

DIVISION OF FACILITIES MANAGEMENT
Planning, Design and Construction

University Space Asset Allocation 2015 Summary Report

Version No: 1.0 | February 2016



Executive Summary

Pressures on space at Charles Sturt University (CSU), as with other Australian universities, is constant, based on demand to cater for new and ongoing organisational strategic activities. In contrast, the need for financial prudence and commitment to sustainability requires that space is used efficiently and effectively. Managing space is a complex challenge, requiring weighing the needs of people and diverse activities across the University. Over the past twelve months the Division of Facilities Management (DFM) has conducted extensive surveys of space across all campuses. To date this activity is approximately 95% complete with ongoing auditing activities scheduled for completion by the end of quarter 1, 2016.

This report provides an overview of built space across seven campuses with sources of contributing data include physical audit, Archibus (Space Planning) and information provided by the Office of Strategic Planning and Information.

Key findings of this report show:

- The University's overall built space is 301,320 square metres (Figure 1).
- Top five users of space across the University are:
 - 80,348m² - Division of Finance (including Residence Life & Enterprises)
 - 59,103m² - University Shared Space
 - 16,173m² - Division of Library Services
 - 15,950m² - School of Animal & Veterinary Sciences
 - 11,672m² - School of Agriculture & Wine Sciences
- The largest user of office space is the Faculty of Science with 9,665 square metres.
- Larger more established campuses have a higher level of space complexity in terms of space categories, custodians and functions.

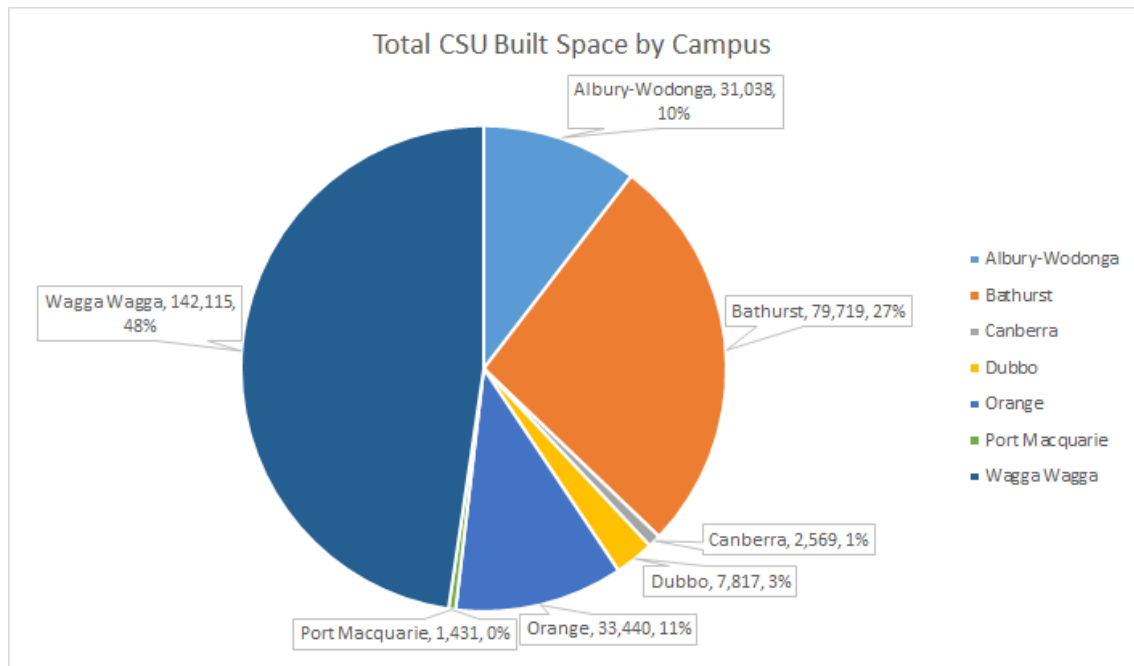


Figure 1 - Total built space (square metres and percentage) by in scope campuses.

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1.0 Introduction

Space is one of the major assets of Charles Sturt University (CSU) with the availability of appropriate space essential to supporting teaching, research and community service objectives. Space management is one of the most important, most challenging, and perhaps most contentious issues facing universities with the provision of appropriate space becoming increasingly important for CSU as the organisation operates within a progressively competitive environment for both students and funding. The management of space is therefore a key foundation of CSU's asset management strategy.

Space management is the process by which University leaders are provided with information on space utilisation and space needs to make significant facility planning-related decisions in a cost effective manner. Specifically, space management is the systematic method of inventorying, allocating, planning, designing and maintaining space, equipment and furniture for general or special-purpose facilities that are subject to such needs as flexibility or an accommodation for future growth. Flexibility, functionality and efficiency require an effective space management system, for which space planning is an effective tool.

This is the first annual Space Asset Report providing a broad brush assessment of the allocation of space across CSU as of the end of 2015. Information in this report is based on data exported from CSU's Archibus space management database in late November 2015. Data reflects the organisation up to this point in time with current and pending organisational change activities scheduled for 2016 not reflected in this document. Included in this report is data relating to the following CSU campuses:

- Albury-Wodonga
- Bathurst
- Canberra
- Dubbo
- Orange
- Port Macquarie
- Wagga Wagga

1.1. Exclusions

The following locations have been excluded from this report:

- CSU Goulburn Campus (NSW Police Academy)
- CSU Parramatta Campus (United Theological College)
- CSU Homebush Office Accommodation (Sydney Olympic Park)
- CSU Regional Study Centres (Parkes, Griffith, Wangaratta)
- CSU International Study Centres (Melbourne and Sydney)
- CSU in Manly (Australian Institute of Police Management)
- CSU Partner Locations both domestic and international
- Investment Properties
- Residential facilities external to CSU campuses

1.2. Definitions

Usable Floor Area (UFA): The measure for space used in these summaries. UFA is the sum of the floor areas measured at floor level from the general INSIDE face of walls of all spaces related to the primary function of the building. As a rule, it is the fully enclosed covered area less common use areas, service areas and non-habitable areas. Areas outside the UFA definition are categorised as '08 Non-Usable Space'. See Primary Room Type Category Descriptions.

Staff FTE: Includes continuing and fixed term employees in both academic and administrative functions. For the purposes of this document, Staff FTE does not include casual employees, visiting academics, emeriti or HDR students unless stated.

TEFMA: Tertiary Education Facilities Management Association Inc. (TEFMA) provide strategic and operational infrastructure and services in support of tertiary education in the Australasian region.

TEFMA Primary Room Type Category Descriptions: Categories of space bases of TEFMA planning guidelines. Examples follow. Refer to Appendix 4.1 for a full breakdown of space category elements and descriptors.

01 Office Space

Individual enclosed offices, enclosed spaces with a higher capacity, open plan spaces; does not include informal work spaces, reception.

02 Learning and Teaching Space

Lecture theatres, seminar rooms, tutorial rooms and problem based learning rooms.

03 Specialist Teaching and Research Space

All laboratory types such as PC2, wet/dry labs, computer labs, clinical teaching spaces, fine arts or dance studios.

04 Ancillary Space

Storerooms, workshops, equipment or service rooms to research labs, warehouses, constant-temperature controlled rooms, animal housing.

05 Library and IT Space

Library services, stacks, central or local computer rooms, informal learning areas.

06 General facility

Conference and meeting rooms, copy/print rooms, kitchens, waiting areas, receptions, common rooms, religious rooms, parents' rooms, child care facilities, service rooms.

07 Residential Accommodation Space

Student residential accommodation.

08 Non-Usable Space

Circulation space, plant and equipment rooms, toilets.

09 Non-Reportable Space

Space used for investment purposes (primarily space leased to third party organisations).

2.0 University Estate Data

This section explores the overall quantity of space across the entire CSU estate (campuses in scope). CSU uses TEFMA primary room type space categories (see Section 1.2 Definitions). Overall CSU has 301,320 square metres of documented built space covering 541 buildings across the seven campuses in the scope of this document (Figure 2).

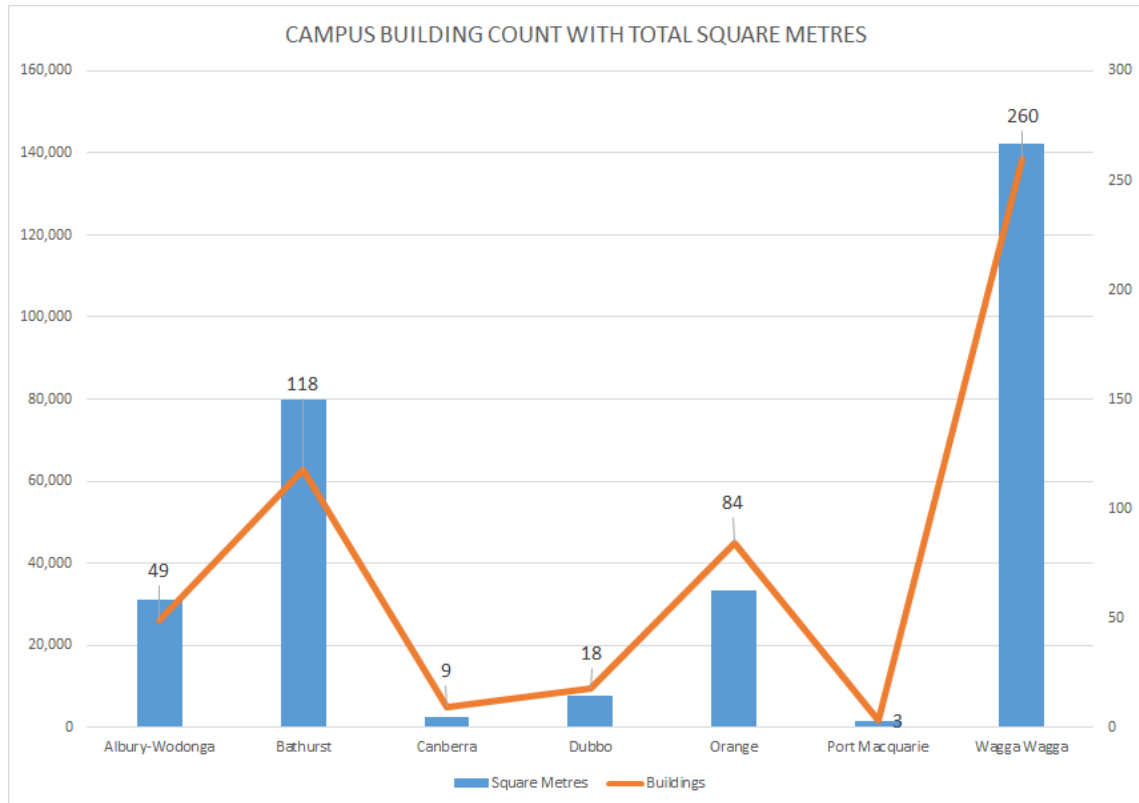


Figure 2 – Campus total built space (square metres) with total building count

TEFMA primary room type space categories have been applied to total campus space distributions (Figures 3 and 4). Each space category will be discussed in more detail below.

Initial high level observations indicate the Albury-Wodonga, Bathurst and Wagga Wagga Campuses having a broadly similar mix of space use categories in terms of percentage use. Orange and Dubbo Campuses have higher percentage proportions of non-usable space indicating potentially lower building use efficiency of spaces in these campuses. Canberra Campus (including Brisbane Avenue office accommodation) being predominantly research focused has a higher proportion of office accommodation and general facility space. Port Macquarie Campus which currently consists of three leased buildings is ran extremely efficiently as seen by the low non-usable space figures and high proportion of learning and teaching space.

