Type

Building CodeD18

PrecinctPrecinct 4

Department Code

Room Type

Monthly Space Cost Report

Refresh

XLS

CCA Project Code

CCA Project Name

Total Monthly CCA Space Charge

ed UFA	Research %	Research Charge	Teaching %	Teaching Charge	Research Training %	Research Training Charge	Other %	Other Charge	
3.40	100	265.64	0	0.00	0	0.00	0	0.00	265.64
5.50	40	171.76	40	171.76	20	85.88	0	0.00	429.40
3.85	100	300.80	0	0.00	0	0.00	0	0.00	300.80
3.85	100	300.80	0	0.00	0	0.00	0	0.00	300.80
1.95	100	152.35	0	0.00	0	0.00	0	0.00	152.35
1.95	100	152.35	0	0.00	0	0.00	0	0.00	152.35
1.95	100	152.35	0	0.00	0	0.00	0	0.00	152.35
1.15	100	89.85	0	0.00	0	0.00	0	0.00	89.85
1.72	100	134.38	0	0.00	0	0.00	0	0.00	134.38
1.72	100	134.38	0	0.00	0	0.00	0	0.00	134.38
1.14	100	89.07	0	0.00	0	0.00	0	0.00	89.07
1.13	100	88.29	0	0.00	0	0.00	0	0.00	88.29
1.72	100	134.38	0	0.00	0	0.00	0	0.00	134.38
6.80	100	531.28	0	0.00	0	0.00	0	0.00	531.28
9.52	100	743.80	0	0.00	0	0.00	0	0.00	743.80
10.58	100	826.62	0	0.00	0	0.00	0	0.00	826.62
4.82	100	376.59	0	0.00	0	0.00	0	0.00	376.59
4.40	100	343.77	0	0.00	0	0.00	0	0.00	343.77

Figure 9 Task 5.1.1

Appendix A: Detailed list of Fields on a Space Record

Field Name	Description of Field	Updated By	Updated Format
Percentage Code	Primary Key – Used by database to identify Space Audit Transaction	N/A	N/A
Site Code	A code that defines the Campus a building is situated on	Space Administrator	N/A
Building Code	A code which defines the building	Space Administrator	N/A
Floor Code	A code which defines the floor within a building	Space Administrator	N/A
Room Code	A code which defines a room on a floor within a building	Space Administrator	N/A
Room Name	Name of the Room (Optional)	Space Editor, Space Verifier	Data Entry (Free Text)
Room Capacity	Number of <u>current</u> seats/workstations in Room able to accommodate occupants	Space Editor, Space Verifier	Data Entry (Number)
Occupant Headcount	Number of occupants taking up seats/workstations in a room. Not applicable for spaces that have transient occupants. e.g. Lecture Theatres	Space Editor, Space Verifier	Data Entry (Number)
Survey Code	Survey Code created by Space Administrator as part of Topic 2 Editing Space via a space audit	Space Administrator	Data Entry (Free Text)
Faculty Code	A code which defines the Faculty/PSU using the space. The Faculty Code aligns with Faculty Node defined in the accounting structure	Space Editor, Space Verifier	Select from pre-defined list



Field Name	Description of Field	Updated By	Updated Format
Department Code	A code which defines the Department within the Faculty / PSU that is using the space. The Department Code aligns with Responsibility Centers defined in the accounting structure	Space Editor, Space Verifier	Select from pre-defined list
Primary Room Type	A code which defines the nature of the room at a high level. E.g. Office Space, Teaching Space	Space Editor, Space Verifier	Select from pre-defined list
Room Type	A code which defines the nature of the space in detail. E.g. Office Space – Academic Staff, Office Space - Research Staff	Space Editor, Space Verifier	Select from pre-defined list
Primary Room Function	A code which defines the function of a room at a high level. E.g. Academic, Student and Staff Services	Space Editor, Space Verifier	Select from pre-defined list
Room Function	A code which defines the function of a room in detail. E.g. Teaching Only, Research Only, Academic Administration	Space Editor, Space Verifier	Select from pre-defined list
Space Auditor	Auto populated field which contains name of user who created the Audit record	N/A	N/A
Audit Status	Status of the audit record. An audit record will go through the following status categories; Created, Edited, Verified, Approved	N/A	N/A
Comments	Free text for notes related to the change to space data	Space Editor, Space Verifier	Data Entry (Free Text)

Appendix B: Detailed List of Fields on an Employee Record

Field Name	Description of Field	Updated By	Updated Format
Honorific	Title of Occupant. E.g. Mr, Miss, Dr	N/A	N/A
Occupant Name	Merged First and Last name of Occupant. Collected from myHRonline.	N/A	N/A
Name - First	First Name of Occupant. Collected from myHRonline.	N/A	N/A
Name - Last	Last Name of Occupant. Collected from myHRonline.	N/A	N/A
Authentication Email Address	Univeristy email address of Occupant. Collected from myHRonline.	N/A	N/A
Telephone Number	Phone Extension of Occupant. Collected from myHRonline.	N/A	N/A
Cellular Number	Mobile number of Occupant. Collected from myHRonline.	N/A	N/A
Employee Title	N/A (Field to be Removed)	N/A	N/A
Employee Photo	N/A (Future Functionality if Required)	N/A	N/A
Building Code	A code which defines the building that the occupant is located in most of the time (e.g. desk location)	Space Editor, Space Verifier	Select from pre-defined list
Floor Code	A code which defines the floor within a building that the occupant is located in most of the time (e.g. desk location)	N/A (will be updated when Room Code is slected)	N/A
Room Code	A code which defines a room on a floor within a building that the occupant is located in most of the time (e.g. desk location)	Space Editor, Space Verifier	Select from pre-defined list



Field Name	Description of Field	Updated By	Updated Format
Faculty Code	A code which defines the Faculty/PSU the Occupant belongs to. The Faculty Code aligns with Faculty Node defined in accounting structure	Space Editor, Space Verifier	Select from pre-defined list
Department Code	A code which defines the Department within the Faculty / PSU that the Occupant belongs to. The Department Code aligns with Responsibility Centres defined in the accounting structure	Space Editor, Space Verifier	Select from pre-defined list
Occupant Standard	Defines the nature of the Occupants employment. Collected from myHRonline. E.g. Academic Staff, General Staff.	N/A	N/A
Occupant Number	Staff Number of Occupant. Collected from myHRonline	N/A	N/A

