ARCHIBUS/FM SPACE MANAGEMENT WEB PORTAL

USER MANUAL

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Version control

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1.0 INTRODUCTION

Facilities Management Services (FMS) currently utilises Archibus/FM to manage its Building Maintenance and Space Management Operations. All space across campus has been identified with a Category and Type, and where appropriate assigned to the relevant Faculty/School/Directorate. Over the last 4 years FMS have undertaken space audits across campus to capture and record changes to space ownership and use.

During 2010/11 FMS developed and implemented a Space Management Web Portal to provide access to this data for individuals within the Faculty/Schools across campus. The premise of this was to enable staff within the Faculties/Schools to better manage their space allocation and assist in the maintenance and integrity of the underlying database. As with any information system, its overall effectiveness is in direct correlation with the relevance and currency of the data it holds.

The following pages of this User Manual will illustrate the means of maintaining Faculty/School data and the perceived benefits that will flow on from keeping it up to date. The process is quite simple and straight forward and should not place an unreasonable burden on individuals. If data is updated as and when changes occur within a Faculty/School space, the impact will be quite minimal.

The benefits of keeping the data up to date and relevant are as follows:

1. Accurate representations of space usage per Faculty/School/Directorate
2. Graphical floor plans with rooms highlighted to display any of the following criteria:
    - Room Category
    - Room Type
    - Faculty/Directorate owned spaces
    - School/Department owned spaces
    - Vacant space
3. Highlighted floor plans as above with overlayed textual information such as:
    - Room No.
    - Room area
    - Faculty/Directorate code
    - School/Department code
    - Employee names
4. Locate employees across campus with a highlighted floor plan showing their room

The maintenance and upkeep of UNE's Space Management data will contribute significantly to a more efficient and effective university better equipped to make prudent decisions regarding future space requirements.

2.0 LOGIN SCREEN

Web Address: http://archibus.une.edu.au

User Name: UNE login name eg. *jlove7*

Password: *afm*

Note: The password can be changed once you are logged in to the system by selecting ***My Profile*** from the top menu bar. The ***Change Password*** button is down at the bottom of this screen.

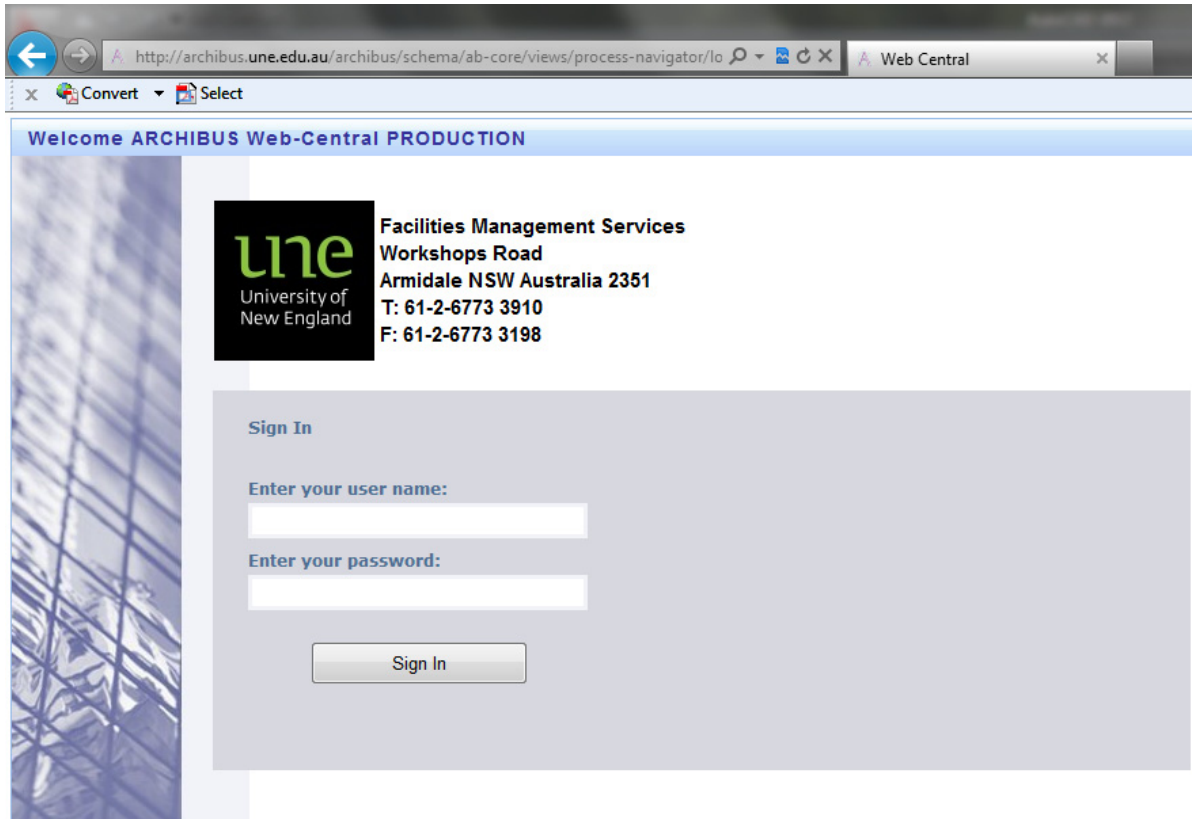


Figure 1: Archibus/FM Space Management Web Portal - **Login Screen**

3.0 INITIAL SCREEN

The initial screen (Figure 2) presents two (2) options for selection; ***Space*** and ***Building Operations***. ***Building Operations*** is not covered in this manual; however suffice to say it allows the user to raise a Work Request in the system to have FMS investigate a building services issue eg. leaking toilet etc.

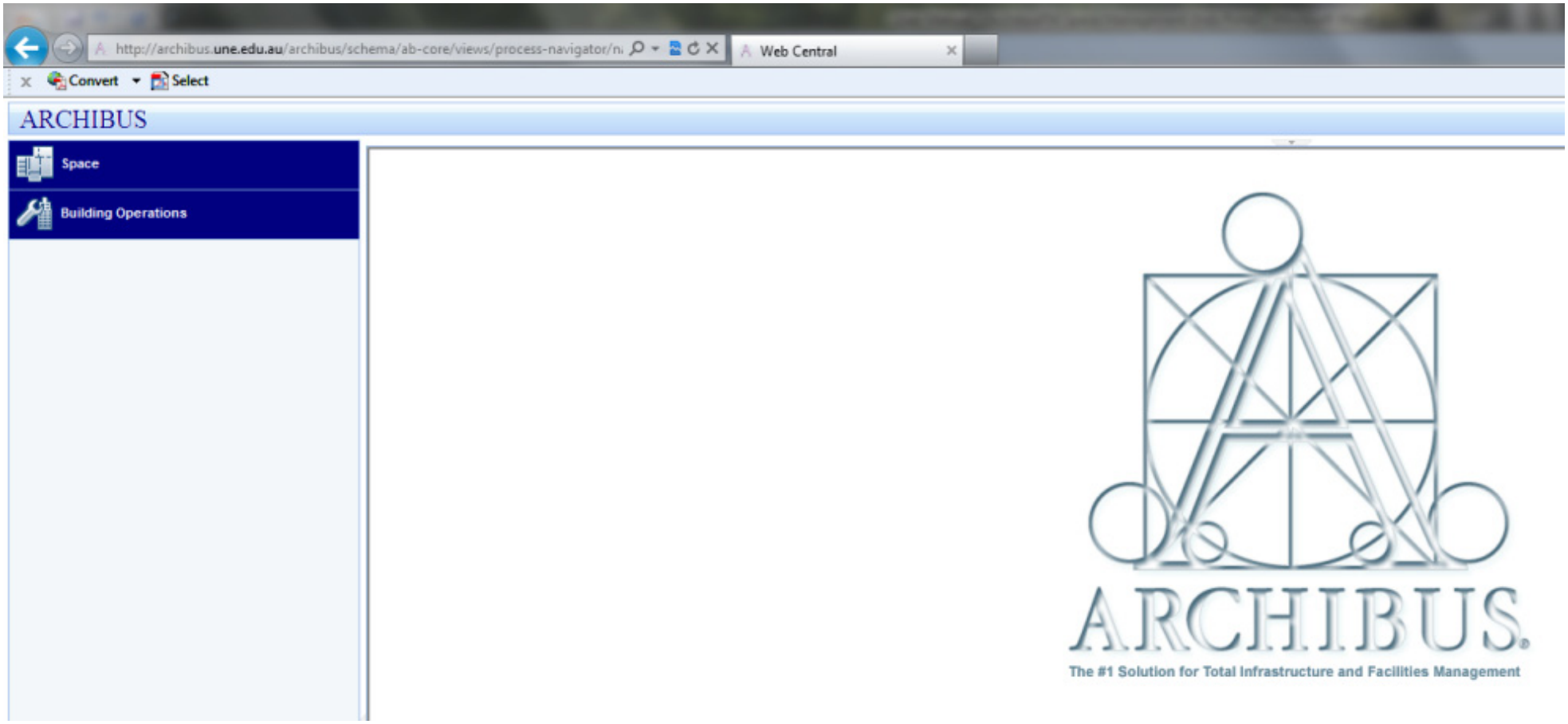


Figure 2: Archibus/FM Space Management Web Portal – **Initial Screen**

4.0 MANAGE SPACE

Clicking on ***Space*** takes you to the ***Manage Space*** screen as shown in Figure 3. The menu navigator panel is down the left hand side of the screen and lists a number of tasks that can be carried out in relation to Space Management.

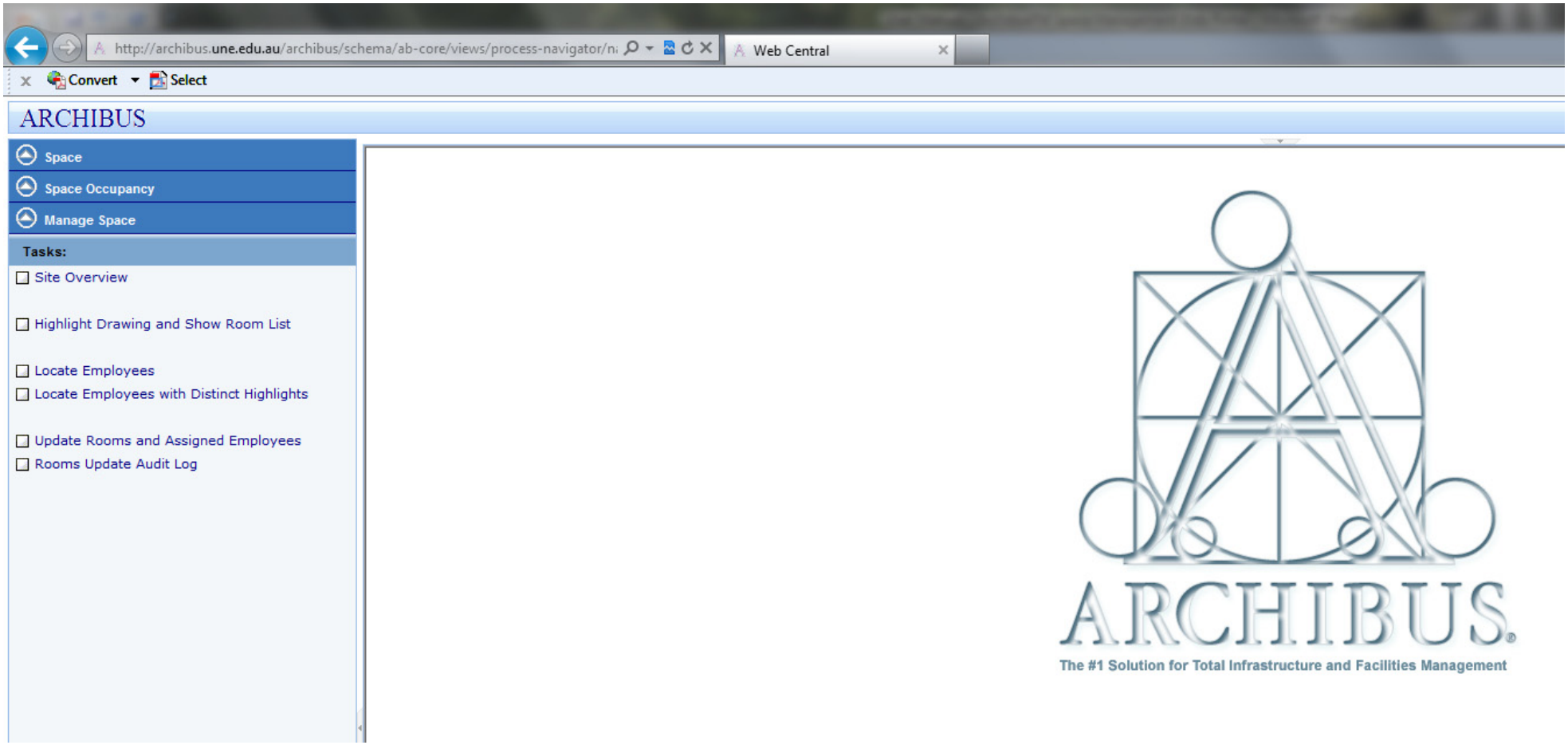


Figure 3: Archibus/FM Space Management Web Portal – **Manage Space Screen**

4.1 SITE OVERVIEW

The first menu selection within the navigator panel is ***Site Overview***. This displays a hierarchical overview of space data across all UNE campuses within Armidale. The campuses are labelled with site codes to differentiate between them as follows:

