

# UWE Estates Design Specification

## Chapter 4: Space Standards



### Table of Contents

4.1	Change Control	1
4.2	Space Standards	1
4.3	Room Numbering	2
4.4	Space Design Requirements	2
4.5	Space Types	3
4.5.1	Lecture Theatres / Teaching Rooms / Meetings & Event Spaces	3
4.5.2	Offices and receptions	3
4.5.3	Specialist/ Research/ Teaching Laboratories & Workshops	4
4.5.4	Welfare Areas	4
4.5.5	Student Accommodation	4
4.6	Space for Cleaning	5
4.7	Space for Waste Disposal	5

## 4.1 Change Control

Version Number	Date of Issue	Chapter Ref	Brief Description of Change(s)
1.4	MAY2019	4.2, 4.3, 4.4.	Various updates
2021	JAN2021		No updates. Renumbered to 2021
2022	JAN2022	All	Various updates as detailed in 2022 version
2023	JAN2023	4.2	ADDED: Power points need to be obvious as some furniture has built in power which is hidden from the user when seated.
2023	JAN2023	4.3	'Office Space' and 'Library Space' updated to suit agile / hybrid working
2023v2	MAR2023	4.4	Space for Cleaning added.
2023v2	MAR2023	4.5	Space for Waste Disposal added.
2024	FEB2024	ALL	Chapter updated to streamline content, and content order adjusted

## 4.2 Space Standards

The UWE Space Standards provide high level modelling when calculating space needs.

Consultants and contractors should engage with UWE Space Management early in any project to ensure that works delivered align with the UWE Space Standards.

The standards are not prescriptive and other factors and specific operational requirements will be considered.

These standards may change as ways of working and learning evolve.

Examples of UWE Space Standards, to be discussed with the Space Management Team:

	<b>Space min m<sup>2</sup> / person</b>
<b>Teaching and Specialist Spaces</b>	Allocation based on specific requirement. Consult the UWE Space Management Team on the latest standards.
<b>Social Spaces</b>	
Restaurants / Cafés – dining areas	0.2
Restaurants / Cafés – kitchens	0.17
Communal areas – students	0.7
Communal areas – staff	0.19
<b>Office Spaces</b>	
Single Office with Meeting Space	12 – 15
Single Office	6.5
Shared / Open Plan Office	6.5
Meeting Area in Open Plan	2.5
Meeting Room	2.5
<b>Additional Administrative Space</b>	<b>(Space min m<sup>2</sup> up to 3,000 students)</b>
Student facing administrative space	50 (+10 m <sup>2</sup> /extra 1,000 students)

### 4.3 Room Numbering

UWE Space Management are responsible for all room numbering based on the UWE Room Numbering Policy, which must be strictly adhered to.

Under no circumstances should contractors, clients or staff assign room numbers without approved proposals through UWE Space Management regardless of the scope or size of the project.

### 4.4 Space Design Requirements

There are several space requirements which must be provided as part of any designs:

- Space for cleaning – please engage with the Cleaning Services Team.
- Space for waste disposal - please engage with the Waste & Resources Team.
- Space for IT infrastructure – please engage with the ITS Team.
- Functional Requirements, such as but not limited to:
  - Cleaners Rooms
  - Storage, as well as areas for waste
  - Welfare requirements – for staff or students – toilets (including accessible and gender neutral), kitchenettes, showers, etc.
  - Emergency refuge spaces
  - Fire and evacuation space subject to the Fire Strategy.
  - Plant rooms

- Server rooms / Comms rooms
- Furniture
  - Fire Retardant Certification for all furniture must be provided.
  - Furniture needs to be inclusive; adaptable to individuals' needs; consider different working heights.
  - No pallet chairs.
  - Furniture needs to support mains and USB power points, with sufficient available power.
  - Furniture needs to comply with circular economy principles, with 10% reuse targeted per project.
  - Maximum occupancy numbers are dictated by Fire Regulations and limited by ventilation supplies.

## 4.5 Space Types

This Design Specification is not exhaustive. Consultants and contractors must engage with stakeholders and the Space Management Team early in any project to discuss considerations.

### 4.5.1 Lecture Theatres / Teaching Rooms / Meetings & Event Spaces

- These may require fixed tiered seating and/or mobile furniture. They could be agile rooms with movable furniture to suit different teaching styles.
- Power and data points should be provided to an appropriate level for the space type.
- Ventilation rates must meet the maximum occupancy numbers based on the Fire Evacuation Strategy.
- Teaching walls, on which images are projected, should be painted 00NN 16/000 – Grey. This accentuates the screen and benefits students with certain cognitive or visual impairments who might struggle if faced with a large, white wall.
- Sufficient provision of building services and IT infrastructure for AV equipment and video capture technology etc. will need careful consideration, to prevent overheating/cooling, or areas which could be inadequately serviced. Safe access must be available to service high level projectors, etc.
- A tablet should be provided to each bookable space to show room bookings.
- Refer to Chapter 8 for full Technology requirements.

