RIBA stage L

L 3   MANAGE UNIVERSITY OCCUPATION

1.   DEFINITION

Occupation of the building / facility will take place immediately after the fit-out is complete. The Project Management Team will decide when the fit-out is complete and at that time hand over the facility to the College/Support Group/School for occupation.

Refer to Procedures L1 Manage University Fit-out and L2 Key suiting strategy

2.   PURPOSE

The complexity and programme of the move will vary with the size and type of facility and the number of users who are moving. The purpose of this procedure note is to ensure a trouble free move by noting the various stages and actions required.

3.   PROCEDURE

3.1   OCCUPATION RESPONSIBILITIES

The responsibilities, procurement dates and programming are recorded using the Fit-out/Occupation Master programme.

Refer to Template T11b Fit-out & Occupation Programme

The following are the key players in the building occupation stage:

- **The Project Administrator:** the key user representative of the College/Support Group/School and at the end of the fit-out, will take handover of the building from the Project Management Team on behalf of the College/Support Group/School.

- **The Move and Occupation Manager (referred to as Move Manager):** the day-to-day responsibility for the occupation may be delegated to a staff member. However for major or strategic projects (or any that are particularly complex) a Move Manager is normally appointed during stages JK.

Refer to Procedure JK5 and Template T80, Appoint the Move Manager

- **The Fit-out and Occupation Group:** (defined in Procedure L1, para. 3.7) will oversee the occupation. As the move progresses, a smaller group, the Move Management Team (defined in Procedure L1 para. 3.8) will take over the day-to-day management of the move and occupation.

Refer to Procedure L1 Manage University Fit-out

In preparation for the move, various tasks need to be undertaken and these are noted overleaf.

3.2 OFFICE 'CLEAR OUT'

Staff must be encouraged to clear out their offices prior to the move, with deadlines set.

This will ensure that:

- They are prepared psychologically for the move

- Items are reused or recycled as far as possible and hazardous waste is disposed of appropriately

- No unwanted items are moved to the new location

Note: it is the leaving College/Support Group/School's responsibility (financial and logistical) to ensure that ALL redundant items are removed from the building with the sole exception of items that are maintained by Estates & Buildings.

To facilitate this process:

The Move Management Team should liaise with the Cleaning Manager, Operational Services Cleaning to arrange for the following:

- Availability of additional appropriate bags for office users e.g. confidential waste, recycling and landfill waste bags; these should be delivered to either individual offices, a central area or left with administrative staff in each location

- Additional recycling and landfill waste pickups to coincide with clearouts

- Disposal of old books: these can be picked up by EUSA for book fairs or be donated to a book charity such as Better World Books

  Ref: http://www.betterworldbooks.co.uk

- Use of the University of Edinburgh Equipment Exchange. Unwanted equipment may be advertised on the Waste and Recycling Team's equipment exchange list.

http://www.ed.ac.uk/schools-departments/estates-buildings/waste-recycling/equipment-exchange

Notes:

- The College/Support Group/School should arrange for the pick-up of bags of waste / books / equipment from offices to the collection points, as the weight of these may be too great for staff to manage. Liaison with Operational Services, Cleaning is essential to ensure that this is undertaken on a regular basis to avoid blocking corridors and fire escape routes.

- There are two clearout documents available with guidance and tips for the Move Managers as well as a document for individuals who are doing the clear out. These can be obtained from the Waste and Recycling web pages under the clear-out section.

  Refer to: www.ed.ac.uk/recycling

3.3 CHECK LAYOUT DRAWINGS

The Move Management Team should undertake the following:

- Check the contract drawings and floor plans thoroughly, ensuring that these are the current versions of the plans (current revision number/date) to ensure that the installation is to the agreed specification

- Take digital photographs of any areas of concern that they may identify during site inspections during the fit-out stage as these can be invaluable when trying to resolve these concerns with Estates & Buildings and the Design Team.

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3.4 ROOM ALLOCATION

As soon as the project brief is frozen (RIBA Stage D) and layout plans signed off, there should be no further changes to the layout. Therefore room allocation can start at this stage and certainly all offices should have been individually allocated prior to the Fit-out stage when the furniture orders need to be placed.

The users must be made aware that any changes in a later stage can cause disruptions during the fit-out and occupation of the building.