Site Code	Site Name (Campus)	Comments
UNEA	UNE Academic Campus	Northern Academic area of campus
UNEB	UNE Bellevue Campus	Southern Residential area of campus
UNEC	UNE CB Newling Campus	CB Newling buildings and grounds

The Academic Campus (UNEA) is further broken down into building precincts as follow:

Precinct	Building Codes
Central	All buildings are prefixed with the letter ***C*** eg. ***C012***
East	All buildings are prefixed with the letter ***E*** eg. ***E011***
North	All buildings are prefixed with the letter ***N*** eg. ***N005***
South	All buildings are prefixed with the letter ***S*** eg. ***S006***
West	All buildings are prefixed with the letter ***W*** eg. ***W034***

All buildings within the Bellevue Campus (UNEB) have building codes prefixed with a ***B*** eg. ***B021***
All buildings within the CB Newling Campus (UNEC) have building codes prefixed with ***CN*** eg. ***CN01***

Sites are further broken down into Buildings, Buildings to Floors, and finally Floors to Rooms. This hierarchical structure is replicated throughout this web portal (Figure 4); the user can click on a ***Site Code*** that will list all buildings associated with that site. This can then be further reduced to floor level by clicking on a ***Building Code***. Finally, the room details for a floor can be displayed by selecting the appropriate ***Floor Code***. All of the data mentioned above is displayed within individual panels on the screen. These panels can either be closed by clicking on the small arrow at the top and middle of the panel or have their vertical size adjusted by clicking and holding on the same arrow and sizing the panel to suit.

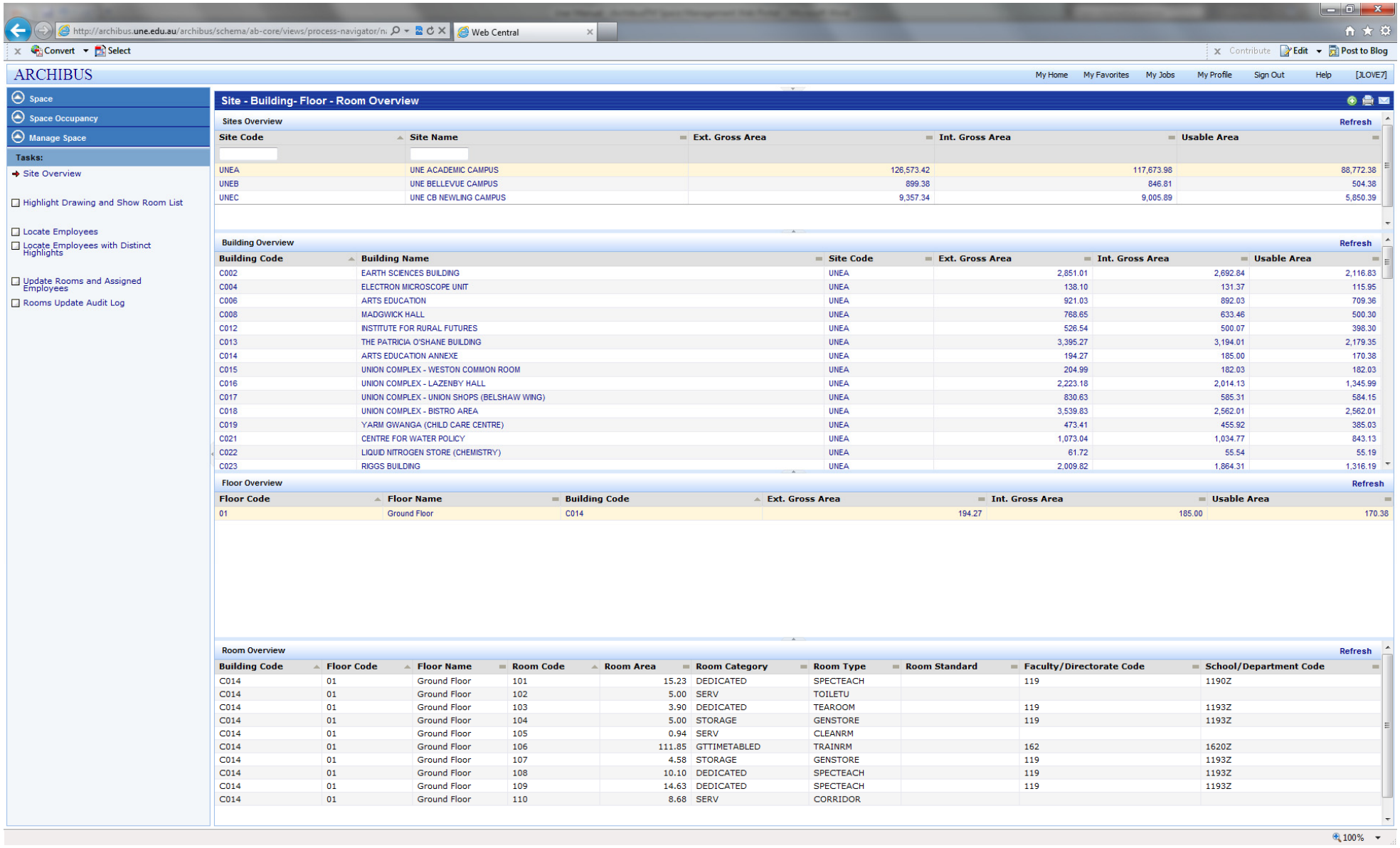


Figure 4: Archibus/FM Space Management Web Portal – **Hierarchical Site Overview**

4.1.1 DATA FILTERING

A common feature across all screens within the Web Portal is the ability to filter the data you see on the screen. This feature is activated by hovering your mouse pointer over the first column heading of data and clicking on the small '+' symbol that appears (Figure 5). This will provide a blank cell below the column headings for the user to input a value or wildcard (%) to filter the data available. For example, the user may enter 'C%' under ***Building Code*** to view only buildings with a building code starting with 'C'. The red arrow pointing down is the ***Filter*** button whilst the red arrow pointing up is the ***Clear Filter*** button. Multiple filters can be applied simultaneously so that the user can filter rapidly down to the level they desire. Filtering is particularly helpful as the system is unable to display all building codes at once due to their large number.

Figure 5: Archibus/FM Space Management Web Portal – **Data Filtering**

4.1.2 DATA SORTING

Another common feature across all screens within the Web Portal is the ability to sort the data you see on the screen. This feature is activated by clicking on the small grey rectangle or triangle to the right of a column's heading. The triangle's direction indicates whether it is sorted in ascending or descending order; this can be toggled by clicking on it again. Figure 6 shows the buildings table sorted by building code in ascending order.

Building Overview — Refresh

Building Code	Building Name	Site Code	Ext. Gross Area	Int. Gross Area	Usable Area
C002	EARTH SCIENCES BUILDING	UNEA	2,851.01	2,692.84	2,116.83
C004	ELECTRON MICROSCOPE UNIT	UNEA	138.10	131.37	115.95
C006	ARTS EDUCATION	UNEA	921.03	892.03	709.36
C008	MADGWICK HALL	UNEA	768.65	633.46	500.30
C012	INSTITUTE FOR RURAL FUTURES	UNEA	526.54	500.07	398.30
C013	THE PATRICIA O'SHANE BUILDING	UNEA	3,395.27	3,194.01	2,179.35
C014	ARTS EDUCATION ANNEXE	UNEA	194.27	185.00	170.38

Figure 6: Archibus/FM Space Management Web Portal – **Data Sorting**

4.2 HIGHLIGHT DRAWING AND SHOW ROOM LIST

This menu selection, as the name suggests, provides the user with a graphic of a selected floor plan that can have the rooms highlighted according to the desired criteria. Possible room highlights include the following:

- Faculties/Directorates
- Room Categories
- Room Standards
- Room Type
- Schools/Departments
- Vacant Rooms
- None ➔ To reset the plan

Possible labels that can be shown over the highlighted rooms are as follows:

- Details
- Employees
- Faculty/Directorate
- Room Categories
- Room No.
- Room Standards
- School/Department
- None ➔ To reset the plan

Any combination of the above criteria can be selected to provide a customised view of the underlying space data. The screen layout includes a highlighted floor plan with selected labels together with a legend panel and a full room listing. The '***Generate Paginated Report***' button produces a Microsoft Word document showing the highlighted and labelled floor plan on page 1, the legend details on page 2 and the room listing on page 3. The room listing can also be exported separately to a Microsoft Excel Spreadsheet by clicking on the '***XLS***' button to the right of the room listing panel. This feature allows further calculations and data manipulation to be carried out in a more suitable environment. The following pages illustrate a number of the more relevant combinations of room highlights and labels.

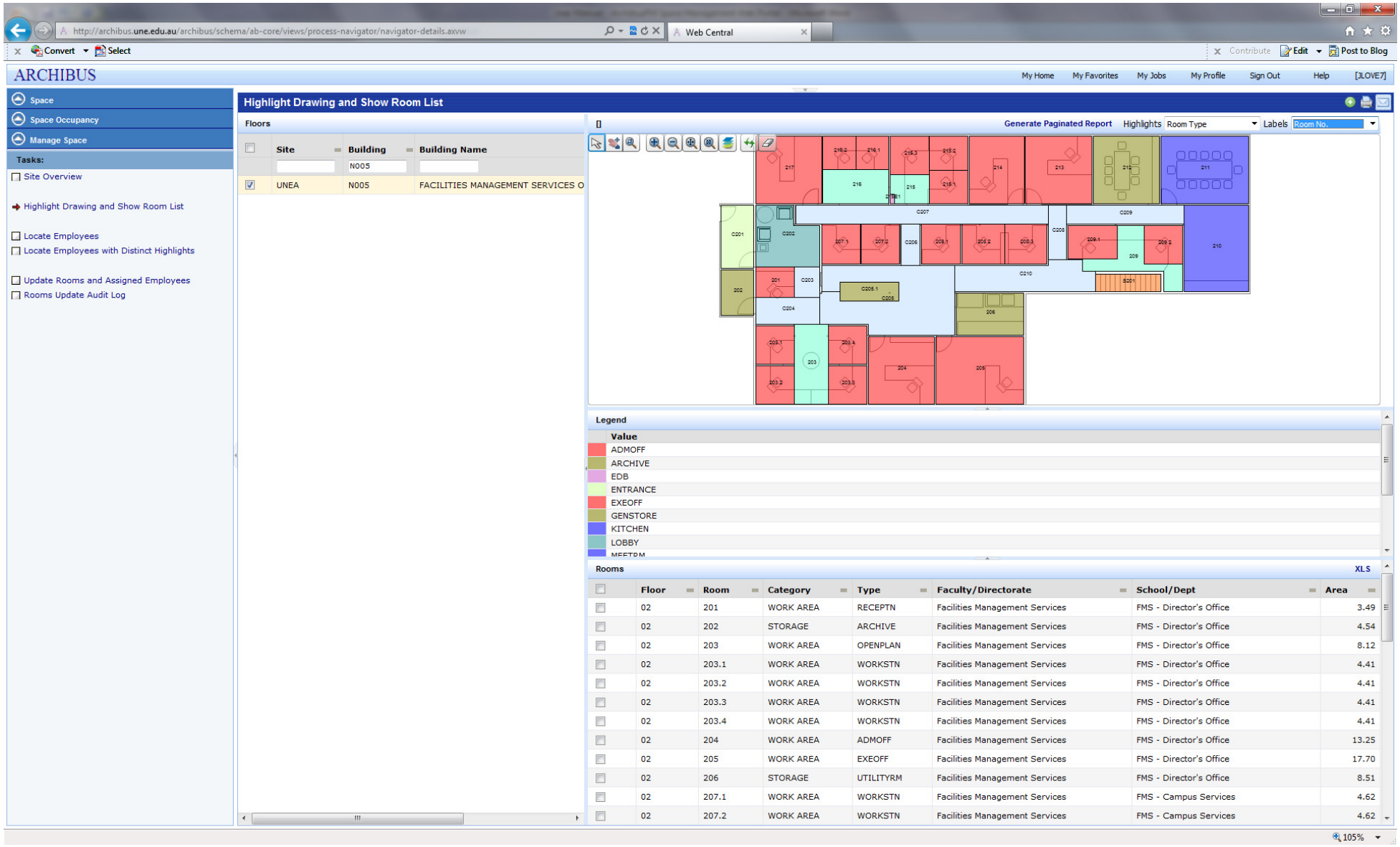


Figure 7: Archibus/FM Space Management Web Portal – **Highlight: Room Type & Label: Room No.**

