



Estates and Buildings Information System

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# User Guide

ARCHIBUS/FM V17

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# Drawings on the WEB

Date Created :28/06/2001  
Date Last Modified:25/09/2009

## **Foreword**

This User Guide has been designed specifically for the purpose of training appointed Space Reps within the University who have been granted access to Drawings on the WEB.

The Drawings on the WEB functionality provides the ability to view drawings and related information over the WEB. This should, in turn, make the task of keeping room information and drawings up to date less onerous.

### **Role of the Space Rep**

Each College and Support Group has nominated Space Representatives who will have access to the WEB drawings. The Space Reps are responsible for checking the areas and related room information for their appointed buildings, and should update/amend the information online to reflect current allocation/position and layouts, returning all updated information to the Space Manager, at [Space.Management@ed.ac.uk](mailto:Space.Management@ed.ac.uk), as displayed on the electronic email front page, within the WEB drawings package.

### **First Line Support**

If you require assistance on security or drawing on the WEB access please email [Ebisusers@ed.ac.uk](mailto:Ebisusers@ed.ac.uk) in the first instance. Only *urgent* enquiries should be directed to the EBIS Support Desk on 650 9683.


### **Time Out Function**

A timeout function has been added to the system to ensure that the user cannot bookmark a page after logging in. This means that if the user stops using the system for 20 minutes they will receive a timeout error and be forced to log in again.

Due to the University Firewall users will also be logged out after 2 hours of using the system. It is therefore advised that users save their changes on a regular basis to avoid being timed out and losing any changes which have been made.

It is recommended you utilise the quick save facility when updating room reports to avoid loss of data.

## Moving Around the Drawings Website

When moving around the website it is important that you use the arrow keys found on the page  rather than using the browser 'back' and 'forward' buttons as this may result in time out errors and cause problems with the generation of drawings. These buttons can be found throughout the website and were designed in order to make navigation easier for the user.

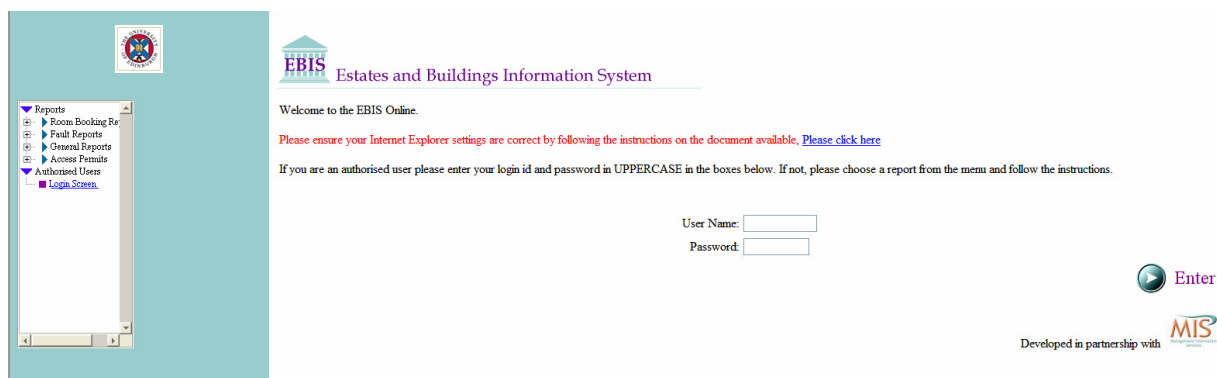
## Getting Started

On your desktop double click on Internet Explorer or Netscape Communicator  
Type in the following web address:- <https://www.ebis.estates.ed.ac.uk/spaceman/index.html>  
This will take you into the Drawing front page. It is advisable at this point to bookmark this page.

If using Internet Explorer, to do this Go to **Favourites** on the top tool bar and click then click on **Add Favourites** from the drop down list.

If using Netscape, to do this Go to **Communicator** on the top tool bar and click. Click on Bookmarks then click on **Add Bookmarks**

To access the Drawings on the Web site select Login to WEB Drawings. You should see the following page on screen prompting you to enter you given login id and password. . **This password should not, under any circumstances, be divulged or used by anyone other than the specific person it was created for.**



EBIS Estates and Buildings Information System


Welcome to the EBIS Online.


Please ensure your Internet Explorer settings are correct by following the instructions on the document available, [Please click here](#)

If you are an authorised user please enter your login id and password in UPPERCASE in the boxes below. If not, please choose a report from the menu and follow the instructions.

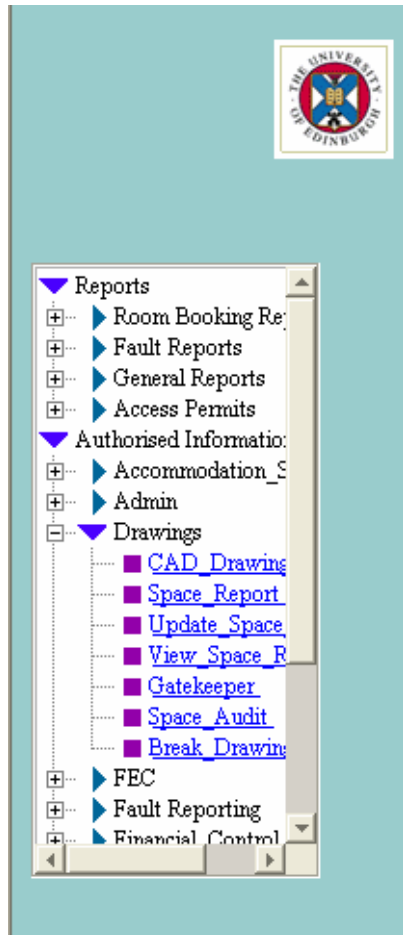
User Name:

Password:

 Enter

Developed in partnership with 

Once you have entered your User Name and Password click on Enter or hit Return. On screen you will see a menu to the left hand side. Within the drawings heading, this gives you further sub headings from which to select your drill down options. These headings include;



- **CAD Drawings** – allows you to amend plans and view room information only, as with the first version of the WEB Dwgs package
- **Space Reports** - allows the user to view summary report of space information relating to each College / Support Group by Building i.e. Total room area, College room area, vacant areas and alteration areas
- **Update Space Report** - allows you to amend both existing plans and room information, and add new room information. This will be the part of the WEB Dwgs system that will be used for all Space Audit updates
- **View Space Report** – allows the user to carry out checks on which information has been updated prior to emailing to the Space Manager

## Selecting a drawing

### Drawings On The Web

The drawings can be viewed in the following ways:

1. Select a zone from the table below.
2. Select the College/School/Subject Area from the drop down lists below.

Room Standards - Click [here](#) for a description.

