

POST OCCUPANCY EVALUATION REPORT

SPACE MANAGEMENT COMMITTEE APPROVED PROJECTS 2011/12



DECEMBER 2013

FINAL

1. Introduction

QTC Projects were appointed to carry out the Post Occupancy Evaluation following the submission of a fee proposal for services dated 5 September 2013 to the Development Director, University Estate Office. Instructions to proceed were given on 17 September 2013.

2. Background

The University has a policy of carrying out post occupancy evaluations on its major capital projects and wishes to extend this process to cover minor capital works approved by the Space Management Committee (SMC). SMC also cover revenue projects of lower value but wished to concentrate on the minor capital works for this review.

The SMC receives schemes for its consideration on an ongoing annual basis and approves projects provided they meet specified criteria and objectives.

The following projects approved for the budget year 2011-12 have been selected for review:

Table 1 List of Projects to be reviewed

Project	Location	ES Reference	Budget £
Translation Suite	Hallward Library	ES2524	125,000
Biology upgrade: D Level Labs	Medical School	ES2539	137,000
Timetabled Room refurbishment			
- Easter	various	ES2619	140,000
- Summer	various	ES2611	243,000
Transfer MDL's to Timetabling	Medical School	ES2612	146,000
Easter 2012 AV refurbishment	various	ES2626	250,000
Summer 2012 AV refurbishment	various	ES2646/47	598,000
Student Services Centre	Royal Derby Hospital	ES2642	200,000
Engineering Lab improvements	L3 and L4 Buildings	ES2688	361,000
Engineering new Lab space	L3 Building	ES2689	484,000
CBS Lab Refurbishment	CBS Building B60	ES2690	275,000

3. Scope of the Review

Evaluation Technique

The evaluation was conducted at Project Review stage (1 – 2 years after handover) and is based on completion of individual review sheets for each project (see appendix 1).

Users, Estate Office, IT Services and Consultants (where appointed) were identified and contacted to discuss the projects. Where a response has been received, the comments have been summarised in the review sheets.

Interviews were held with:

Tim Brooksbank, Development Director, Estate Office
Kevin Strauther, Project Officer, Estate Office
Hugo Bloch, Project Officer, Estate Office
Lisa Haynes, Space Resources Manager, Estate Office

Carl Winfield, Building and Operations Manager, CBS
Louise Cupitt, CBS Safety Officer
Paul Antcliff, Faculty of Engineering Technical Manager
Dr Douglas Brown, Faculty of Engineering Safety Co-ordinator
Joanna East, Centre Manager, Student Services Centre, Royal Derby Hospital
Chris Jones, Teaching Lab Manager, Life Sciences, Medical School
Prof Wyn Morgan, Pro Vice Chancellor Teaching and Learning
Dr Yvonne Lee, Lecturer, School of Cultures, Languages and Area Studies

Simon Henshaw, Technical Support Team Leader, IT Services
Dave Halford, Group Leader, IT Services
Geoff Yarnall, Group Leader Language Support, IT Services

Tom Burton, Surveyor, Innes England Property Consultants
Jon Marriott, D H Squires Building Services Consultants

The following were contacted but no response was received:

Dr Paul Scotting, Associate Professor, Life Sciences, Medical School
Jonathan Kavanagh, Students' Union, Inter-site Support Worker

Where possible, comments have been obtained regarding quality of finished project, performance of the contractor, services provided by the Estate Office and IT Services and the project approval process overseen by SMC.

All projects were inspected by the reviewer and where possible photographs taken.

4. General Comments

Overall, comments from user Departments on the completed projects have been very good with positive benefits/outcomes achieved. On the timetabled rooms for general teaching, students would prefer more lecture capture facilities.

It is noticeable that 50% of projects reviewed relate to timetabled rooms, emphasising the recent focus by SMC on these facilities.

Costs have been managed well with projects kept within the budget approved by SMC.

Where appointed, Consultants have performed well. However, some specialist subcontractors/suppliers have not always given the required service expected.

Refurbishment/upgrade programmes of timetabled rooms are carried out independently. Attempts to co-ordinate/integrate activities have not always been successful.

Early design meetings with the Estate Office have worked well for Engineering Faculty and result in less surprises when the scheme is presented to SMC.

5. SMC Approval Process

SMC is an essential part of the monitoring and management of the use of space and needs to vet applications for additions/changes of space. Submission of proposals and their format are defined as part of the submission requirements. However, looking at the projects that form part of this review, there is a wide and varying range of information submitted and there appears to be no consistency.

Departments therefore need to ensure the right level of information is submitted in the required format and this needs to be stressed by SMC.

Some Departments have commented that there are occasions when projects have short lead-in times (eg when dealing with external sponsors or applying for specific research grants) and this does not always fit with the SMC meeting schedule (SMC meets every 3 months). In certain circumstances SMC needs to be more flexible, tailoring meetings to specific projects.