On Campus residential accommodation is present in all campuses other than Canberra and Port Macquarie with Orange and Bathurst Campuses having a slightly higher proportion of overall residential space.

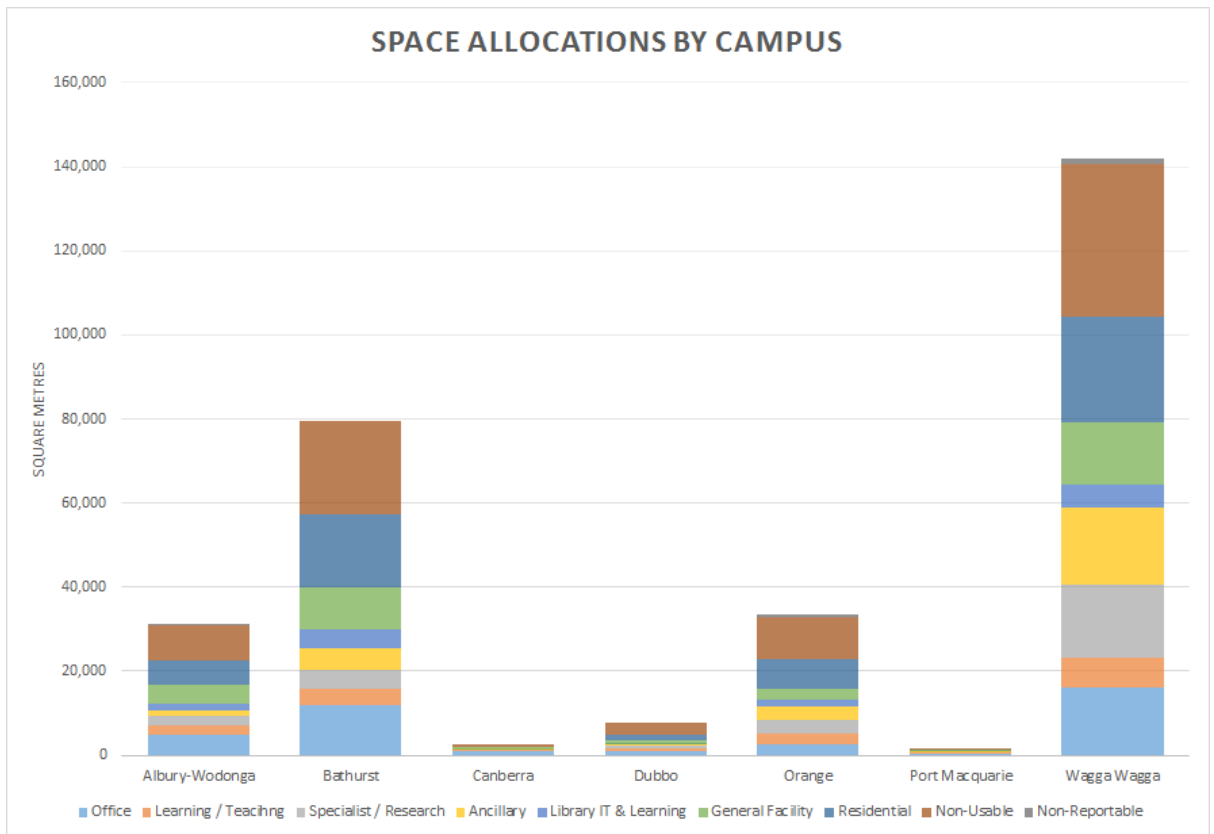


Figure 3 - University campus space allocations (square metres) by primary room type category

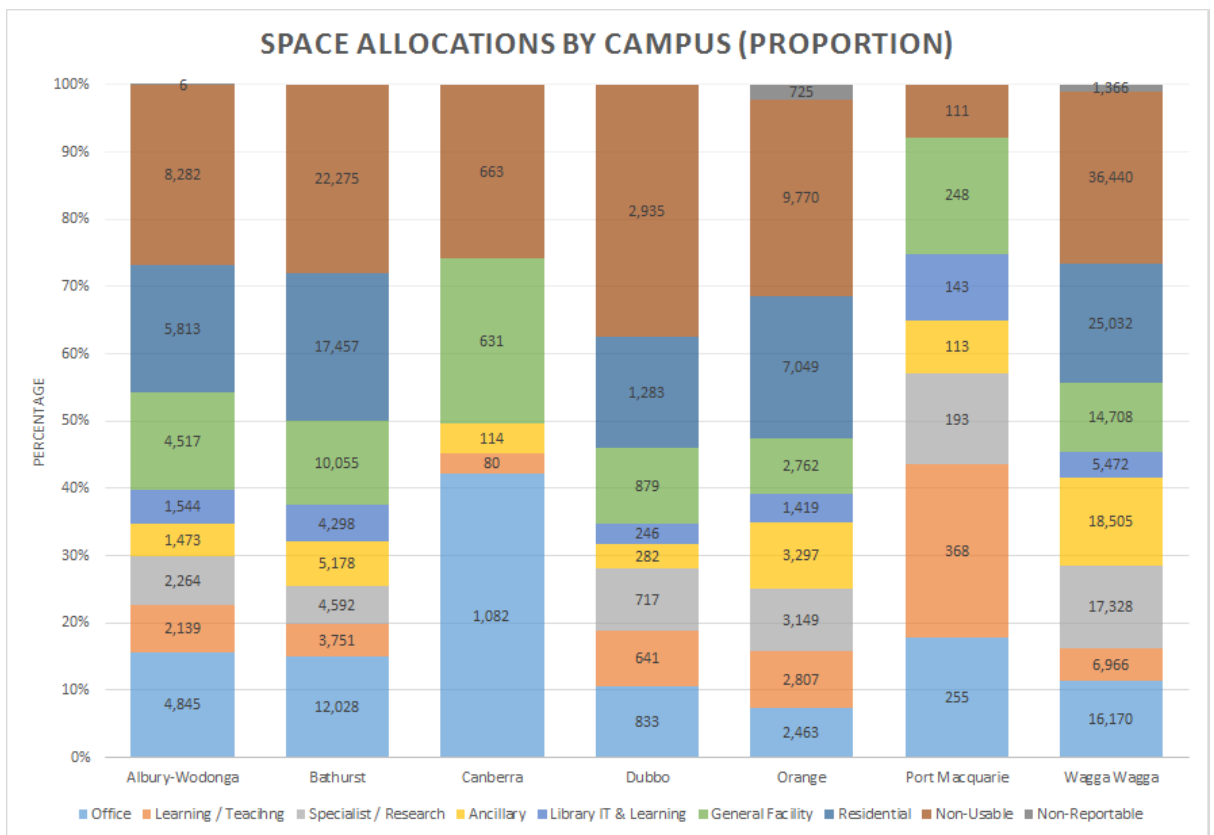


Figure 4 – University campus space allocations (square metres) by primary room type category (proportion)

Analysis of overall space utilisation across all categories and campuses results in the top five users of space in CSU identified in Figure 5.

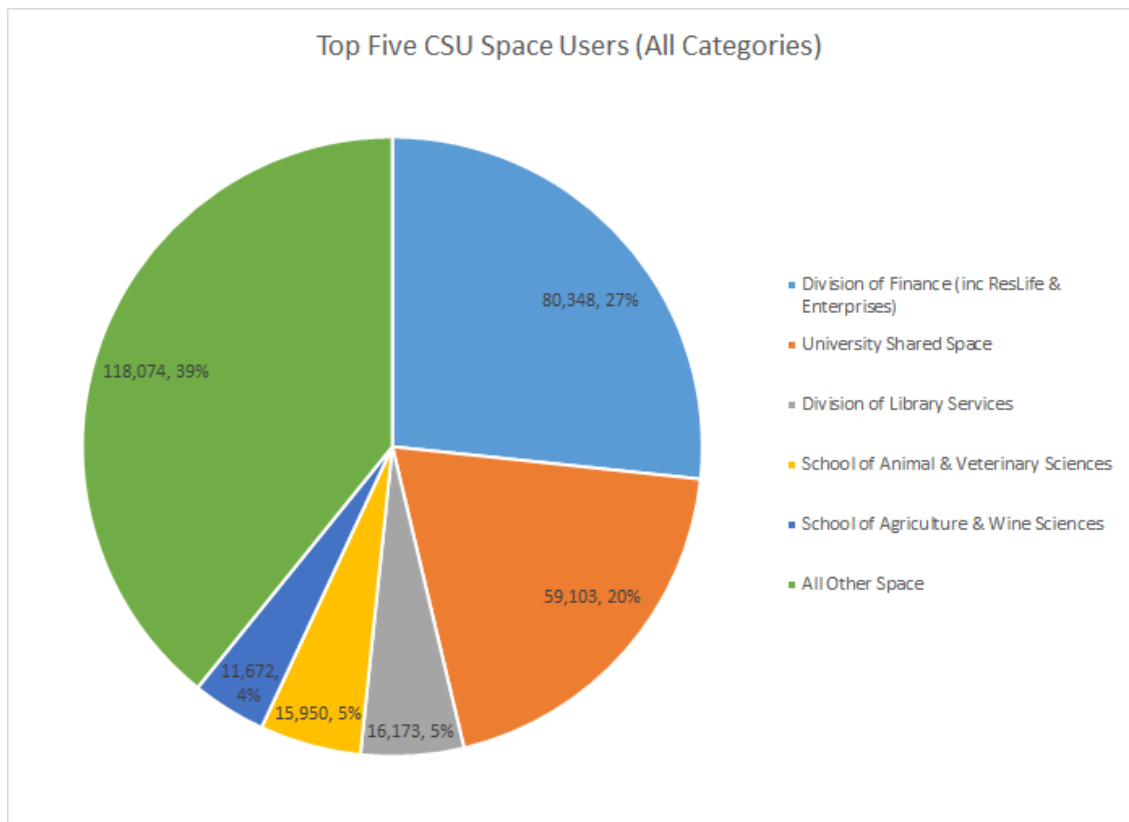


Figure 5 - Total CSU space with top five space uses

2.1. Ongoing Nature of Reporting

This report is first dissemination of the organisation's space assets into segment benchmark categories. Ongoing report development will see the inclusion of appropriate benchmarks and KPIs to assist DFM to identify the true cost of space and opportunities for changes moving forward. Future reports will be guided by numerous factors including the Courses and Campuses review, new organisation-driven strategic initiatives along with other internal and external factors that may influence the direction of the University.

2.2. Buildings with Changes to Strategic Intent

Table 1 highlights buildings whereby a change to strategic intent has been identified during 2015. This list highlights a significant level of activity in 2015 where numerous built assets have been identified as redundant to requirements. Change relates to entire buildings unless indicated by a percentage of space within. For building and spaces with a strategic function of Learning and Teaching, changes result from recommendations made through the 2015 Learning and Teaching Space Utilisation Review. In terms of residential buildings DFM are working with Residence Life to determine a more strategic built asset strategy as there is a recognised list of aged buildings that no longer support the needs to students.