<a href="#">ACCOM</a>
<a href="#">CENTRAL</a>
<a href="#">KB</a>
<a href="#">MED+VET</a>
<a href="#">MULTI</a>
<a href="#">NHS</a>

College

School

Subject Area

## Drawing Access

The drawings can be viewed in the following ways:-

1. Select (Double-click) on a building from the map above
2. Select the building name from the list below
3. Select the building from the Drawing Website menu on the left hand side of the page

By selecting Authorised Information/Drawings\_Website, you can select drawings by building location. i.e. Central – 0001 – Old College and floor plan required. Alternatively, by selecting Drawings/Cad Drawings you browse by College – School and Subject Area.

## Selecting a drawing from the Map

When the user moves their mouse over the drawing the arrow should change to a hand and if you look at the grey taskbar at the bottom of the screen it will display the building name and code. By double clicking on the user's desired choice of building, this will pull back on screen each floor code and drawing for that building. The user then selects the floor plan they wish to look at by single clicking on the appropriate floor code. A message will then appear on screen "Drawing Loading, Please Wait" this will take a few seconds to load the drawing on screen.

The User will now see a floor plan for their desired building. Underneath the floor plan, a table of information is available containing details about each room for that floor and building. For example:-

Room Code - 1.01 Room Name  
Room Category - Assignable  
Room Type - Research  
Room Standard – Office Research  
Room Area – 14.92  
Subject Area – Institute of Geography  
School – Geosciences  
College – Science And Engineering

Appendix 1 contains a list of Room Types and Categories (see page 18 ).

## Selecting a Drawing from Update Space Report

Select the Authorised Information/Drawings/Update Space Report menu, you will see a prompt for College/School and Subject Area Restriction only.

### Updateable Room Reports

Please Select the College/School/Subject Area from the drop down lists below.

Please click [here](#) to display your current saved report.

College

School

Subject Area

Submit

Clear Form

All of the above 3 fields are mandatory, so therefore require a value from the pull down menu list on each legend box.

The options available within each selection will be restricted to the access permissions attached to your login therefore you will only be able to see room reports for Subject Areas belonging to your School. After you have selected your Zone or College/School/Subject Area, a **Security Warning message** will appear on screen, if logging in under your user ID for the first time.

At this point you should tick box at 'Always Trust Tailor Made Content' and click Yes. Once you have completed this action you should no longer receive this message when you enter your Web Drawing Site.

## Selecting a Drawing from the List

A list is available on screen which contains the Building Code and Building Name by clicking on the Building Code this will display the floor codes available, clicking the Drawing Name will load the drawing on screen and again the user should see a Drawing Toolbar at the top of the screen and the room information underneath the drawing.

## Selecting a Drawing from the Menu Bar

On the left hand side of the web page underneath where Drawings Website is displayed there will be a list of zones available for selection. Double click on chosen zone to display list of available drawings.

You may need to move the bar at the bottom of the screen along to the right very slightly to see the full name of the drawing in order to make your selection (see next page).



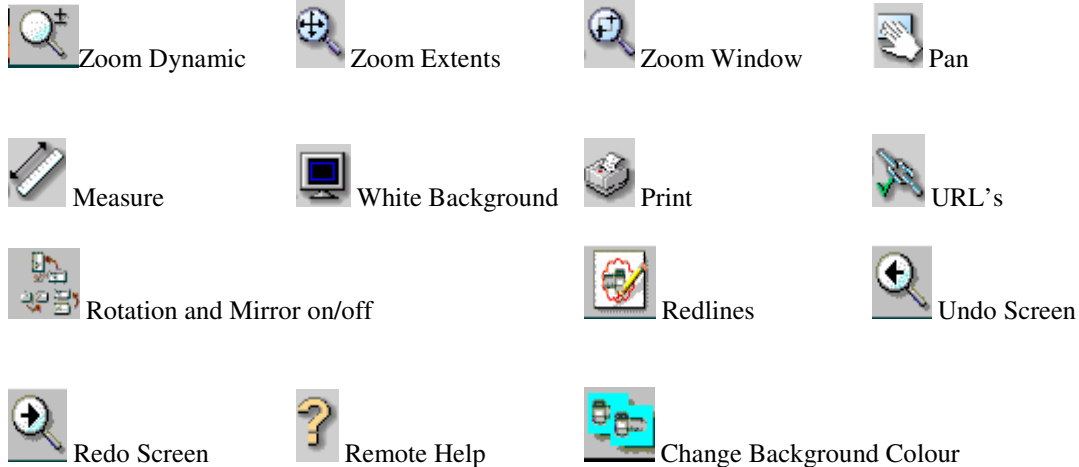
Move this bar to the right

After you have clicked on the drawing you wish to view, a list of floor codes will appear on screen. Clicking the drawing name for your desired floor code will automatically load the drawing on screen

At the top of the drawing a drawing tool bar can be found:-






If the user moves their mouse over each icon it will display the function of each button:-




**Please note that once you are finished a specific command, i.e. pan, you must click on the pan icon again to 'de-select' the command before beginning another command.**


## Using the Zoom Function

The user can zoom in and out of the drawing, which basically magnifies the drawing by clicking on the Zoom In/Zoom Out icon  and dragging the mouse this will de-magnify/re-magnify the drawing and it will become smaller /larger on screen. To get the drawing back to it's original size on screen click on the Zoom Extents icon 

The Zoom Window icon  allows the user to click and drag a box over an area of the drawing allowing them to 'hone in'. Again to correct the drawing back to it's original size on screen click on the Zoom Extents icon.

To move the drawing within the viewport, click on the Pan icon  a cursor will appear over the plan. Click and drag the cursor in the direction you wish to move the drawing.

## How to View Drawings with a White Background

With your desired drawing on screen click on the White Background icon  on the drawing toolbar. The background will automatically change from black to white.

## Using the Measure Functionality

The measure icon gives the user the ability to measure the area of a room or measure the distance from one wall to another. Please note that once this task has been selected cross hairs and world co-ordinates will be displayed during this action. Please also note that there are two options that appear as the following icons



Units Scale



Units Calibrate

These allow the user to set up a given Metric or Imperial scale each time the user enters a drawing.