Appendix C: Definition of Room Types (Refer to G08 Playbook)

Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
1. Office Spaces					
1	Office Space Group	100	Office - Specific Type not defined.	To be used, as the last resort, for any "Office" primary type space that doesn't fit the codes below.	
1	Office Space Group	101	Office - Academic Staff	A room with office furniture which provides accommodation for one or more Academic or Faculty staff (E.g. Snr Academic staff, Executive Level staff, PVC, Head of School, Director, Assoc/Professor, Assoc Professor, Lecturer, Tutor, visiting Academics, etc).	
1	Office Space Group	102	Office - Research Staff	A room with office furniture which provides accommodation for one or more Research only staff (e.g. Professor/Assoc Professor, Academic staff, Fellow, Post Doc, Research Asst, visiting Researcher, etc).	
1	Office Space Group	103	Office - Postgraduate Students	A room with office furniture which provides accommodation for one or more Masters, PhD by Research or Higher Degree by Coursework students. May include Honours students.	HDR



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
1	Office Space Group	104	Office - Technical/Laboratory/Store Staff	A room with office furniture which provides accommodation for one or more technical, laboratory ancillary staff (e.g. Lab Assistant, Lab Manager, Lab Store staff, Technical Workshop staff), either as a separate Office or within the bounds of a laboratory. Include accommodation for staff providing multi-media services for e.g., graphic artist.	
1	Office Space Group	108	Office - Professional/General Staff	A room with office furniture which provides accommodation for one or more General or Professional staff (e.g. Directors, Managers, Administration staff, Marketing/IT/Library and Professional (non-academic) staff, other General staff, etc).	
1	Office Space Group	111	Open Plan - Specific Type not defined.	To be used, as the last resort, for any "Open Plan Office" primary type space that doesn't fit the codes below. An open plan area (UFA m ²) not included below; type not defined - Provides accommodation for one or more staff and is equipped only with workstation furniture	



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
1	Office Space Group	112	Open Plan - Academic Staff	An open plan area with workstation furniture which provides accommodation for one or more Academic or Faculty staff (e.g. Snr Academic staff, Executive Level staff, PVC, Head of School, Director, Assoc/Professor, Assoc Professor, Lecturer, Tutor, visiting Academics, etc).	
1	Office Space Group	113	Open Plan- Research Staff	An open plan area with workstation furniture which provides accommodation for one or more Research only staff (e.g. Professor/Assoc Professor, Academic staff, Fellow, Post Doc, Research Asst, visiting Researcher, etc).	
1	Office Space Group	114	Open Plan - Postgraduate Student	An open plan area with workstation furniture which provides accommodation for one or more Honours, Masters or PhD by Research or Higher Degree by Coursework students. May include Honours students.	HDR
1	Office Space Group	115	Open Plan - Technical/Laboratory/Store Staff	An open plan area with a workstation furniture within the bounds of a laboratory, or office furniture in a separate area, which provides accommodation for one or more technical, laboratory or Ancillary (Lab Assistant, Lab Manager, Lab Ancillary staff, Technical staff, Workshop staff). Include accommodation for staff providing multi- media services such as photography, video filming.	



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
1	Office Space Group	116	Open Plan - Professional/General Staff	An open plan area with workstation furniture which provides accommodation for one or more General or Professional staff (e.g. Directors, Managers, Administration staff, Marketing/IT/Library and Professional (non-academic) staff, other General staff, etc).	
1	Office Space Group	117	Open Plan - Hot Desk	A workstation or desk space that provides accommodation for casual/part-time Staff /Students/Visitors (e.g. consultants). Not assigned to one particular individual, used as a "drop-in" space or office hoteling. Note: This may in an open plan space or within an office.	
1	Office Space Group	118	Open Plan - Reception Area	An open space area with workstation/desk/counter furniture which provides Reception Services (i.e. supporting Admin services etc) or a Service Desk function. Does not include the Waiting Area - see Room Type 623.	



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
1	Office Space Group	119	Informal Work Space	A work space, usually equipped with furniture, which is separate to and does not support offices or other meeting spaces, but which provides informal engagement or break out space of staff pursuing their work responsibilities. May also include spaces adjacent to research/postgraduate students' area.	
2. Teaching Spaces					
2	Teaching Space Group	200	Teaching - Specific Type Not Defined.	To be used, as the last resort, for any "Teaching - General" primary type space that doesn't fit the codes below.	
2	Teaching Space Group	202	Lecture Theatre >100 seats	A medium to large stepped floor or tiered lecture theatre used for teaching with a capacity of 100 or more seats. See also 623 for waiting area outside large (250 seat) lecture theatre.	LT
2	Teaching Space Group	203	Lecture Theatre <100 seats	A small stepped floor or tiered lecture theatre used for teaching with a capacity of up to 100 seats.	LT
2	Teaching Space Group	204	Seminar/Tutorial/Class Room (>70 seats)	A large, flat floor room with a capacity of 70 or more seats which is used for Teaching.	SR
2	Teaching Space Group	205	Seminar/Tutorial/Class Room (31 to 69 seats)	A medium, flat floor room with a capacity of 31 - 69 seats which is used for Teaching.	SR



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
2	Teaching Space Group	206	Seminar/Tutorial/Class Room (<30 seats)	A small, flat floor room with a capacity of up to 30 seats which is used for Teaching.	SR
2	Teaching Space Group	215	Problem Based Teaching Room	A room equipped with furniture to enable teaching of small collaborative groups (typically about 5-20 students) in undertaking problem-based learning. Most commonly used for teaching of Medicine students. May also be called case, scenario or project- based learning. Computers, modular table settings) to enable collaborative teaching in small groups (typically <10 students). (Refer to 517 for Informal Learning spaces).	FS_CL
2	Teaching Space Group	217	Collaborative Teaching Room – Centrally Booked	A room equipped with specific furniture and technology (mobile/fixed LED screens, shared computers, modular table settings) to enable collaborative teaching in small groups (typically <10 students). (Refer to 517 for Informal Learning spaces).	LS
2	Teaching Space Group	220	Collaborative Teaching Room – Faculty Dedicated	A room equipped with specific furniture and technology (mobile/fixed LED screens, shared computers, modular table settings) to enable collaborative teaching in small groups (typically <10 students). (Refer to 517 for Informal Learning spaces).	FS_TECH