The purpose of early room allocation is to ensure that

- Rooms such as meeting rooms, resource rooms, staff facilities and storage facilities are all fixed

- Furniture layouts can be worked out well in advance of the actual move
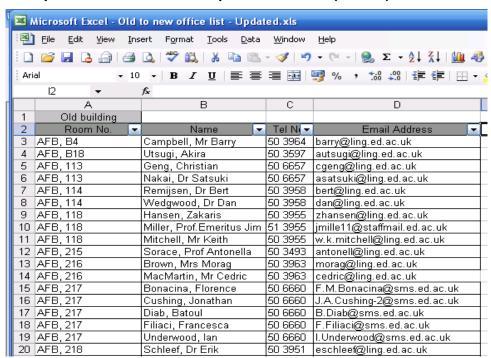
Refer to Procedure L1, Manage University Fit-out, para 5.2

3.5 STAFF / STUDENT CONTACT LIST

The College/Support Group/School should prepare an accurate staff and student contact list and update as necessary throughout the move process. This list should note:

- Name

- Existing location (building, room number)

- Existing phone number

- Email address

Example of a First Draft of People Contact List (extract):

Microsoft Excel - Old to new office list - Updated.xls

	A	B	C	D
1	Old building			
2	Room No.	Name	Tel No	Email Address
3	AFB, B4	Campbell, Mr Barry	50 3964	barry@ling.ed.ac.uk
4	AFB, B18	Utsugi, Akira	50 3597	autsugi@ling.ed.ac.uk
5	AFB, 113	Geng, Christian	50 6657	cgeng@ling.ed.ac.uk
6	AFB, 113	Nakai, Dr Satsuki	50 6657	asatsuki@ling.ed.ac.uk
7	AFB, 114	Remijsen, Dr Bert	50 3958	bert@ling.ed.ac.uk
8	AFB, 114	Wedgwood, Dr Dan	50 3958	dan@ling.ed.ac.uk
9	AFB, 118	Hansen, Zakaris	50 3955	zhansen@ling.ed.ac.uk
10	AFB, 118	Miller, Prof.Emeritus Jim	51 3955	jmille11@staffmail.ed.ac.uk
11	AFB, 118	Mitchell, Mr Keith	50 3955	w.k.mitchell@ling.ed.ac.uk
12	AFB, 215	Sorace, Prof Antonella	50 3493	antonell@ling.ed.ac.uk
13	AFB, 216	Brown, Mrs Morag	50 3963	morag@ling.ed.ac.uk
14	AFB, 216	MacMartin, Mr Cedric	50 3963	cedric@ling.ed.ac.uk
15	AFB, 217	Bonacina, Florence	50 6660	F.M.Bonacina@sms.ed.ac.uk
16	AFB, 217	Cushing, Jonathan	50 6660	J.A.Cushing-2@sms.ed.ac.uk
17	AFB, 217	Diab, Batoul	50 6660	B.Diab@sms.ed.ac.uk
18	AFB, 217	Filiaci, Francesca	50 6660	F.Filiaci@sms.ed.ac.uk
19	AFB, 217	Underwood, Ian	50 6660	I.Underwood@sms.ed.ac.uk
20	AFB, 218	Schleef, Dr Erik	50 3951	eschleef@ling.ed.ac.uk

As the move date approaches, the following information should be added:

- New location (new building, room number)

- New telephone number

- Number of crates of items and list of furniture to be moved from old building

- IT serial numbers

- Staff card details

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3.6   MOVE STRATEGY

The College/Support Group/School should agree a detailed Move Plan with the Move Management Team at an early stage, even before a building handover date has been agreed.

When this happens will depend on the size and complexity of the project and occupation and could range from 3 months before occupation for a small move to a year or more for a large and complex move.

The following actions are recommended:

- Move a core team of support staff first as they can undertake the following:
    - o   Note any unexpected issues in the new location
    - o   Set up each office, kitchen, and resource room
    - o   Prepare and display notices, office door nameplates, non-statutory H&S signage and make decisions on the general operation of the building.
- Build into the Move Plan the entry dates of any new occupants of the old location
- If there are several old locations, stagger the move dates for remaining staff and students according to old location, thereby ensuring that any deadlines are met for vacating the old premises.

3.7   DAILY MOVE PLAN

Once the move date has been finalised, the College/Support Group/School should agree a daily Move Plan, i.e. a detailed schedule for the move.