### Measuring a Linear Wall

When you have selected the drawing of your choice and it is on screen, click on the Measure icon and go to the room(s) you wish to measure. Click once on the first point of the length of wall(s) you wish to measure and (you can select any number of points/walls in one action) then double click on the last point to end the command. You will now see a yellow box on screen, displaying the linear value with the suffix, 'no unit'. The WEB Dwgs area all drawn in as a metric value in i.e. '5000 no unit' which equates to 5000mm or 5 metres.

To remove the information from the screen, simply drag the cursor out of the Dwg view and the cross hairs and area value will disappear.

### Measuring the Area of a Room


Click on the Measure Icon



Select a room and click and drag the green box over the room and release when you are finished selecting your chosen area. A yellow box will appear on screen showing your selected area value. As with the measure function, the unit is not defaulted to any one value.

Please note that the measurement value for a given Area requires a multiplication factor of 10 to give a valid square metreage.

## Using the Redline Function & Drawing Symbols/Polylines



Click on the Redline icon  on the top menu bar. You will notice that a sub menu appears displaying all drawing tool icons, under the main menu bar. These functions are as follows;


The redline function will be used by the Space reps to mark on the drawing any changes to rooms etc. From the top menu, click on the  and click on the red box  below to choose the colour red. Pick a point on the plan area and click and drag the line and release. Your redline is drawn.



Cloud : pick your centre point on plan, click and drag the mouse, until you are content with the size of cloud on plan, release the mouse



Circle : works on the same principle as the cloud function above, as does the functions for

rectangle, ellipse, hexagon and triangle icons 



Highlight (yellow box) above rectangle icon – click and drag the area you wish to highlight on plan. Same principal as 'Zoom Selection'. The Highlight colour can be changed by clicking on colour palette first then click on highlight.



Freehand – just as it says, click and drag the mouse to draw any shape on plan, and release mouse button when finished.




Draw polyline with arrow – click to create arrow head. Click each pointer and double click to end.




Draw Polyline –click each point and double click to end.

## Adding Text to a Drawing

If you require to add text, click on the  on the side toolbar and a legend box will appear once you click within the drawing area.


You can then choose your typeface, style and size. Type your information into the white box. Click 'Ok'. Choose your text location on the plan, and click once, the text will then be in place.

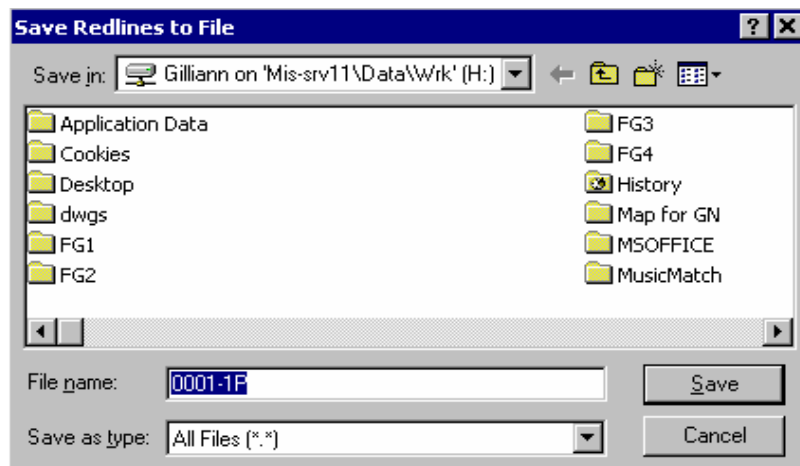
## Deleting a Specific Redline, Circle etc

When deleting a specific item, first select the white arrow icon  then Select redlines only box shown above will appear and click ok. Click and drag a box round the chosen item on plan. You can then click on Delete Last/Select which will remove the object from the screen.

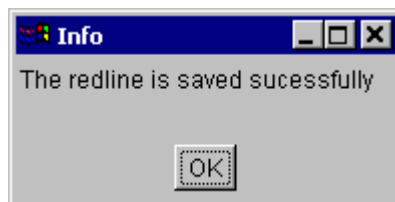
Delete All Redlines function will remove all items you have added from the current plan.

## Saving the Redline Drawing


When you have completed all your updates to the drawing, click on the Save Redline icon  which will bring up a box to select your H:/drive and preferred folder for saving your dwg.

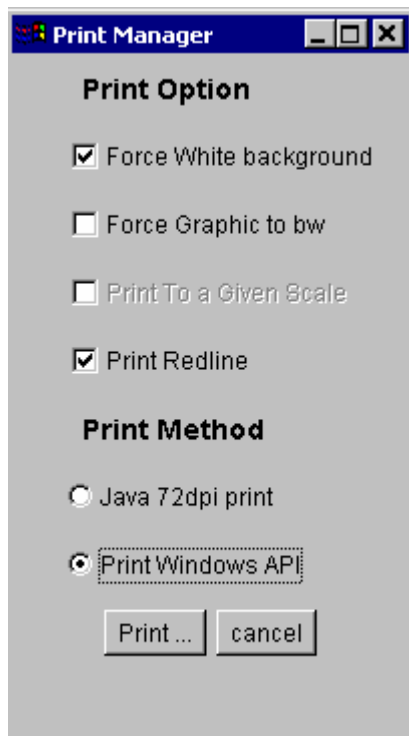


You will notice that the Dwg File Name '0001-1P' is a reference to the Building Number, in this case Old College at 0001, and the floor level, in this case the Basement floor -1. The file name will always default automatically to the Building/Floor plan you are working on in the current view when saving the information. Click on Save, and a pop up will let you receive the following confirmation.



## How To Print the Drawing


By clicking on the print icon on the drawings toolbar  this will supply the user with a print of the drawing.



A print manager box will appear on screen where both force white background and print red line boxes will be ticked. Click on Print Windows API which will open a print box to select your colour printer. Click on Print, and once you have selected the appropriate Network printer, click on Paper/Quality tab and ensure that it is set to colour, under the Media setting, set to color.

Any amendments that you make to the drawing on screen will print out, as an A4 plan in black and white, with the redline detailing in a bolder black line if printing to a black and white printer.