Once project proposals have been submitted, these are presented at the SMC meeting by the Estate Office. Departments identify an SMC member for their application who should be fully briefed to offer support at the meeting. Alternatively, it may be prudent to also invite the author of the scheme submission paper to answer any detailed or technical questions.

IT Customer Services would like to set up more formal communications with the Estate Office. There used to be Pre meetings before SMC met to discuss project proposals. The pre meetings brought together AV services, Timetabling and Estate Office. IT Customer Services would like these meetings re-instated as a means of improving communication and resolving issues prior to the scheme being presented to SMC.

Recommendations

- Departments need to ensure the right level of information is submitted in the required format and this needs to be stressed by SMC.
- SMC to schedule meetings to take into account projects with short lead-in times
- SMC to consider inviting authors to the meeting to present submission papers
- Consider re-instating pre-meetings between AV Services, Timetabling and Estate Office

6. Comments/Recommendations on Specific Projects

a) Translation Suite Hallward Library

- Lighting emits high frequency (14-16KHz) noise within main room which some people can hear. This needs to be taken into account in acoustically challenged environments
- Consider the users' request for controlled access to LG105 and LG106

b) Biology Upgrade of D Level Labs, Medical School

- Manufacturer and Installer of Fume Cupboards, Mach-Aire, are considered unreliable in keeping appointments. This is also confirmed by the Building Services Consultants appointed on this project. Estate Office should review their performance and take appropriate action. A clause in the construction contract could be included regarding attendance on site

c) Upgrade and Transfer Medical School MDL's to Timetabling System

- Programme of work submitted to SMC showed AV upgrades to C33 and C1 suites for completion summer 2012. Only C33 suite has been upgraded. Programme of work submitted to SMC also showed AV upgrades to C99 and C2 suites for completion summer 2013 but these have not been done. This needs to be reported to SMC and a revised programme submitted
- The AV contractor did not perform well on this project and it is understood that they have not been included in the revised AV Contractor Framework
- Better communication between the Schools and IT Services is needed. The School of Biomedical Sciences were not entirely clear on their AV requirements and with IT Services lack of knowledge of the existing systems' functionality (system owned by the School) this led to programme slippage

d) Rolling Programmes of Timetabled Room Improvements

- Where possible need to ensure the rolling programme is linked with AV upgrade programme operated by IT Services
- Students would prefer more lecture capture facilities

e) Engineering Lab Improvements L3 and L4 Buildings

- There was a problem with Mach-Aire who caused two months delay in finishing due to installation of fume cupboards ("obstructive and not forthcoming"). Estate Office should review their performance and take appropriate action – (see earlier comment)

f) Student Services Centre: Royal Derby Hospital

- Problems of noise from the Activity Area are causing disturbance to the Library. This is being resolved by removing connecting door and sealing up (subject to Fire Officer approval)
- No mechanical ventilation installed in this area - only high level openable windows. Data logging taking place to check ventilation and air flow. Proposals for ventilation improvement should be implemented if found to be needed
- Some items that were to be done retrospectively have not been followed through. This needs further discussion with the Centre Manager

g) CBS Lab Refurbishment B60

- The user representatives consulted on this project felt that liaison with the Estate Office was poor - difficulty in obtaining information. The Estate Office considered that the original request did not reflect what was actually needed and it took a long time to get this. The need to present the project to SMC with limited information may have contributed to an inadequate design brief.