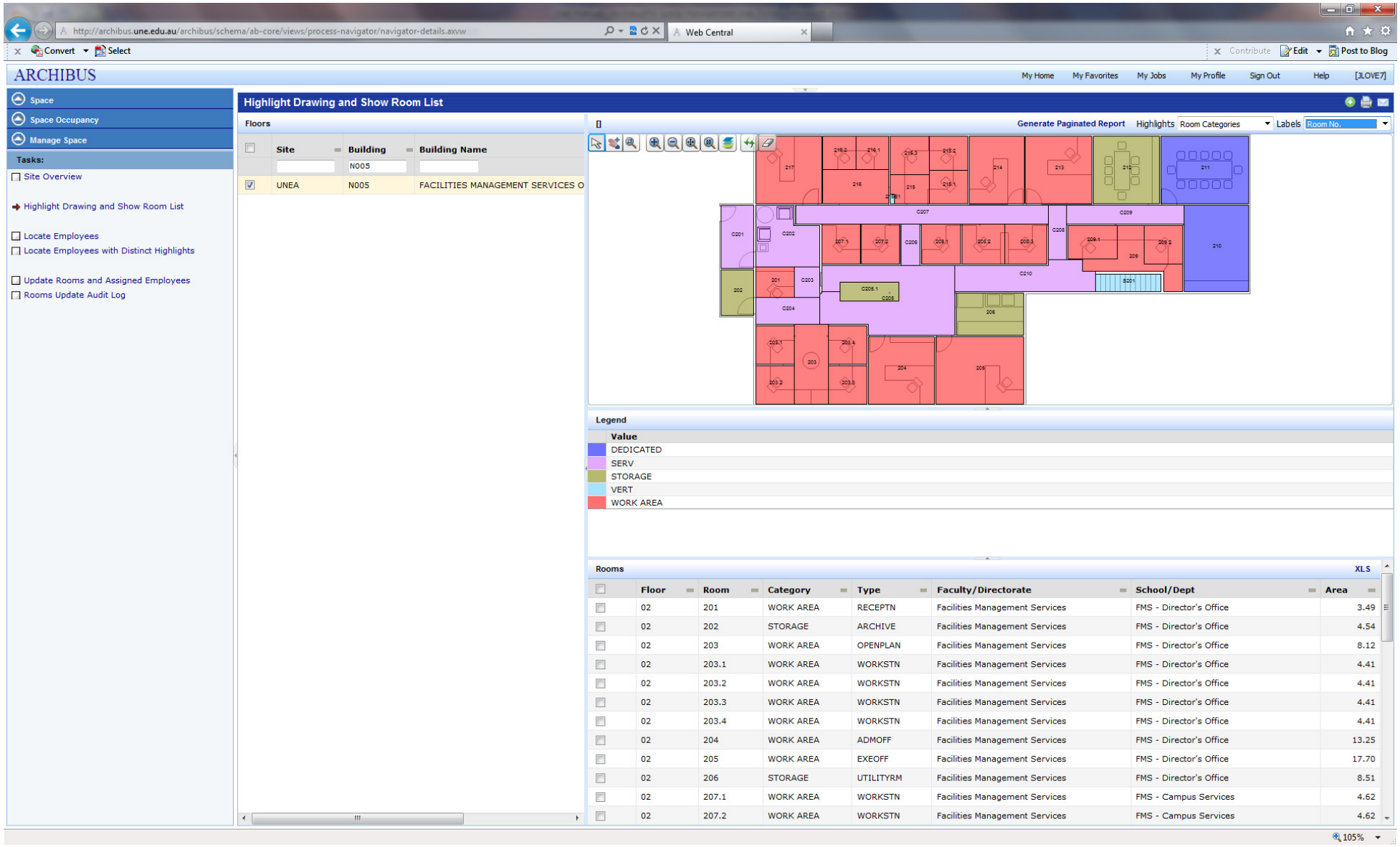


Figure 8: Archibus/FM Space Management Web Portal – **Highlight: Room Categories & Label: Room No.**

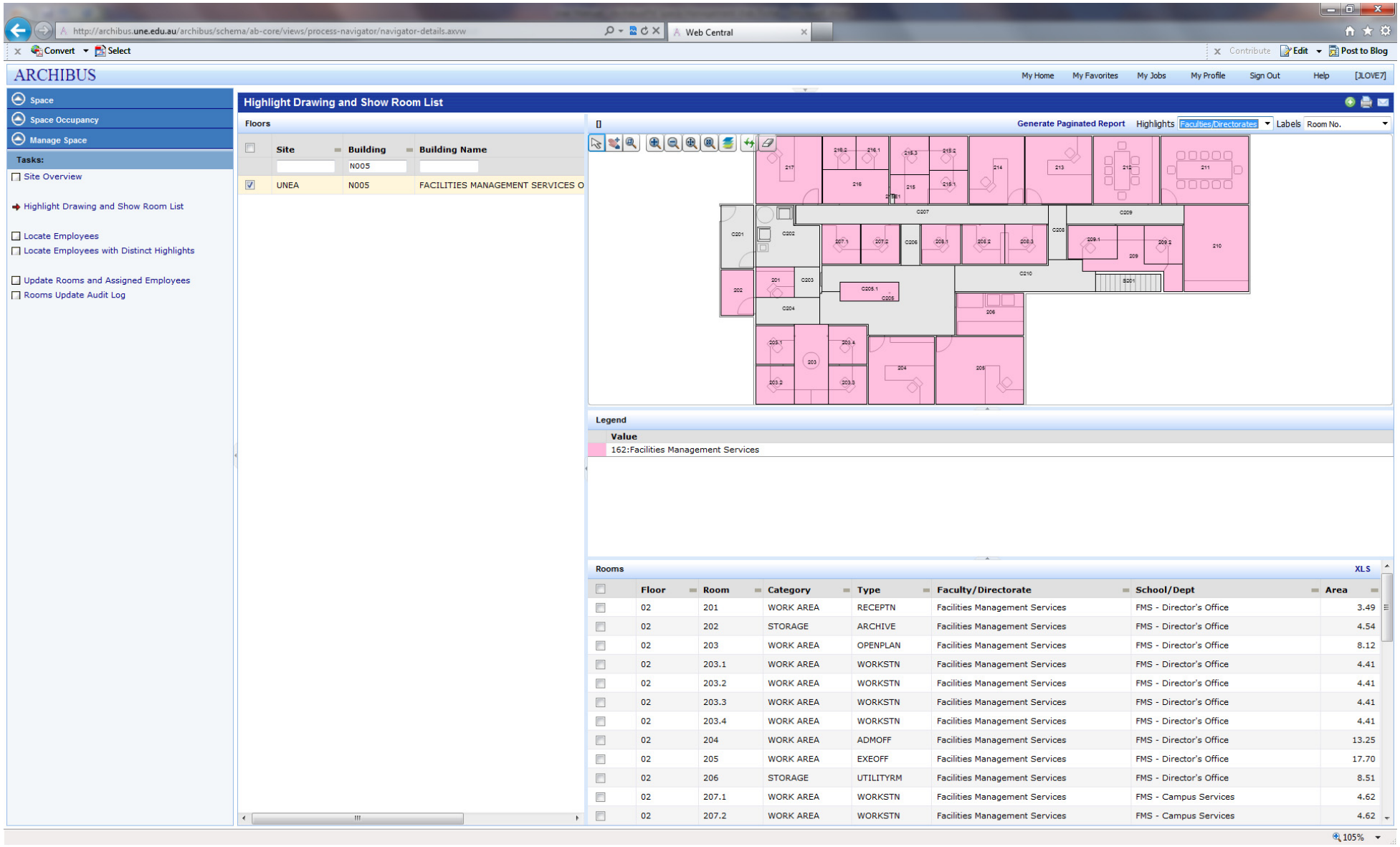


Figure 9: Archibus/FM Space Management Web Portal – **Highlight: Faculties/Directorates & Label: Room No.**

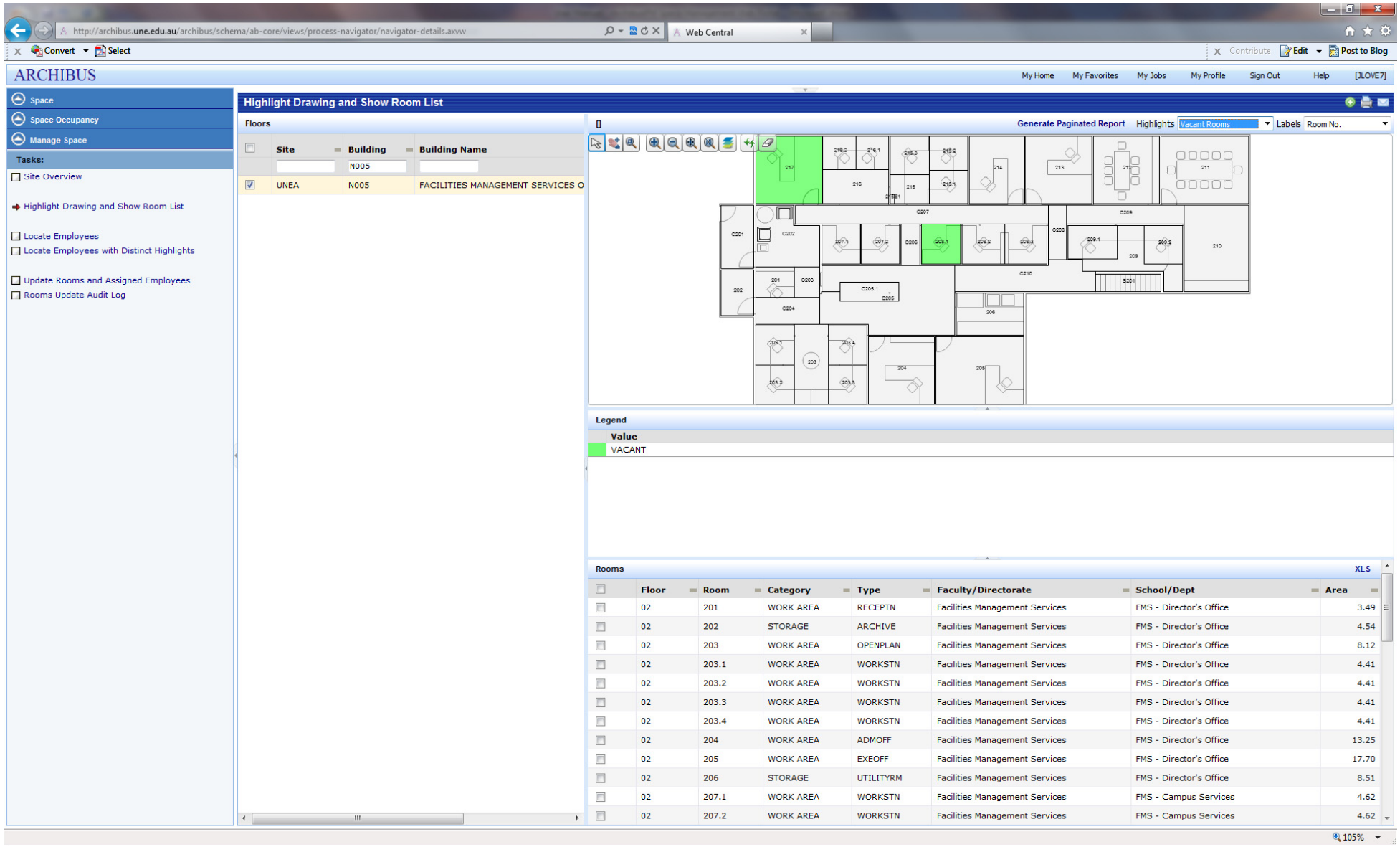


Figure 10: Archibus/FM Space Management Web Portal – **Highlight: Vacant Rooms & Label: Room No.**