### Printing from the Main Menubar

Select the white/black background icon  and set to white. Select File, then Print and select a Network printer and click on print. This will give you the full plan and the attached room information at A4 or A3 if you have an A3 printer option.

## Updating the Active Room Report

Under the Update Space Report, you have access to a room report with updateable fields, and under the Space Audit, you also have the further facility to add new room information. Once you have completed all redlining on the plan, scroll down to the room report. This report will display all Occupiable and non-Occupiable rooms related to the current floor plan, together with a section for adding in all relevant room information for new rooms. All rooms allocated to the restricted College/School and Subject Area breakdown, will be displayed with active fields, to update all room changes as shown below.

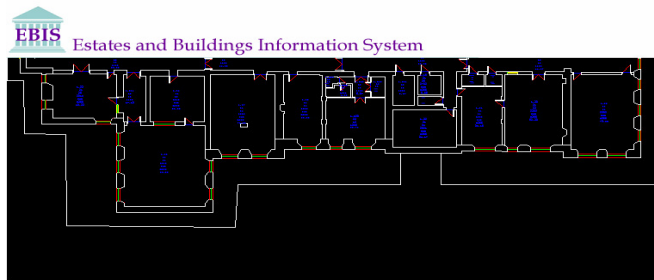
### Updating existing room information

There are 16 fields in total which includes the following;

- No Change – Deselect to update room information.
- NPRAS – Select to highlight NPRAS Space Transactions
- Room Code – room reference relating to CAD drawing
- Room Name – room name or other reference, actually on site, if different from above
- Room Area (m2) - square metre area measured/calculated from the perimeter of the room on plan
- Room Category – drop down list to select Assignable or Non-Assignable space (see Appendix 1)
- Room Type – drop down list with 6 room types to select for Teaching, Research etc (see Appendix 1)
- Room Standard – drop down list with all the Room Standards for Office/Lab/Seminar space etc
- College – drop down list with the College/Support Group list
- School – restricted drop down list for the relative College or Support Group selected above
- Subject Area – restricted drop down list based on School selected above
- Employee Headcount
- Shared Space % space – to denote rooms shared between, Department/School i.e. 50% D499, 50 % D498
- Shared Space % time – amount of time spent within one room i.e. may be 100% occupied by Department D499 but only utilised 50% of the time.
- Other Info – this field is for any additional information about the specific room use or occupant
- Comments – for any further information on changes to the room use or layout.

The above fields are not all mandatory, the user only has to add the information into the fields that require it. **Please note that if room 1.01, for example, the Room Category – Room Type and Room Standard must be selected in sequential order, to allow selection of relevant applicable fields as indicated below, as they are linked fields (as shown below). Likewise, the College, School and Subject Area must be selected in sequential order, again due to the fact that they are linked fields in the background.**

Refer to Appendix 1 on page 18 for full Room Standard descriptions and codes.



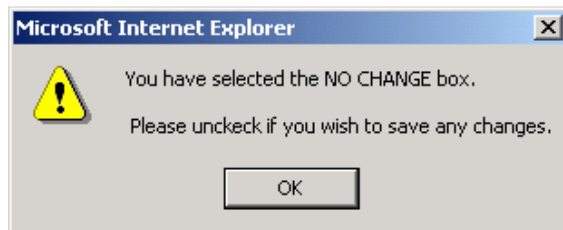
No Change	NPRAS Trans	Room Code	Room Name	Room Area (metres <sup>2</sup> )	Room Category	Room Type	Room Standard	College
<input type="checkbox"/>	No	1.01	1.01	14.92	Assignable			Science An
<input type="checkbox"/>	Yes	1.01	TEST1		01 - ASSIGNABLE	01 - TEACHING	0140 - TUTORIAL ROOM	
<input type="checkbox"/>	No	1.01A	1.01A	9.08	Assignable	Support	Office Service	Science An
<input type="checkbox"/>	Yes	1.01A	TEST2	5.00	01 - ASSIGNABLE	03 - OTHER	0400 - STUDY FACILITIES	
<input type="checkbox"/>	No	1.02	1.02	43.23	Assignable	Support	Office Service	Science An
<input checked="" type="checkbox"/>	No	1.02						
<input checked="" type="checkbox"/>	No	1.03	1.03	11.13	Assignable	Support	Central Storage	Science An
<input checked="" type="checkbox"/>	No	1.03						
<input checked="" type="checkbox"/>	No	1.04	1.04	12.06	Assignable	Support	Central Storage	Science An
<input checked="" type="checkbox"/>	No	1.04						

If you are aware of rooms that have been allocated to another Department, please select the College / Support Group that has taken over the space. If you do not know, set the rooms to 'Vacant' by setting the College, School and Subject Area Codes to **CSG, P62 and D839**.



No Change	NPRAS Trans	Room Code	Room Name	Room Area (metres <sup>2</sup> )	Room Category	Room Type	Room Standard	College
	No	1.01	1.01	14.92	Assignable	Research	Office Research	Science Ar
<input checked="" type="checkbox"/>	No	1.01						
	No	1.01A	1.01A	9.08	Assignable	Support	Office Service	Science Ar
<input checked="" type="checkbox"/>	No	1.01A						
	No	1.02	1.02	43.23	Assignable	Support	Office Service	Science Ar
<input checked="" type="checkbox"/>	No	1.02						
	No	1.03	1.03	11.13	Assignable	Support	Central Storage	Science Ar
<input checked="" type="checkbox"/>	No	1.03						
	No	1.04	1.04	12.06	Assignable	Support	Central Storage	Science Ar
<input checked="" type="checkbox"/>	No	1.04						
No Change	NPRAS Trans	Room Code	Room Name	Room Area (metres <sup>2</sup> )	Room Category	Room Type	Room Standard	College
	No	1.04B	1.04B	11.14	Assignable	Support	Central Storage	Science Ar

When you update any room information, you must first select the 'no change' box shown above, to remove the defaulted 'tick'. This facility links through to an Audit Trail and Gatekeeper facility, which has been developed for the Space Manager's use. If you forget to select the 'no change' box for information that has been updated, you will get the error message noted below to go back and check that you have selected all rooms that have been updated.