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
3. Specialist Teaching or Research Spaces					
3	Specialist Teaching or Research Space Group	300	Laboratory – Scientific/Medical/Engineering Specific Type not defined.	To be used, as the last resort, for any "Specialist Teaching and Research" primary type space that doesn't fit the codes below.	
3	Specialist Teaching or Research Space Group	301	Wet Lab – Teaching Scientific/Medical/Engineering	A wet laboratory used for teaching students in scientific experimental practices.	T_W_LAB
3	Specialist Teaching or Research Space Group	302	Dry Lab – Teaching Scientific/Medical/Engineering	A dry laboratory used for teaching students in scientific experimental practices.	T_D_LAB
3	Specialist Teaching or Research Space Group	303	Wet Lab - Scientific PC rated	A laboratory used for scientific experimentation utilising specialised equipment and regulatory requirements that qualifies it as PC2/PC3/PC4 approved.	TR_W_LAB
3	Specialist Teaching or Research Space Group	306	Wet Lab - Scientific/Medical/Engineering - Research	A wet laboratory used for experimental purposes by students pursuing Higher Degrees by Research and/or by Research staff. (Use this code for Clean Rooms).	R_W_LAB
3	Specialist Teaching or Research Space Group	307	Dry Lab - Scientific/Medical/Engineering - Research	A dry laboratory used for experimental purposes by students pursuing Higher Degrees by Research and/or by Research staff.	R_D_LAB



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
3	Specialist Teaching or Research Space Group	308	Dry/Computing Lab	A room for teaching students, where computers are integral to the teaching being done. Sometimes used for teaching both undergraduate/postgraduate students (including coursework students).	CL
3	Specialist Teaching or Research Space Group	309	Dry/Computing Lab - Research	A room for students pursuing Higher Degrees by Research and/or by Research staff, where computers are integral to the research work being done. Use 629 for server rooms and high performance computing (HPC).	HDR
3	Specialist Teaching or Research Space Group	310	Dry/Computing Lab - Open Access	A room housing computers used by Undergraduate and Postgraduate students to undertake work/assignments requiring specific software access (This is a not a general use computer area, which are usually found in libraries/purpose built informal learning spaces).	AC
3	Specialist Teaching or Research Space Group	314	Clinical Areas	A space equipped and used in the examination or treatment of people or animals for teaching students or for research work purposes.	FS_CL



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
3	Specialist Teaching or Research Space Group	315	Gym Human Movement Teaching	A gymnasium used for training students in physical skills studies.	FS_PERF
3	Specialist Teaching or Research Space Group	316	Language Laboratory	A space used for training students in oral expression of a language e.g. a phonetic laboratory.	FS_TECH
3	Specialist Teaching or Research Space Group	317	Occupational Therapy Teaching	A space used for the training students in live-in space set-up for the training of physically disabled people. Normally includes a kitchen, bathroom with special aids to assist the disabled.	FS_CL
3	Specialist Teaching or Research Space Group	318	Physiotherapy Teaching	A space with Physiotherapy / Exercise Physiology equipment used by students as part of their studies.	FS_CL
3	Specialist Teaching or Research Space Group	319	Radiology Teaching	A space with Radiology equipment used by students as part of their studies.	FS_CL
3	Specialist Teaching or Research Space Group	323	Multi-Purpose Studio	A space/room used as a studio/creative workshop that is equipped for multi-purpose use for the teaching or practical work associated with Art/Architecture/Town Planning studies.	FS_ARCH
3	Specialist Teaching or Research Space Group	324	Ceramic Studio	A singular purpose space equipped/used for the practical work associated with Ceramics studies.	FS_CD
3	Specialist Teaching or Research Space Group	325	Dance Studio	A singular purpose space equipped/used for the practical work associated with Dance studies.	FS_PERF



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
3	Specialist Teaching or Research Space Group	326	Design Studio	A singular purpose space equipped/used for the practical work associated with Design studies.	FS_CD
3	Specialist Teaching or Research Space Group	327	Drama Studio	A singular purpose space equipped/used for the practical work associated with Drama studies.	FS_PERF
3	Specialist Teaching or Research Space Group	328	Multimedia Studio	A singular purpose space equipped/used for the practical work associated with Multimedia studies (not just audio-visual work). e.g., mixed media studies of text, sound, picture, video, animations, computer graphics, etc.	FS_TECH
3	Specialist Teaching or Research Space Group	330	Photography Studio	A singular purpose space equipped/used for the practical work associated with Photography studies. (Also refer to Dark Room - code 411).	FS_CD
3	Specialist Teaching or Research Space Group	331	Sculpture/Metal/Woodwork Studio	A singular purpose space equipped/used for the practical work associated with Sculpture/Metal/Woodwork studies.	FS_CD
3	Specialist Teaching or Research Space Group	333	Glasshouse - PC rated	A glasshouse for performing plant experimental procedures under regulatory requirements that qualifies it as PC (PC2/PC3/PC4) approved. (Also refer to 407/421).	
3	Specialist Teaching or Research Space Group	334	Interview/Consultation Practice Room	A dedicated Interview/Consultation room used for training students as part of their studies.	FS_OTHER



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
3	Specialist Teaching or Research Space Group	335	Moot Court Room	A Moot Court Room for teaching of court rules and process to Law students.	FS_OTHER
3	Specialist Teaching or Research Space Group	336	Music Teaching and Practice Room	A room equipped/used for the practical work associated with Music studies. May include sound- proofed rooms.	FS_MUS
3	Specialist Teaching or Research Space Group	337	Pharmacy Dispensary Training Room	A singular purpose space equipped/used for the work associated with Pharmaceutical training & research	TR_W_LAB
3	Specialist Teaching or Research Space Group	338	Operating Theatre	A room used specifically for performing any type of surgery.	TR_W_LAB
3	Specialist Teaching or Research Space Group	339	Operating Theatre - PC rated	A room/operating theatre for performing surgical procedures under regulatory requirements that qualifies it as PC (PC2/PC3/PC4) approved. See also 338.	TR_W_LAB
3	Specialist Teaching or Research Space Group	345	Observation/Control Room	A space used as an Observation/Control room.	TR_D_LAB
3	Specialist Teaching or Research Space Group	346	Wet Lab – Teaching & Research Scientific/Medical/Engineering	<p><u>USYD CODE ONLY</u></p> <p>A wet laboratory used for teaching students in scientific experimental practices.</p> <p>Sometimes used in teaching both undergraduate/postgraduate students (including coursework students).</p>	TR_W_LAB