CBS's review led to the following internal recommendations

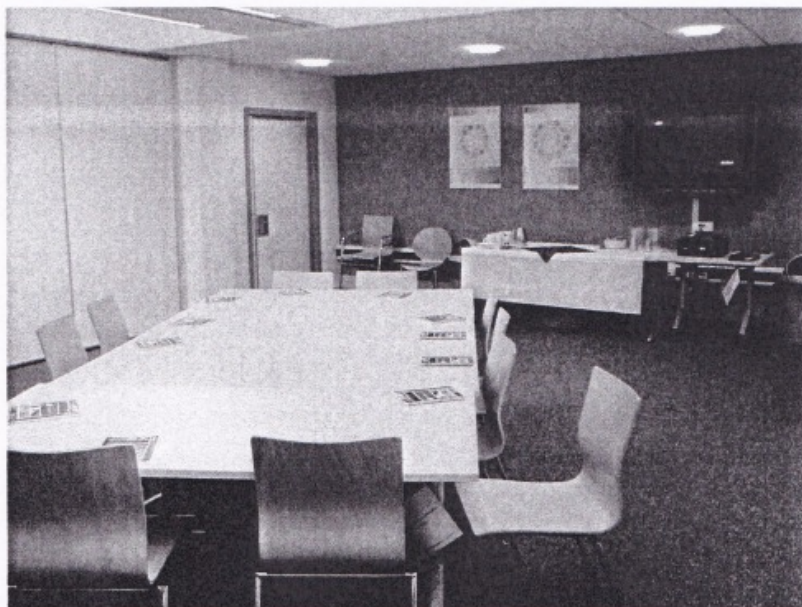
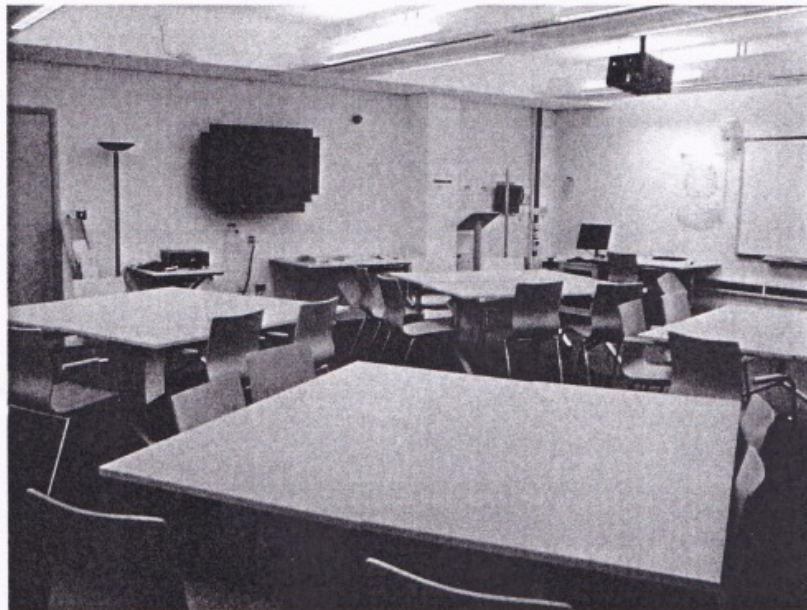
- CBS to develop pro-forma/checklist to inform initial brief
- Early review of proposals needed with Estate Office prior to SMC submission
- Ensure single point of contact with end user
- Develop model for dealing with LEV and gases in a complicated lab arrangement

APPENDIX 1

PROJECT REVIEW SHEETS

TRANSLATION/INTERPRETATION SUITE

Views of LG105 and LG106 prior to conversion/refurbishment



TRANSLATION/INTERPRETATION SUITE – HALLWARD LIBRARY



Main area of Translation Suite with booths around perimeter



View from Translation Booth

SPACE MANAGEMENT COMMITTEE POST OCCUPANCY EVALUATION

Project Title	Translation Suite Hallward Library LG105 including AV/PC contribution		
SMC Approval	Oct-11	ES2524	
Project Officer	Kevin Strauther		
IT Services Representative	Geoffrey Yarnall		
User Representative (Academic)	Pierre-Alexis Mever		
User Representative (Academic)	Dr Yvonne Lee		
Contractor/Main Supplier	J Seamer & Son		
Consultants	Televic Education		

1. Project Description

To create a professional Translation Suite for training purposes as part of MA course in English Translation (Culture, Languages and Area Studies)

2. Project Objectives

To convert LG105/106 (formerly CETL space) in the Hallward Library

3. Project Data

Start Date: 19 Sep 2011

Finish Date: 17 Oct 2011

Outstanding Issues:

No Issues. Client very pleased

4. Cost

Budget: £75,000 £50,000 (AV/PC)

Final Cost: £129,000

Comments:

Final cost within the 5% allowable tolerance

5. Project Officer (Estate Office) Comments

Quality

Good liaison with users and specialist soundproofing contractor

Contractor/Supplier performance

Good performance from the main contractor, J Seamer and specialist installers, Televic

Liaison with other professional Service Departments

Good liaison with other service departments

6. IT Services Comments

Quality

Very good quality installation, built on time with very high standard fittings

Two minor criticisms:

Cooling system for the booths could have been improved but accept that this would have involved extra cost

Lighting emits high frequency (14-16KHz) noise within main room which some people can hear

Contractor/Supplier performance

Good performance from the contractor

Liaison with other professional Service Departments

No issues with liaison with other Depts - the Estate Office produced a good result

7. User Rep Comments

How has the project benefitted the School/Unit?

Room used regularly for teaching and special events/conferences. Facilities match those used by United Nations in Geneva. Currently just used for Chinese translation/interpretation. Next year this will be extended to other languages

Comments from Dr Yvonne Lee

I have been using both the translation and interpreting suites in the library (LG 105 and 106). Our teaching has benefited from facility in both rooms and I do appreciate the University's support and initiative in installing the software and hardware. My feedback, therefore, will reflect on how the existing space management system affects the use and maintenance of these two rooms and the facilities within.

1. Security

Both rooms are currently centrally timetabled rooms and are freely accessible if not booked for teaching. Both rooms contain specialised training equipment/software (Televis interpreting training system, industry-standard interpreting booths and SDL TRADOS) that command a substantial cost to maintain. We have experienced numerous cases of vandalism (all have been reported and recorded), which in turn cost the IT service a significant amount to replace the broken parts, let alone the disruption caused to teaching because of equipment failure. We have also seen students wandering in in the middle of a lecture, thinking the room is available to use. We would therefore appreciate the University/Estate Office to grant controlled access to both rooms to ensure security of the facility and to circumvent unnecessary maintenance cost.