### Adding information for new rooms not currently on the space report.

Add a new Room								
NPRAS Trans	Room Code	Room Name	Room Area (metres <sup>2</sup> )	Room Category	Room Type	Room Standard	College	
No							SCE - SCIENC	
No							SCE - SCIENC	
No							SCE - SCIENC	
No							SCE - SCIENC	
No							SCE - SCIENC	
No							SCE - SCIENC	

Total Floor Space for Institute Of Geography - 810.17m<sup>2</sup>  
 Total Floor Space for all rooms - 1,193.05m<sup>2</sup>

Attach Redline File :

The table shown above, allows you to add any number of new rooms relating to the selected floor plan. It is recommended that you only add these rooms in via the Drawings on the Web, if the total number of new rooms is less than 12. Any major refurbished rooms (over and above this number), will be

updated by the Space Manager, via the information passed from the UofE Drawing office, Estates Premises teams, and/or Estates Development Managers.

**Please note that all 16 fields above for the new room table are mandatory, and all new room info will be lost, if you ‘save changes’ and leave a field(s) blank.**

#### Departmental Area

The information provided below the Add New Rooms section includes the ‘total floor space’ area display, for both the restricted College/School and Subject Area, and for the total room area for the all rooms on the selected floor plan.

Total Floor Space for Admin Comm And Studserv - 141.55m<sup>2</sup>  
Total Floor Space for all rooms - 3,858.49m<sup>2</sup>

## Saving and Sending the Redline file and updated room information

To save the Redline information, you must first ensure that you have updated all necessary changes to the room information in the Active room report below the plan. Once you have done this, scroll down to the bottom of the page where you will see the following box.

Attach Redline File :



Back



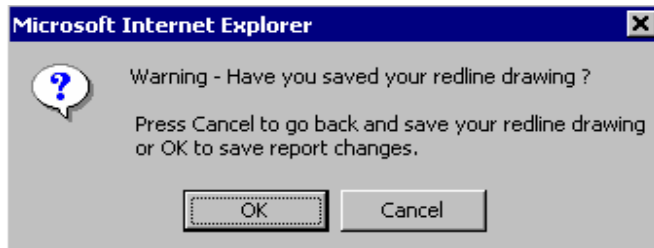
Save Changes



Building List

Click on Browse and select your saved Dwg details from your H:/drive and click on ‘open’ to attach it to the box shown above.

Click on the disk icon to ‘save changes’. When you click on the icon, you will get a pop up message reminding you to save your redline file if not done so already. Click on OK if you have attached your redline file. If not, click cancel and go back through the above command to attach your redline dwg.



Save Changes

You can now view your ‘saved report’ by selecting the icon

You will now see the email front page showing the updated information that you as the user have saved to the current date. You now have the option to go back to either the main Update Space Report page and carry on with another floor layout / room update, or to further edit the changes displayed on the current email page. If you are content with all the changes and have completed the updates to School level, then you can send your email attachments to the Space Manager, by clicking on the send email icon by the following process.

## This is your saved space report

From here, you can email the report to the space manager, remove entries from the report back and edit the report.

**To:** **The Space Manager**

**Copy To:**

**Confirmation To:**

**Email Comments :**

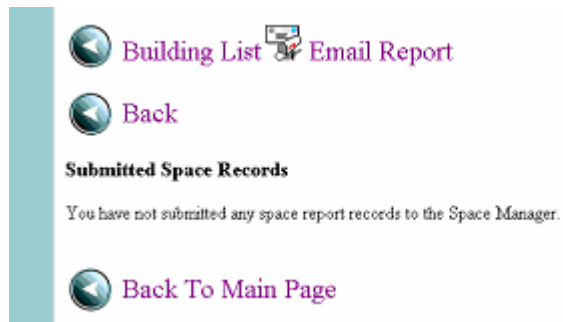
### Redline Drawings attached : 061301P.red


At the top of the page there are 3 legend boxes displayed,

- 1 The Space Managers Email address default
- 2 A 'copies to' box, which is for the senders email address (Note: once the email is sent to the Space Manager, the room records will be automatically deleted from the database. This will now be the users only record of the School/College updates.)
- 3 A 'Confirmation to' box, this has a drop down facility with the nominated 6 Space Contacts at College / Support Group level.

If you are not the official Space Contact but are charged with carrying out the updates for a specific School, please select the name of your respective School or College Space representative so that they are aware of which updates have been sent to the Space Manager.

Fill in the details and then scroll down to the bottom of the page.



[Building List](#)  [Email Report](#)

[Back](#)

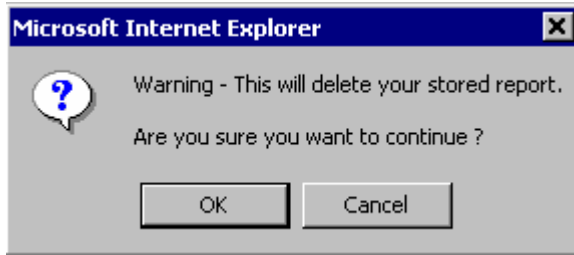
**Submitted Space Records**

You have not submitted any space report records to the Space Manager.

[Back To Main Page](#)

You now have the option to further Edit the current Report to make any final changes prior to sending this onto the Space Manager. Click on Edit Report, to take you back to your current plan view and room report.

You can also remove any room changes, from the report displayed on the email page by scrolling to the end of the specific line of room information and clicking on the 'remove' button. Once you are ready to send the details, click on Email Report and the following message reminding you that this will now delete all the stored files once you send the document to the Space Manager will appear.



Click on OK, where you will then get the following confirmation



**Your report has now been sent to the Space manager with a copy sent to the email address you provided.**



If you are the sender the email copy you receive should look like the following;

From: MRS CONNOR [mailto:mrs.connor@lists.ed.ac.uk] Sent: Thu, 15/03/2006 11:20  
 To: CAVAYE Adrian  
 Cc:  
 Subject: FW: Copy Space Report for WORKS OFFICE

---

From: mls-appsupp@lists.ed.ac.uk [mailto:mls-appsupp@lists.ed.ac.uk]  
 Sent: 15 March 2006 11:20  
 To: jmc.conney@ed.ac.uk  
 Subject: Copy Space Report for WORKS OFFICE