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
3	Specialist Teaching or Research Space Group	347	Dry Lab – Teaching & Research Scientific/Medical/Engineering	<p><u>USYD CODE ONLY</u></p> <p>A dry laboratory used for teaching students in scientific experimental practices.</p> <p>Sometimes used in teaching both undergraduate/postgraduate students (including coursework students).</p>	TR_D_LAB
4. Ancillary Area Space					
4	Ancillary Area Space Group	400	Ancillary Type Not Defined	To be used, as the last resort, for any "Ancillary" primary type space that doesn't fit the codes below.	
4	Ancillary Area Space Group	401	Laboratory Service and Preparation	A room which supports a laboratory. Includes preparation rooms, balance rooms, sterile rooms (includes clean room antechambers).	
4	Ancillary Area Space Group	402	Instrument Room	<p>A room which houses a mix of equipment and is not usually occupied constantly by staff or students.</p> <p>Can also be used for a room housing a major piece of equipment, e.g. electron microscopes, NMR, mass spectrometers, sequencers, robotics, etc. Can be used independently of a laboratory to conduct experiments - but also refer to 302/307.</p>	
4	Ancillary Area Space Group	403	Workshop	An area or room directly connected with a general workshop that is used for the production or repair of equipment/machinery; painting/welding booths. Include stores area/workstations contained within a workshop.	



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
4	Ancillary Area Space Group	404	Animal Holding	Spaces which provide animal accommodation, not necessarily fully enclosed but are substantial animal handling and holding spaces (may have servicing/feeding/wash rooms), e.g., kennels, shearing sheds, slaughter houses. Refer to 420 for Animal Holding Controlled Space. Note also 814 - Non-Usable space.	
4	Ancillary Area Space Group	405	Controlled Temperature Room	A room constructed to maintain special conditions of lighting/temperature/humidity not normally provided by air conditioning e.g. Freezer, cold, warm room. Can include meat drying room etc.	
4	Ancillary Area Space Group	406	Display Area/Museum/Research Collection	A room or area that is used for housing collections of specimens (for examination), research collection of specimens, and any other display of work, materials or equipment relevant to a particular field of study.	
4	Ancillary Area Space Group	407	Glasshouse/Greenhouse	A (glass) building or space specifically used for growing plants, under ambient conditions only.	
4	Ancillary Area Space Group	408	Mail Room/Goods Receipt/Dispatch	A fully enclosed room used exclusively for the receipt and dispatch of mail or goods.	
4	Ancillary Area Space Group	409	Mortuary	A space dedicated to the storage of human body parts and activities associated with Medicine studies.	
4	Ancillary Area Space Group	410	Operating Theatre Support Room	A space used to support an operating theatre (e.g. recovery space, scrub space, X-Ray space etc).	



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
4	Ancillary Area Space Group	411	Dark Room	A dark room or dedicated dark area used in conjunction with scientific laboratories for viewing materials under UV lighting and/or processing x-ray films, etc. (Refer to 330 for a dark room used in the teaching of photography).	
4	Ancillary Area Space Group	412	Lecture Theatre/Seminar Support Room	A room that is next to a lecture theatre/seminar room which supports teaching or seminar presentations such as audio-visual equipment or preparation area.	
4	Ancillary Area Space Group	413	Art Works Storage	A room used to store Art Works or Museum specimens. Usually, but not always, secure and climate controlled.	
4	Ancillary Area Space Group	414	Bulk Storage/Warehouse	A large room used for bulk storage or warehousing. Use 807 for Non-Usable garage parking for vehicles or equipment.	
4	Ancillary Area Space Group	415	Archives	A room used for long term storage of files and/or records.	
4	Ancillary Area Space Group	416	Locker Area/Room	A room or space (e.g. within a usable floor area, such as office etc), used for staff or student lockers.	
4	Ancillary Area Space Group	417	Studio Support Room	A room which supports activities in a studio/teaching workshop (e.g. Kilns, preparation room, cleaning space).	



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
4	Ancillary Area Space Group	418	Dangerous Goods Storage	A room or space of special construction used to hold exclusively quantities of Flammable/Hazardous/Liquids under safe conditions.	
4	Ancillary Area Space Group	419	Store Room/Storage Space	A room or local storage space used for general type storing such as files/office supplies/ equipment.	
4	Ancillary Area Space Group	420	Animal Holding - Controlled	Spaces which provide animal accommodation, which are roofed, fully enclosed and include servicing rooms e.g. feed rooms, cages and wash rooms. May have temperature or other control conditions. See also 404 - Animal holding.	
4	Ancillary Area Space Group	421	Glasshouse/Greenhouse - Controlled	A (glass) building used for growing plants under controlled experimental conditions (lighting, temperature and/or humidity).	
5. Library, IT and Learning Spaces					
5	Library, IT and Learning Space Group	500	Library and Informal Learning Type Not Defined	To be used, as the last resort, for any "Library and Informal Learning" primary space type that doesn't fit the codes below.	
5	Library, IT and Learning Space Group	501	Reading Room	A room or area, with seating and desk furniture, specifically used as a quiet space for reading (or study) by students or staff, usually within a Library area. Small study rooms are separate - refer to 502. Use 509 for Departmental/Reference Library.	LIB



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
5	Library, IT and Learning Space Group	502	Small Group Study Room	A separate room set up with furniture, computers or other technology (e.g. LED screens, whiteboards) to accommodate a small number of persons for collaborative study purposes. Can be used for individual study, but priority for group work.	LIB
5	Library, IT and Learning Space Group	503	Audio-Visual/Media Room	A space or room usually within a Library equipped with audio-visual and other media equipment for use by students or staff for microfilm reading, etc.	LIB
5	Library, IT and Learning Space Group	504	Open Stack	An area housing book stacks, periodicals, newspapers etc. available for general access.	
5	Library, IT and Learning Space Group	505	Closed Stack/Reserve Collections	An area housing book stacks periodicals, newspapers or Reserve Collections which can only be accessed within the library or with restricted access by Library staff only.	
5	Library, IT and Learning Space Group	506	Compactus Stack	An area housing book stacks, periodicals, newspapers etc. by way of compactus shelving.	
5	Library, IT and Learning Space Group	508	Library Services	An area accommodating library staff providing services to users such as Reader Services, Reference Services, Cataloguing, Acquisitions, etc.	
5	Library, IT and Learning Space Group	509	Departmental/Reference Library	A room or space operating as a Departmental library or a room holding specialist reference books. Also refer to 501.	



