Guidelines for the refurbishment of space or construction of new space

The Faculty of Engineering, Architecture and Information Technology

December 2011
General Principles

This document sets out the procedure to follow if new space or changes to existing space is needed which includes submissions for University funding from the Infrastructure Sub-Committee (ISC) and the Enhanced Student Charge Committee (ESC) which need to be submitted via the Faculty.

The ISC Committee makes recommendations for funding based on submissions from faculties on the refurbishment, rehabilitation, adaptive reuse and maintenance of existing space and facilities and the addition of new space to the University’s capital stock as well as the operational aspect of space allocation and management.

ESC funding requests are also submitted via the Faculty and are used to refurbish teaching and learning spaces to benefit the experience of students whilst at the University.

Requests to alter space are generally required to house new equipment or to allow the conduct of different experiments in a laboratory or to use the space for teaching in a different way.

When making a request for alterations and or equipment as part of a grant, staff should include any costs to alter space as well as any OH&S issues which may need to be addressed as part of the alteration or the installation of equipment.

New staff should discuss their research needs with the Head of Division and the Head of School at the time of their appointment.

Getting Started

The first point of call is to make an appointment with the Head of School to discuss the proposal. A template brief is set out at the end of this document.

If the Head of School agrees, the School Manager and the Faculty’s Facilities and Infrastructure Manager will assist you.

1. Client prepares brief
   - Client meets with Head of School

2. School Manager
   - EAIT Facilities and Infrastructure

3. EAIT OH&S
   - EAIT IT staff

4. P&F
Preparing the brief

The project brief is an iterative process. A basic brief is needed prior to discussion with the Head of School; however, a nearly complete brief should be prepared before Property and Facilities (P&F) are engaged. This will help ensure that the process flows smoothly, costs are minimised, and you get what you need to do your work.

A template follows.

Project Brief Template

Description of project

- Include 1-2 paragraphs to summaries what you wish to do including where you propose the work to be done (e.g. house new equipment in current lab).

Source of funds

- Include the source of funds and ensure that the conditions of award allow.

Space requirements

- Estimated m²
- Number of staff to use the space at any one time.
- Office furnishings (desks, chairs, computers)

Equipment

- Itemised list of parts (schedule of equipment and peripherals)
- Source of equipment (if overseas, list country)
- Size, weight of all components when operational
- Plumbing (water: tap water, RO, etc)
- Other requirements: Compressed air, steam, etc

Inputs and Outputs

Refer to MSDS and other on line information. Attach other pages if required.

<table>
<thead>
<tr>
<th>Item</th>
<th>Inputs</th>
<th>Outputs</th>
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<tbody>
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<td>Chemicals</td>
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<td>Pressures</td>
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<tr>
<td>Samples</td>
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</tbody>
</table>
IT equipment, security, phones

- Include information about computers, printers, wireless, etc.
- Does the room require secure access
- Telephone requirements

OH&S

Indicate if the following are required -

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes/No</th>
<th>Type</th>
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<tbody>
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<td>Solenoids</td>
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<td>Fume Cabinets</td>
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<td>Storage (chemicals, gases, etc)</td>
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<td>PPE</td>
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<td>Safety Shower and/or eyewash</td>
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<td>Risk Assessments</td>
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<td>Other</td>
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Submissions for central funding

Large projects are normally submitted for central funding via the Head of School and Executive Dean.

A template ISC Committee submission proforma, which is needed in addition to the project brief, can be accessed from the following URL.