The move may need to be undertaken in stages, with staff members' individual move dates staggered to allow for entry of new occupants to the old location.

The daily Move Plan should also take into account:

- Staff availability
- Conflicts with staff holidays
- Conferences, seminars, critical business events, exams and graduations scheduled around the time of the move. Staff and students may not be available during these periods and/or the move might distract them unnecessarily
- Other events in which the School is not directly involved (e.g. Edinburgh Festivals, other major moves)
- Capacity of the move contractor

Move Plan template:

The Move Management Team should create an interactive calendar (e.g. Google calendar) to chart staff availability, updated as necessary if staff availability changes.

This should be recorded on a spreadsheet / database, which must be a fairly rigid list set within the parameters of ongoing constraints. It will show the following:

- Staff members and their availability during the move
- Where they are moving from and to
- How many crates they will need
- Who may require help packing up and unpacking
- A 'comments' column for any additional information

This spreadsheet / database will form the basis of the move plan and an example is shown below**:**

Name of staff member	Dates available	Old Building name	Old Room no	New Building name	New Room no	Move date	No of crates	Packing option (if required)	Comments

The Move Management team will work with the Move Contractor in developing the Move Plan.

It is important that the spreadsheet or database is set up in such a way as to be flexible to allow filtering of information by column as required and headings should be set up with this in mind, e.g.

- Move plan by old location

- Move plan by new location

- Move plan by date

- Any combination of the above

IT Move List:

The College/Support Group/School will gather the information on IT Move List by New Location as noted in the example below:

Room name	Old Building name	Old Room no	New Building name	New Room no	Move date	Make of equip.	Model ref	Serial no

As with the move plan, the spreadsheet should also be set up to allow filtering of information as required, e.g.

- IT move list by new location

- IT move date

- IT move list by old location

- Any combination of the above

3.8   COMMUNICATION TO STAFF

The Move Management Team must ensure that communications and instructions to all staff members regarding the Move Plan are frequent and clear.

Ideally there should be one point of contact.

All staff need to know the following:

- Which day they are moving

- What they must do with IT before the move (e.g. how to power it down)

- Which day and time to arrive in the new building

- How they will obtain their new office keys

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- What to do with keys for existing offices and furniture

- What to do on the day of the move (e.g. work from home)

See paragraph 3.12 below, Move-in arrangements

3.9   MOVE CONTRACTOR DECISIONS

The Move Management Team will assist with the tender and appointment of the Move Contractor. However it is the College, Service Group or School's responsibility to work with the Move Contractor and coordinate the move.

Prior to obtaining tenders and appointing a Move Contractor, the College/Support Group/School needs to consider the following issues and the answers will form part of the tender documentation:

IT equipment:

It is recommended that the IT should be moved first on the day of the move. This will allow all IT equipment to be re-commissioned, while the removal company moves the rest of the items scheduled for that day's move.

This will also minimise disruption for academics by enabling them to start working as normal the day after the move.

The following questions need to addressed:

- Who will label the equipment?

- How will it be moved?

- Will it be moved immediately?

- Will the move contractors decommission and / or commission the IT equipment in the new location? If not, who will be responsible?

- Who will undertake PAT testing?

Additional services:

Any additional services must be agreed at the outset, since they will have cost implications:

- Should a packing / unpacking service be offered? This will depend on the availability of staff to pack and unpack their own belongings and the timescale for delivery and return of crates

- How much would this be? A pro rata rate should be obtained since not all Users will want this.

- Are there people who will be leaving? If so, who will arrange for their belongings to be redistributed / moved / recycled?

- Are there any unusual items that will require, for example, specialist packaging (e.g. scientific equipment)?

Personal items:

- Contractors generally will **not** move plants or personal items.

- Individuals must be responsible for their own personal items and in particular anything that is breakable.

3.10 ACTIONS TO BE TAKEN BEFORE AND DURING THE MOVE

Undertake survey and site assessment:

The Move Management Team should survey both the existing location and the move location with all potential Move Contractors during the tender period. This will allow the Move Management team to undertake the following:

- Identify individuals (staff or students) with too many items given the practicalities of the move and available space in the new location as well as any items requiring specialist packaging

- To fix the number of crates available to individuals and thereby the amount of items they can take with them.