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
5	Library, IT and Learning Space Group	514	Microfilms/Plans/Maps Collection	An area housing Microfilms/Plans/Maps Collections.	
5	Library, IT and Learning Space Group	517	Informal Learning - GTS	<p>A specifically purposed, mostly open-plan area, with varied styles and arrangements of furniture (e.g. movable), used by students for individual or group study. These spaces may be defined by partitions or seating nooks. Wired/wireless networking, technology (e.g. LED screens, white boards) and access to common use computers, printers, lockers, vending machines, and microwaves may also be present.</p> <p>Note: Informal Learning must have primary circulation space assigned (required for egress).</p> <p>Note: Seating near entries to buildings, lifts and in corridors are not primarily purposed informal learning spaces.</p> <p>See 502 for Small Group Study Rooms - often located adjacent to Informal Learning spaces</p> <p>See 808 for External Informal Learning.</p>	



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
5	Library, IT and Learning Space Group	518	Informal Learning - LIB	<p>USYD CODE ONLY</p> <p>A specifically purposed, mostly open-plan area within a library with varied styles and arrangements of furniture (e.g. movable), used by students for individual or group study. These spaces may be defined by partitions or seating nooks. Wired/wireless networking, technology (e.g. LED screens, white boards) and access to common use computers, printers, lockers, vending machines, and microwaves may also be present.</p> <p>Note: Informal Learning must have primary circulation space assigned (required for egress).</p> <p>Note: Seating near entries to buildings, lifts and in corridors are not primarily purposed informal learning spaces.</p> <p>See 502 for Small Group Study Rooms - often located adjacent to Informal Learning spaces</p> <p>See 808 for External Informal Learning.</p>	



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
5	Library, IT and Learning Space Group	519	Informal Learning – FAC	<p>USYD CODE ONLY</p> <p>A specifically purposed, mostly faculty dedicated open-plan area with varied styles and arrangements of furniture (e.g. movable), used by students for individual or group study. These spaces may be defined by partitions or seating nooks. Wired/wireless networking, technology (e.g. LED screens, white boards) and access to common use computers, printers, lockers, vending machines, and microwaves may also be present.</p> <p>Note: Informal Learning must have primary circulation space assigned (required for egress)</p> <p>Note: Seating near entries to buildings, lifts and in corridors are not primarily purposed informal learning spaces.</p> <p>See 502 for Small Group Study Rooms - often located adjacent to Informal Learning spaces</p> <p>See 808 for External Informal Learning.</p>	
6. General Facility Space					



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
6	General Facility Space Group	600	General Facility Type Not Defined	A room which provides a facility generally available for use by all elements of the Institution. To be used, as the last resort, for any "General Facility" primary space type that doesn't fit the codes below.	
6	General Facility Space Group	601	Meeting/Board/Conference Room	A room specifically for holding meetings, consultations, etc including video and teleconferencing activities.	
6	General Facility Space Group	602	Meeting/Board/Conference Service Room	A room which provides service facilities to meeting and conference room spaces.	
6	General Facility Space Group	603	Resource Room	A room or area used for providing resources such as multi-function devices (printers/fax/photocopying), paper shredding/recycling, stationery supplies, etc.	
6	General Facility Space Group	604	General Common Room	A room with furniture available for use by staff and/or students primarily as social/dining space. May include e.g. fridges/microwaves and kitchenette (hot/cold water services)/vending machines.	SCR
6	General Facility Space Group	605	Staff Common Room	A room with furniture available for use by staff primarily as social/dining space. May include e.g. fridges /microwaves/kitchenette (hot/cold water services)/vending machines.	



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
6	General Facility Space Group	606	Student Common Room	A room with furniture available for use by students primarily as social/dining space. May include e.g. fridges/microwaves/kitchenette (hot/cold water services)/vending machines.	SCR
6	General Facility Space Group	607	Dining Area	A room or area set aside to provide eating facilities (Refectory/Canteen) for staff and students (but not for residential accommodation). Refer to 611 for café.	
6	General Facility Space Group	608	Kitchen/Servery/Food Storage	An area for the storage, preparation and serving of meals associated with a dining room or function space.	
6	General Facility Space Group	609	Recreation Room/Lounge/Bar	An area set aside for recreational/social activities such as games rooms, social area (but not sporting facilities). Include a bar, if co-located in these areas.	
6	General Facility Space Group	610	Indoor Sporting Facilities including Swimming Pool	An area used for sporting purposes which is fully enclosed and which is not used primarily for teaching or research.	
6	General Facility Space Group	611	Retail Facility	Room or area specifically used by vendors providing goods/services to the university community, e.g. café, bookshop, hairdressers, chemist, bank, post office etc.	
6	General Facility Space Group	612	Theatre	An area used for dramatic, music or film presentation, not associated with the teaching function.	



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
6	General Facility Space Group	613	Assembly Hall/Auditorium	A typically large area or room used for assembly (e.g. graduations, examinations), but not generally used for teaching.	
6	General Facility Space Group	614	Theatre Support Room	A room used to support music and Theatrical services e.g. Dressing rooms, theatrical gymnasium, Music practice rooms in conjunction with a theatre.	
6	General Facility Space Group	615	Medical Centre	An area used for medical and counselling services for staff or students.	
6	General Facility Space Group	617	Child Care Facility	An area used a Child Care Centre for infants, pre- school children or after school care. Include outdoor undercover area or playground attached to a Child Care Facility.	
6	General Facility Space Group	618	Art Gallery/Exhibition Space/Museum	An area set aside for the exhibition of Art works or other exhibits for viewing by the Public e.g. Art Gallery.	
6	General Facility Space Group	619	Religious/Prayer Facility	A room or area set aside for religious meetings or worship.	