Campus	Building	Strategic Function	Change	Action
Bathurst	1299 (S4)	Learning & Teaching	Redundant to requirements	Under Review
Bathurst	1300 (S7)	Learning and Teaching	Change of Strategic Function	Music function relocated to 1454. Now RHD office accommodation
Bathurst	1450 (N6)	Office Accommodation	Redundant to requirements	Demolish July 2016
Bathurst	1495 (R90) Hargraves	Student Residential Accommodation	Redundant to requirements	Mothballed Under Review
Canberra	850	Office Accommodation	Redundant to requirements	Demolish February 2016
Orange	1004	Learning & Teaching	Redundant to requirements	Two lecture theatres closed. 65% of building mothballed
Orange	1015	Learning & Teaching	Redundant to requirements	Mothballed
Orange	1016	Learning & Teaching	Redundant to requirements	Mothballed
Orange	1019	Learning & Teaching	Redundant to requirements	Mothballed (used for exams)
Orange	1020	Learning & Teaching	Redundant to requirements	Mothballed (used for exams)
Orange	1021	Learning & Teaching	Redundant to requirements	Mothballed (used for exams)
Orange	1022	Amenity	Redundant to requirements	Mothballed (used for exams)
Orange	1120	Leaning & Teaching Retail	Redundant to requirements	Lease to Vintessential
Orange	1180	Equine Precinct	Function relocated to Wagga Wagga	Mothballed (used by Farm) Under Review
Wagga Wagga	3	Office Accommodation	BMS Occupants relocated to building 288	Building currently used for interim accommodation
Wagga Wagga	4	Office Accommodation	BMS Occupants relocated to building 288	Building currently used for interim accommodation

Campus	Building	Strategic Function	Change	Action
Wagga Wagga	10	Learning & Teaching	Biology function relocated to NaLSH	30% of building now Mothballed
Wagga Wagga	12	Learning and Teaching	Redundant to requirements	Swan Theatre closed to Learning and Teaching
Wagga Wagga	15	Learning and Teaching	Functional Change to DIT Office Accommodation	All flat floor teaching spaces closed. Computer labs rationalised into two new labs in building 13.
Wagga Wagga	16	Learning & Teaching	Chemistry function relocated to NaLSH	50% of building now Mothballed
Wagga Wagga	24	Office Accommodation		Lease to Riverina Local Land Services
Wagga Wagga	219 West Hall	Student Residential Accommodation	Redundant to requirements	Mothballed Under Review
Wagga Wagga	232	DFM Operations	End of Lease	Returned to DPI
Wagga Wagga	233	DFM Operations	End of Lease	Returned to DPI
Wagga Wagga	270 Bowen Hall	Student Residential Accommodation	Redundant to requirements	Mothballed Under Review
Wagga Wagga	272 Butler A	Student Residential Accommodation	Redundant to requirements	Mothballed Under Review
Wagga Wagga	273 Butler B	Student Residential Accommodation	Redundant to requirements	Mothballed Under Review
Wagga Wagga	274 Butler C	Student Residential Accommodation	Redundant to requirements	Mothballed Under Review
Wagga Wagga	288	Office Accommodation	New Build	BMS, SAWS, SAVS offices
Wagga Wagga	411	Enterprise (Production Winery)	Redundant to requirements	External Lease Under Review
Wagga Wagga	460	Student Residential Services	Partial change of function	Under Review
Wagga Wagga	461	Childcare Facility	Redundant to requirements	Mothballed Under Review

Table 1 - CSU Buildings with Changes to Strategic Intent

2.3. Office Space

Office environments and their provision is often the most contentious of all space types within the University. Figure 6 provides an overview of office space allocations across the campuses by organisational unit and staff FTE. The Faculty of Science has the largest share of office space approaching 10,000 square metres particularly in the Wagga Wagga Campus. The Offices of the Deputy Vice Chancellor (Academic and Administration) are of similar size close to 6,000 square metres of office space.

Figure 7 illustrates the breakdown of organisational unit office areas for each campus along with staff FTE (Full Time Equivalent) data. Note at the time of publishing this report, there were some discrepancies between organisational units and FTE data resulting in the inability to provide specific charts at a school or divisional level. This will be introduced in the 2016 Space Asset Allocation Summary Report.

Traditionally, academic workspaces have changed little over the past thirty years where traditional cellular enclosed offices remain the primary workspace model in CSU. Administrative workplaces are more blended in terms of better ratios of open plan to enclosed office spaces. The nature of the academic and administrative work-role has however, undergone an array of changes driven by new technology, flexible working initiatives, diverse staffing models, higher levels of collaboration, and an increased corporatisation of the sector driving financial and environmental accountability.

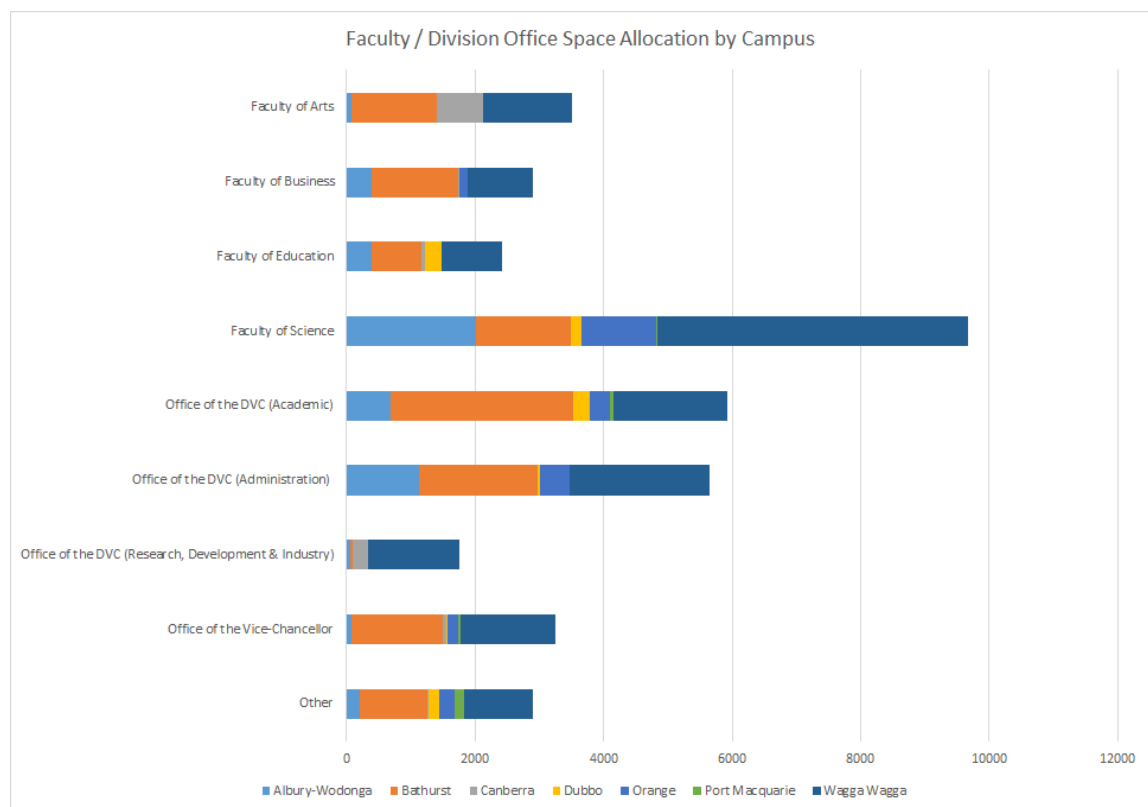


Figure 6 - CSU Faculty and Divisional office space allocation by campus

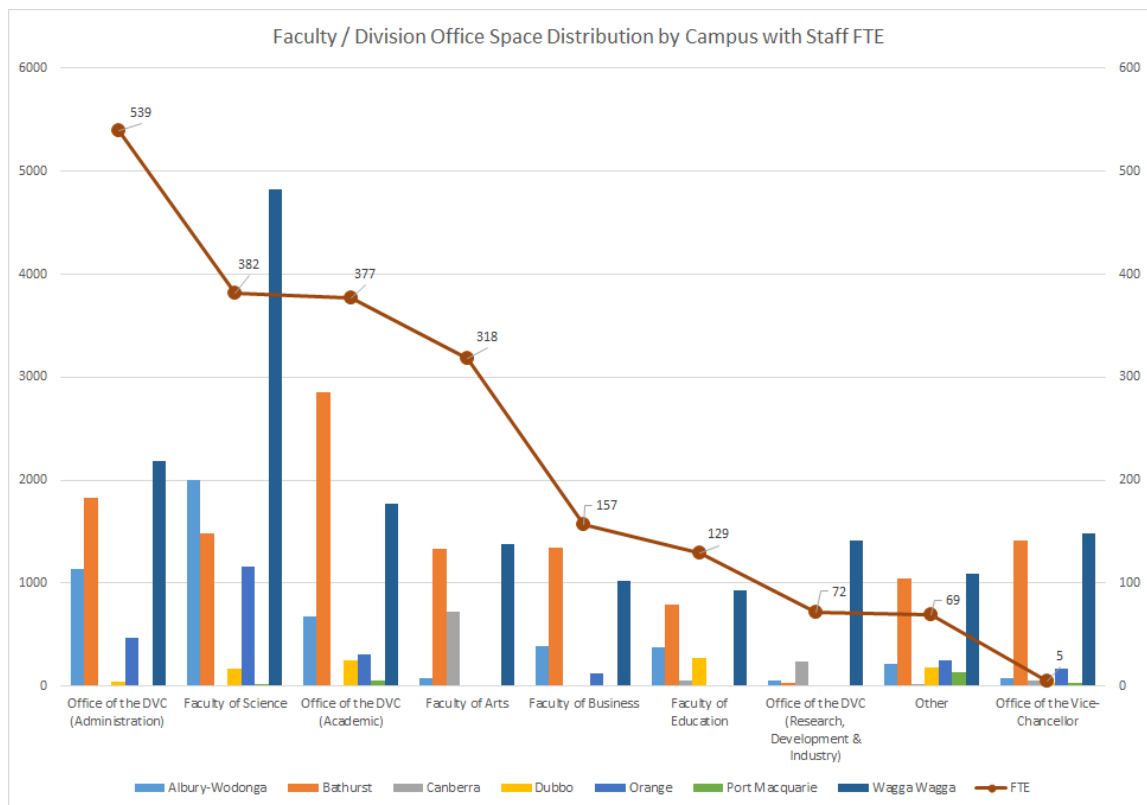


Figure 7 – CSU Faculty and Divisional office space distribution by campus with staff FTE numbers

Figures 8 to 12 outline office type data (Enclosed or Open Plan) for each Faculty and Division. It is immediately evident that for Schools within the Faculties, the majority of office space is classified as enclosed space (generally single occupancy academic offices). The Faculty of Science faculty staff have the best ratio of open plan to enclosed space primarily due to the technical laboratory staff being located in open plan environments.

The Offices of the Deputy Vice Chancellor (Academic and Administration) have greater levels of open plan space when compared to the Faculties. This is primarily due to differing nature of roles and a greater drive for office space efficiencies from these groups. The ongoing organisational challenge will be to drive office space effectiveness through introducing innovative ways to use space inclusive of both academic and administrative workspace requirements.

This report has identified custodians of office space across the university. The Division of Facilities Management is also building a dataset of staff occupancy. What the University has no data or understanding of is the levels of office space utilisation (i.e. how often staff occupy their offices). In order to build a holistic view of CSU's office environment, this data will be needed.