Programme and guidance for pre-packing:

The Move Management Team must agree a programme for pre-packing and to advise staff / students accordingly:

- Allow at least two weeks **before** the move date for staff / students to start their packing, leaving only sufficient items to continue their work and that can be packed in one day

- Provide staff with detailed guidance packing their crates, including instructions not to pack crates too full.

Instruction on manual handling:

- Instruction should be given to staff on handling and stacking the crates safely

- Book boxes are particularly heavy and special boxes will need to be provided to ensure that they are not too heavy to move.

Coordinate the move:

Coordination can prove extremely difficult - not only can move dates change several times, but it can be difficult to ensure all individuals are present over any given period to pack their belongings.

Decisions on the following should be taken in conjunction with individual staff members:

- The need to enlist the help of the move contractors to pack and unpack removal crates, although the amount of help possible will depend on the move budget

- Consideration given to employing undergraduates in helping with the move; if this option is used, health and safety training should be provided for Manual Handling.

Instruct move contractors in packing / unpacking:

The move contractors can normally provide an unpacking service if required (e.g. for staff who are absent during the move). This will be chargeable and should be allowed for in the move budget if required.

The move contractors will require full details in advance and this can be achieved by:

- Using the Contact List spreadsheet (see 3.5)

- Clearly labelling all crates

If move contractors are involved in unpacking, academic staff members must allow this to happen without delay since the crates are the property of the move contractors and there may be a daily charge on uncollected crates.

Removal of crates:

The College/Support Group/School must agree with the move contractors exactly what service they are providing in respect of removing the empty crates. The range of services provided may even affect the choice of move contractor.

Questions to consider with cost implications of each are:

- Should the crates have lids and if so, will they be security tied?

- Where will the contractor deliver the empty crates to, e.g. directly to the old offices, at the front door or in a central area?

- Who will sign the receipts for delivery and uplift?

- For how long will the crates be rented? Is there flexibility to extend the rental period at short notice?

- Will colour-coding be used? Colour of crates or destination stickers could be coordinated by ultimate destination with different floors / building destinations etc. designated different colours

- Is there enough room in the current office for the empty / filled crates to sit? Should a phased delivery and removal be considered?

- Is the floor of the building structurally sound for storage of full crates? Should instruction on this be given to staff and removal men?

- What provision will there be for interim storage? i.e. where will full crates be kept if not moved to new location immediately?

Storage of full / empty crates:

Storage of crates can pose problems for the College/Support Group/School and therefore this **must** be carefully planned in advance. The following issues should be agreed:

- A suitable drop off and collection point for crates

- Longer-term storage for full and empty crates that is easily accessible by both occupants and the move contractors alike (note: empty crates can be stacked inside each other, but if too high, may cause a hazard)

- A time limit for all staff and students to unpack their crates, clearly communicated to them **before** the move. This will reduce crate rental costs and ensure that the building is not cluttered with crates waiting to be unpacked

If necessary, the move contractors may be asked to programme the collection service for empty crates to ensure that there is sufficient storage space available throughout the move process.

The uplift of unpacked crates by the move contractors must be closely monitored and all 'Collection and/or Delivery' notes signed by the College/Support Group/School's representative or the Move Manager. This will ensure that an accurate record is available when reconciling crate-hire invoices submitted by the move contractors.

Care must be taken to ensure that Fire Escape Routes are not be blocked or restricted and the College/Support Group/School is responsible for checking all areas on a daily basis.

Disposal of remaining items

Any remaining items after the move must be recycled or appropriately disposed of (e.g. belongings, furniture, IT equipment and telephones)

The University's Waste and Recycling Management Policy 2010, relevant University Waste Guidance Notes and the WEEE policy (Electronic & Electrical Equipment) should be consulted.

Note:

Information can be obtained on how to deal with specific waste types in the A-Z guide to recycling on:

www.ed.ac.uk/recycling

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All disposal costs will be recharged to the College/Support Group/School that is vacating the premises.

3.11 POWER SOCKETS

Although room data sheets showing the number and location of power sockets will have been signed off by the College/Support Group/School (Project Administrator) at Stage D, it is advisable for the College/Support Group/School to check this in each room in the new building prior to furniture and IT equipment arriving. Sockets may be positioned in floor boxes or wall mounted dado trunks, depending on briefing requirements.

Note: VoIP telephones require a power socket as well as a data socket.