2. Accessibility

We learned from student feedback that more practice/practical time is needed on top of existing contact hours. We can either book additional practice sessions (subject to University timetabling regulation) or provide remote access to some of our facility (TRADOS or recording app in distance-learning mode). I understand that for translation technological support there are licensing issues; however, if we can provide one or two for students to use remotely, we can provide more learning support and enhance student learning experience.

3. Technical issues

Although sporadic, we do experience technical failure in both rooms. In 106 in particular, there were cases where students were working on translation using Trados, and an abrupt technical fault resulted in corrupted files or loss of data. In 105, we have had problems with data transmission (audio files) into individual booths. We understand that maintenance requires continual budgetary support and would appreciate that maintenance cost be factored in in the evaluation process.

8. Other Comments/recommendations

Tim Brooksbank comments:

There was an issue with the location chosen for the Translation and Interpretation Suite. This was space much appreciated by the Library and it was thought that the location would be short term.

CLAS would have preferred to have had the facility in Trent Building but no available space was found.

A plan form was found that worked but it was a challenge to fit everything in and some space is wasted due to the necessary layout.



Room D15 - Existing



Room D14 - Existing



Room D11 - Existing



Room D13 - Main lab
Photo 1



Room D13 - Main Lab
Photo 2

The Estate Office

Medical School - D Floor

Asset no. 3101_D

D Floor Rooms 11/13/14 & 15

September 2011

Not to Scale - Existing Room Photos

BIOLOGY UPGRADE OF D LEVEL LABS – MEDICAL SCHOOL



SPACE MANAGEMENT COMMITTEE POST OCCUPANCY EVALUATION

Project Title	Biology upgrade of D Level Labs, Medical School		
SMC Approval	Oct-11	ES2539	
Project Officer	Kevin Strauther		
IT Services Officer			
User Representative	Dr Paul Scotting		
Contractor/Main Supplier	Derwent Construction		
Consultants	D H Squires Mech & Elec		
			Associate Professor, Life Sciences
			Simply Labs subcontractor

1. Project Description

The refurbishment of D11 and D13, QMC and Dr Paul Scotting's laboratories in order to conform with safety legislation

2. Project Objectives

To bring the laboratories up to a satisfactory Health and Safety standard in order to safeguard current research being carried out
To provide an improved and stimulating environment for teaching and supervision of research students

3. Project Data

Start Date: 30 Jan 2012
Finish Date: 5 April 2012

Outstanding Issues:

None

4. Cost

Budget:	£137,000
Final Cost:	£137,000

Comments:

5. Project Officer (Estate Office) Comments

Quality

Good quality finish

Contractor/Supplier performance

Delay due to asbestos but no major problem in completing project

Good performance from contractor and most subcontractors

Fume Cupboards

Mach-Aire is the company used by the University to maintain the fume cupboards in the Medical School. This company can sometimes be unreliable in keeping to appointments

Liaison with other professional Service Departments

6. IT Services Comments

Quality

Contractor/Supplier performance

Liaison with other professional Service Departments

7. User Rep Comments Comments

How has the project benefitted the School/Unit?

Service provided by the Estate Office/IT Services

Any other issues

8. Other Comments/recommendations

SPACE MANAGEMENT COMMITTEE POST OCCUPANCY EVALUATION

Project Title	Easter 2012 refurbishment of Timetabled Rooms		
SMC Approval	Jan-12	ES2619	
Project Officer	Kevin Strauther		
IT Services Officer			
User Representative	Wyn Morgan		
Contractor/Main Supplier	Newton Construction		
Consultants			

1. Project Description

As part of a rolling programme of refurbishments and AV upgrades a list of rooms has been identified for minor improvements (redecorating and carpets). 23 rooms identified for improvement over Easter 2012.

2. Project Objectives

To maintain the University's Timetabled Rooms to an acceptable standard in terms of finishes, furniture and equipment
5 Year rolling programme for timetabled rooms. Heavily used rooms need regular refurbishment

3. Project Data

Start Date: 2 April 2012
Finish Date: 27 April 2012

Outstanding Issues:

None

4. Cost

Budget:	£140,000	
Final Cost:	£85,000	

Comments:

underspend used as contribution to final cost of Summer Refurb programme

5. Project Officer (Estate Office) Comments

Quality

Project Officer is satisfied with the quality of the refurbishments

Contractor/Supplier performance

Good contractor who performed well and kept within programme

Liaison with other professional Service Departments

6. IT Services Comments

Quality

Contractor/Supplier performance

Liaison with other professional Service Departments

7. User Rep Comments Comments

How has the project benefitted the School/Unit?