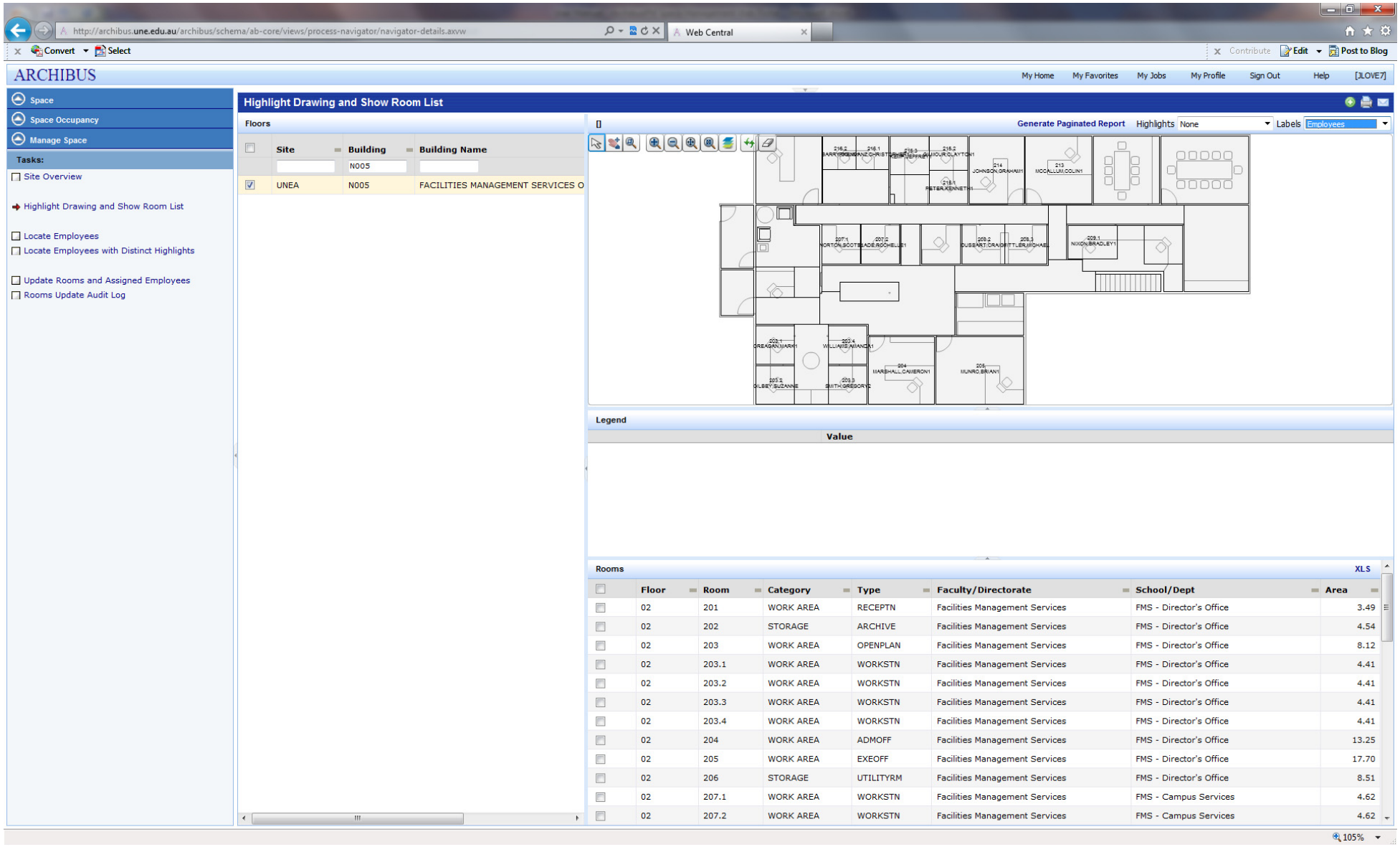


Figure 11: Archibus/FM Space Management Web Portal – **Highlight: None & Label: Employees**

une-rm-detail-drawing10-47-41 [Read-Only] [Compatibility Mode] - Microsoft Excel

Home | Insert | Page Layout | Formulas | Data | Review | View | Add-Ins | Acrobat

F45

Rooms

Building	Floor	Room	Category	Type	Faculty/Directorate	School/Dept	Area
N005	02	201	WORK AREA	RECEPTN	Facilities Management Services	FMS - Director's Office	3.49
N005	02	202	STORAGE	ARCHIVE	Facilities Management Services	FMS - Director's Office	4.54
N005	02	203	WORK AREA	OPENPLAN	Facilities Management Services	FMS - Director's Office	8.12
N005	02	203.1	WORK AREA	WORKSTN	Facilities Management Services	FMS - Director's Office	4.41
N005	02	203.2	WORK AREA	WORKSTN	Facilities Management Services	FMS - Director's Office	4.41
N005	02	203.3	WORK AREA	WORKSTN	Facilities Management Services	FMS - Director's Office	4.41
N005	02	203.4	WORK AREA	WORKSTN	Facilities Management Services	FMS - Director's Office	4.41
N005	02	204	WORK AREA	ADMOFF	Facilities Management Services	FMS - Director's Office	13.25
N005	02	205	WORK AREA	EXEOFF	Facilities Management Services	FMS - Director's Office	17.70
N005	02	206	STORAGE	UTILITYRM	Facilities Management Services	FMS - Director's Office	8.51
N005	02	209	WORK AREA	OPENPLAN	Facilities Management Services	FMS - Director's Office	6.92
N005	02	209.2	WORK AREA	WORKSTN	Facilities Management Services	FMS - Director's Office	4.41
N005	02	210	DEDICATED	KITCHEN	Facilities Management Services	FMS - Director's Office	16.60
N005	02	211	DEDICATED	MEETRM	Facilities Management Services	FMS - Director's Office	17.66
N005	02	212	STORAGE	UTILITYRM	Facilities Management Services	FMS - Director's Office	13.25
N005	02	215.1	WORK AREA	WORKSTN	Facilities Management Services	FMS - Director's Office	3.89
N005	02	215.2	WORK AREA	WORKSTN	Facilities Management Services	FMS - Director's Office	3.89
N005	02	215.3	WORK AREA	WORKSTN	Facilities Management Services	FMS - Director's Office	4.44
N005	02	C205.1	STORAGE	GENSTORE	Facilities Management Services	FMS - Director's Office	3.36
N005	02	215	WORK AREA	OPENPLAN	Facilities Management Services	FMS - Directorate Services	3.22
N005	02	208.2	WORK AREA	WORKSTN	Facilities Management Services	FMS - Construction	5.12
N005	02	208.3	WORK AREA	WORKSTN	Facilities Management Services	FMS - Construction	5.12
N005	02	209.1	WORK AREA	WORKSTN	Facilities Management Services	FMS - Construction	4.86
N005	02	214	WORK AREA	ADMOFF	Facilities Management Services	FMS - Construction	11.04
N005	02	207.1	WORK AREA	WORKSTN	Facilities Management Services	FMS - Campus Services	4.62
N005	02	207.2	WORK AREA	WORKSTN	Facilities Management Services	FMS - Campus Services	4.62
N005	02	208.1	WORK AREA	WORKSTN	Facilities Management Services	FMS - Campus Services	4.74
N005	02	213	WORK AREA	ADMOFF	Facilities Management Services	FMS - Campus Services	13.36
N005	02	216	WORK AREA	OPENPLAN	Facilities Management Services	FMS - Infrastructure Services	6.77
N005	02	216.1	WORK AREA	WORKSTN	Facilities Management Services	FMS - Infrastructure Services	3.24
N005	02	216.2	WORK AREA	WORKSTN	Facilities Management Services	FMS - Infrastructure Services	3.24
N005	02	217	WORK AREA	ADMOFF	Facilities Management Services	FMS - Infrastructure Services	13.25
N005	02	215E1	VERT	EDB			0.13
N005	02	C201	SERV	ENTRANCE			6.19
N005	02	C202	SERV	LOBBY			10.22
N005	02	C203	SERV	PRCIRC			2.32
N005	02	C204	SERV	PRCIRC			5.18
N005	02	C205	SERV	PRCIRC			22.97
N005	02	C206	SERV	PRCIRC			2.30
N005	02	C207	SERV	PRCIRC			13.99
N005	02	C208	SERV	PRCIRC			2.98
N005	02	C209	SERV	PRCIRC			6.69
N005	02	C210	SERV	PRCIRC			11.43
N005	02	S201	VERT	STAIRS			3.51

Sheet1

Edit

Figure 12: Archibus/FM Space Management Web Portal – **Export of Room Data to Microsoft Excel**

4.3 LOCATE EMPLOYEES

The ***Locate Employees*** menu selection allows any user to locate an employee on campus and display a floor plan highlighting their room location. This feature relies on having individuals correctly linked to their location on campus. To locate an employee, simply filter on their name and select the person by ticking the appropriate check box. Figure 13 shows the location of Brian Munro (Director FMS), who is located in Room 205 on Level 02 of Building N005.

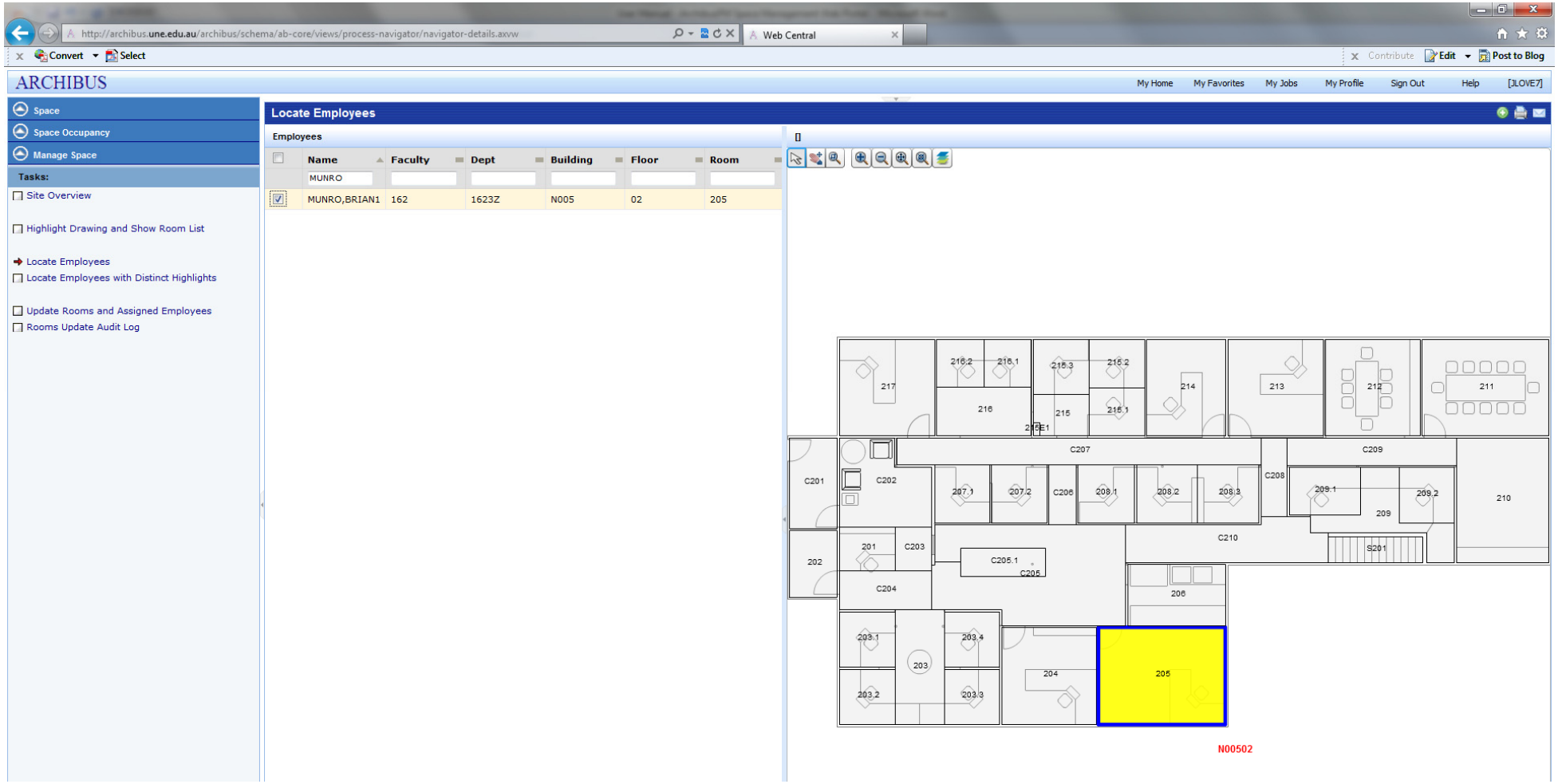


Figure 13: Archibus/FM Space Management Web Portal – **Locate Employees Screen**

4.4 LOCATE EMPLOYEES WITH DISTINCT HIGHLIGHTS

The ***Locate Employees with Distinct Highlights*** menu selection allows any user to display a floor plan highlighting selected employees room locations. This feature relies on having individuals correctly linked to their location on campus. In this instance, simply filter on ***Building Code*** and ***Floor Code*** and select the people by ticking the appropriate check boxes. Figure 14 shows the location of FMS staff members on Level 02 of Building N005.