Refer to Procedure L1, Manage University Fit-out

3.12 PORTABLE ELECTRICAL EQUIPMENT

The College/Support Group/School must decide on a policy to deal with all small electrical equipment, e.g. heaters, desk fans, lamps and kettles from the old location for the following reasons:

- These items are often personally owned, may be old, cause environmental concern and be unsuitable for the new location

- Kitchen areas equipped with filtered boiling drinking water units or taps may remove the need for kettles.

- A policy on climate control should identify whether heaters and fans are required.

- Any portable electrical equipment (such as laminators and shredders) which will definitely be moved to the new location must be PAT tested and this should either be arranged with Estates & Buildings using the EBIS system or included within the Move Contract.

If there are any items of office equipment that are not to be moved, the College/Support Group/School must arrange for appropriate, responsible reuse or recycling and will be expected to cover any costs for carrying it out. For more information see the website of the Waste and Recycling Team at www.ed.ac.uk/recycling.

3.13 EXISTING OFFICE FURNITURE

The College/Support Group/School is responsible for disposal of furniture that is not required.

Therefore well in advance of the Fit-out and Occupation stage, the Fit-out and Occupation Group needs to undertake an audit of all existing furniture.

This audit should:

- List all furniture and its condition

- Establish whether the new occupants of the vacated space require any furniture to be left for their use

- Establish whether any items can be re-allocated by the Furniture Office or College/Support Group/School to another School or Support Area. Liaise with the Furniture Office in this regard.

- Establish if there are any items owned by staff and whether they want to keep them. Decide whether the School or the individual will take financial responsibility for disposal of the items that they do not wish to keep.

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Example of a Data Sheet for Furniture Audit

Move to: *Building Name*	Move from: *Room No*	Furniture Description	Size: *(height x depth x width)*	Qty	Move to: *Building Name*	Move to: *Room no*	Disposal: *Recycle (R)* *Furniture store (FS)*

3.14 EXISTING IT

As with furniture, an IT audit should have been carried out at an early stage in the project to record items and serial numbers of existing equipment and revisited to assess if any new equipment is required. The purchase of new equipment will depend on allowances in the overall project costs.

If there is no computer support team, the Fit-out and Occupation Group should complete this task.

Example of a Data Sheet for IT Audit

Move from: *Building Name*	Move from: *Room No*	IT Description	Serial No	Qty	Type	Move to: *Building Name*	Move to: Room No	Disposal: *Recycle (R)* *Equipment Exchange (EEx)*

3.15 PRINTERS AND PHOTOCOPIES

Printers:

Some academics may have individual printers. This may be affected by future environmental policies in respect of individual printers.

Photocopiers:

The Fit-out and Occupation Group should contact the Procurement Office in respect of photocopiers so that a decision can be made on whether existing equipment is moved over or new equipment leased.

At this point a change should be considered to multifunction devices (these act as a networked fax and printer, photocopier and scanner all in one) and the specifications for each type of machine should be considered carefully in conjunction with the Procurement Office.

Considerations when deciding which multifunction devices to choose include:

- Photocopying specifications, i.e. speed and capacity

- Location, including consideration of photocopier dimensions, volume of usage, compatibility with available power and data ports and responsibility for the machine

- The Computing Support team's ability to manage network set-up and printing queues

If new equipment is to be used, pickup of old equipment must be arranged. If old equipment is to be relocated to the new building, equipment moves should be scheduled to ensure a seamless transition of photocopying and printing services for all users.

This process can take months rather than weeks, so a contingency plan should be made.

3.16 NEW LOCATION ACCESS ARRANGEMENTS

Building security is of paramount importance and decisions on the type of access required should have been addressed at briefing stage as it can affect the building design. Issues for consideration are:

'Out of hours' access:

The College/Support Group/School is responsible for organising procedures for access to the new building during normal office hours and 'out of hours':

- If the building is to have access 24/7, the College/Support Group/School should arrange for staff to have fire tours and fire steward training.

- The College/Support Group/School may require a receptionist for the new location and should liaise with Estates & Buildings Operational Services on who will provide the receptionist and their working hours. If there is no receptionist, the College/Support Group/School may need to consider a swipe card system at all times to ensure secure access to the building.

- In the first few weeks after relocating, the College/Support Group/School should insist that non-staff complete a sign-in sheet due to the numbers of contractors and visitors likely to be in the building. The sign-in sheet serves as a record in case of fire evacuation.

