

EST_95: Process for transfer/allocation/vacate/change of space use across the University estate



V5: 13 Apr 2018

Estates & Facilities Directorate, City Campus Molineux, MX Building, Camp Street, Tel Ext: 1344

1. To transfer allocation of a centrally timetabled space to a specific Faculty or Department

If a Department or Faculty has identified a need for space which may **only** be satisfied by removing a room from the centrally timetabled pool, then:

1. The Dean/Director should complete attached form EST_95, which will provide information on the reasons for which the room is required, and what other options have been considered.
2. The form should then be submitted to Estates & Facilities - s.rogers2@wlv.ac.uk - who will log the request and then refer it to Central Timetabling Unit (Registry) and DAS.
3. Registry will assess the feasibility of removing the room from the central pool and still be able to deliver the full teaching timetable.
4. Registry will assess the impact upon the Central Timetable, and make their recommendation after undertaking a risk assessment to the request.
5. DAS will assess the impact of removing/providing specific IT infrastructure and equipment if this is an issue, and make their recommendation.
6. The request form with recommendations from all parties must be returned to Estates & Facilities - s.rogers2@wlv.ac.uk - who will submit the form to the next Vice Chancellor's Advisory Group (VCAG) for approval.
7. Requests are to be made in line with timescales laid down in the Timetabling Policy.
8. If the request is approved by VCAG, then Registry, DAS and E&FD will update their records, and the outcome notified to the applicant by E&FD. The originator should submit a request for E&FD via the Minor Improvement Request (MIF) process to advise on costs for conversion or to set up a project (depending on the scale and scope).

2. To allocate space to a specific Faculty or Department (other than centrally timetabled space)

If a Department or Faculty has identified a need for new or additional space, the Faculty or Department should:

1. Submit a request form EST_95 via the Director/Dean, identifying space need, use, and whether space has already been identified.
2. The form should then be submitted to:
9. Estates & Facilities - s.rogers2@wlv.ac.uk - who will log the request and then refer it to Central Timetabling Unit (Registry) and DAS.
3. E&FD will assess the suitability of the requested space or identify suitable or alternative space, and produce a brief impact assessment. If the proposed use requires considerable IT infrastructure, then E&FD will consult DAS on the feasibility of this.
4. The request form and proposed justification and impact assessment will be submitted by E&FD to the next VCAG for approval in principle.
5. If the request is approved in principle by VCAG, then Registry, DAS and E&FD will update their records, and the outcome notified to the applicant by E&FD. The originator should submit a request for E&FD via the MIF process to advise on costs for conversion or to set up a project (depending on the scale and scope).

3. Vacated space

If a Department or Faculty has or intends to vacate space for any reason, and particularly where this forms part of an overall business case, E&FD should be informed of the following:

1. Submit a notification using form EST_95 via the Dean/Director, identifying the room number(s), current and proposed use; and timescale.
2. The form should then be submitted to:
10. Estates & Facilities - s.rogers2@wlv.ac.uk - who will log the notification.
3. The notification form will be submitted to the next VCAG by Estates & Facilities for approval in principle.

E&FD do not need to be advised of temporary vacating of rooms due to staff recruitment issues.

If space identified 'to be vacated' as part of an overall Business Case cannot be vacated for any reason, then a request must be submitted using the EST_95 form immediately, for approval as set out above. This is the case even if the Department or Faculty originally using the space wishes to allocate it for use by any other constituent of the same Faculty.

4. Change of use

If a Department or Faculty has or intends to change the use of space they already manage, then E&FD should be informed of the following:

1. Submit the request using form EST_95 via the Dean/Director, identifying the room number(s), current and proposed use; and timescale.
2. The form should be submitted to Estates & Facilities - s.rogers2@wlv.ac.uk - who will log the request.
3. E&FD will, in conjunction with DAS as necessary, assess the suitability of the requested changes to space, or identify suitable or alternative space, and produce a brief impact assessment.
4. The request form and proposed justification and impact assessment will be submitted to the next VCAG by Estates & Facilities for approval in principle.
5. If the request is approved in principle, the originator should submit a request for E&FD via the MIF process, to advise on costs for conversion or to set up a project (depending on the scale and scope).