Service provided by the Estate Office/IT Services

Any other issues

8. Other Comments/recommendations

Co-ordination of AV with IT Services
Where possible need to ensure rolling programme is linked with AV upgrade programme operated by IT Services.
AV budget now transferred from IT Services and managed by SMC (through Estate Office)

SPACE MANAGEMENT COMMITTEE POST OCCUPANCY EVALUATION

Project Title	Summer 2012 refurbishment of Timetabled Rooms		
SMC Approval	Jan-12	ES2611	
Project Officer	Kevin Strauther		
IT Services Officer			
User Representative	Wyn Morgan		
Contractor/Main Supplier	Derwent Construction		
Consultants			

1. Project Description

As part of a rolling programme of refurbishments and AV upgrades a list of rooms has been identified for minor improvements (redecorating and carpets). 58 rooms identified for improvement over Summer 2012. AV upgrades are also to be included in some rooms

2. Project Objectives

To maintain the University's Timetabled Rooms to an acceptable standard in terms of finishes, furniture and equipment
5 Year rolling programme for timetabled rooms. Heavily used rooms need regular refurbishment

3. Project Data

Start Date: 4 June 2012
Finish Date: 7 September 2012

Outstanding Issues:

None

4. Cost

Budget:	£243,000	
Final Cost:	£262,000	

Comments:

overspend funded from underspend on Easter Refurb programme

5. Project Officer (Estate Office) Comments

Quality

Project Officer is satisfied with the quality of the refurbishments

Contractor/Supplier performance

Good contractor who performed well and kept within programme

Liaison with other professional Service Departments

6. IT Services Comments

Quality

Contractor/Supplier performance

Liaison with other professional Service Departments

7. User Rep Comments Comments

How has the project benefitted the School/Unit?

Service provided by the Estate Office/IT Services

Any other issues

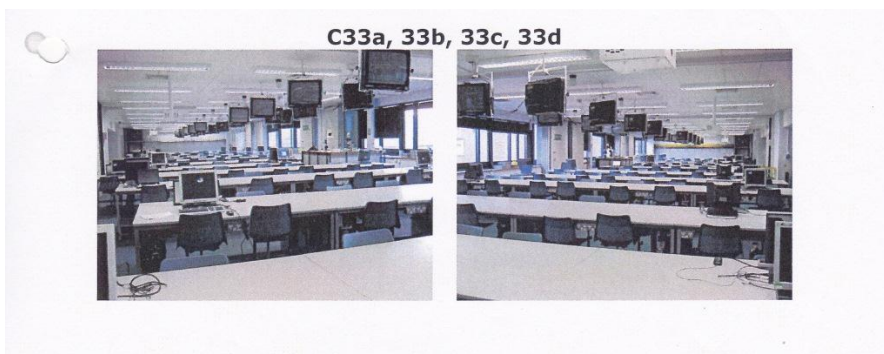
8. Other Comments/recommendations

Co-ordination of AV with IT Services
Where possible need to ensure rolling programme is linked with AV upgrade programme operated by IT Services.
AV budget now transferred from IT Services and managed by SMC (through Estate Office)

TRANSFER OF MULTI-DISCIPLINARY LABS TO TIMETABLING



Medical School Labs awaiting AV upgrade



View of labs prior to upgrading



Upgraded C33 Lab Suite



View of mobile console

SPACE MANAGEMENT COMMITTEE POST OCCUPANCY EVALUATION

Project Title	Transfer Medical School Multi Disciplinary Laboratories to the Timetabling System including AV/PC contribution		
SMC Approval	Jan-12	ES2612	
Project Officer	Tim Brooksbank		
IT Services Officer	Simon Henshaw		
User Representative	Chris Jones		
Contractor/Main Supplier	P Reilly Contractors		
Consultants			
			Medical School Lab Manager
			AV Contractor: Nuway Ltd

1. Project Description

The School of Biomedical Sciences wishes to upgrade the AV equipment and carry out minor works to the MDL's which would then be transferred into the Timetabling System

2. Project Objectives

To ensure spaces are maintained to University teaching space standards
To improve space utilisation
To comply with the policy of moving existing School labs onto the Timetabling System
To reduce the School of Biomedical Sciences space allocation of 1,379sq m

3. Project Data

Start Date: 9 July 2012
Finish Date: 3 Sept 2012
Outstanding Issues: None
Initially quite a few snags with AV. Not knowing the full functionality of the system contributed to slippage on the programme
Programme of work submitted to SMC showed AV upgrades to C33 and C1 suites for completion summer 2012. Only C33 suite has been upgraded
Programme of work submitted to SMC also showed AV upgrades to C99 and C2 suites for completion summer 2013 but these have not been done

4. Cost

Budget:	£12,000	£134,000 (AV/PC)
Final Cost:		

Comments:

5. Project Officer (Estate Office) Comments

Quality

There were only minor building works and these were carried out in a satisfactory manner

Contractor/Supplier performance

There were no problems with the contractor

Liaison with other professional Service Departments

Liaison with Information Services (AV Services) worked well

6. IT Services Comments

Quality

24 - 46" LCD screens installed + 4 projectors, digital with full HD capability and controlled by one touch screen.