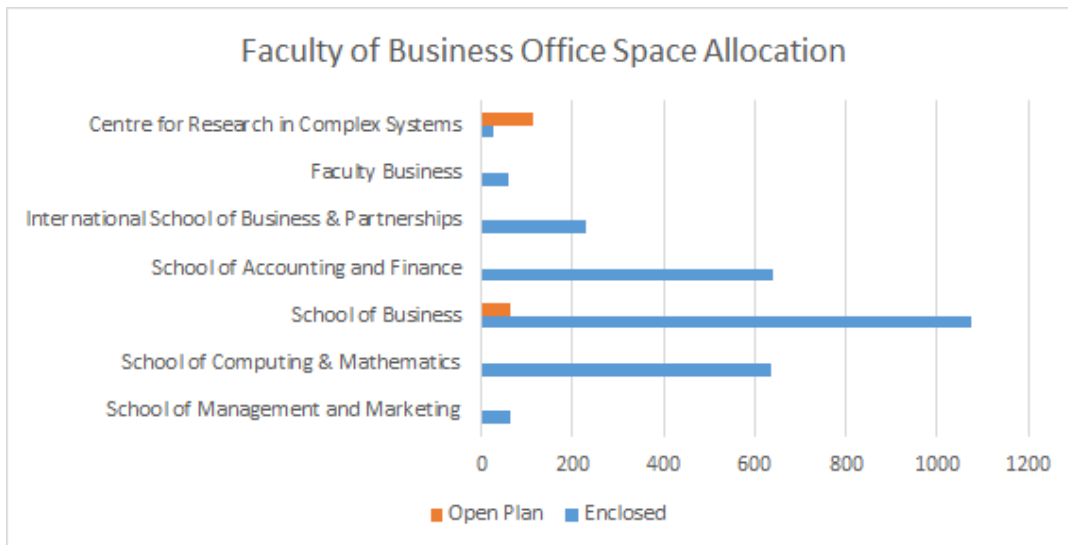


Figure 8 - CSU office space allocation: Faculty of Business

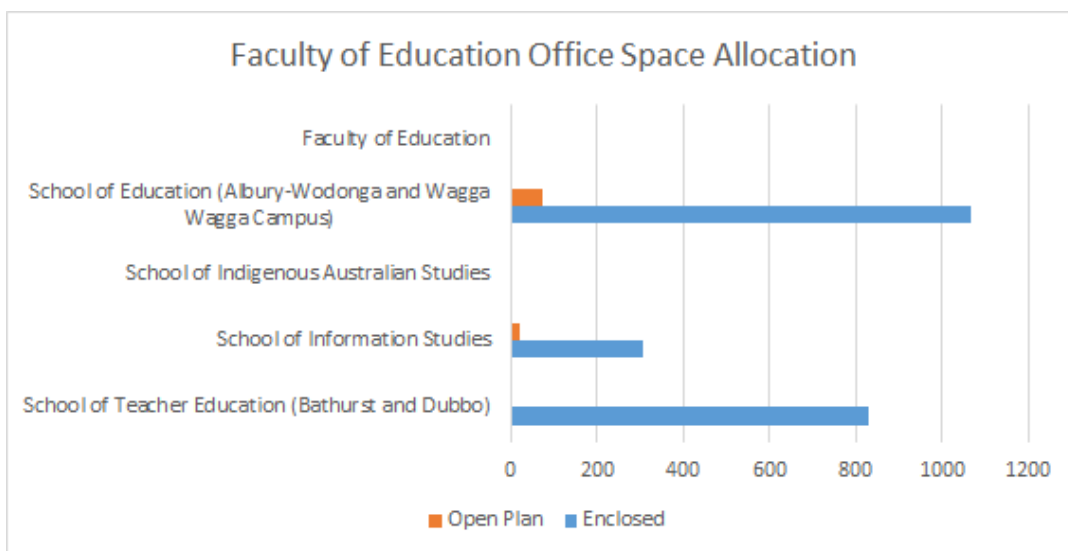


Figure 9 - CSU office space allocation: Faculty of Education

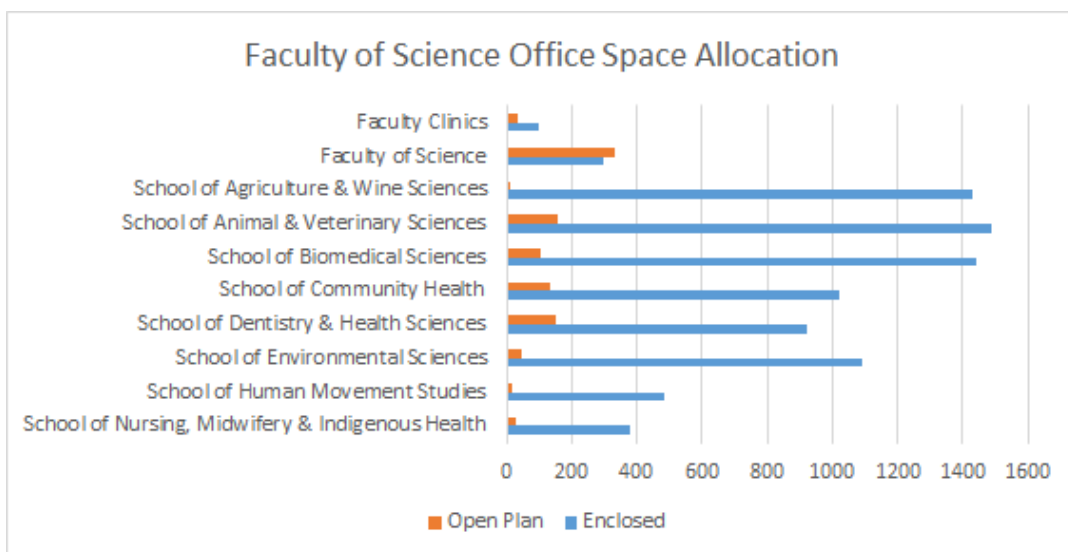


Figure 10 - CSU office space allocation: Faculty of Science

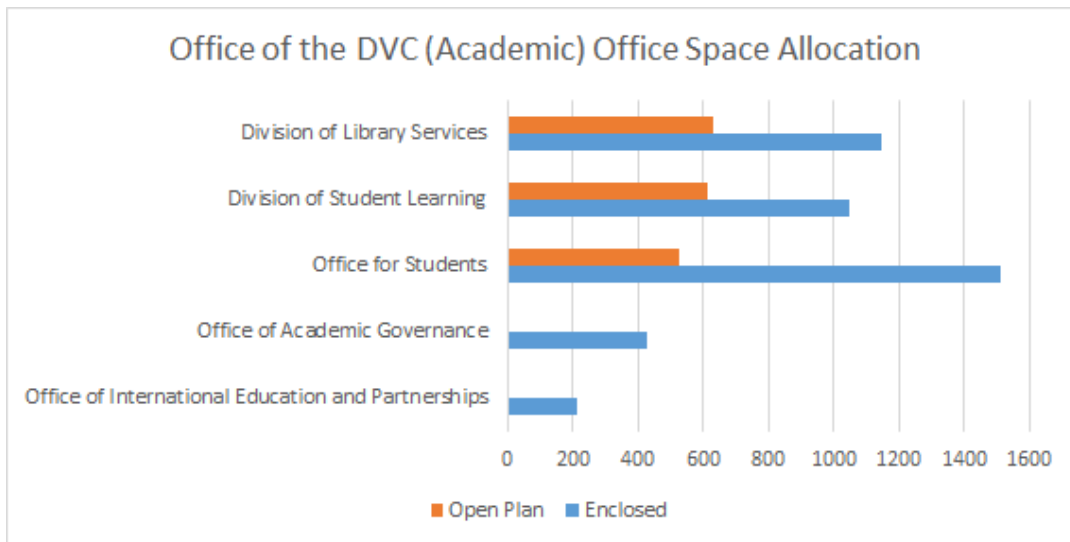


Figure 11 - CSU office space allocation: Office of the Deputy Vice Chancellor (Academic)

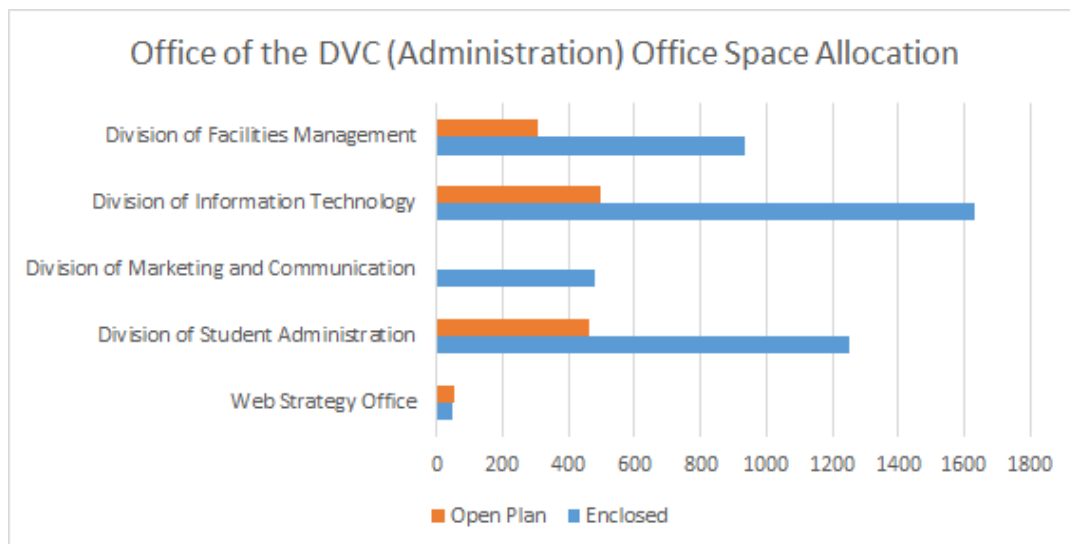


Figure 12 - CSU office space allocation: Office of the Deputy Vice Chancellor (Administration)

2.4. Learning and Teaching Space

This is an interesting category in terms of custodianship and complexity (Figure 13). For the larger, older campuses (Bathurst and Wagga Wagga) there shows a significant level of complexity of custodianship of spaces. These spaces are most typically associated with Schools within the Faculty of Science whereby learning and teaching spaces have been traditionally managed at a school level. Other schools such as the School of Communication and Creative industries within the Faculty of Arts also have significant specialist learning and teaching spaces under their custodianship.

With this said, the location of learning and teaching spaces may be within a building managed by a school but open to the general University population for learning and teaching. A learning and teaching space custodianship reconciliation activity will be conducted in 2016 to ensure space custodianship is reviewed and aligned between both Archibus (Space Planning) and Syllabus Plus (Timetabling) systems. Newer and smaller campuses are less complex and have less levels of exclusivity of space custodianship.