### 4.5.2 Offices and receptions

- Office space to support agile / hybrid working. These may be individual or open plan and include storage provision and ancillary spaces to suit a range of working activities.
- Private office and interview rooms will require higher standards of acoustic insulation.
- The use of blinds, frosting etc. should be considered if visual privacy is also required.
- Reception desks must be to UWE corporate brand and be accessible to both sides. Receptions should be light and welcoming with soft seating provided.

### 4.5.3 Specialist/ Research/ Teaching Laboratories & Workshops

Special purpose space which does not typically lend itself to other uses, although some laboratories or workshops may allow for dual/multi-purpose use. These spaces need determining early as they may have structural, mechanical, electrical, drainage, ventilation and/or containment, and door interlock implications over and above more standard spaces.

The Design Team must ensure that:

- All stakeholders are consulted (including UWE Estates).
- Seek advice from the UWE Health and Safety Team on requirements for Biological Laboratories and Radiation Protection Areas.
- Principles of accessibility and inclusivity are included in design e.g. providing some work surfaces of different/adjustable heights etc.

General Laboratories should be flexible and adaptable for use by other Schools, wherever possible.

### 4.5.4 Welfare Areas

Tea points, staff kitchenettes and staff common rooms should be informal areas which may or may not be in the immediate vicinity of staff offices. These should be shared between one or more School, College or service wherever possible.

Toilets and shower areas will be designed to be sufficient for building occupancy levels and be situated compliant with the current legislation, best practice, etc.

Quiet rooms, multi-use spaces for rest and recovery, faith rooms, and areas for quiet contemplation should be designed in wherever possible. Wherever possible, these shall be accessible to more than the College / School in which they are situated. These should have vacant/in-use signs on doors. The décor should be conducive to relaxation and designed for multiple uses.

### 4.5.5 Student Accommodation

Many students live on campus and their accommodation has a significant impact on the student experience. Accommodation may consist of ensuite flats with shared kitchen, town houses, and studio flats.

UWE is committed to inclusivity, so a range of options must be incorporated to make on-site living an affordable and/or accessible proposition to students. Appropriate numbers of fully accessible flats and rooms must be provided that can be readily retrofitted with assistive devices. Regardless of whether the flats are designed to be accessible, it is important that communal areas are accessible as students may receive visitors with accessibility needs.

Fire safety is a critical consideration and must be designed from the outset. Automatic fire detection to L1 must be fitted in all UWE accommodation.

Only induction hobs are to be provided due to fire risk. Hob fire safety controls must be installed, as per UWE Electrical Design Engineer guidance.

### 4.6 Space for Cleaning

Designs must provide adequate facilities for cleaning. The housekeeping team will determine the Cleaning Strategy based on the proposed structure (including surface finishes etc.) and activities within it.

Specific items of equipment and associated storage may be needed:

- Requirement for a cleaning cupboard on each floor. Standard cleaning cupboard to be approx. 2m x 1.5m. To be lockable and vermin-proof.
- A hard, impermeable floor surface. Level floor with no up-stands.
- Sufficient storage space
- Adequate ventilation & temperature control (to aid drying and preserve correct chemical temperatures)
- Adequate lighting
- A Belfast sluice sink
- Hot and cold-water supply, drainage.
- Racked shelving: Acids and Alkalis must be shelved separately, and COSHH information and Safety Data Sheets also have to be stored.
- Hanging racks for mops
- Appropriate storage facilities for hazardous substances (and to contain spills)
- Potentially, space for a washer-drier and/or buffing machine. Washing machine plumbing (for cleaning mop heads, depending on the size of the building)
- Electrical sockets and charging points for cleaning equipment.

External cleaning (glazing, guttering) or other challenging cleaning operations (e.g. high-level cleaning within an atrium) must be addressed in the access and maintenance strategy.

### 4.7 Space for Waste Disposal

Internal waste and recycling bins must be accessible for staff and student use, and display signage to make clear which materials can be placed in each bin.

The standard bins in academic areas are Leaflet Environmental Envirobin Minis for General Waste (black body, white lid), Paper (black body, blue lid) and Plastic and Cans (black body, red lid).

In staff kitchens and student canteen areas food waste bins or caddies must be provided, along with clear signage for how to use them e.g. no compostable packaging in food bins.

Other bins including glass bins, confidential waste consoles, battery bins and vape bins should be provided where needed – depending on the use of the space.

All bins are procured by the Waste & Resources Manager in the UWE Sustainability Team and will be recharged to the project.

External bins and waste disposal requirements are outlined in Chapter 9.