**This is a copy of the space report sent to the space manager for your information**

**Building - 311 - GEOGRAPHY (OLD INFIRMARY)**

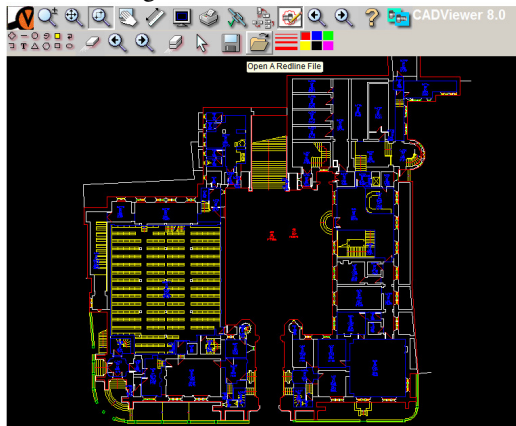
Floor Code	NPRAS Trans	Room Code	Room Name	Room Area (square m <sup>2</sup> )	Room Category	Room Standard	Room Type	College	Edifid	Subject Area	Comment	Employee Headcount	Shared Space (No space)	Shared Space (No time)	Other Info
01	Yes	1.01	TRST1	4.32 (No Change)	01	0140	01	SCIENCE AND ENGINEERING	EDSUCHONES	INSTITUTE OF GEOGRAPHY	-	2 (No Change)	No Change	No Change	-
01	No (No Change)	1.01A	TRST2	5.09 (No Change)	01	0400	05	SCIENCE AND ENGINEERING	FRONTPORRA	INSTITUTE OF GEOGRAPHY	-	0 (No Change)	No Change	No Change	-
01	No (No Change)	1.02	1.02	40.33 (No Change)	01 - ASSIGNABLE (No Change)	0111 - OFFICE SERVICE (No Change)	05 - SUPPORT (No Change)	SCIENCE AND ENGINEERING	EDSUCHONES	INSTITUTE OF GEOGRAPHY	-	0 (No Change)	No Change	No Change	-
01	No (No Change)	1.03	1.03	11.02 (No Change)	01 - ASSIGNABLE (No Change)	0140 - CENTRAL STORAGE (No Change)	05 - SUPPORT (No Change)	SCIENCE AND ENGINEERING	EDSUCHONES	INSTITUTE OF GEOGRAPHY	-	0 (No Change)	No Change	No Change	-
01	No (No Change)	1.04	1.04	12.36 (No Change)	01 - ASSIGNABLE (No Change)	0150 - CENTRAL STORAGE (No Change)	05 - SUPPORT (No Change)	SCIENCE AND ENGINEERING	FRONTPORRA	INSTITUTE OF GEOGRAPHY	-	0 (No Change)	No Change	No Change	-
01	No (No Change)	1.04B	1.04B	11.64 (No Change)	01 - ASSIGNABLE (No Change)	0150 - CENTRAL STORAGE (No Change)	05 - SUPPORT (No Change)	SCIENCE AND ENGINEERING	EDSUCHONES	INSTITUTE OF GEOGRAPHY	-	0 (No Change)	No Change	No Change	-
01	No (No Change)	1.05	1.05	13.34 (No Change)	01 - ASSIGNABLE (No Change)	0150 - CENTRAL STORAGE (No Change)	05 - SUPPORT (No Change)	SCIENCE AND ENGINEERING	FRONTPORRA	INSTITUTE OF GEOGRAPHY	-	0 (No Change)	No Change	No Change	-

You can now save this to a suitable folder on your M:/drive as a record of your Space Update for that year.

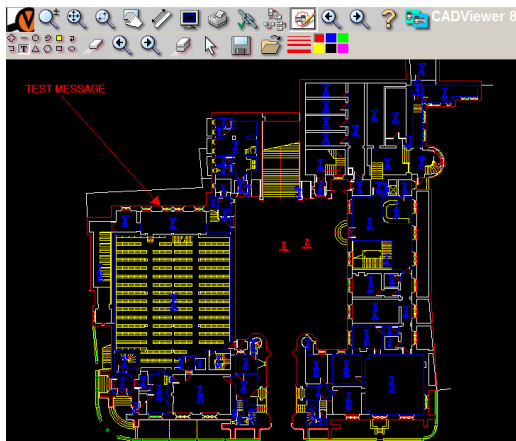
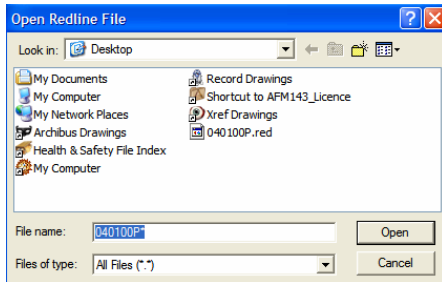
You can now click on the Main Page button and go back to select another School for update if required, by selecting the appropriate navigator button. Or Log out if all updates have been completed and sent to the Space Manager.

## To view the Redline

To view a redline drawing, you must firstly have the current relevant floor plan drawing open within Web Drawings to then allow the redline version to be opened.



Select the folder icon and browse to locate the corresponding file (for example bldg 040100P.red) – select open to view the drawing in the normal way as detailed previously.



# APPENDIX 1

## ROOM CATEGORY

Space in the University is either assignable to Subject areas or non assignable. Non-assignable space typically includes circulation areas, toilets etc. The code for each category within this database is shown below.

- 01 ASSIGNABLE
- 02 NON-ASSIGNABLE

## ROOM TYPE

Room Type describes the type of function that takes place in rooms that are assignable. A description of each type of function is given below.

Room Category	Room Type	Room Type Description
01	01	TEACHING
01	02	RESEARCH
01	03	OTHER
01	04	RESEARCH&TEACHING
01	05	RESIDENTIAL
01	06	SUPPORT
02	10	NON-ASSIGNABLE

## ROOM STANDARD

All rooms in the University estate are further classified by usage identified by a standard description. If further classification is required on the Room Standard for Lab Space please contact the Space Manager.