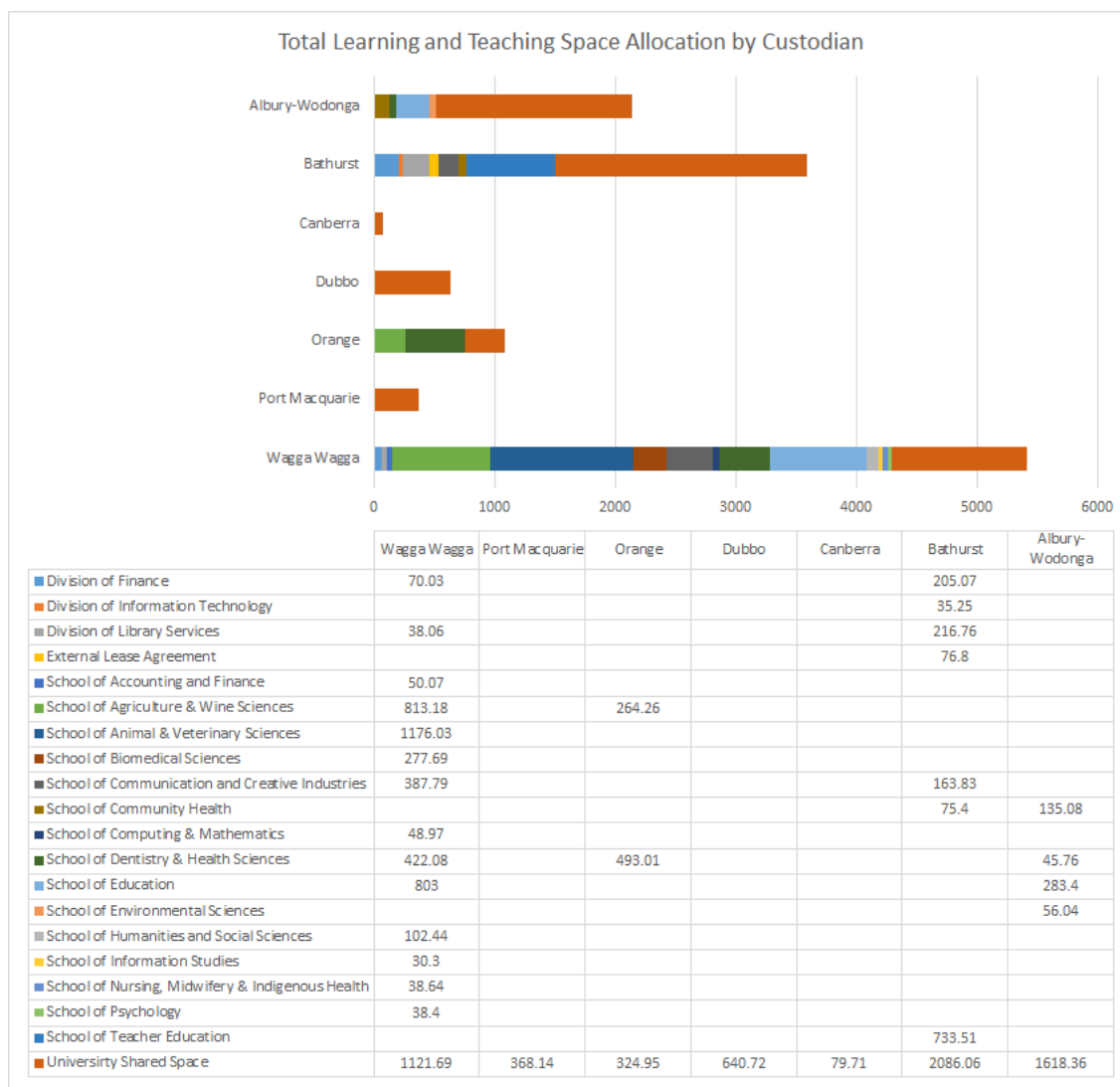


Figure 13 - CSU total learning and teaching space by custodian

2.5. Specialist Teaching and Research Space

Figure 14 outlines the distribution of specialist teaching and research spaces across the Campuses. This space category equates to a significant number of the University's total learning and teaching space stock and are complex in terms of custodianship and usage (learning and teaching / research). Clearly the Wagga Wagga campus has around fifty percent of the University's space in this category predominately related to schools within the Faculty of Science. A review of Wagga Wagga Campus laboratories is currently being facilitated by the Faculty of Science.

As with learning and teaching spaces, the School of Communication and Creative industries within the Faculty of Arts manages a number of specialist spaces on the Bathurst and Wagga Wagga Campuses.

The exclusivity of both learning and teaching spaces and specialist teaching spaces is evident across all campuses and has been recognised through the recent Learning and Teaching Space Utilisation studies conducted by the Divisions of Facilities Management and Student

Administration. Through the identification of pedagogical synergies and the sharing of space, the demand for the current volume of specialist building stock will be reduced allowing for strategic investment to create spaces of flexibility and quality.

Due to the complexity of usage across this space category, some coding anomalies have been identified and will be reviewed and rectified during 2016. Unaudited spaces in the Orange and Wagga Wagga Campuses relate to spaces within the Farming Enterprise which will be assessed during quarter one of 2016.

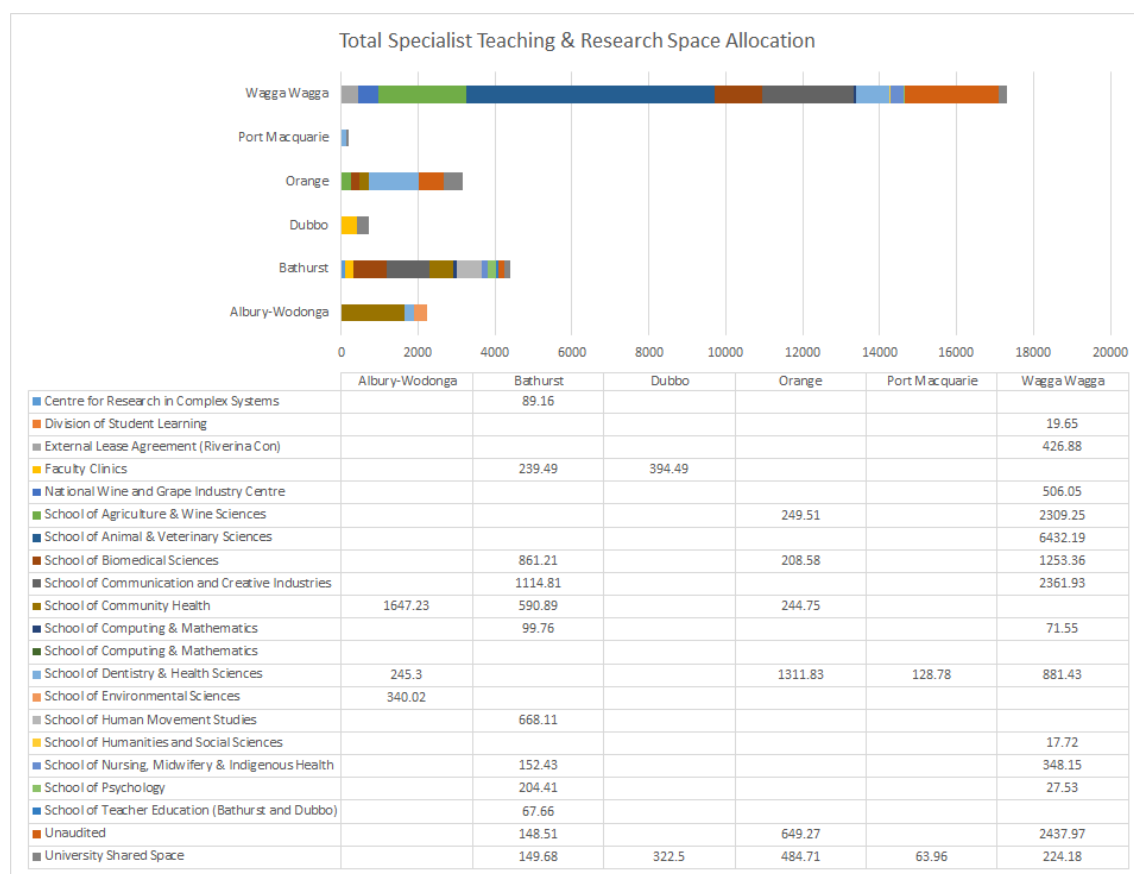


Figure 14 - CSU total specialist teaching and research space by custodian

2.6. Ancillary Space

As would be expected, ancillary spaces (Figure 15) have a wide range of custodians across the campuses with significant space areas linked to the Division of Facilities Management and student residences. Again, the Wagga Wagga campus has a significant share of total ancillary space of the University.

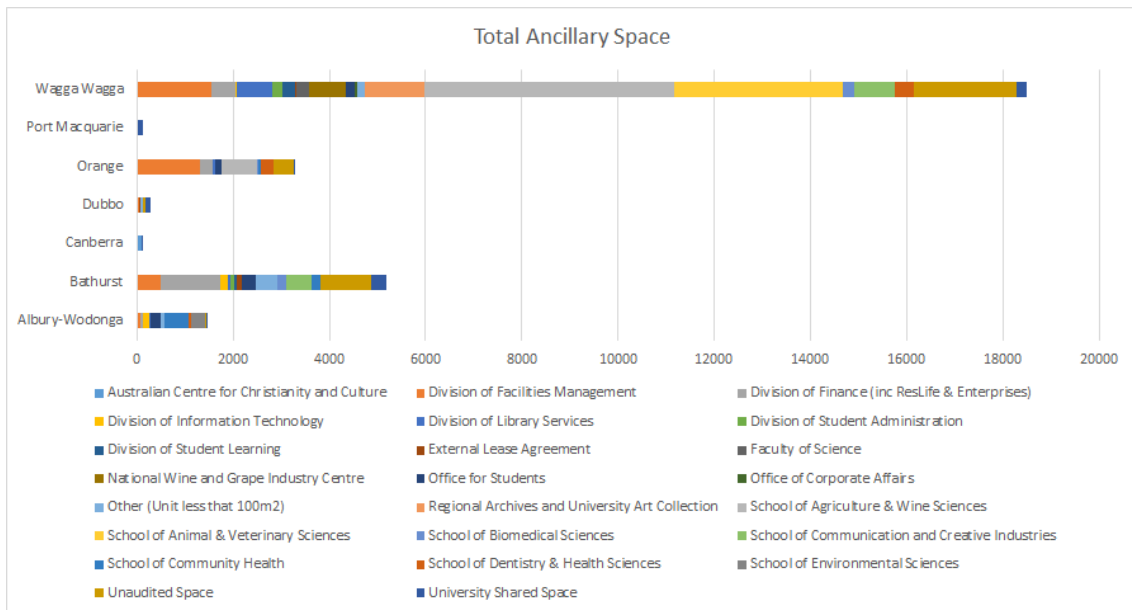


Figure 15 - CSU total ancillary space allocation

2.7. Library IT and Learning Use Space

Figure 16 provides a breakdown of Library IT and Learning Use space. These spaces predominantly revolve around learning commons environments and computer laboratories which account for some of the minor users of this category.