Access control:

The College/Support Group/School must decide which combination of keys, mechanical locks, digital locks and swipe card systems should be used to achieve access control. This should have been briefed at an early stage to inform the Main Contractor.

- If a 'swipe card' access system is to be used, there **must** be close liaison at an early stage between the University Telephones & Security Systems department (TSS) and the Main Contractor. The power and data wiring infrastructure and magnetic locks must be installed correctly to enable TSS to install and commission the access card readers.

- The College/Support Group/School is required to group all access control doors in specific clearance codes to suit the operational access to the building and individual areas and rooms. These clearance codes can be set up to include specific door(s) to restrict access to authorised persons only and to certain times of the day if required. The College/Support Group/School should prepare a list of all staff, their card numbers and clearances per card for record purposes.

Refer to Procedures L1 Fit-out and L2 Key suiting strategy

Key register:

When a staff member collects a key the following will be required:

- Their signature
- A note of how many copies they have and what it accesses
- The return of keys from the old building

Refer to Procedures L1 Fit-out and L2 Key suiting strategy

3.17 MOVE-IN ARRANGEMENTS

It is useful for the College/Support Group/School to prepare a 'move-in' pack either as a hand-out to all staff and/or displayed on their website.

This can provide, typically, the following information:

- Pre-move information
- Packing instructions
- A recycling guide
- How to get new office key
- Building information
- The new address of the facility
- Transport to and from it and parking information (if any)
- Opening times and method of entry (e.g. by swipe card)
- Plans of each floor, including desk allocation
- Provision of coffee / tea
- Use of printers and photocopiers and where to obtain stationery and other office supplies
- Telephones, lists of new numbers and emergency numbers
- First aid
- Lighting and Heating guides
- Health and Safety information

A short guided tour before move-in can also be very useful during which, fire exits, toilets, coffee and tea facilities etc. can be indicated.

3.18 BUILDING USER GUIDELINES AND INSTRUCTIONS

As part of the 'Move-in' pack (or as a separate pack, depending on the scale of the project) the College/Support Group/School should also prepare a handout outlining the 'Building User Guidelines and Instructions' and ideally this should be circulated to all staff and students moving into the new location.

These help occupants to settle into the new location and become familiar with how the building and associated systems operate.

As there may be new equipment in the building or new users of existing equipment, information and instructions must be provided on the use of this equipment, which may include:

- Heating and ventilation systems
- Telephones and photocopiers
- Dishwashers and microwaves

Instructions should be placed in a prominent position close to the item of equipment. It is a good idea to ask somebody who is unfamiliar with the item of equipment to proof read the instructions and then operate the item of equipment to ensure that the instructions are robust.

3.19 FIRE SAFETY

The College/Support Group/School must provide an adequate number of Fire Stewards to ensure full building coverage to assist with the evacuation of the new location in the event of fire. The Fire Safety Unit provides Fire Steward Training and training courses are scheduled on a regular basis and can be booked via the Health & Safety department website.

3.20 FIRST AID

At briefing stage for the building, the College/Support Group/School should have undertaken a risk assessment to establish the number of First Aiders required to cover the new building and to determine if a First Aid Room is required. Its requirements also should have included the number and location of first aid boxes, notices and signage in order for the College/Support Group/School to fit out the building prior to occupation.

Any additional volunteers required should be trained before the move.

3.21 MAIL

The Fit-out and Occupation Group must ascertain the full postal address of the new location including the postcode and together with the College/Support Group/School, ensure that the following are undertaken:

- Address and post code are circulated well in advance to all people who will be moving (staff and students) so that they can update their contacts

- New letter-headed stationery are procured, including business cards and complement slips

- Redirection of mail to the new location is arranged with Support Services, to ensure that any mail addressed to the old locations is forwarded on after the move

- Other key contacts such as HR (for payslips) are informed of the address change

- Mail stamps are procured and mail pigeon holes provided for staff as required. Please note that when moving from one area to another the code on the mail stamp may need to be changed. Check before procuring new mail stamps with Support Services.

3.22 CLEANING

The College/Support Group/School must discuss and agree the cleaning arrangements for the new location with Operational Services Cleaning prior to occupation. At this point, the operation of the building should already be finalised in terms of average occupancy, opening hours and usage of rooms.