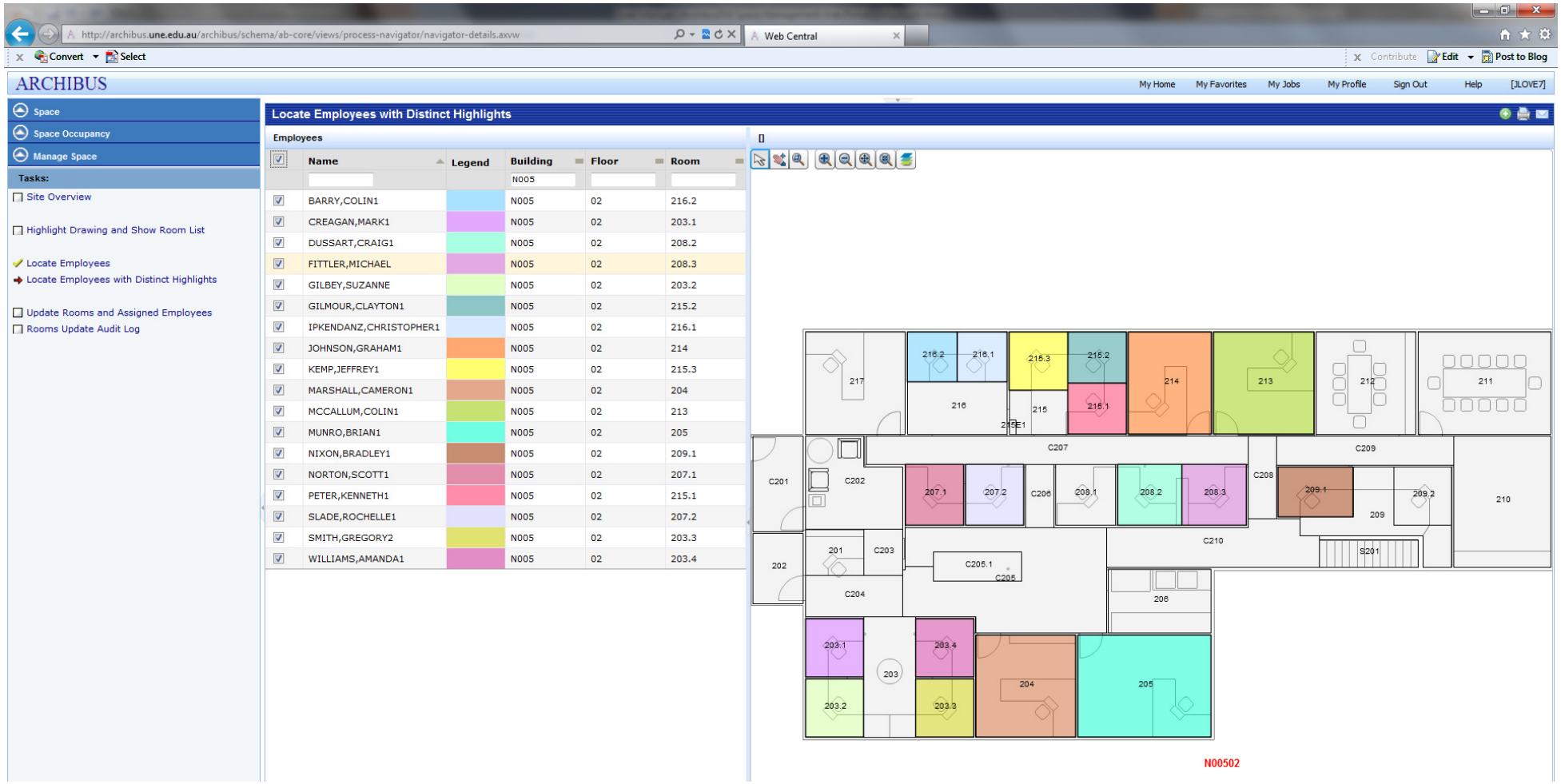


Figure 14: Archibus/FM Space Management Web Portal – **Locate Employees with Distinct Highlights Screen**

4.5 UPDATE ROOMS AND ASSIGNED EMPLOYEES

The ***Update Rooms and Assigned Employees*** menu selection allows a user to update a restricted set of data subject to their system access level. The system has three (3) levels of access as shown below:

UNE SPACE SCHOOL MANAGER

This level of access enables a user from one of the 10 x Schools to update and amend data restricted to their particular School. This enables space characteristics such as Room Category/Room Type/Room Status to be amended. It also allows members of staff within the school to be assigned to a room space that is already allocated to the school. Refer to Appendix 1 for a listing of the members of this user group.

UNE FACULTY SCHOOL MANAGER

This level of access enables a user from one of the 2 x Faculties to update and amend data restricted to their particular Faculty. In addition to the level of access of the UNE SPACE SCHOOL MANAGER, the UNE FACULTY SCHOOL MANAGER can transfer space allocations between Schools within their Faculty by amending the School code assigned to the space in question. Refer to Appendix 1 for a listing of the members of this user group.

UNE ADMIN

This is the System Administrator role and will generally be a staff member from Facilities Management Services. The Administrator has access to all aspects of the Space Management System and can transfer space between Faculties upon agreement from the respective parties.

4.5.1 UPDATING ROOM DETAILS

To update a room's details, the user must first filter on ***Building*** & ***Floor*** to locate the room they wish to amend. This can be achieved by completing the filters at the top of the page and clicking the ***Show*** button. Figure 15 shows Floor 02 of Building N005 with Room 205 highlighted after clicking in it. Once a room is selected this way, its details display in two (2) panes below the floor plan. The middle pane shows the room details whilst the bottom pane lists any employees currently assigned to the space. Any items within the Room details pane that have border boxes with 3 dots to the right can be amended by the user by clicking on the 3 dots. In Figure 15, items that can be updated are as follows:

- Room Category
- Room Type
- Faculty/Directorate Code
- School/Department Code
- Room Status

Once a user is happy with their amendments, the ***Save*** button needs to be clicked to write the changes to the database.

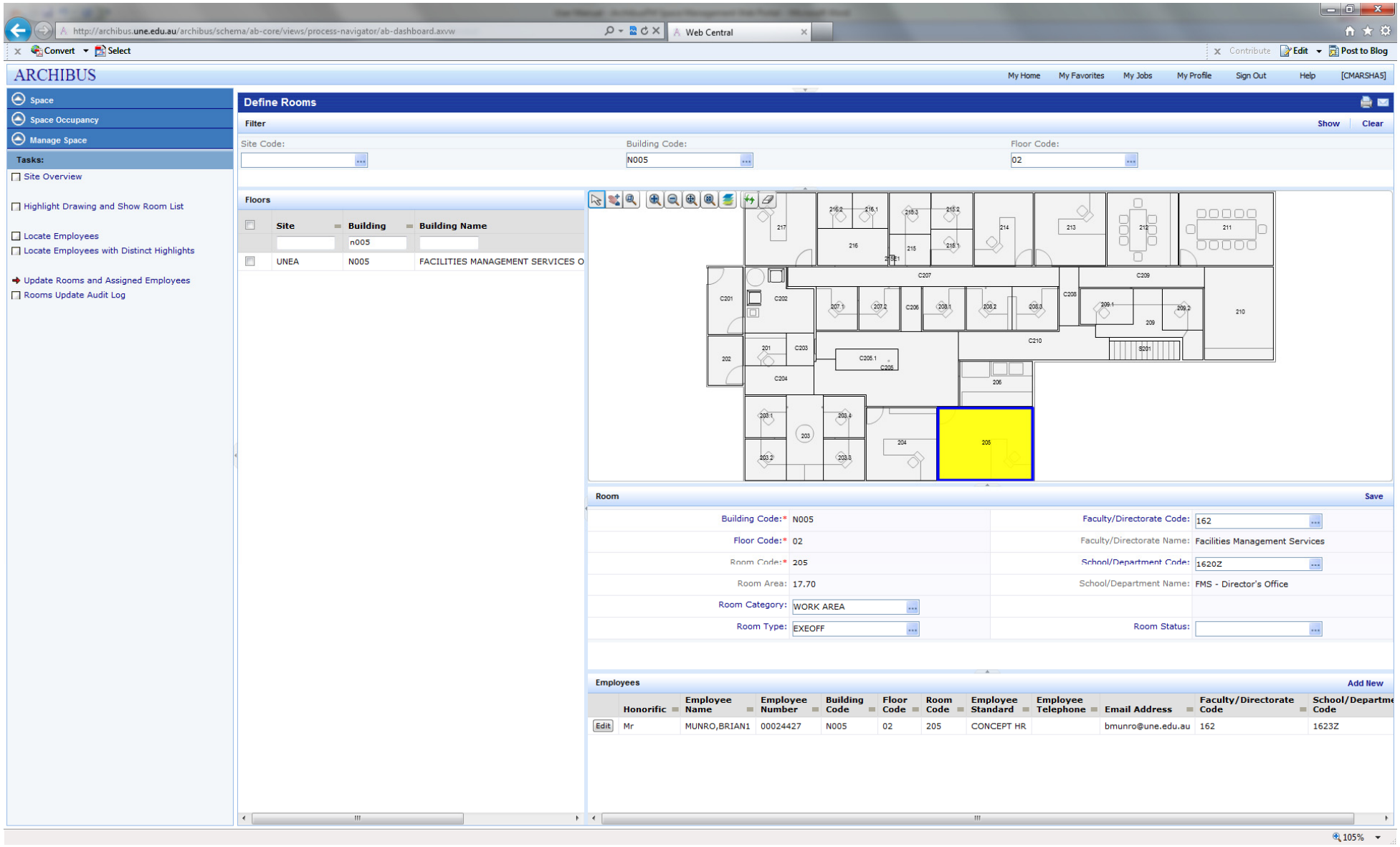
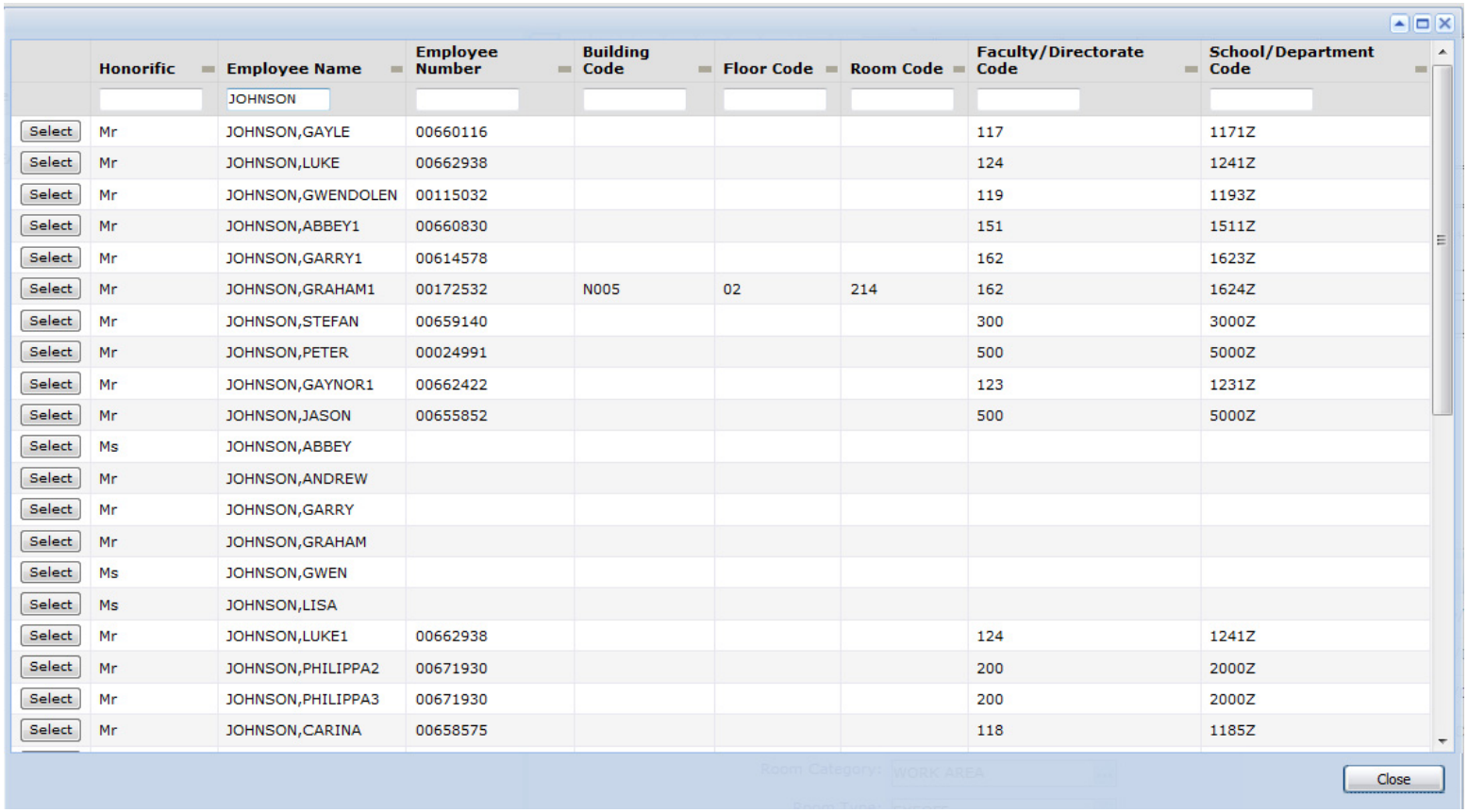


Figure 15: Archibus/FM Space Management Web Portal – **Update Rooms and Assigned Employees Screen**

4.5.2 UPDATING/ASSIGNING AN EMPLOYEE TO A ROOM

If there is no individual assigned to a space, the user can click ***Add New*** to assign that space to an Employee. Figure 16 shows the screen where the user can select the desired employee to assign to the room. Again, the user must first filter on the ***Employee Name*** field to restrict the number of available selections. Generally, the ***Employee Name*** in the listing will have a number directly after their name and this is due to the employee details being imported from the HR Database Allesco. The user will need to check that the employee record they select has an ***Employee Number*** and has the correct ***Faculty/School Codes*** assigned to them. This is necessary as there are staff members who have multiple jobs across several different Faculties/Schools and as such they will have multiple entries in Allesco. A listing of all ***Faculty/School Codes*** can be found in Appendix 5B. To add the employee to the room, the user simply clicks on the select button to the left of the employee record they wish to assign to the space.



