

	THE UNIVERSITY of EDINBURGH Estates & Buildings	E 7	
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RIBA stage E

E 7 PREPARATION FOR TEMPORARY DECANT & DECOMMISSIONING

1. DEFINITION

Decant is when the staff / students of a building or part of a building have to be temporarily relocated. When this happens, it may be necessary to decommission the vacated building.

2. PURPOSE

The purpose of decanting the staff / students of a building is to allow any of the following:

- Demolition of a building
- Construction or refurbishment works to be undertaken on the building or part of a building
- New staff / students to move into the building to be vacated by others

In all cases, some degree of decommissioning will be required.

When the construction works are complete, the occupants may return to their own building or move into a new purpose-built building.

3. PROCEDURE

Decant to a new building can be effectively a small project on its own and will usually require an Architect to prepare the necessary proposals, permissions and contract.

Reference should be made the procedures as noted below.

Refer to procedures FGH5 Carry out Enabling Works, L1 Manage University Fit-out, L2 Manage Key Suiting Strategy and L3 Manage University Occupation

3.1 NEW PREMISES

Contact should be made with the Space Management Office to ascertain if any suitable existing University accommodation is available for decant.

If no suitable accommodation is available, approval must be sought from the Estates Committee to lease new premises. Once approval is given, the Project Management Team should liaise with the Estates & Buildings' Estate Management Office to find suitable premises to house temporarily the staff / students who will be displaced.

In all cases, information required is as follows:

- Master programme for the works to establish the occupation period of the temporary accommodation

- Detailed briefing requirements of the occupants and lead representative (similar to a project administrator) to represent them on a day-to-day basis.

3.2 ARCHITECT SERVICES

Depending on the scope of the work, it may be necessary to use an architect to draw up plans, obtain permissions and tender any work required to the building to be used for decant purposes.

The services of the appointed Design Team for the major project may be extended to include this, or alternatively an architect may be appointed separately. In this case, reference should be made to the procedure notes for their appointment.

The services of a Move Manager may be required if the move is complex.

Refer to procedures AB6 Procure and Appoint the Design Team, QS and other Consultants and JK3 Appoint the Move Manager

3.3 NOTIFICATION OF CHANGE

The following University teams must be notified of any changes regarding the University Estate:

Premises Managers

The Premises Managers are the focal point for the clients, colleges and schools including all the support groups and therefore the Project Management Team must notify the relevant Premises Manager at the outset of any proposal to decant a building and lease temporary premises.

The Premises Managers are responsible for the Facilities Management of all University Buildings and, together with the maintenance managers, for the day-to-day maintenance and management of these buildings.

When a building is being decanted for refurbishment, the Premises Managers need to undertake the following in liaison with the Project Management Team:

- Salvage equipment
- Close down maintenance contracts
- Shut down non-essential services
- Take meter readings (gas, water, electricity).

Building and Engineering Operations Managers

Notification should be given to the Building and Engineering Operations Managers, so that water and any engineering services can be isolated and / or closed down.

Space Management team

The Project Management Team must provide Space Management with the following:

- Full address (including post code) of any new premises that has been constructed or is being rented, together with full details of the tenure
- The full address (including post code) of the premises to be vacated

Security office

The University's security office must be aware of all changes to any of the University estate and provided with contact telephone numbers for those on site where appropriate. Contractors will provide their own site security and it is recommended that they use security from the SIA Approved Contractors Scheme. Companies who have reached this standard are available online at the SIA web site.

Refer to <http://www.sia.homeoffice.gov.uk>

Prior to the decant the school should take an inventory of valuable property such as art works and ensure its safe and secure removal.

Waste management

Waste Management will require to be informed of any changes to waste collections as well as be advised of the necessary clear-out of the building to be vacated. They can be contacted by email: waste@ed.ac.uk

Detailed guidance on how to deal with disposal of waste may be found on the University website:

<http://www.ed.ac.uk/schools-departments/estates-buildings/waste-recycling/clearouts-major-moves/overview>

Telephones

Contact should be made with Telephone Operations as soon as the requirement for a change of service is known, even if the exact date of the decant has not been confirmed. They will need the following details (a spreadsheet template is available on request):

- Names of individuals moving
- Extension numbers to be moved
- Current locations - port numbers, room, building
- New locations - port numbers, room, building
- Proposed date of move
- Contact details of move co-coordinator

Telephone Operations will liaise with the move co-coordinator to accommodate required dates where possible and to ensure work is completed to the user's satisfaction.

The University is currently moving telephony provision from a traditional analogue system to a VoIP system and therefore most new telephone installations will be provided on the VoIP platform

Chargeable work will not be scheduled until an authorised eIT has been received.

Telephone contact: 0132 650 3300, email: telsuper@ed.ac.uk

IT Infrastructure

Internally all network installations are handled by a web based application called 'netjobs'. Each job has its own unique reference number. The application lets the Network Team keep track of all comments and email message related to the job. It also allows them to store information about the job and allows them to record when a job passes certain defined milestones.

The Project Management team (or end users if appropriate) can view this web application in a limited way to:

- Make the initial request for a job
- See what progress is being made on the job

The following website explains the process:

Refer to: <http://nsdwiki.ucs.ed.ac.uk:18000/NetJobs/EndUserAccess>

This website also provides instructions for submitting a new job:

Refer to: <http://netjobs-proxy.is.ed.ac.uk/create>

This link required a login to 'Ease' and the submission page is split into two sections, the caller's details (which should include name and email address) and the job details.