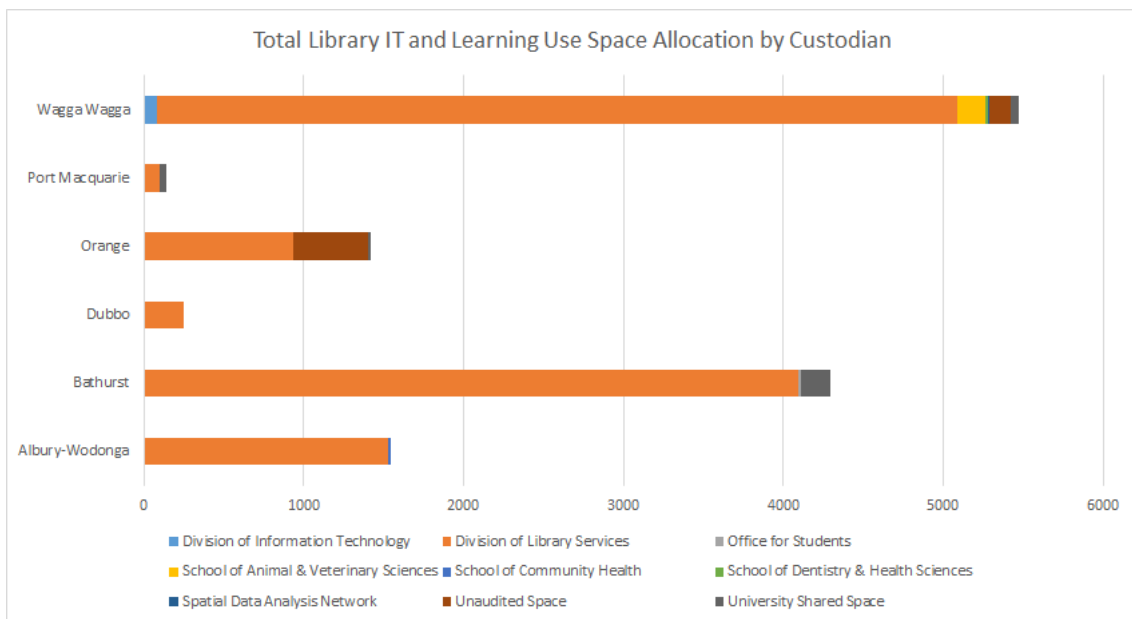


Figure 16 - CSU total library and IT space allocation

2.8. General Facility Space

Figure 15 breaks down general facility space for each campus. The largest stakeholder in this category is the Division of Finance where general facility space relates to residences and student amenity. Note there are still areas that are pending audits scheduled for Q1 2016.

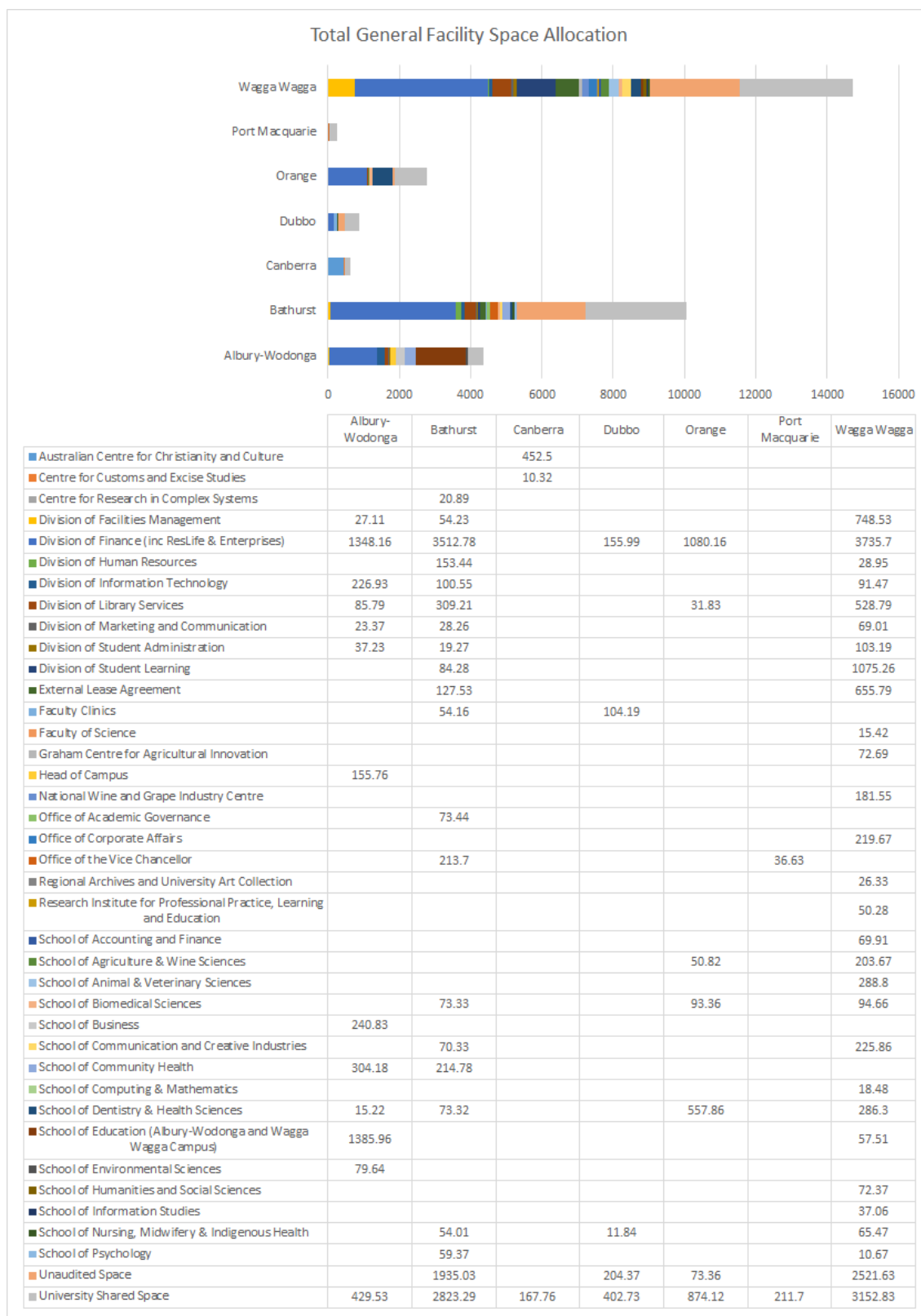


Figure 17 - CSU total general facility space allocation

2.9. Residential Accommodation Space

Student residential accommodation is available on five of the seven campuses in the scope of this report. This space type category equates to approximately twenty percent of all built space assets across the university.

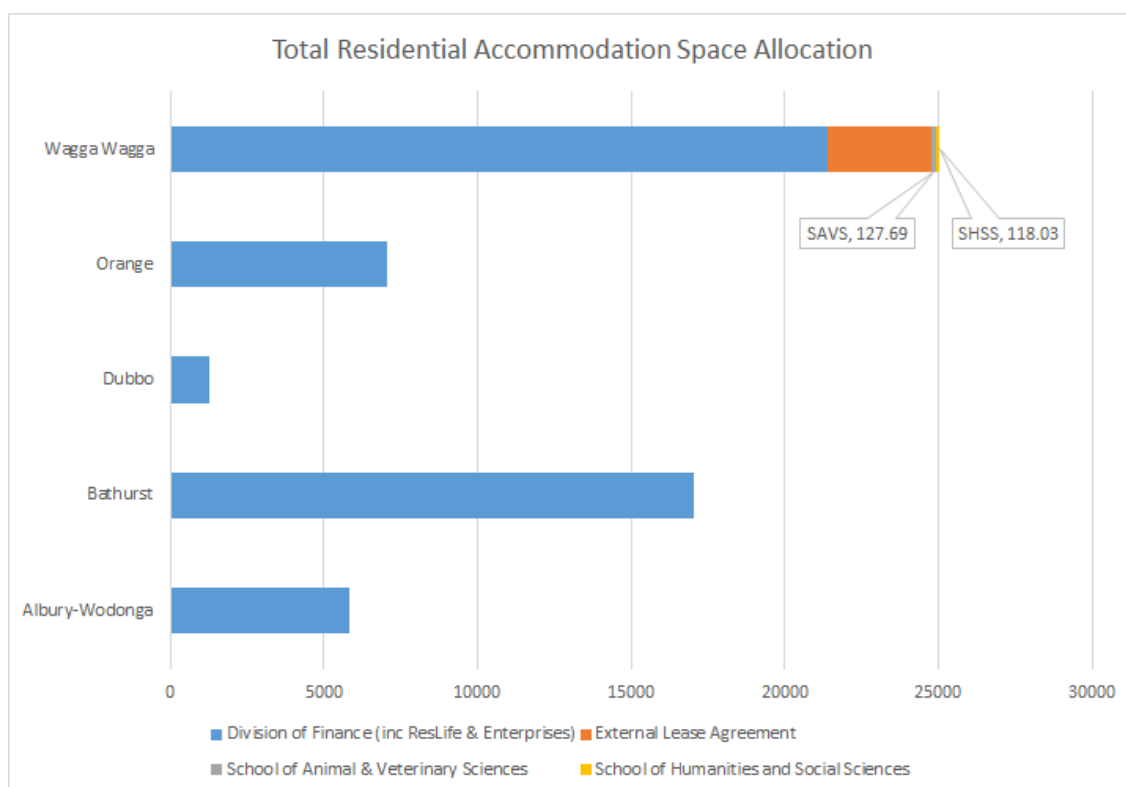


Figure 18 - CSU total residential accommodation space distribution

The majority of residential accommodation assets fall under the custodianship of the Division of Finance through Residence Life. In the Wagga Wagga Campus there are a number of other stakeholders:

- External Lease Agreements:
 - St Martins College (Anglican Church of Australia)
 - St Francis (Catholic Diocese of Wagga Wagga)
- School of Veterinary Sciences
 - Building 133 - Short term veterinary student accommodation at Willett Veterinary Clinical Centre (Building 130)
- School of Humanities and Social Sciences
 - Building 410 - Booranga Writer's Centre provisioning accommodation for writers in residence

2.10. Non-Usable Space

These spaces are part of building services that are too specialised to be effectively altered into any other category. Note majority share of this category relates to University Shared Space.