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
6	General Facility Space Group	620	Media Services Room	A room equipped with media equipment providing central multi-media support services and maintenance e.g., photography, editing rooms, sound and recording/TV studio and production rooms used in conjunction with Institution's marketing, media/promotional activities, but not for teaching. Note: If room mainly accommodates staff providing multi-media services, e.g. graphic artist, use code 104.	
6	General Facility Space Group	621	Sick Bay /First Aid	A room set aside for temporary use and/or treatment of unwell/injured staff or students. Not located within a Medical Facility.	
6	General Facility Space Group	622	Training Room	A room set up and used to provide staff training.	
6	General Facility Space Group	623	Waiting Area	An area with seating provided for the purpose of waiting adjacent and associated with an office, reception or service desk area. For a foyer area outside a large (>250 seat) lecture theatre, this is considered as a (usable) waiting area (not circulation).	
6	General Facility Space Group	624	Laundry	A room set up with laundry equipment - washing machines and dryers. (Refer to 709 for laundry in residential accommodation).	



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
6	General Facility Space Group	625	Parenting Room	A room set up (possibly with microwaves, fixed change table, couches) for use by parents with young children.	
6	General Facility Space Group	626	Multi-Function Space	A room or area whose set up can be changed readily (e.g. walls move to open up space, furniture removed) and used for multiple activities e.g. small/large group meetings, seminars, functions, exhibitions/displays, forums, adaptable social spaces. May include casual seating in part of a foyer/atrium area.	
6	General Facility Space Group	627	Under Construction	A space or room(s) under construction. These areas are intended for future use, but are non- usable and not occupied.	
6	General Facility Space Group	628	Central Computing	A room housing the institutions main frame computer/central computing system/data centre used for either academic or administrative purposes. Use for Central ITS.	
6	General Facility Space Group	629	Local Computing/Server Room	A room housing one or more computers/server racks/data centres used for departmental computing requirements. May be networked with the Institution's Central computer system/facilities.	
7. Residential Accommodation Space					



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
7	Residential Accommodation Space Group	700	Residential Accommodation Type Not Defined	To be used, as the last resort, for any "Residential Accommodation" primary space type that doesn't fit the codes below.	
7	Residential Accommodation Space Group	701	Staff/Visitor - House	House accommodation (on a short term/long term basis) for a staff member or visitor.	
7	Residential Accommodation Space Group	702	Staff/Visitor - Unit/Apartment	Self-contained accommodation (on a short term/long term basis) for a staff member or visitor.	
7	Residential Accommodation Space Group	703	Student - Accessible Accommodation	A bedroom or self-contained unit that provides Accessible student accommodation.	
7	Residential Accommodation Space Group	705	Student - Bed/Study	Self-contained room occupied as a bedroom/study as part of student residences.	
7	Residential Accommodation Space Group	706	Student - Lounge/Common Area	A lounge or recreation area provided as part of student residences.	



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
7	Residential Accommodation Space Group	707	Student - Kitchen/Dining	A room or area provided for preparation of eating of meals as part of student residences.	
7	Residential Accommodation Space Group	708	Student - Ablutions	A room containing shower, bath, toilet facilities as part of student residences.	
7	Residential Accommodation Space Group	709	Student - Laundry	A room containing laundry equipment provided as part of student residences.	
7	Residential Accommodation Space Group	710	Student - Library/Study Area	A room or area provided for personal study as part of student residences.	
8. Non-Usable Floor Area Space					
8	Non Useable Floor Area Space Group	800	Non Usable Type Not Defined	To be used, as the last resort, for any "Non-Usable" primary space type that doesn't fit the codes below.	
8	Non Useable Floor Area Space Group	801	Bicycle Storage	An enclosure, room or small building for the storage of bicycles.	



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
8	Non Useable Floor Area Space Group	802	Car Park – > 50% of a Building	A car parking area constructed as part of a building and which comprises greater than 50% of that building's GFA. Treat this space as Usable when reporting to TEFMA.	
8	Non Useable Floor Area Space Group	803	Car Park – Multi-storey/Freestanding	A fully enclosed, free standing car parking facility used by staff or students. Treat this space as Usable when reporting to TEFMA.	
8	Non Useable Floor Area Space Group	804	Car Park – < 50% of a Building	A car parking area constructed as part of a building but which comprises less than 50% of that building's GFA. Treat this space as Non-Usable when reporting to TEFMA.	
8	Non Useable Floor Area Space Group	805	Circulation Space	A foyer, lobby, corridor, stairs or walkway, through walk between buildings, and other such areas for the movement of people or goods within a building. (Refer to 623 for Waiting areas part of an office).	
8	Non Useable Floor Area Space Group	806	Cleaners Room	A room used by cleaners for storing cleaning equipment. Include cleaner's common rooms.	
8	Non Useable Floor Area Space Group	807	Garage/Loading Bay	An area within a building used for parking or loading vehicles.	



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
8	Non Useable Floor Area Space Group	808	Informal Learning - External	<p>An outdoor, covered area with specifically purposed seating/tables/networking for use by students for informal learning.</p> <p>(Not a general use outdoor, social seating area). Has nil UFA m², as it will skew building UFA/GFA, however monitoring of growth of this type of space can be done using this code.</p> <p>However, if the area is bookable and predominantly used and purposed as Teaching space, then it is usable space, consider coding it as 200. (As allowed for covered, outdoor areas for a Child Care Centre).</p>	
8	Non Useable Floor Area Space Group	809	Lift Motor Room	A room containing the mechanical equipment servicing lifts. See also 838 for Lift.	
8	Non Useable Floor Area Space Group	810	Plant Room - Mechanical	A room housing machinery for the provision of building services e.g. air conditioning.	
8	Non Useable Floor Area Space Group	811	Plant Room - Other	Any other type of plant room - not defined.	
8	Non Useable Floor Area Space Group	812	Comms Network System/Telephone PABX	A room containing Comms Network System/Telephone PABX system.	
8	Non Useable Floor Area Space Group	813	Sub-Station	A room containing high voltage transformers and electrical switchgear.	