Room Category - assignable	Room Type – 01 Teaching	Room Standard Description	Room Standard(Space Hierarchy)
01	01	CLASSROOM	0110
01	01	CLASSROOM (HIGH)	0111
01	01	CLASSROOM SERVICES	0115
01	01	SEMINAR ROOM	0120
01	01	SEMINAR ROOM (HIGH)	0121
01	01	LECTURE THEATRE	0130
01	01	LECTURE THEATRE (HIGH)	0135
01	01	TUTORIAL ROOM	0140
01	01	TEACHING LAB	0210
01	01	TEACHING LAB (HIGH)	0211
01	01	CLASS LAB SERVICE	0215
01	01	CLASS LAB SERVICE (HIGH)	0216
01	01	COMPUTER LAB	0230
01	01	COMPUTER LAB (HIGH)	0231
01	01	OFFICE ACADEMIC	0301
01	01	OFFICE (HIGH)	0311
01	01	STUDY FACILITIES	0400
01	01	POSTGRAD FACILITIES	0405
01	01	CENTRAL STORAGE	0730

<b>Room Category - assignable</b>	<b>Room Type – 02 Research</b>	<b>Room Standard Description</b>	<b>Room Standard(Space Hierarchy)</b>
01	01	COMPUTER LAB	0230
01	01	COMPUTER LAB (HIGH)	0231
01	02	RESEARCH LAB	0240
01	02	RESEARCH LAB (HIGH)	0241
01	02	RESEARCH LAB SERVICE	0245
01	02	RESEARCH LAB SERVICE (HIGH)	0246
01	02	OFFICE ACADEMIC	0301
01	02	OFFICE CLERICAL	0303
01	02	OFFICE ADMIN	0304
01	02	OFFICE RESEARCH	0305
01	02	OFFICE HON/RET/VIS	0307
01	02	OFFICE POSTGRAD	0308
01	02	OFFICE (HIGH)	0311
01	02	CONFERENCE ROOM	0350
01	02	STUDY FACILITIES	0400
01	02	POSTGRAD FACILITIES	0405
01	02	SPECIAL USE FACILITIES	0500
01	02	SPECIAL USE FACILITIES (HIGH)	0505
01	02	BRF FACILITY (HIGH)	0510
01	02	BRF FACILITY (LOW)	0515
01	02	GENERAL USE FACILITY	0600
01	02	WORKSHOP	0720
01	02	CENTRAL STORAGE	0730
01	02	BUILDING SERVICE AREA	1200
<b>Room Category - assignable</b>	<b>Room Type – 03 Other</b>	<b>Room Standard Description</b>	<b>Room Standard(Space Hierarchy)</b>
01	03	STUDY FACILITIES	0400
01	03	SWIMMING POOL	0520
01	03	OTHER (ALL PURPOSE)	0590
01	03	GENERAL USE FACILITIES	0600
01	03	ASSEMBLY	0610
01	03	EXHIBITION	0620
01	03	FOOD FACILITY SERVICE	0635
01	03	BUILDING SERVICE AREA	1200
01	03	LOCKER AREA	1260
01	03	FIRST AID ROOM(S)	1280
<b>Room Category - assignable</b>	<b>Room Type – 04 Teaching &amp; Research</b>	<b>Room Standard Description</b>	<b>Room Standard(Space Hierarchy)</b>
01	04	SEMINAR ROOM	0120
01	04	LABORATORY (HIGH)	0205
01	04	TEACHING LAB	0210
01	04	CLASS LAB SERVICE	0215
01	04	CLASS LAB SERVICE(HIGH)	0216
01	04	OPEN LAB	0220
01	04	COMPUTER LAB	0230
01	04	COMPUTER LAB (HIGH)	0231
01	04	COMPUTER LAB SERVICE	0235

<b>Room Category - assignable</b>	<b>Room Type – 04 Teaching &amp; Research Cont'd</b>	<b>Room Standard Description</b>	<b>Room Standard(Space Hierarchy)</b>
01	04	STUDIO (DESIGN)	0260
01	04	STUDIO (DESIGN)	0260
01	04	OFFICE ACADEMIC	0301
01	04	OFFICE CLERICAL	0303
01	04	OFFICE ADMIN	0304
01	04	OFFICE RESEARCH	0305
01	04	OFFICE HON/RET/VIS/FLA	0307
01	04	OFFICE (HIGH)	0311
01	04	OFFICE SERVICE	0315
01	04	STUDY FACILITIES	0400
01	04	SPECIAL USE FACILITIES (HIGH)	0505
01	04	OTHER (ALL PURPOSE)	0590
01	04	FOOD FACILITY SERVICE	0635
01	04	CENTRAL STORAGE	0730
01	04	BUILDING SERVICE AREA	1200
01	04	STAFF WC	1270
<b>Room Category - assignable</b>	<b>Room Type – 05 Residential</b>	<b>Room Standard Description</b>	<b>Room Standard(Space Hierarchy)</b>
01	05	OFFICE ADMIN	0304
01	05	STUDY FACILITIES	0400
01	05	GENERAL USE FACILITIES	0600
01	05	FOOD FACILITY SERVICE	0635
01	05	LOUNGE	0650
01	05	CENTRAL STORAGE	0730
01	05	RESIDENTIAL FACILITIES	0900
01	05	BEDROOM	0910
01	05	BEDROOM ENSUITE	0920
01	05	BUILDING SERVICE AREA	1200
01	05	FEMALE WC	1220
<b>Room Category - assignable</b>	<b>Room Type – 06 Support</b>	<b>Room Standard Description</b>	<b>Room Standard(Space Hierarchy)</b>
01	06	CLASSROOM FACILITIES	0100
01	06	LABORATORY FACILITIES	0200
01	06	LABORATORY FACILITIES (HIGH)	0205
01	06	OFFICE CLERICAL	0303
01	06	OFFICE ADMIN	0304
01	06	OFFICE TECHNICAL	0309
01	06	OFFICE NONSPECIFIC	0310
01	06	OFFICE (HIGH)	0311
01	06	OFFICE SERVICE	0315
01	06	CONFERENCE ROOM	0350
01	06	STUDY FACILITIES	0400
01	06	SPECIAL USE FACILITIES	0500
01	06	SPECIAL USE FACILITIES (HIGH)	0505
01	06	MEDIA PROD.(PHOTO)	0531
01	06	MEDIA PROD. (RECORD)	0532