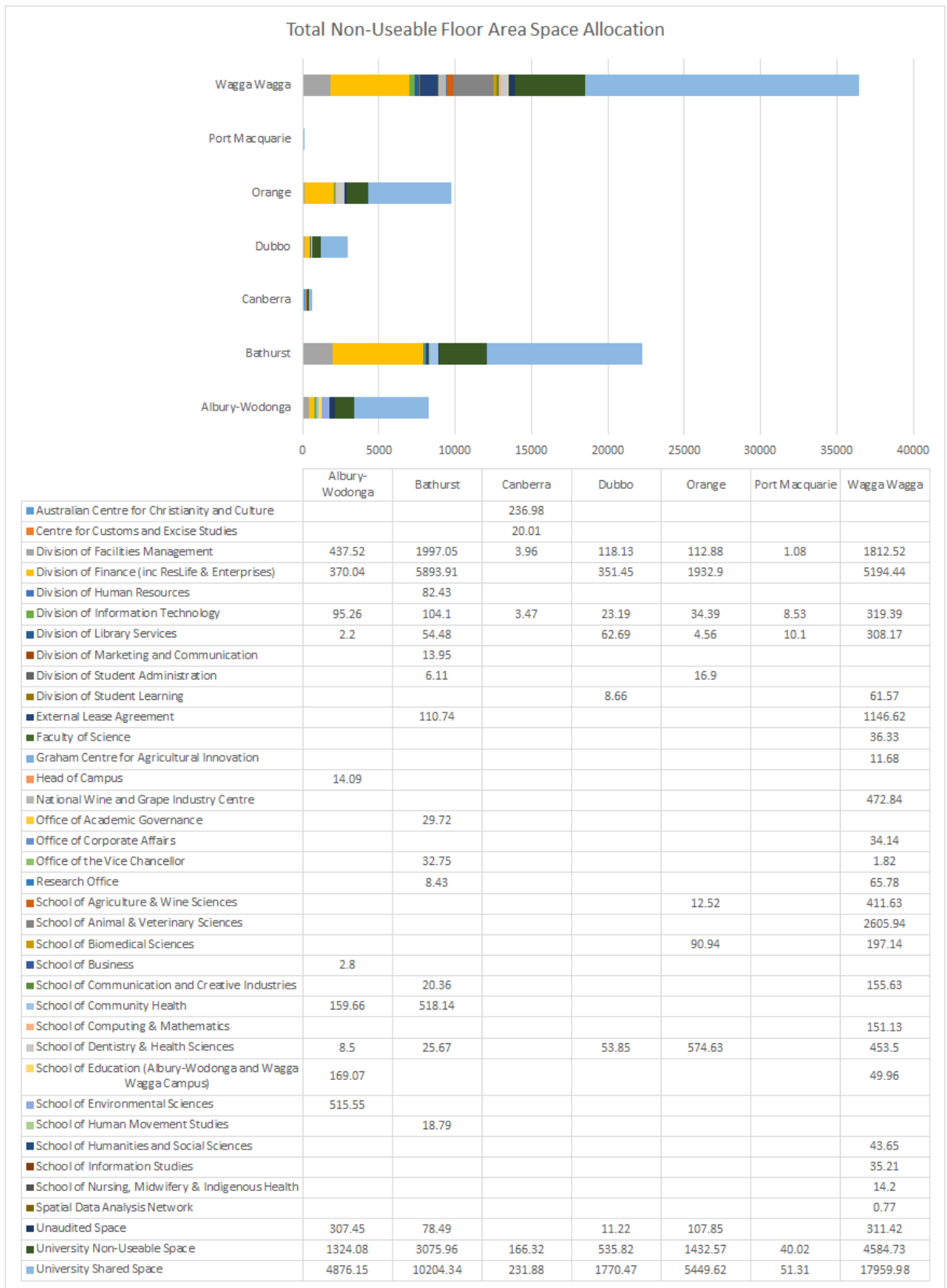


Figure 19 - CSU non-usable space distribution

3.0 Campus Specific Data

3.1. Top Space Users by Campus

Albury-Wodonga 31038.30			Bathurst 79718.78		
University Shared Space	7015.58	23%	University Shared Space	16537.35	21%
Division of Finance (inc ResLife & Enterprises)	7616.13	25%	Division of Finance (inc ResLife & Enterprises)	28510.08	36%
School of Community Health	3543.20	11%	Division of Library Services	5669.47	7%
School of Education (Albury-Wodonga and Wagga Wagga Campus)	2715.92	9%	School of Communication and Creative Industries	2431.30	3%
School of Environmental Sciences	2375.49	8%	School of Biomedical Sciences	1588.88	2%
Division of Library Services	1864.89	6%	School of Teacher Education (Bathurst and Dubbo)	1479.52	2%

Dubbo 7816.89			Orange 33440.19		
University Shared Space	3406.05	44%	University Shared Space	7416.52	22%
Division of Finance (inc ResLife & Enterprises)	1801.84	23%	Division of Finance (inc ResLife & Enterprises)	10456.96	31%
Faculty of Science Clinics	562.70	7%	School of Dentistry & Health Sciences	3605.26	11%
Division of Library Services	372.22	5%	Division of Facilities Management	1650.98	5%
Office for Students	211.80	3%	School of Agriculture & Wine Sciences	1618.23	5%
Division of Facilities Management	180.88	2%	Division of Library Services	1059.26	3%

Wagga Wagga 142114.83			Canberra 2568.59		
University Shared Space	23222.12	16%	University Shared Space	521.24	20%
Division of Finance (inc ResLife & Enterprises)	31963.20	22%	Australian Centre for Christianity and Culture	1204.10	47%
School of Animal & Veterinary Sciences	15949.91	11%	Centre for Applied Philosophy and Public Ethics	243.05	9%
School of Agriculture & Wine Sciences	10053.90	7%	Centre for Customs and Excise Studies	169.27	7%
Division of Library Services	7099.74	5%	Australian Graduate School of Policing and Security	148.94	6%
School of Communication and Creative Industries	4538.73	3%	School of Teacher Education (Bathurst and Dubbo)	48.05	2%

Port Macquarie 1431.04		
University Shared Space	984.20	69%
School of Dentistry & Health Sciences	140.21	10%
Division of Library Services	107.58	8%
		0%
		0%