Contractor/Supplier performance

The AV contractor did not perform well due to lack of resources. They were not on site full time. Corners were cut in some areas (cables loose with no ties, lack of adequate labelling). Nuway Ltd not on new AV contractor framework.

Liaison with other professional Service Departments

Liaison with Schools could be improved

7. User Rep Comments Comments

How has the project benefitted the School/Unit?

Service provided by the Estate Office/IT Services

Any other issues

8. Other Comments/recommendations

These were the first labs to be transferred to central timetabling control.
Comments from IT Customer Services:
Better communication with the Schools is needed. The School of Biomedical Sciences were not entirely clear on their requirements. Different lecturers have different requirements
Much more difficult to retrofit functionality
The existing system was owned by the School so little knowledge of system
AV systems in these rooms now centrally supported so better service provided by IT Customer Services

SPACE MANAGEMENT COMMITTEE POST OCCUPANCY EVALUATION

Project Title	AV refurbishments and PC/Laptop replacement			
SMC Approval	Jan/March 12	ES2626	ES2646	ES2647
Project Officer	Tim Brooksbank			
IT Services Officer	Simon Henshaw			Dave Halford
User Representative	Wyn Morgan			
Contractor/Main Supplier	GV Media			Nuway Ltd
Consultants				

1. Project Description

A rolling plan to refurbish AV equipment in Central Timetabled Rooms over Easter/Summer 2012 in accordance with an agreed schedule of rooms. The refurbishments were intended to be co-ordinated with a renewal programme for PC's and laptops

2. Project Objectives

To upgrade/replace AV equipment in Timetabled Rooms in order to maintain agreed standards for teaching and learning
To provide desktops that are fit for purpose to run the required software for teaching and learning

3. Project Data

Start Date:	Easter: 2 April 2012	Summer: 17 Jun 12
Finish Date:	Easter: 27 April 2012	Summer: 21 Sep 12
Outstanding Issues:		

4. Cost

Budget:	£250,000 (Easter)	£298,000 (Summer)	£300,000 (increase)
Final Cost:			

Comments:

5. Project Officer (Estate Office) Comments

Quality

Contractor/Supplier performance

Liaison with other professional Service Departments

6. IT Services Comments

Quality

Good quality achieved by GV Multimedia

Contractor/Supplier performance

GV Multimedia performed very well and finished on time with good communication. Nuway Ltd had resourcing issues which affected quality

Liaison with other professional Service Departments

IT Customer Services would like to set up more formal communications with Estate Office. There use to be Pre meetings before SMC met to discuss project proposals. The pre meetings brought together AV services, Timetabling and Estate Office. IT Customer Services would like these meetings re-instated. It is suggested that refubishments/equipment replacements in timetabled rooms should be included in the overall timetable for each room

7. User Rep Comments Comments

How has the project benefitted the School/Unit?

Service provided by the Estate Office/IT Services

Any other issues

8. Other Comments/recommendations

Students want more lecture capture facilities
This project was to be co-ordinated with the Estate Office rolling programme of Timetabled Room refurbishments but was not achieved due to timing issues
AV budget now transferred from IT Services and managed by SMC (through Estate Office). However IT Customer Services have stated that this slows down the ordering process and would prefer to handle the issue of orders directly whilst still maintaining overall control by SMC

STUDENT SERVICES CENTRE – ROYAL DERBY HOSPITAL



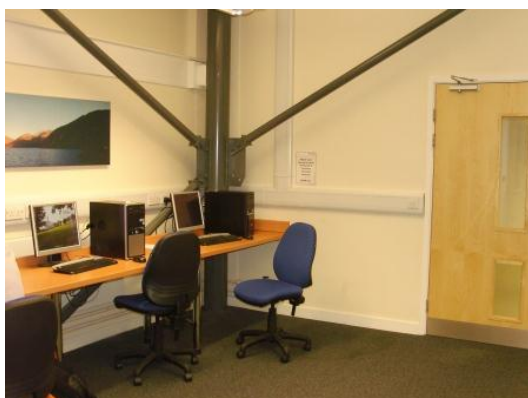
Main office area



Activity Area



Glazed screen giving borrowed light to office



Computer area



Circulation/social space (underused)

SPACE MANAGEMENT COMMITTEE POST OCCUPANCY EVALUATION

Project Title	Student Services Centre: Derby Royal Hospital		
SMC Approval	Mar-12	ES2642	
Project Officer	Hugo Bloch		
IT Services Officer			
User Representative	Jonathan Kavanagh - SU		Joanna East - Centre Manager
Contractor/Main Supplier	Derwent Construction		
Consultants			

1. Project Description

Provision of a new student services centre to cater for the increased student numbers at the Derby Royal site. Based on the Portland Building model, the new centre will include an activities area, office space for Students' Union staff and student committees and storage space