<b>Room Category - assignable</b>	<b>Room Type – 06 Support cont'd</b>	<b>Room Standard Description</b>	<b>Room Standard(Space Hierarchy)</b>
01	06	CLINIC	0540
01	06	FIELD BUILDING	0560
01	06	OUTBUILDING	0570
01	06	GREENHOUSE	0580
01	06	GENERAL USE FACILITIES	0600
01	06	ASSEMBLY SERVICE	0615
01	06	FOOD FACILITY SERVICE	0635
01	06	DAY CARE	0640
01	06	LOUNGE	0650
01	06	RECREATION	0670
01	06	WORKSHOP	0720
01	06	WORKSHOP (HIGH)	0725
01	06	CENTRAL STORAGE	0730
01	06	CETNRAL STORAGE (HIGH)	0740
01	06	BUILDING SERVICE AREA	1200
01	06	CLEANER'S STORE	1210
01	06	LOCKER AREA	1260
01	06	STAFF WC	1270
01	06	FIRST AID ROOM(S)	1280
01	06	COMMS ROOM	1330
01	06	COMMS ROOM (HIGH)	1335
<b>Room Category – Non-assignable</b>	<b>Room Type – 10 Non-assignable</b>	<b>Room Standard Description</b>	<b>Room Standard(Space Hierarchy)</b>
02	10	CLASSROOM FACILITIES	0100
02	10	CLASSROOM	0110
02	10	CLASSROOM SERVICES	0115
02	10	SEMINAR ROOM	0120
02	10	SEMINAR ROOM (HIGH)	0121
02	10	LECTURE THEATRE	0130
02	10	LECTURE THEATRE(HIGH)	0135
02	10	TUTORIAL ROOM	0140
02	10	LABORATORY FACILITIES	0200
02	10	LABORATORY FACILITIES (HIGH)	0205
02	10	TEACHING LAB	0210
02	10	TEACHING LAB (HIGH)	0211
02	10	CLASS LAB SERVICE	0215
02	10	CLASS LAB SERVICE (HIGH)	0216
02	10	OPEN LAB	0220
02	10	COMPUTER LAB	0230
02	10	COMPUTER LAB (HIGH)	0231
02	10	COMPUTER LAB SERVICE	0235
02	10	COMPUTER LAB SERV(HIGH)	0236
02	10	RESEARCH LAB	0240
02	10	RESEARCH LAB (HIGH)	0241
02	10	RESEARCH LAB SERVICE	0245
02	10	RESEARCH LAB SER (HIGH)	0246
02	10	STUDIO (DESIGN)	0260
02	10	OFFICE ACADEMIC	0301

<b>Room Category – Non-assignable</b>	<b>Room Type – 10 Non-assignable cont'd</b>	<b>Room Standard Description</b>	<b>Room Standard(Space Hierarchy)</b>
02	10	OFFICE CLERICAL	0303
02	10	OFFICE ADMIN	0304
02	10	OFFICE RESEARCH	0305
02	10	OFFCE HON/RET/VIS/FLA	0307
02	10	OFFICE POSTGRAD	0308
02	10	OFFICE TECHNICAL	0309
02	10	OFFICE NONSPECIFIC	0310
02	10	OFFICE (HIGH)	0311
02	10	OFFICE SERVICE	0315
02	10	CONFERENCE ROOM	0350
02	10	STUDY FACILITIES	0400
02	10	SPECIAL USE FACILITIES	0500
02	10	SPECIAL USE FACILITIES (HIGH)	0505
02	10	BRF FACILITY (HIGH)	0510
02	10	SWIMMING POOL	0520
02	10	MEDIA PROD.(PHOTO)	0531
02	10	CLINIC	0540
02	10	FIELD BUILDING	0560
02	10	OUTBUILDING	0570
02	10	OTHER (ALL PURPOSE)	0590
02	10	GENERAL USE FACILITIES	0600
02	10	ASSEMBLY SERVICE	0615
02	10	EXHIBITION	0620
02	10	FOOD FACILITY SERVICE	0635
02	10	FOOD FACILITY SERV (HIGH)	0636
02	10	LOUNGE	0650
02	10	RECREATION	0670
02	10	WORKSHOP	0720
02	10	WORKSHOP (HIGH)	0725
02	10	CENTRAL STORAGE	0730
02	10	CENTRAL STORAGE (HIGH)	0740
02	10	RESIDENTIAL FACILITIES	0900
02	10	BEDROOM	0910
02	10	BEDROOM ENSUITE	0920
02	10	NON-ASSIGNABLE AREA	1000
02	10	CIRCULATION AREA	1100
02	10	BUILDING SERVICE AREA	1200
02	10	CLEANER'S STORE	1210
02	10	FEMALE WC	1220
02	10	MALE WC	1230
02	10	DISABLED WC	1240
02	10	SHOWER	1250
02	10	LOCKER AREA	1260
02	10	STAFF WC	1270
02	10	FIRST AID ROOM(S)	1280
02	10	PLANT ROOM	1300
02	10	ELEC SWITCH ROOM	1310
02	10	HV SWITCH ROOM	1320
02	10	COMMS ROOM	1330

<b>Room Category – Non-assignable</b>	<b>Room Type – 10 Non-assignable cont'd</b>	<b>Room Standard Description</b>	<b>Room Standard(Space Hierarchy)</b>
02	10	COMMS ROOM (HIGH)	1335
02	10	VOID	1400
02	10	UNCLASSIFIED FACILITIES	2000

### **ROOM CODE DESCRIPTION FROM DRAWINGS**

Please see below definitions of Room Code layout as they appear on each Room/Floor layout within Web Drawings

- 2.2 - Room Code
- 01 - Room Category (as above)
- 04 - Room Type (as above)
- 0315 - Room Standard
- P66 - Planning Unit Code
- 382 - Subject Area Code
- 27.26 - Room Area



## If Web Users are having problems with Password Timed Out before 20 minutes

### Internet Explorer Version 6:

Tools

Click on **Internet Options**

Select **General Tab**

Temporary Internet Files

Click on **Settings**

Check for newer versions of stored pages:-

Every visit to the page **should be selected**

Check for newer versions of stored pages:

- Every visit to the page
- Every time you start Internet Explorer
- Automatically
- Never

Tools

Click on **Internet Options**

Select **Privacy Tab**

Ensure Cookies Bar is set to **Accept All Cookies** (by moving slider bar down to the very bottom)

#### Accept All Cookies

- All cookies will be saved on this computer
- Existing cookies on this computer can be read by the Web sites that created them

### Netscape Communicator:

Edit

Preferences

Advanced

Cookies: **Accept all Cookies**

Cache

Document in Cache is compared to document on Network: Every Time

### Internet Explorer (Version 5)

Tools

Click on **Internet Options**

Select **Security Tab**

#### Custom Level

Scroll down to **Cookies** and ensure the following are set to enabled:

**Allow Cookies that are Stored on your Computer : ENABLE**

**Allow Per Session Cookies (Not Stored) : ENABLE**