	Honorific	Employee Name	Employee Number	Building Code	Floor Code	Room Code	Faculty/Directorate Code	School/Department Code
		JOHNSON						
Select	Mr	JOHNSON,GAYLE	00660116				117	1171Z
Select	Mr	JOHNSON,LUKE	00662938				124	1241Z
Select	Mr	JOHNSON,GWENDOLEN	00115032				119	1193Z
Select	Mr	JOHNSON,ABBEY1	00660830				151	1511Z
Select	Mr	JOHNSON,GARRY1	00614578				162	1623Z
Select	Mr	JOHNSON,GRAHAM1	00172532	N005	02	214	162	1624Z
Select	Mr	JOHNSON,STEFAN	00659140				300	3000Z
Select	Mr	JOHNSON,PETER	00024991				500	5000Z
Select	Mr	JOHNSON,GAYNOR1	00662422				123	1231Z
Select	Mr	JOHNSON,JASON	00655852				500	5000Z
Select	Ms	JOHNSON,ABBEY						
Select	Mr	JOHNSON,ANDREW						
Select	Mr	JOHNSON,GARRY						
Select	Mr	JOHNSON,GRAHAM						
Select	Ms	JOHNSON,GWEN						
Select	Ms	JOHNSON,LISA						
Select	Mr	JOHNSON,LUKE1	00662938				124	1241Z
Select	Mr	JOHNSON,PHILIPPA2	00671930				200	2000Z
Select	Mr	JOHNSON,PHILIPPA3	00671930				200	2000Z
Select	Mr	JOHNSON,CARINA	00658575				118	1185Z

Close

Figure 16: Archibus/FM Space Management Web Portal – **Update/Assign Employee Details Screen**

4.5.3 EDIT AN EXISTING EMPLOYEE'S ROOM DETAILS

To edit an existing employee record, the user can click on the ***Edit*** button to the left of the assigned employee. Figure 17 shows the screen that pops up when ***Edit*** is clicked. If the employee no longer works from that room space, the user can delete the entries in the fields of ***Building Code***, ***Floor Code*** and ***Room Code*** and then click ***Save*** to write the details to the database. Alternatively, if the user would like to relocate the employee to another room, the new details can be entered accordingly into the aforementioned fields followed by ***Save***.

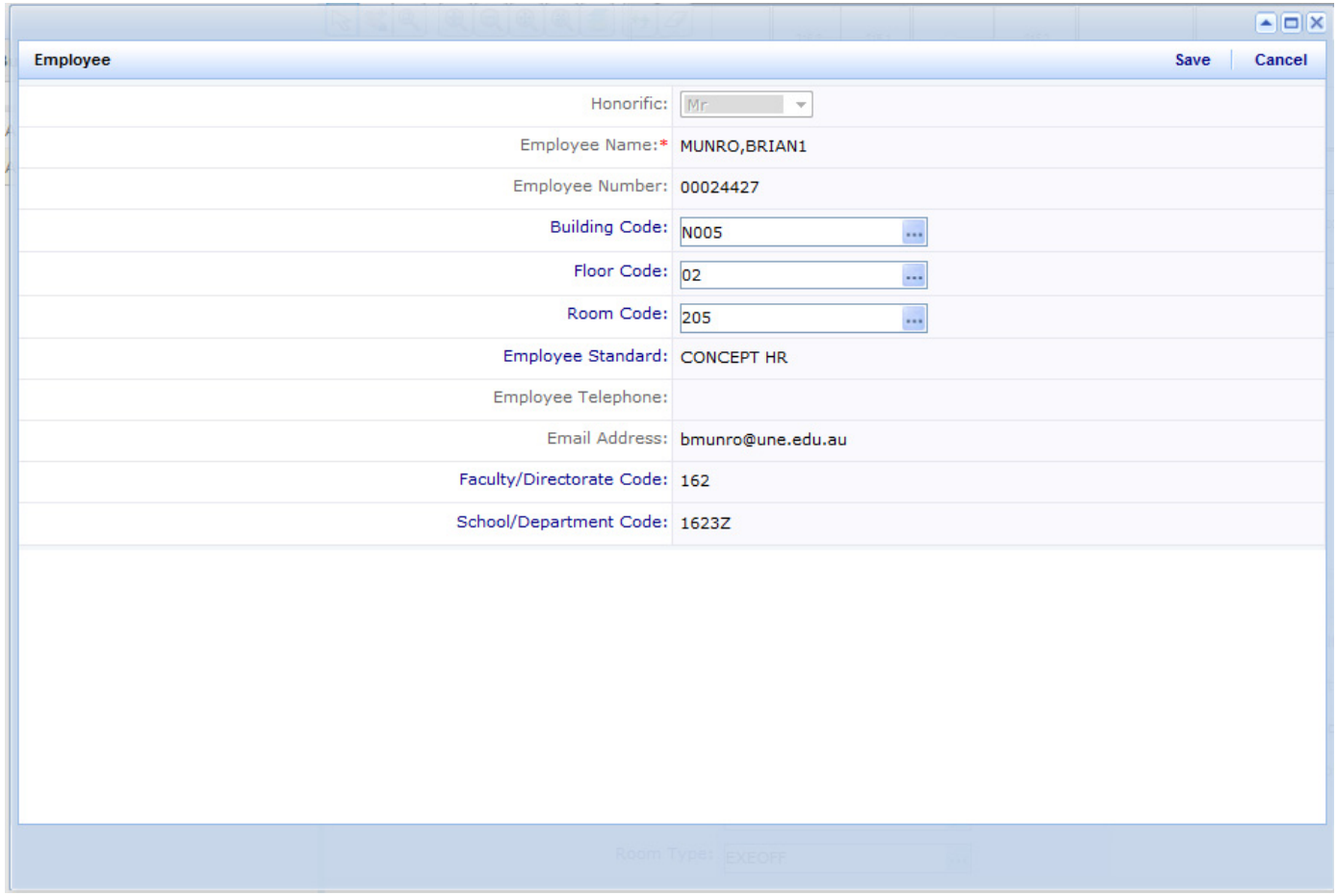


Figure 17: Archibus/FM Space Management Web Portal – **Edit Employee Details Screen**

5.0 APPENDICES

A. Space Management Group Membership
B. Faculties and Schools
C. Room Categories
D. Room Types
E. Definitions
F. Data Sources
G. Academic Campus Building List
H. Campus Map – Faculty of Arts and Sciences Buildings
I. Campus Map – Faculty of The Professions Buildings
J. Campus Map – Non-Faculty Buildings

5A. SPACE MANAGEMENT GROUP MEMBERSHIP

FACULTY OF ARTS & SCIENCES					
Faculty Code	**School Code**	**School Name**	**Staff Member**	**Phone**	**Email**
118	ALL	Arts & Sciences - Faculty Office	Julie Love	2129	jlove7@une.edu.au
118	1181Z	School of Arts	Gill Willis	2023	gwillis2@une.edu.au
118	1182Z	School of Behavioural, Cognitive & Social Sciences	Shonette Bridgeman	2527	sbridgem@une.edu.au
118	1183Z	School of Humanities	Claire Girvin	2439	cgirvin@une.edu.au
118	1184Z	School of Science & Technology	Annette McLeod	2507	amcleod@une.edu.au
118	1185Z	School of Environmental & Rural Science	Frank Leayr	2588	rleayr@une.edu.au
FACULTY OF THE PROFESSIONS					
Faculty Code	**School Code**	**School Name**	**Staff Member**	**Phone**	**Email**
119	ALL	Professions - Faculty Office	Stephen Hanlan	3865	shanlan@une.edu.au
119	ALL	Professions - Faculty Office	Mark Haydon	2463	mhaydon2@une.edu.au
119	ALL	Professions - Faculty Office	Maureen Heap	3864	mheap@une.edu.au
119	ALL	Professions - Faculty Office	Ian Beissel	2097	ibeissel@une.edu.au
119	ALL	Professions - Faculty Office	Patsy Skinner	5040	pskinner@une.edu.au
119	1191Z	School of Business, Economics & Public Policy	Sharon Styles	3222	sstyles@une.edu.au
119	1192Z	School of Law	Belinda Eastgate	2091	beastgat@une.edu.au
119	1193Z	School of Education	Di Mitchell	2560	dmitchel@une.edu.au
119	1194Z	School of Rural Medicine	Trish Battin	3877	pbattin@une.edu.au
119	1195Z	School of Health	Jeanettee Tan	3650	jtan@une.edu.au

5B. FACULTIES AND SCHOOLS

Faculty of Arts and Sciences

School Code	School Name
1180Z	Arts & Sciences - Faculty Office
1181Z	School of Arts
1182Z	School of Behavioural, Cognitive & Social Sciences
1183Z	School of Humanities
1184Z	School of Science & Technology
1185Z	School of Environmental & Rural Science

Faculty of The Professions

School Code	School Name
1190Z	Professions - Faculty Office
1191Z	School of Business, Economics & Public Policy
1192Z	School of Law
1193Z	School of Education
1194Z	School of Rural Medicine
1195Z	School of Health

5C. ROOM CATEGORIES

Category	Description
DEDICATED	Cafes, auditoriums, museums, kitchens, libraries, dedicated teaching spaces, leased space
GTTIMETABLED	General Teaching Timetabled space
LABORATORY	Research and teaching laboratories
PERSONNEL	Domestic space such as bedrooms, laundries, dining rooms
SERV	Common service areas such as primary circulation, toilets, showers, bathrooms
STORAGE	Storage space, Utility rooms
VERT	Vertical penetrations through floor such as stairs, voids, shafts
WORK AREA	Work space such as offices, workstations

5D. ROOM TYPES

DEDICATED

Type	Description
ANIMAL	Animal House
AUDITORIUM	Auditorium, Theatre
CAFE	Cafeteria
CMLNGEAREA	Common Lounge Area
COMEETNGRM	Common Meeting Room
CONFRM	Conference Room
GALLERY	Gallery
GYM	Gymnasium
INTRM	Interview Room
KITCHEN	Kitchen Area
LEASE	Leased Areas
LECTRM	Lecture Room
LIBGENERAL	General Library Book Collection
LIBSPECIAL	Specialised Library Book Collection
MEETRM	Meeting Room
MUSEUM	Museum Area
READRM	Reading Room
SECURERM	Secure Room
SEMINAR	Seminar Room
SHOP	Retail Shop
SPECTEACH	Specialised Teaching Spaces
TEAROOM	Tearoom
TRAINRM	Training Room
TUTRM	Tutorial Room
UNESRVRM	UNE Server Room
VETSURG	Veterinary Surgery

GTTIMETABLED

Type	Description
BOTLAB	Botany Lab
CHEMWETLAB	Chemical/Wet Lab
CONFRM	Conference Room
ECOLAB	Ecology Lab
ELECPYSLAB	Electrical / Physiology Lab
LECTHETR	Lecture Theatre
LECTLAB	Lecture Lab
LECTRM	Lecture Room
MEETRM	Meeting Room
PCLAB	Personal Computer Lab
READRM	Reading Room
SEMINAR	Seminar Room
TRAINRM	Training Room
TUTRM	Tutorial Room

LABORATORY

Type	Description
CHEMLAB	Chemical Lab
CLIMATE	Climate Controlled Environment
DARKRM	Dark Room
DRYLAB	Dry Lab
ELECLAB	Electronics Lab
INSTRUMENT	Instrument / Equipment Room
MECHLAB	Mechanical Lab
MEDICAL	Medical / Clinical Laboratory
PC2	PC2 Bio-safety
PCLAB	Personal Computer Lab
PREPRM	Preparation Room
RADLAB	Radiation Lab
RESLAB	Research Lab
VETLAB	Veterinary Lab
WETLAB	Wet Lab

PERSONNEL

Type	Description
BEDRM	Bedroom
CARPARK	Car park space
COMMONRM	Common Room
DINRM	Dining Room
LAUNDRY	Laundry Room
SICKRM	Sick Room
STAFF	Staff Room
TUTORSRM	Tutors Room