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
8	Non Useable Floor Area Space Group	814	Unusable Space	A space or room internal or external that is restricted by size, height, other physical or structural elements and cannot be converted readily to a usable space. May include external structures classified as NCC Class 10a (carport, minor shed, some farm shelters) and some internal spaces. Also see 404 for Animal Holding.	
8	Non Useable Floor Area Space Group	815	Switch Room	A room containing the main electrical switchboard.	
8	Non Useable Floor Area Space Group	816	Kitchenette/Tea Room	A small area or room which has tea/other refreshment making facilities, but is not furnished with tables and chairs like a Common Room. Refer to 817 for an Outdoor Tea Room.	
8	Non Useable Floor Area Space Group	817	Tea Room - External	An outdoor, covered area (associated with a particular building) and set up with furniture that has been provided for staff/students for drinking/eating and socialising.	
8	Non Useable Floor Area Space Group	818	Toilet/Amenities - Unisex Accessible	Accessible Unisex toilet - may include amenities such as a shower/lockers.	
8	Non Useable Floor Area Space Group	819	Shower/Change Facility	A room provided for staff and students for shower/change/end of journey facilities. Refer to 801 for Bicycle storage.	



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
8	Non Useable Floor Area Space Group	820	Toilet/Amenities - Female	Female toilet - may include amenities such as a shower/lockers.	
8	Non Useable Floor Area Space Group	821	Toilet/Amenities - Male	Male toilet - may include amenities such as a shower/lockers.	
8	Non Useable Floor Area Space Group	822	Toilet/Amenities - Unisex	Unisex toilet - may include amenities such as a shower/lockers.	
8	Non Useable Floor Area Space Group	823	Toilet/Amenities - Female Accessible	Accessible female toilet - may include amenities such as a shower/lockers.	
8	Non Useable Floor Area Space Group	824	Toilet/Amenities - Male Accessible	Accessible male toilet - may include amenities such as a shower/lockers.	
8	Non Useable Floor Area Space Group	835	Toilet/Amenities - Other	Other toilets and amenities e.g. may include ambulant toilet, baby change facility.	
8	Non Useable Floor Area Space Group	838	Lift	Area occupied by a lift (Note: as distinct from circulation space (805) and lift motor room (809).	
8	Non Useable Floor Area Space Group	839	Veranda/Balcony	An external balcony, deck, terrace or verandah (recessed, cantilevered or supported by brackets/piers or columns). May be used as a social/casual space with seating etc for staff /students.	
8	Non Useable Floor Area Space Group	840	Service Riser	An area containing piping, plumbing/wiring for the provision of building services- gas, water, electricity, alarms, networking systems, etc.	



Room Primary Type	Room Primary Type Description	Room Type	Description	Room Type Definition	Teaching & Learning Code
8	Non Useable Floor Area Space Group	841	Waste Management	Recycling rooms, garbage rooms and spaces etc.	
8	Non Useable Floor Area Space Group	842	Car Park - <50% of a Building	Space that is used as a car park	
9. Non-Reportable Spaces					
9	Non Reportable Areas Space Group	900	Investment - Specific Type Not Defined	To be used, as the last resort, for any "Non- Reportable" primary space type that doesn't fit the codes below.	
9	Non Reportable Areas Space Group	901	Investment - Offices	Offices owned by the Institution for investment purposes	
9	Non Reportable Areas Space Group	902	Investment - Houses	House owned by the Institution for investment purposes	
9	Non Reportable Areas Space Group	903	Investment - Unit / Flat	Unit / Flat owned by the Institution for investment purposes	
9	Non Reportable Areas Space Group	904	Mothballed Space	Space no longer in use	

Appendix D: Definition of Room Function (as per G08)

Room Primary Function	Room Primary Function Description	Room Function	Room Function Description	Room Function Definition
1. RESEARCH Functions				
1	RESEARCH	11	RESEARCH	A room used only for research purposes (and/or research training) that is dedicated to a Research Grantee, Faculty, Institute, etc. May include laboratory, specialist room or studio, ancillary room, seminar room, high end research computing facilities or server rooms, academic staff office, postgraduate and research staff office. (These rooms are not generally available for booking via the central timetabling system). Typically, Units that have been funded by a Research Grant should use this code for all their space.
1	RESEARCH	12	RESEARCH ADMINISTRATION	A room used for administrative activities related to the single function of research. Accommodates management and support of research activities within an Academic Organisational Unit (ie in a Faculty, School, Discipline or Institute) and includes administrative staff offices/areas, support rooms such as resource room, meeting room, store room, reception, common room, local area network room. Also include offices and support rooms of the DVCR (Deputy Vice Chancellor Research), Research ethics, Research grants office, or similar relevant Units.



Room Primary Function	Room Primary Function Description	Room Function	Room Function Description	Room Function Definition
2. TEACHING Functions				
2	TEACHING	21	TEACHING	A room used only for teaching purposes (and/or undergraduate training) that may be dedicated to a Faculty, Discipline and/or available for any class through the central timetabling system. May include teaching only staff office, lecture theatre, seminar room, specialist teaching room, laboratory, computer laboratory, studio, etc. The teaching activity in these spaces can be for credit toward a degree or certificate or on a non-credit basis, or a higher degree by course work (but not a higher degree i.e. Honours, Masters, PhD by research).



Room Primary Function	Room Primary Function Description	Room Function	Room Function Description	Room Function Definition
2	TEACHING	22	TEACHING ADMINISTRATION	A room used for administrative activities related to the single function of teaching. Accommodates management and support of teaching activities within an Academic Organisational Unit (i.e. in a Faculty, School or Discipline) and includes administrative staff offices funded by an academic unit, support rooms such as resource room, meeting room, store room, reception, common room, local area network room. Also include offices and support rooms of the DVCA (Deputy Vice Chancellor Academic/Education) or equivalent relevant Unit. For Timetabling Administration use Function 61.
3. TEACHING & RESEARCH Function				
3	TEACHING & RESEARCH	31	TEACHING & RESEARCH	Use only for a room used for both teaching and research purposes allocated to a Research Grantee, Faculty, Discipline, Institute, etc. where it is not possible to distinguish sufficiently between Teaching and/or Research. May include specialist teaching room, laboratory or studio, ancillary room, academic staff office, seminar room. (As for any space, shared usage can be recorded accurately as a % room or division of space split, based on time or predominant use).