2. Project Objectives

To provide adequate space for Students' Union activities
To provide space which reflects the changing needs and requirements of the student community
To provide an opening and welcoming space which complements the learning experience

3. Project Data

Start Date: April 2012
Finish Date: September 2012
<p>Outstanding Issues:</p> <p>The new activity area is next to the existing library with a fire door linking the two areas. Problem with noise transmission through this door. Currently being discussed with the NHS Trust's Fire Officer to seek approval to remove this door</p>

4. Cost

Budget:	£200,000	
Final Cost:	£176,000	

Comments:

5. Project Officer (Estate Office) Comments

Quality

Quality matches the rest of the building which is relatively new

Contractor/Supplier performance

Contracts Manager retired and this caused some communication issues

Liaison with other professional Service Departments

Pre contract meeting was held with NHS Trust Head of Estates and Maintenance Officer

6. IT Services Comments

Quality

Contractor/Supplier performance

Liaison with other professional Service Departments

7. User Rep Comments - Joanna East

How has the project benefitted the School/Unit?

Overall, a good facility and allowed two Admin Teams to be brought together who were originally in two separate buildings

Service provided by the Estate Office/IT Services

Had to work hard to get responses from Estates
Some items to be done retrospectively have not been followed through

Any other issues

No mechanical ventilation - only high level openable windows. Data logging taking place to check ventilation and air flow
Shape of floor plan means that one working area has no natural light and cannot see reception desk

Additional radiators now installed
Room numbering needs changing

8. Other Comments/recommendations

Problems of noise from the Activity Area are causing disturbance to the Library. This is being resolved by removing connecting door and sealing up (subject to Fire Officer approval)

SPACE MANAGEMENT COMMITTEE POST OCCUPANCY EVALUATION

Project Title	Engineering Laboratory improvements in utilisation: L3 and L4 Buildings		
SMC Approval	Jun-12	ES2688	
Project Officer	Kevin Strauther		
IT Services Officer			
User Representative	Douglas Brown		
Contractor/Main Supplier	Derwent Construction		
Consultants			

Faculty Safety Co-ordinator

1. Project Description

Improvements in utilisation of laboratory space in L3 and L4 Buildings

2. Project Objectives

To improve lab facilities for staff and researchers
To improve space utilisation through change of use of space

3. Project Data

Start Date: 23 July 2012
Finish Date: 30 Nov 2012

Outstanding Issues:

None

4. Cost

Budget: £361,000
Final Cost: £372,000

Comments:

Faculty paid for an additional 3 phase supply

5. Project Officer (Estate Office) Comments

Quality

Project Officer considers the project to be of a good standard

Contractor/Supplier performance

Contractor performed well. Had a positive attitude and was willing to be flexible. Good safety attitude.

Liaison with other professional Service Departments

6. IT Services Comments

Quality

Contractor/Supplier performance

Liaison with other professional Service Departments

7. User Rep Comments Comments

How has the project benefitted the School/Unit?

Improved facilities and some health and safety issues resolved

Service provided by the Estate Office/IT Services

The Project Officer was very good. DB has good relationship with Estate Office. The project management arrangements worked well. DB wrote the SMC submission which was endorsed by Estate Office and used as tender documents. DB managed day to day matters on site while the Estate Office Project Officer dealt with finance and overview. Arrangements worked very well.

Any other issues

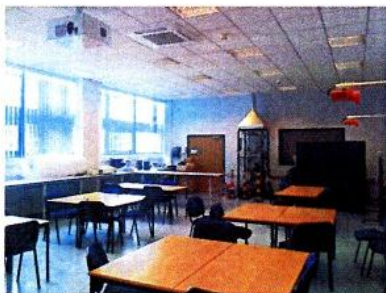
Engineering Faculty stripped out areas (including electrics) in readiness for contractor which helped speed up the process and save money.
Some problems did arise but had sufficient budget to deal with these. Eg two main distribution boards were replaced which eliminated H & S issues.
Biggest problem was dealing with Mach-Aire who caused two months delay in finishing due to installation of fume cupboards ("obstructive and not forthcoming")

8. Other Comments/recommendations

Good submission to SMC by Engineering. Well developed case and particulars of scheme explained in some detail. Work on site supervised by Engineering Faculty
No defects identified at end of defects liability period (6 months)
Associate Dean presented proposals to SMC but had been well briefed by DB

ADDITIVES RESEARCH GROUP LABORATORIES

Existing spaces (A3-A7) prior to conversion



ADDITIVES RESEARCH GROUP LABORATORIES



SPACE MANAGEMENT COMMITTEE POST OCCUPANCY EVALUATION

Project Title	Engineering Laboratory alterations and improvements: L3 Building		
SMC Approval	Jun-12	ES2689	
Project Officer	Kevin Strauther		
IT Services Officer			
User Representative	Paul Antcliff		
Contractor/Main Supplier	B&M Installations		
Consultants			