Certain aspects will have been decided during the initial briefing process and these are:

- Provision of a suitable number of cleaners' stores each equipped with an appropriate sink and storage facilities

- A decision on whether paper towel dispensers, soap dispensers and toilet roll holders are provided for the kitchens / toilets as part of the Main Contract or building Fit-out project or supplied and fitted by the University after building handover. If provided under the Main Contract, any such fittings must work with the UoE standard supplies to avoid additional cost.

Prior to occupation, the following decisions need to be made with the Operational Services Cleaning Supervisor:

- Timing of the daily "core clean", ideally at a time of minimum occupancy

- The resources required to ensure toilets are checked / re-stocked at a suitable frequency

- The number, type and location of waste bins (this should be discussed with Operational Services Waste and Recycling)

- A suitable feminine hygiene disposal system to be provided in the toilets; the size of these is of particular importance in unisex toilets.

3.23 WASTE MANAGEMENT AND RECYCLING

The College/Support Group/School may need to revisit its waste management / recycling policy with Operational Services Waste and Recycling when moving into the new building and this will include review and / or amendment of the following:

- Disposal / recycling arrangements for paper, cardboard, general office waste, food packaging, food waste, confidential waste, surplus IT / electrical equipment and, if applicable, radioactive, chemical and clinical waste

- Secure storage areas for certain waste items (e.g. confidential waste, surplus IT equipment) may require to be established in the new location

Information and guidance can be obtained from the Waste and Recycling web pages www.ed.ac.uk/recycling in the first instance or by contacting the Waste and Recycling Team at waste@ed.ac.uk Tel: ext 509346.

The Fit-out and Occupation Group will need to identify numbers and location for the various types of recycling and waste bins and procure them in time for the occupation. Issues to consider are:

- The numbers and types of bins for multi-occupancy offices

- Capacity and types of bins to be located in kitchen / pantry areas, meeting rooms, seminar rooms, break out areas and reception areas.

Estates & Buildings Furniture Office normally provides standard office waste bins as part of the building fit-out project. Recycling bins for paper / cardboard / food packaging / food waste can be sourced via the Waste and Recycling Team, who will help determine quantity and type of bins to suit all areas.

3.24 KITCHENS AND PANTRY CUPBOARDS

If kitchen facilities are provided in the new facility, they may be fitted-out as part of the building contract. The Project Manager (PM) should agree with the Project Administrator at an early stage which items will be installed as part of the contract specification so that the College/Support Group/School can arrange to provide all other items such as crockery, cutlery, microwaves and fridges.

Arrangements must be made with Support Services for the provision of dispensers and the consumables such as paper towels and soap that go in them.

3.25 VENDING

Prior to the completion of RIBA stage D, consideration should have been given to the location of vending machines for hot and cold drinks and snacks.

Although the installation of vending machines is generally outside the scope of both the Building and Fit-out contracts, their location requires careful planning and pre-tender input for the following reasons:

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- The proposed location of vending machine(s) will require consultation with the Fire Safety Unit

- Vending machines need power and water supplies which ideally should be installed during the building contract rather than at fit-out stage

- The number of occupants of the building may dictate the size / type / number of vending machines provided and whether they will be cost effective for the supplier

- Vending machines can be noisy and also people tend to congregate around them

- Vending machines can generate heat

- Hard surfaced flooring should be provided in the agreed vending areas as spillages are inevitable

In line with the University's sustainability aims, the College/Support Group/School may wish to adopt a policy regarding the products on sale from the vending machines, e.g. only "fair-trade" or healthy products could be offered. A "competitive" vend price schedule for hot drinks can be set to ensure that costs are recovered or a small net income achieved.

The School should approach appropriate suppliers to agree specifications and obtain quotes for the purchase/rental/servicing of required vending machines.

3.26 DRINKING WATER

Staff members are encouraged to drink tap water where there is a mains source. In extreme cases, where a supply of chilled water is regarded as essential, a plumbed-in water dispenser may be requested.

Installation of such dispensers will be undertaken only after consultation with Estates and Buildings. If a chilled water dispenser is to be installed, the Move Manager must liaise with E & B and ensure that appropriate space is dedicated in the new premises.

3.27 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 move:

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, Networks personnel 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

A smooth and effective occupation within the overall budget and programme.

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