Room Primary Function	Room Primary Function Description	Room Function	Room Function Description	Room Function Definition
3	TEACHING & RESEARCH	32	TEACHING & RESEARCH ADMINISTRATION	A room used for the administrative and support activities for both teaching and research purposes and accommodates administrative staff offices, support rooms such as resource room, meeting room, store room, reception, common room, local area network room.
4. LEARNING & TEACHING Functions				
4	LEARNING & TEACHING	41	LEARNING & TEACHING	Use for a room used for both learning and teaching purposes, where it is not possible to distinguish between formal (bookable) instruction and informal (non-bookable) learning activities undertaken in the room. May include (general access) computer room and collaborative space. (As for any space, shared usage can be recorded accurately as a % room or division of space split, based on time or predominant use). The Administrative function supporting the Teaching activities within these spaces would be assigned against Function 22 or 61.
4	LEARNING & TEACHING	42	LEARNING & STUDY	A room that provides an open access, student learning environment in various modes - group study, collaboration, assignment, computer work, individual study/carrels, quiet/reading rooms. May include informal learning spaces, learning commons and other similar spaces, both within or separate to a library facility.
4	LEARNING & TEACHING	43	LIBRARY FACILITIES	A room or space that is centrally provided as academic support as a library service and accommodates library support staff, reference material, stacks, media room, and other academic materials (such as electronic catalogues). Include Departmental/Faculty libraries.
5. STUDENT & STAFF SERVICES/COMMUNITY Functions				
5	STUDENT & STAFF SERVICES/COMMUNITY	51	STUDENT AND STAFF CLUBS/SPORT/ASSOCIATIONS	Room used for activities of the student union/ Guild office, staff club, staff and/or student associations, sporting/gym and recreational facilities.



Room Primary Function	Room Primary Function Description	Room Function	Room Function Description	Room Function Definition
5	STUDENT & STAFF SERVICES/COMMUNITY	52	PROFESSIONAL SERVICES	Room that supports student (and staff) services such as accommodation, careers, employment, counselling, medical etc. funded by the University. Include also child care facility.
5	STUDENT & STAFF SERVICES/COMMUNITY	53	FOOD SERVICES	Room used for refectory, dining and food services such as main University refectory, cafes, and their kitchens & related store rooms etc, and other dining facilities. Exclude Residential dining facilities.
5	STUDENT & STAFF SERVICES/COMMUNITY	54	GENERAL RETAIL SERVICES	Room used for the sale of goods/services to the University community by a business or commercial group such as hairdresser, newsagencies, bookshop, pharmacies, banks, printery, etc. For all food services use Function 53.
5	STUDENT & STAFF SERVICES/COMMUNITY	55	COMMUNITY MANAGEMENT	Room used for the provision of facilities that are open to the Public and whose main function is not Administration, Teaching or Research. May include museum, art gallery, theatre, etc. All sporting facilities are assigned Function 51 even though they may also be used by the general public.
6. ADMINISTRATION Functions				



Room Primary Function	Room Primary Function Description	Room Function	Room Function Description	Room Function Definition
6	ADMINISTRATION	61	CENTRAL ADMINISTRATION	Room used for administrative activities which relate to the institution as a whole, the functioning of the institution as a corporate entity and are centrally funded eg., HR, Finance, Marketing, etc. Include offices of the VC, Executive, Student Administration Unit (i.e. admissions, registrar, graduations, and examinations), related resource room, meeting room, store room, reception, common room/kitchen, local area server room. Also include rooms that are located in academic organisational units, but staff who occupy/or work undertaken in this space is for the Institution's Central Administration. This code should not be used for any administrative activities at the school level etc. Use Function 12 for Research Only Administration and 22 for Teaching Only Administration.
6	ADMINISTRATION	62	IT AND INFRASTRUCTURE	Room used for the administration, supervision, operation, maintenance, preservation and protection of the University's physical plant. Includes Facility planning and management, workshops and offices, central receiving and mail rooms, campus security, cleaning and waste disposal services, utility services and central stores, buildings and grounds maintenance. Also rooms used for centrally provided computing facility, technical IT and AV support staff offices, media facilities, repair space and local server rooms.
6	ADMINISTRATION	63	UN-OCCUPIED	VACANT / REFURBISHMENT / RENOVATION/ UNDER CONSTRUCTION. A room or space in transition and which is or cannot be occupied. It is either not being used (inactive/vacant), under alteration or under construction. Used for a room that has not been assigned a particular function, is capable of being used and will be re-coded when fit for purpose.
7. OTHER Functions				



Room Primary Function	Room Primary Function Description	Room Function	Room Function Description	Room Function Definition
7	OTHER	71	NON-UNIVERSITY	Non reportable to TEFMA. Room occupied by a non-University business or organization who is an independent organisation, external to the University. For general services (leased) space, use Function 52, 53 or 54.
7	OTHER	72	RESIDENTIAL	Non reportable to TEFMA. Room used for student or staff residential accommodation.
7	OTHER	73	NON-ASSIGNABLE	Rooms controlled by the institution but which are non-usable or non-habitable spaces that support the infrastructure of the Institution. These include the non-usable Room Types such as plant rooms, mechanical/electrical ducts, toilets, uninhabitable spaces, cleaners rooms and storage, circulation, hallways, corridors, lobbies, stairways, and building structure (walls, columns, inaccessible space) areas. <i>These spaces are reported as part of GFA.</i>
7	OTHER	74	INVESTMENT	Non reportable to TEFMA. Any room that is owned by the Institution but is wholly used for investment purposes.

Appendix E: Teaching & Learning Code Definitions

Teaching & Learning Codes	Teaching & Learning Definitions
AC	Access Centre Seats
CL	Computer Teaching Laboratory
CSLT	Case Study Lecture Theatre
FS	Faculty Studio_Undefined
FS_ARCH	Faculty Studio_Architectural
FS_CD	Faculty Studio_Creative Design
FS_CL	Faculty Studio _Clinical
FS_MUS	Faculty Studio_Music
FS_OTHER	Faculty Studio_Other
FS_PERF	Faculty Studio_Performance
FS_TECH	Faculty Studio_Technology
HDR	HDR Desk Seats
LH	Learning Hub Seats
LIB	Library Seats
LS	Learning Studios
LT	Lecture Theatre
R_D_LAB	Research Lab (Dry)
R_W_LAB	Research Lab (Wet)
SCR	Common Room
SR	Seminar/Tutorial
T&L_ND	Teach & Learn Not Defined
TR_D_LAB	Teach/Res Lab (Dry)
TR_W_LAB	Teach/Res Lab (Wet)



T_D_LAB	Teach Lab (Dry)
T_W_LAB	Teach Lab (Wet)