Faculty Technical Manager

1. Project Description

Creation of Additives Research Group laboratories in L3 Building

2. Project Objectives

To create 318 sq m of laboratory space to house the Additives Manufacturing Research Group which is moving to Nottingham from Loughborough University

3. Project Data

Start Date: 2 July 2012

Finish Date: 9 Jan 2013

Outstanding Issues:

None

4. Cost

Budget: £484,000

Final Cost: £425,000

Comments:

5. Project Officer (Estate Office) Comments

Quality

Project Officer considers the project to be of a good standard

Contractor/Supplier performance

Contractor and subcontractors worked well but electrical subcontractor had to be brought into line

Client has no issues with the contractor who they have used before. Good standard of workmanship. Some issues unforeseen when stripping out but were able to cope

Liaison with other professional Service Departments

6. IT Services Comments

Quality

Contractor/Supplier performance

Liaison with other professional Service Departments

7. User Rep Comments Comments

How has the project benefitted the School/Unit?

Vastly improved research capability in this field. Nottingham University is now the UK centre for Additives research and Rapid Prototyping. Prof Hague is very happy with the facilities.

Service provided by the Estate Office/IT Services

Very good relationship with the Estate Office and consult prior to submission in order to agree on scope of works and method statement

Any other issues

8. Other Comments/recommendations

Good submission to SMC by Engineering. Well developed case and particulars of scheme explained in some detail

SMC is an essential part of the monitoring and management of the use of space and needs to vet applications for additions/changes of space. Submission of proposals and their format are defined as part of the submission requirements.

Paul Antcliff comment:

However the need to deliver projects with short lead-in times (eg when dealing with external sponsors) does not always fit with the SMC meeting schedule (SMC meets every 3 months). Need to be more flexible in meeting dates

SMC approval process

Once project proposals have been submitted, these are often presented at the SMC meeting by the Associate Dean who may not be familiar with the details of the scheme. It may be better to also invite the author of the scheme submission paper to answer any detailed or technical questions.

B60-62 LAB CONVERSION – CENTRE FOR BIOMOLECULAR SCIENCES



B60 Laboratory



Specialist piped gases



Store Room



External gas bottle store

SPACE MANAGEMENT COMMITTEE POST OCCUPANCY EVALUATION

Project Title	Centre for Biomolecular Sciences Lab Refurbishment		
SMC Approval	June/Nov 12	ES2690	
Project Officer	Tim Brooksbank		
IT Services Officer	Dale Pearson		
User Representative	Louise Cupitt		
User Representative	Carl Winfield		
Contractor/Main Supplier	Rotunda Construction		
Consultants	Innes England Building Surveyor: Tom Burton		
			CBS Safety Officer
			Building & Operations Manager

1. Project Description

To convert B60, B61 and B62 in the CBS Building to provide accommodation for the Clostridia Research Group

2. Project Objectives

To relocate Electrical Engineering (Laser facility) and space occupied by Pharmacy (Blood product separation) which will release rooms B60, B61 and B62 for CRG use (gas fermentation facility and general manipulation of organisms)

3. Project Data

Start Date: 30 Oct 2012	Final Design: Dec 2012
Finish Date: End Jan 2013	
Outstanding Issues:	

4. Cost

Budget:	£130,000	£145,000 (increase)
Final Cost:		

Comments: "last minute project" slightly over cost. CBS contributed to shortfall

5. Project Officer (Estate Office) Comments

Quality

There were some complicated issues but these eventually got resolved
Outcome: good laboratory facility
Original request did not reflect what was actually needed - took a long time to get this

Contractor/Supplier performance

Some issues with the construction of the external gas bottle store and how this would be done: not clear in the brief
Overall contractor did a good job and accommodated the programme
Lab gas specialist used: Sanber Ltd

Liaison with other professional Service Departments

6. IT Services Comments

Quality

Contractor/Supplier performance

Liaison with other professional Service Departments

7. User Rep Comments Comments

How has the project benefitted the School/Unit?

User client is very happy with the outcome of the project and facilities provided which have created the country's first biomolecular science gas fermentation laboratory, helping to secure crucial funding and doctoral studentship positions.

Service provided by the Estate Office/Consultant/Contractor

Liaison with Estate Office was poor - difficulty in obtaining information
Estate Office dealt with the relocation of Electrical Engineering and Pharmacy

Consultant, Tom Burton: good user client liaison
Main contractor performed well: easy to work with and kept areas clean

Any other issues

There were difficulties with the location of the gas cylinder store. Aesthetics of the building and landscaping were important and this limited options for location of the store
Some delay in getting the gases in
Underbench cupboards were missed off the Lab furniture specification
Some problems with LEV due to end user attempting last minute changes

8. Other Comments/recommendations

The CBS technician dealt with most issues as user client representative.

Didn't have any complaints from users

Recommendations:

- CBS to develop proforma/checklist to inform initial brief
- Early review of proposals needed with Estate Office prior to SMC submission
- Ensure single point of contact with end user
- Develop model for dealing with LEV and gases in a complicated lab arrangement