SERV

Type	Description
BATHF	Female Bathroom
BATHM	Male Bathroom
BATHU	Unisex Bathroom
BATHUD	Unisex & Disabled Bathroom
CHNGRMF	Female Change Room
CHNGRMM	Male Change Room
CHNGRMU	Unisex Change Room
CHNGRMUD	Unisex & Disabled Change Room
CLEANRM	Cleaner's Room
CORRIDOR	Corridor
ENTRANCE	Entrance
EXTERNAL	Functional External Area
LOBBY	Lobby
PLANTRM	Plant Room
PRCIRC	Primary Circulation
SECIRC	Secondary Circulation
SHOWERF	Female Shower
SHOWERM	Male Shower
SHOWERS	General Shower
SHOWERU	Unisex Shower
SHOWERUD	Unisex & Disabled Shower
TOILETD	Disabled Toilet
TOILETF	Female Toilet
TOILETM	Male Toilet
TOILETU	Unisex Toilet
TOILETUD	Unisex & Disabled Toilet
UECA	Unenclosed Covered Area

STORAGE

Type	Description
ARCHIVE	Archive Area
ARTWORK	Art Work Storage Area
BOOKSTORE	Book Storage Area
CHEMSTOR	Chemical Storage
COOLRM	Cool Room
DATARM	Data Room
DISPOSAL	Disposal Storage Area
FILERM	File Room
FLAMMABLE	Flammable Material Storage
FREEZER	Freezer
GARAGE	Garage
GASSTORE	Gas Bottle Storage
GENSTOR	General Storage
MAILRM	Mail Room
SERVERRM	Server Room
UTILITYRM	Utility Room

VERT

Type	Description
COMMS	Communications & Telecom Cupboard / Room
EDB	Electrical Distribution Board / Room
EXTRACTION	Fume Cupboards
FIRECUPD	Fire Hose Reel / Hydrant Cupboard
FIRESTAIRS	Fire Stairs
LIFT	Lift Space
SHAFT	Services Shaft, Duct
STAIRS	Stairs
VOID	Room Voids

WORK AREA

Type	Description
ACAOFF	Academic Office
ADMOFF	Admin Office
EXEOFF	Executive Office
MEETNGRM	Meeting Room
OPENPLAN	Open Plan Circulation
POSTGRADRM	Post Graduate Room
RECEPTN	Reception Area
WORKSHOP	Workshop
WORKSTN	Workstation

5E. DEFINITIONS

ARV
Asset Replacement Value

Archibus/FM
A Space Management System (SMS) used to record and report on space information.

EFTSL (Equivalent Full Time Student Load)
One EFSTL is a measure of the study load, for a year, of a student undertaking a course of study on a full-time basis.

FTE (Full Time Equivalent)
The number of full-time equivalent staff.

GFA
Gross Floor Area measured in square metres, as per the TEFMA definition.

SMS
Space Management System – Facilities Management Services use Archibus/FM to manage and report on space usage across campus.

TEFMA (Tertiary Education Facilities Management Association)
This association covers facilities management across a wide range of educational institutions. The annual benchmark report published by this association brings together data from the region's TAFE and university institutions.

UFA
Useable Floor Area measured in square metres, as per the TEFMA definition.

5F. DATA SOURCES

1). TEFMA Space Planning Guidelines – Edition 3 (2009)

5G. ACADEMIC CAMPUS BUILDING LIST

Building Code	Building Name	GFA	UFA
C002	EARTH SCIENCES BUILDING	2851.01	2116.83
C004	ELECTRON MICROSCOPE UNIT	138.10	115.95
C006	ARTS EDUCATION	921.03	709.36
C008	MADGWICK HALL	768.65	500.30
C012	INSTITUTE FOR RURAL FUTURES	526.54	398.30
C013	THE PATRICIA O'SHANE BUILDING	3395.27	2179.35
C014	ARTS EDUCATION ANNEXE	194.27	170.38
C015	UNION COMPLEX - WESTON COMMON ROOM	204.99	182.03
C016	UNION COMPLEX - LAZENBY HALL	2223.18	1345.99
C017	UNION COMPLEX - UNION SHOPS (BELSHAW WING)	830.63	584.15
C018	UNION COMPLEX - BISTRO AREA	3539.83	2562.01
C019	YARM GWANGA (CHILD CARE CENTRE)	473.41	385.03
C021	CENTRE FOR WATER POLICY	1073.04	843.13
C022	LIQUID NITROGEN STORE (CHEMISTRY)	61.72	55.19
C023	RIGGS BUILDING	2009.82	1316.19
C024	STOKES BUILDING	1776.62	1352.26
C026	MATHEMATICS, STATISTICS & COMPUTER SCIENCE	1295.96	780.81
C027	BOOTH BLOCK	1398.13	1028.13
C028	LEWIS LECTURE THEATRE (CHEMISTRY)	525.34	265.36
C030	TEACHING & LEARNING CENTRE	1436.89	817.39
C031	DIXSON LIBRARY	10722.05	8344.47
C033	T. C. LAMBLE BUILDING	3974.86	2069.38
C034	INFORMATION TECHNOLOGY DIRECTORATE BUILDING	4430.31	2397.94
C037	STUDENT ASSIST	331.76	213.93

Building Code	Building Name	GFA	UFA
E006	MILTON BUILDING	2448.42	1809.14
E007	FACULTY OF EDUCATION, HEALTH & PROFESSIONAL STUDIES BUILDING	5484.18	3883.27
E008	MILTON ANNEXE	364.53	305.06
E009	FIREMAN'S COTTAGE	135.76	90.62
E010	CLEANING & CUSTODIAL SERVICES	192.66	164.60
E011	ARTS, HUMANITIES & SOCIAL SCIENCE	5698.71	3828.05
E012	ARTS THEATRE	1027.51	538.69
E015	FACILITIES MANAGEMENT SERVICES HERITAGE STORAGE	108.60	78.69
E016	SUB-LODGE	94.85	67.12
E017	OLD GROUNDS SHED	252.85	246.74
E021	THE LODGE	821.86	563.43
E022	OORALA CENTRE	960.61	706.39
E023A	KLEENHEAT GAS COMPLEX - PLANT ROOM 1	34.11	27.84
E023B	KLEENHEAT GAS COMPLEX - PLANT ROOM 2	57.20	52.20

Building Code	Building Name	GFA	UFA
N001	FLAMMABLE LIQUID STORE	43.81	36.02
N002	MOTOR POOL	330.43	292.74
N003	CENTRAL STORES	1090.68	1048.04
N004	PRINTERY / BINDERY	1434.86	1065.66
N005	FACILITIES MANAGEMENT SERVICES OFFICE	388.68	273.98
N006	GROUNDS OFFICE	117.25	110.11
N007	WORKSHOP - AMENITIES BLOCK	158.58	78.24
N008	FACILITIES MANAGEMENT SERVICES WORKSHOPS	880.42	852.26
N008A	FACILITIES MANAGEMENT SERVICES GLASS SHOP	114.54	108.78
N009	SCIENCE AND ENGINEERING WORKSHOP	739.47	651.55
N009A	BOBCAT SHED	36.36	32.19
N010	PUBLICATIONS OFFICE	197.66	174.08
N011	ZOOLOGY ANNEXE	N/A	N/A
N012	MAIN BOILER STATION	N/A	N/A
N012A	BOILER HOUSE AMENITIES	N/A	N/A
N013	GROUNDS SHED	283.24	262.68
N014	N014	171.09	145.85
N015	N015	162.00	158.24
N016	N016	162.00	130.33
N017	N017	171.00	134.21
N018	N018	162.00	129.41
N019	N019	162.00	129.41
N024	FACILITIES MANAGEMENT SERVICES EQUIPMENT STORE	87.26	82.47

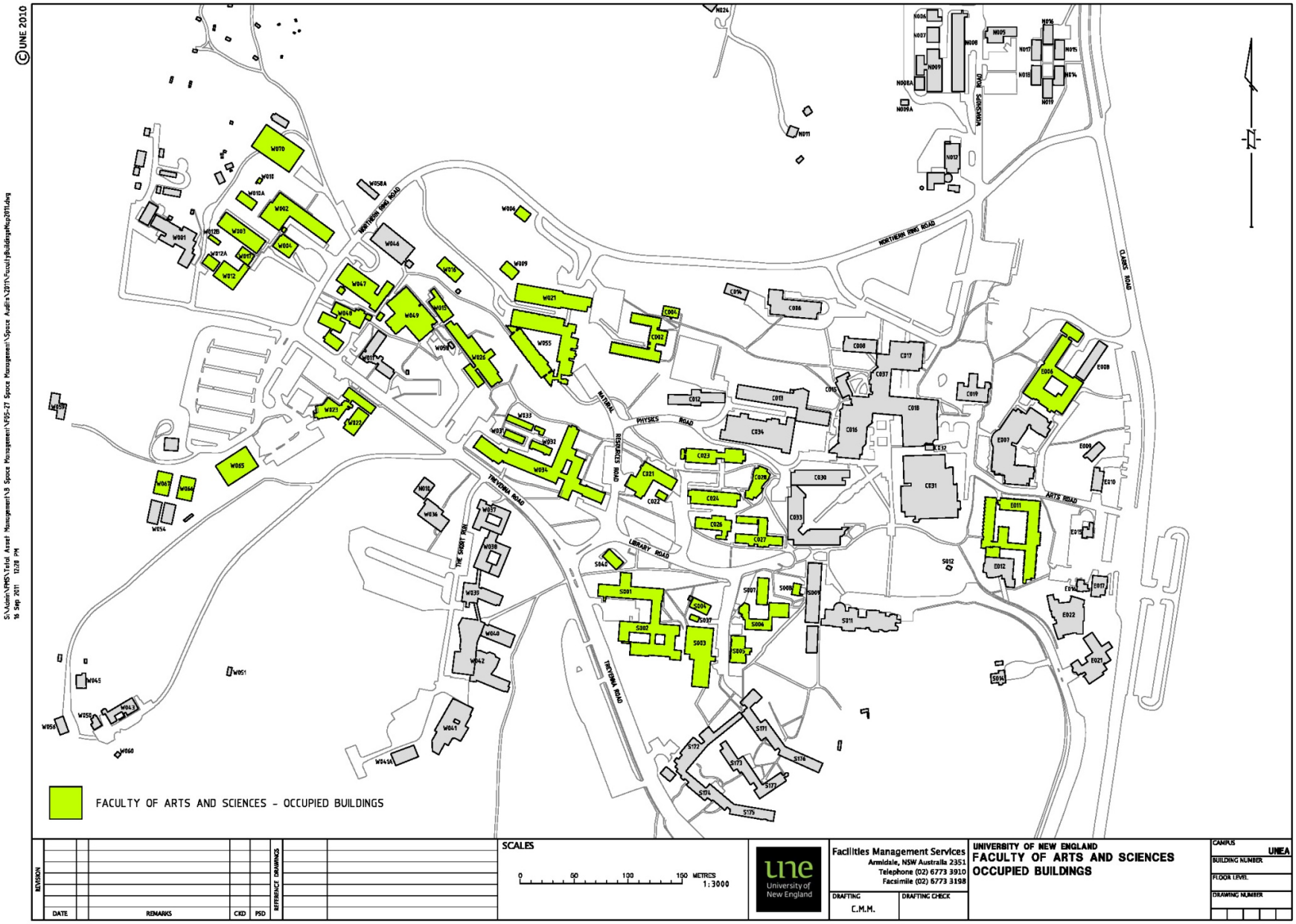
Building Code	Building Name	GFA	UFA
S001	ZOOLOGY	2618.49	1638.45
S002	BOTANY	2341.59	1900.13
S003	BIOLOGICAL SCIENCES (1ST YEAR)	1224.01	922.19
S004	BOTANY GLASS HOUSE- PSYCHOLOGY LANE	185.55	175.16
S005	PSYCHOLOGY (HOWIE WING)	1027.45	722.79
S006	PSYCHOLOGY (INCLUDES LECTURE THEATRE & WORKSHOP)	1266.11	840.00
S007	PSYCHOLOGY NORTH WING	511.85	369.37
S008	PSYCHOLOGY - CLINIC	80.25	40.47
S009	BLACK ROSE	1366.86	847.95
S011	BOOLOOMINBAH	2262.03	1368.63
S012	GARDENER'S SHED	N/A	N/A
S014	THE MOSQUE	N/A	N/A
S029	HOCKEY AMENITIES BUILDING	N/A	N/A
S030	NEU COMPANY (UNIVERSITY REGIMENT)	N/A	N/A
S031-S033	SPORT UNE COMPLEX	6950.00	6333.00
S034	PUMP HOUSE (LAKE ZOT)	N/A	N/A
S035	SPORTS UNE - TENNIS SHED (CONSETT DAVIS)	N/A	N/A
S037	BOTANY SHADEHOUSE	40.33	38.76
S039	S039	N/A	N/A
S040	BOTANY GLASS HOUSE - CNR LIBRARY & TREVENNA ROAD	170.30	142.92