The job details include the following:

- **Description:** the main description of the job including room number, number of outlets etc.
- **Location:** which building the job is in; if more than one building is affected, one only should be chosen
- **Department:** note of the department to get charged for the job including the departmental account code
- **Additional contact:** the person submitting the job is always a contact. However if they are submitting the job on behalf of someone else or want an associate to also be aware of the job, this should be added in the 'notes' field. This additional contact will receive the initial confirmation email.
- **Team:** this is a multi-select box so if the applicant is a member of more than one team, these can be attached to the job.
- **Notes:** this allows extra notes to be added that the installer may need to know that are not part of the job description, for example information about access to rooms.
- **Contact details:** for the move co-coordinator

The Project Management team should set up and authorise an eIT so that payments can be made.

Departmental Computing Support Groups

Each department will have its own Computer Support Group who should advise on moving PCs, photocopiers etc. and will liaise with IT Infrastructure as required. If there is a requirement to move a server, the Computer Support Group should arrange for this to be undertaken by a certified external contractor.

NOTE: IS has no responsibility for College/Support Group/School servers.

Parking arrangements

Parking is by permit only in University car parks. Various permits types and costs apply across the different areas of the University. Consequently when the decant programme is known, the Project Management team should make contact with the Transport and Parking office to notify them of the temporary change and to agree interim arrangements for staff parking.

Telephone contact: 0131 650 9101, email: transport@ed.ac.uk

Energy Office

Readings should be provided (if metered) for gas and electricity on the date when the old building is vacated.

Estates Management Office:

If the space vacated is significant, the Estates Management Office should be advised of dates in case non-domestic rates need adjusted.

3.4 DETAILED ARRANGEMENTS

Reference should be made to Procedure L3 Manage University Occupation. In Procedure L3, the detailed arrangements are listed for move and occupation and even for a small decant these are relevant.

They include information under the following headings:

- Office clear out of the premises to be vacated
- Checking the proposed layout drawings in the new premise
- Room allocation

- Preparation of contacts lists for staff / students
- Move strategy and daily move plan
- Communications to staff
- Move Contractor decisions
- Actions to be taken before and during the move
- Power sockets and portable electrical equipment
- Existing furniture and equipment to be moved (IT, printers and photocopiers)
- Access arrangements for the new location
- Move-in arrangements
- Building user guidelines and instructions
- Fire safety
- First aid
- Mail
- Cleaning
- Waste management and recycling
- Kitchens and pantry cupboards
- Vending
- Updating email and telephone numbers

Refer to procedure L3 Manage University Occupation

3.5 ARRANGE INSURANCES

Prior to any decant taking place, the Project Management Team must ensure that the relevant insurances are in place, for example:

- The vacated building must be insured appropriately
- If a construction contract is about to start, University insurances must cover the period prior to the Contractor taking over the site and be amended as necessary when the Contractor takes possession
- The temporary premises for decant must be insured from the start and as required during and after any necessary construction works until they are vacated.

For further information on this, the Project Management Teams should contact the University Insurance Office.

Refer to procedure FGH6 Consider Insurances

3.6 DECOMMISSIONING THE VACATED BUILDING

When a building is vacated, a procedure must be followed to ensure that it is left in a safe condition. This requires a 'room-by-room' procedure for clearance and decontamination prior to handover to Estates and Buildings for refurbishment or demolition.

Template T49 must be filled in for each room, providing details in under the following headings.

- Building room details
- Radiation protection

- Cleaning, removal and decontamination or identification of hazards
- Removal of equipment and furniture
- Removal of waste / personal effects
- Security

On page 1 of the form is a declaration that the entire room / area has been fully cleared, decontaminated and decommissioned in accordance with the actions indicated on the form. Where this includes laboratory facilities (or other potentially hazardous areas), it confirms that these have been left in a condition that it is safe for any personnel to enter without need for any precautions against chemical, biological or radioactive exposure.

A copy of the completed template should be fixed to the door of each room and the original given to the Move Manager or the Project Management team (as appropriate) for filing.

NOTE: in a building with several departments, it is essential to establish the name of each department and their individual billing codes so that costs can be accurately apportioned.

[Refer to Template T49, Decommissioning Certificate](#)

3.7 USEFUL CONTACTS

Updating email / telephone numbers:

The following email addresses can be used by staff for ensuring that their telephone / email addresses are updated on line following the decant:

teldir@ed.ac.uk and maildir@ed.ac.uk

Installation of new networks or additions to existing networks:

Contact should already been made via 'netjobs'. For any further information required, the staff of the Network Section of IT Infrastructure Division are listed on the following website:

<http://www.ed.ac.uk/schools-departments/information-services/about/organisation/iti/division-iti-who/division-iti-units/section-network/network-section-staff>

Networks contacts are: malcolm.bell@ed.ac.uk and george.robertson@ed.ac.uk

Fault reporting:

In the event of any faults, e.g. in plumbing, electricals, joinery, furniture, cleaning, portering or landscaping, these should be logged through EBIS.

<http://www.ed.ac.uk/schools-departments/estates-buildings/fault-reporting>

4. OUTPUT

Decant, efficiently and timeously completed, with the building left in a suitable condition for its planned use and/or development.