Building Code	Building Name	GFA	UFA
W001A	UNIT A - MAIN OFFICE AND LABS	1042.59	986.08
W001B	UNIT B - AUTOPSY LABORATORY UNIT	N/A	N/A
W001C	UNIT C - INCINERATOR	N/A	N/A
W001D	UNIT D - STORAGE SHED	N/A	N/A
W001F	UNIT F - COW BALE YARD BUILDING	N/A	N/A
W001G	UNIT G - ISOLATION ROOM B	N/A	N/A
W001H	UNIT H - ANIMAL ROOMS / CHEMICAL STORAGE SHED	N/A	N/A
W001I	UNIT I - ANIMAL PENS BUILDING	N/A	N/A
W001J	UNIT J - STORE / OFFICE BUILDING	N/A	N/A
W001K	UNIT K - STORAGE SHED	N/A	N/A
W001L	UNIT L - GREENHOUSE	N/A	N/A
W001M	UNIT M - STORAGE SHED	N/A	N/A
W001N	UNIT N - SCREENING TANK / STORAGE	N/A	N/A
W002	ANIMAL HOUSE 'C'	1154.83	897.60
W003	ANIMAL HOUSE 'A' - SHEEP LAB	650.65	539.72
W004	ANIMAL HOUSE 'B' - SMALL ANIMALS	275.02	188.64
W006	NATURAL RESOURCES - LABORATORY STORE	117.00	110.53
W009	FARM MECHANISATION LABORATORY	152.26	141.94
W010	RADIOACTIVE WASTE STORE	17.09	12.81
W010A	ANIMAL HOUSE - STORAGE SHED	163.81	155.75
W011	JSF BARKER	909.81	671.94
W012	SHEEP PENS BUILDING	452.47	382.19
W012A	TRIPLE GARAGES	131.13	124.29
W012B	SEMEN COLLECTION SHED	48.54	44.97
W015	ANIMAL SCIENCE - DROSOPHILA LABORATORY	300.17	234.48
W016	ANIMAL SCIENCE - BEEF CATTLE UNIT	256.22	242.65
W017	ANIMAL SCIENCE - TOMOGRAPHY BUILDING	156.70	130.12
W021	NATURAL RESOURCES - WATER LABORATORY	3216.45	2132.32
W022	AGRONOMY - SOIL LABORATORY	296.51	265.68

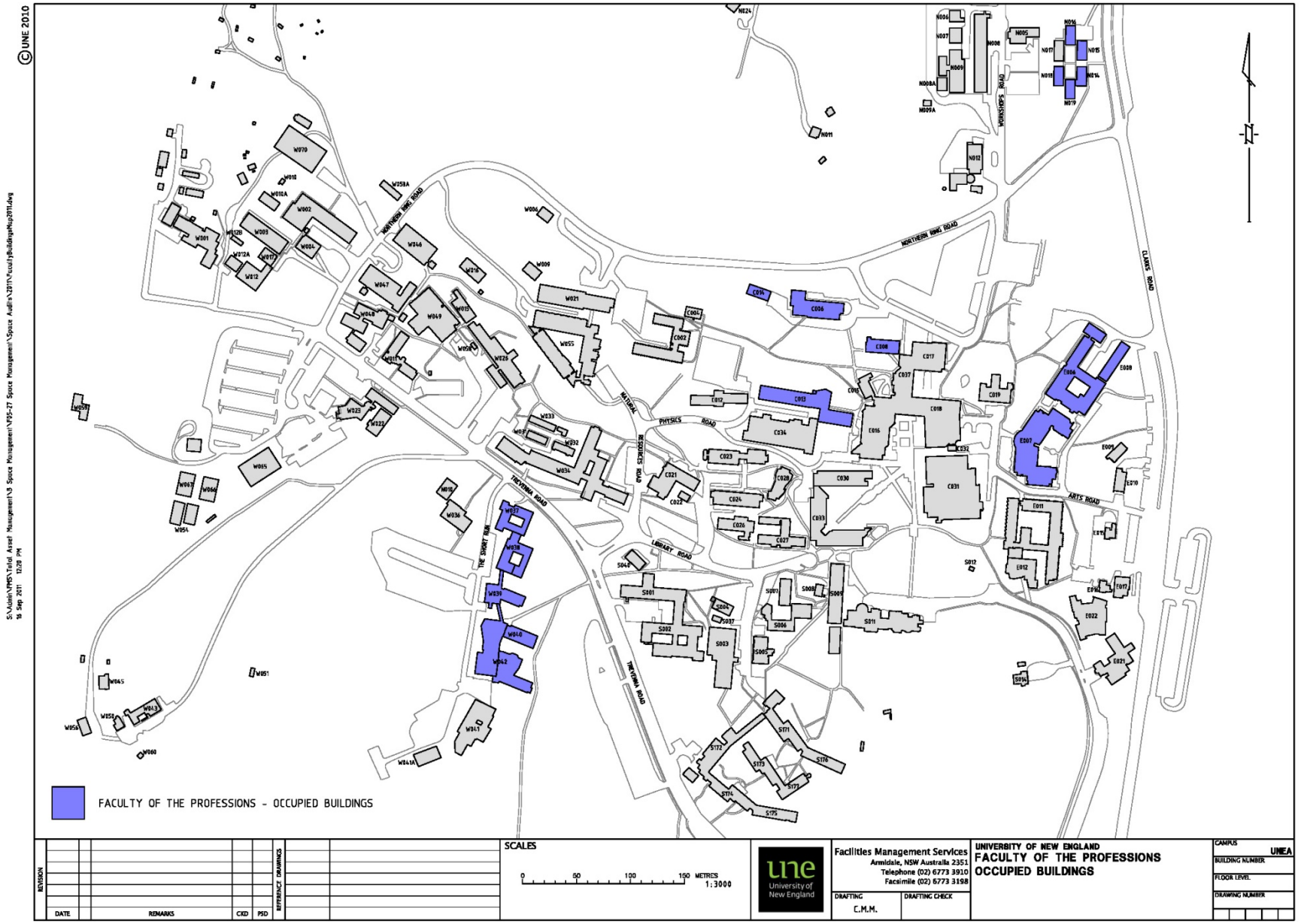
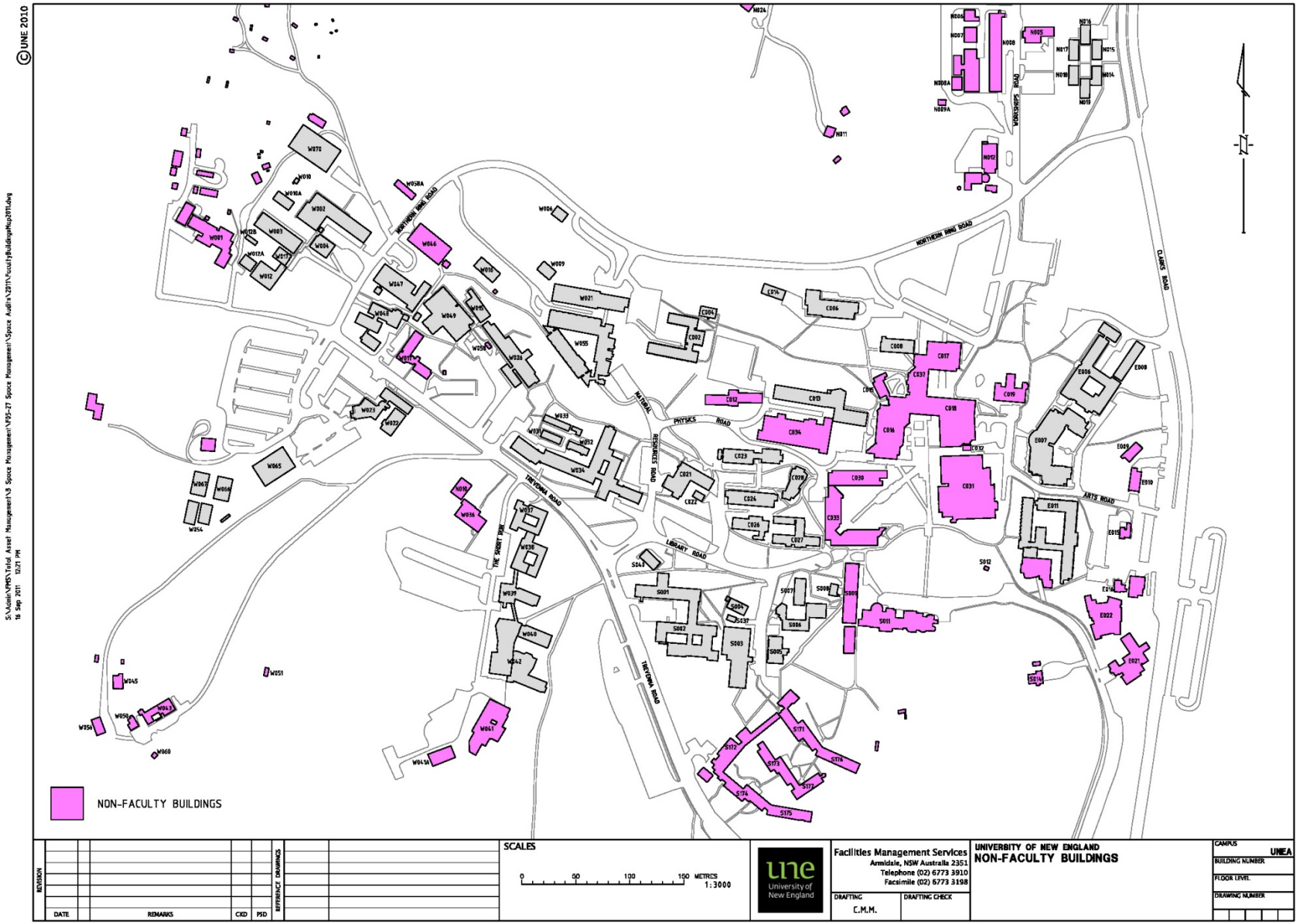
Building Code	Building Name	GFA	UFA
W023	AGRONOMY	2043.77	1480.35
W026	ANIMAL SCIENCE (OLD AGBU & MICROBIOLOGY)	1091.33	871.77
W031	RURAL SCIENCE ANNEXE - WEST	128.93	109.97
W032	RURAL SCIENCE ANNEXE - EAST	141.73	123.31
W033	D.N.A. LABORATORY (ANIMAL CALORIMETRY BUILDING)	196.96	149.19
W034	McCLYMONT BUILDING (RURAL SCIENCE)	4790.52	3558.11
W036	ST. MARKS ANGLICAN CHAPEL	N/A	N/A
W037	AGRICULTURAL ECONOMICS - STAGE 1	783.37	631.24
W038	AGRICULTURAL ECONOMICS - STAGES 2 & 3	1155.17	861.52
W039	ECONOMIC STUDIES - STAGE 1	1269.34	811.96
W040	ECONOMIC STUDIES - STAGE 2	3623.58	2242.73
W041	A.B.R.I.	N/A	N/A
W041A	A.B.R.I. - P.C.D.E. BUILDING (PRIVATE PROPERTY)	N/A	N/A
W042	ECONOMIC STUDIES - STAGE 3	2820.80	1513.84
W043	TREVENNA	700.00	608.00
W045	TREVENNA COTTAGE	117.18	110.78
W046	LIVESTOCK INDUSTRY INSTITUTE - AGBU BUILDING	766.70	481.18
W047	LIVESTOCK INDUSTRY INSTITUTE - HOMESTEAD	998.07	750.08
W048	LIVESTOCK INDUSTRY INSTITUTE - MEAT SCIENCE LABORATORIES	805.64	611.69
W049	LIVESTOCK INDUSTRY INSTITUTE - WOOLSHED	1740.18	1122.08
W050	TREVENNA - GARAGE	80.27	68.70
W051	TREVENNA - NURSERY	N/A	N/A
W054	RESOURCE MANAGEMENT GLASSHOUSE	N/A	N/A
W055	RESOURCE MANAGEMENT BUILDING	5068.15	3220.01
W056	TREVENNA - BARN	N/A	N/A
W058	FLAMMABLE LIQUID STORE NO. 2	N/A	N/A
W059	SHEARING SHED	N/A	N/A
W060	TREVENNA - GARDENER'S HUT	16.83	15.35
W065	GREENHOUSE COMPLEX - POTTING SHED	735.41	608.91

Building Code	Building Name	GFA	UFA
W066	GREENHOUSE COMPLEX - GREENHOUSE NO. 1	294.84	233.72
W067	GREENHOUSE COMPLEX - GREENHOUSE NO. 2	294.84	250.92
W068	GREENHOUSE COMPLEX - MECHANICAL PLANT ENCLOSURE	128.89	1.49
W069	AGRONOMY STORAGE SHED	N/A	N/A
W070	CATTLE HOLDING FACILITY	1035.60	987.45

5H. CAMPUS MAP – FACULTY OF ARTS AND SCIENCES BUILDINGS



5I. CAMPUS MAP – FACULTY OF THE PROFESSIONS BUILDINGS



5J. CAMPUS MAP – NON-FACULTY BUILDINGS