Figure 20 - Top space users by campus including University Shared Space

3.2. Office Accommodation by Faculty / Division

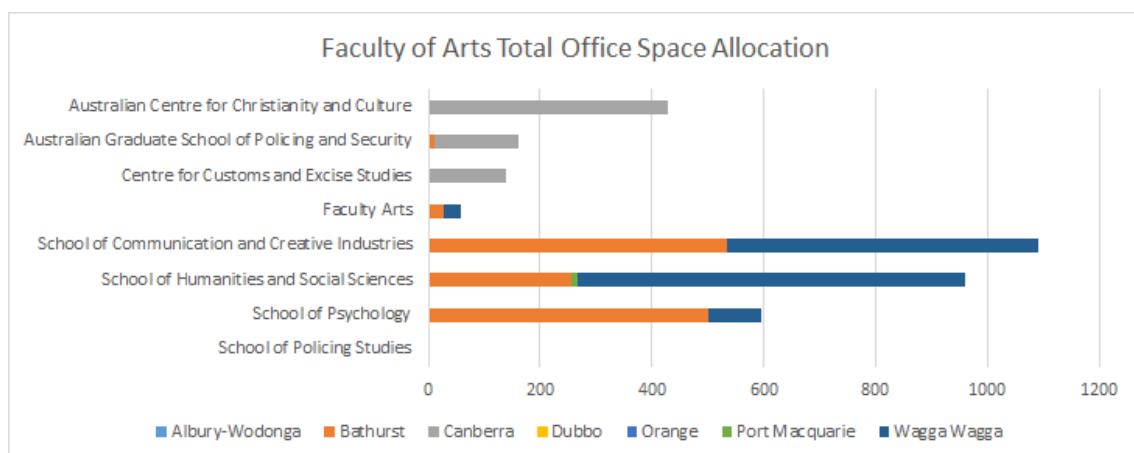


Figure 21 - Office accommodation by Campus: Faculty of Arts

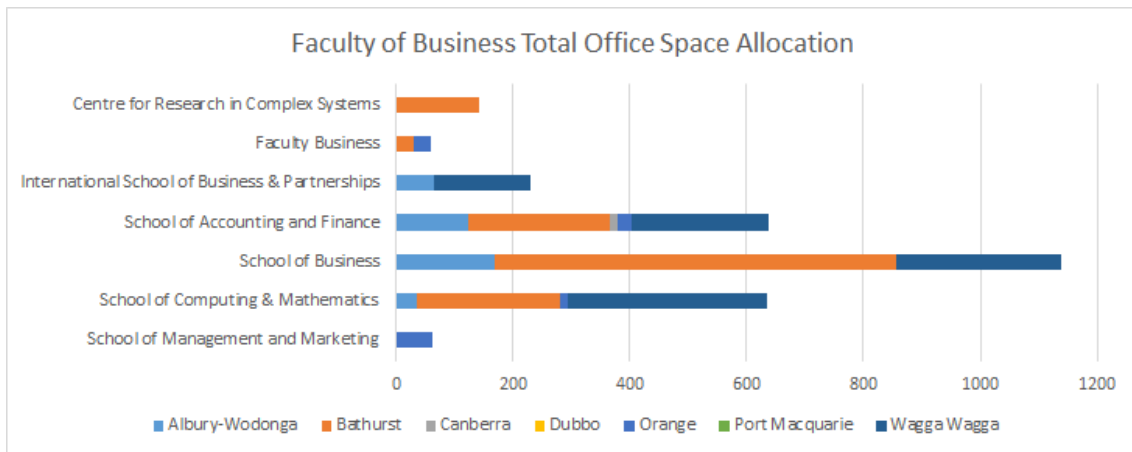


Figure 22 - Office accommodation by Campus: Faculty of Business

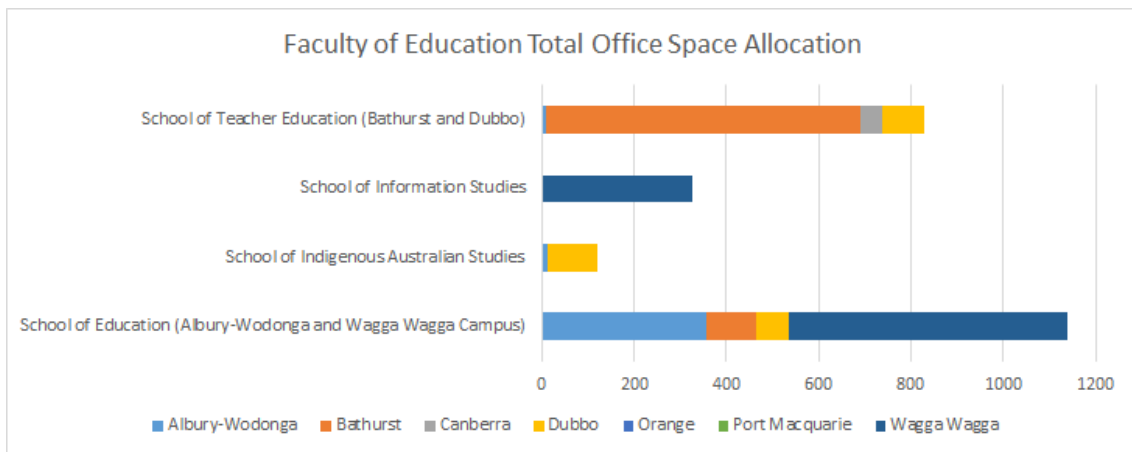


Figure 23 - Office accommodation by Campus: Faculty of Education

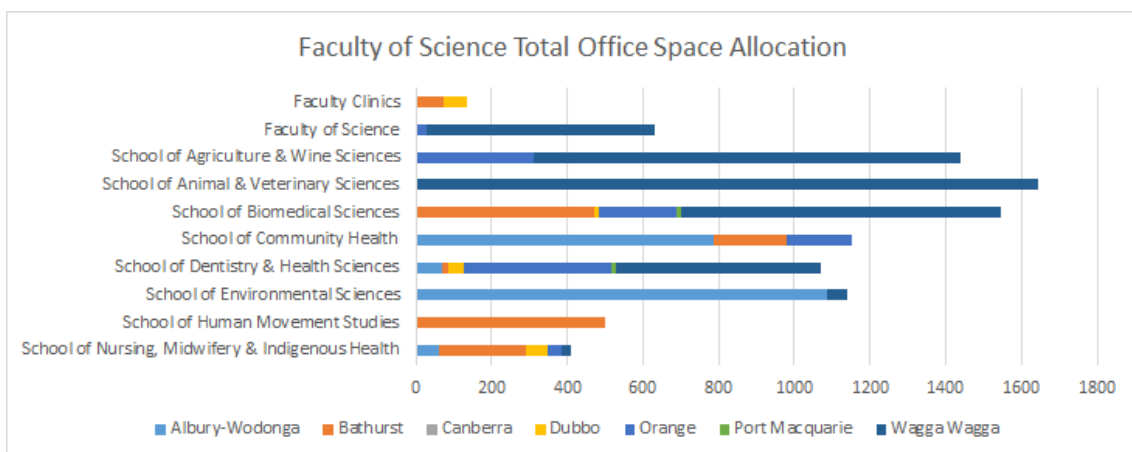


Figure 24 - Office accommodation by Campus: Faculty of Science

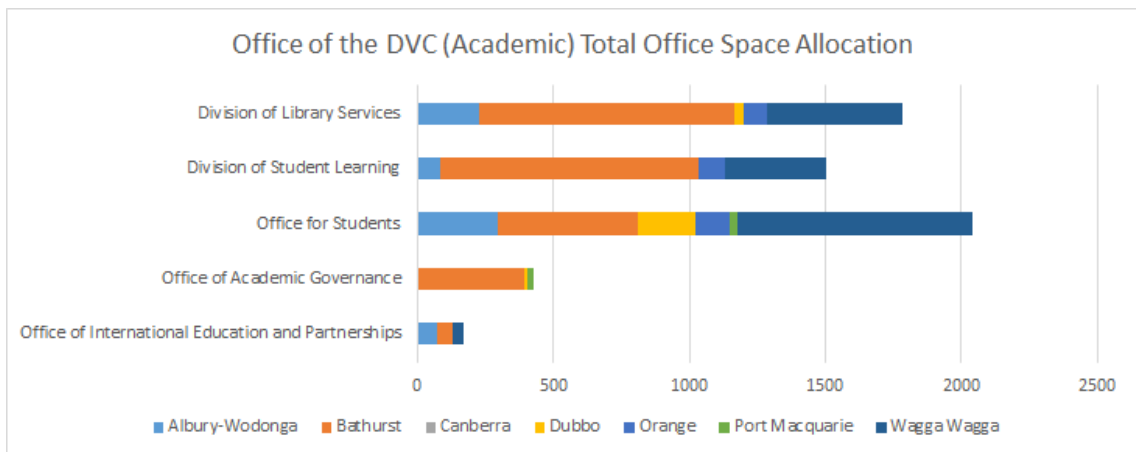


Figure 25 - Office accommodation by Campus: Office of the Deputy Vice Chancellor (Academic)

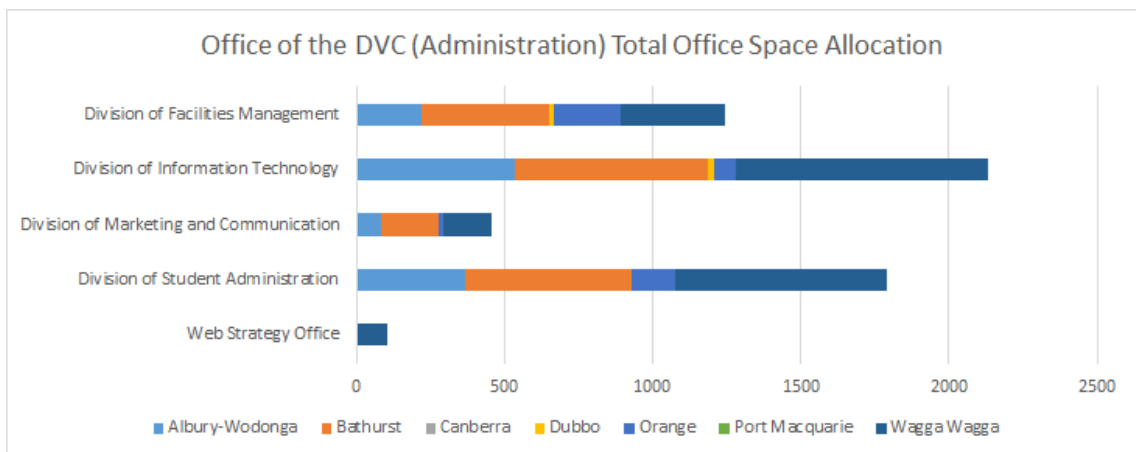


Figure 26 - Office accommodation by Campus: Office of the Deputy Vice Chancellor (Administration)

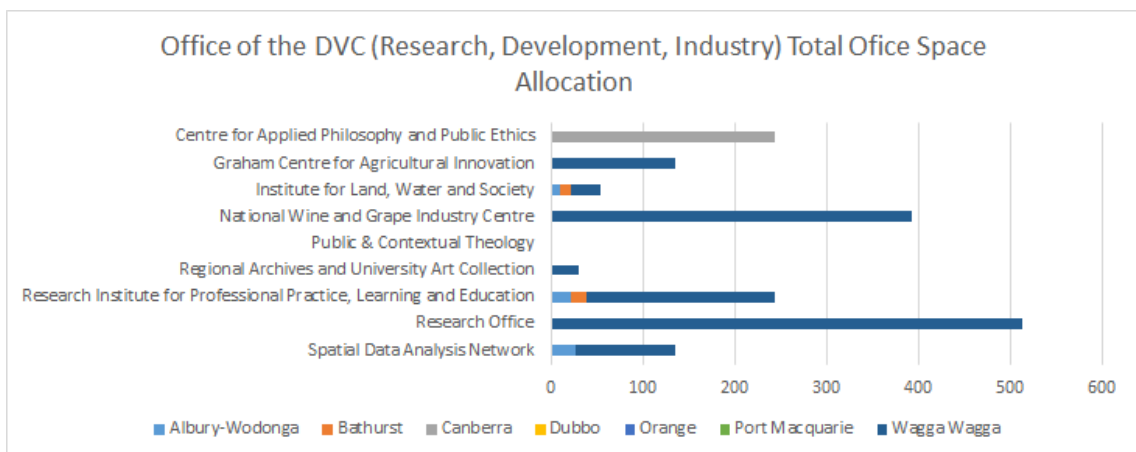


Figure 27 - Office accommodation by Campus: Office of the Deputy Vice Chancellor (Research, Development & Industry)

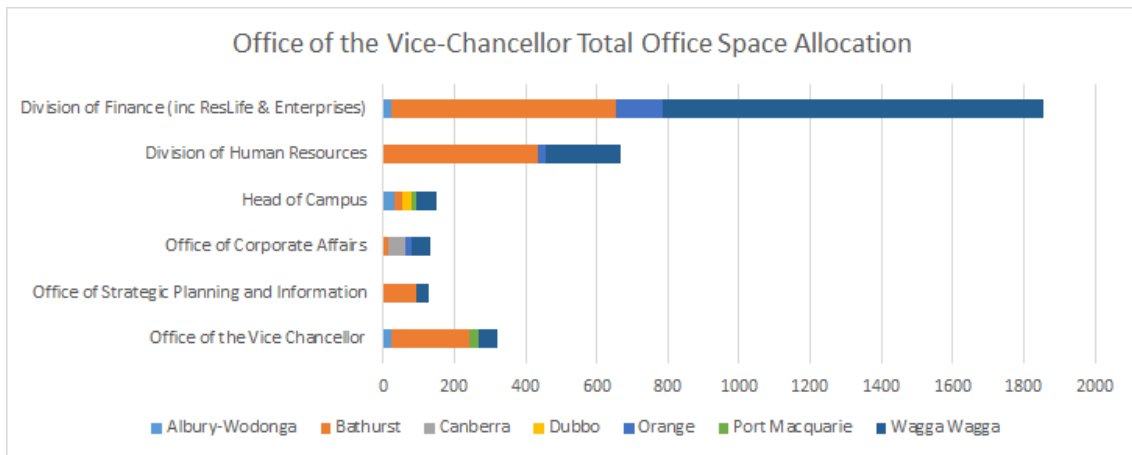


Figure 28 - Office accommodation by Campus: Office of the Vice Chancellor

4.0 Appendices

4.1. G08 Universities Space Management Data Dictionary Room Type Codes

1. Office Space

Enclosed

- 100 Specific Type not defined
- 101 Faculty/Academic Staff
- 102 Faculty / Research Staff
- 103 Honours / Post Grad/ Students
- 104 Technical, laboratory, workshop or store staff
- 105 Codes not currently in use
- 106 Codes not currently in use
- 107 Class room / Teaching Studio
- 108 Professional / General

Open Plan / Workstation space

- 111 Specific Type not defined
- 112 Workstation Space, Faculty/ Academic Staff
- 113 Workstation Space Faculty/ Research only Staff
- 114 Honours / Post Grad/ PHD Students
- 115 Technical, laboratory or store
- 116 Professional / General
- 117 Hot Desk
- 118 Reception area - Not including waiting area
- 119 Informal Work space

2. Teaching Space

Non Specialist Teaching Rooms with fixed or loose seats

- 200 General teaching space - Specific Type not defined
- 201 Lecture Theatre (Capacity 250 and above seats) stepped floor, tiered seating
- 202 Lecture Theatre (Capacity 101 to 249 seats) stepped floor, tiered seating
- 203 Lecture Theatre (Capacity up to 100) seats – stepped floor, tiered seating
- 204 Seminar/ Tutorial/ Class Room (Capacity of 70 or more seats) flat floor
- 205 Seminar/ Tutorial/ Class Room (Capacity of 31 to 69 seats) flat floor
- 206 Seminar/ Tutorial/ Class Room (Capacity of up to 30 seats) flat floor
- 207 Informal Learning Space - Internal
- 208 Examination Room
- 209 Remote Interactive Learning Teaching Space

Teaching Space Faculty Dedicated space

- 210 Lecture Theatre - Faculty dedicated (>100) seats – tiered seating)
- 211 Lecture Theatre – Case Study /Small Faculty dedicated (70 to 99 seats) tiered seating
- 212 Lecture Theatre – Case Study /Small Faculty dedicated (70 to 99 seats) flat floor
- 213 Seminar / Tutorial/ Class Room - Faculty dedicated (31 < 69 seats)
- 214 Seminar / Tutorial / Class Room - Faculty dedicated (<30 Seats)
- 215 Problem Based Learning Room - Faculty dedicated
- 216 Informal Learning Space - Internal - Faculty dedicated

3. Specialist Teaching or Research Space

Laboratory Space

- 300 Scientific / Medical / Engineering Specific (type not defined)
- 301 Undergraduate Scientific / Medical / Engineering - WET
- 302 Undergraduate Scientific / Medical / Engineering - DRY
- 303 Scientific PC2
- 304 Scientific PC3
- 305 Scientific PC4
- 306 Scientific / Medical / Engineering - WET Postgraduate / Research
- 307 Scientific / Medical / Engineering - DRY Postgraduate / Research
- 308 Computer Undergraduate
- 309 Computer Postgraduate
- 310 Computing - Open Access - Information Commons
- 311 Scientific - Commercial
- 312 Laboratory - Research only

Specialist Teaching Space

- 313 Audio Visual teaching space Undergraduate/ postgraduate
- 314 Clinical teaching space Undergraduate / postgraduate
- 315 Gymnasium/ Human Movement teaching space Undergraduate/ postgraduate
- 316 Language teaching space Undergraduate / postgraduate
- 317 Occupational Therapy teaching space Undergraduate / postgraduate
- 318 Physiotherapy teaching space Undergraduate / postgraduate
- 319 Radiology teaching space Undergraduate / postgraduate
- 320 Roof Top teaching space Undergraduate / postgraduate
- 321 Codes not currently in use
- 322 Codes not currently in use

Studio Space

- 323 Art / Architecture / Engineering / Design / Undergraduate/ Postgraduate
- 324 Studio - Ceramic Undergraduate / Postgraduate
- 325 Dance Undergraduate / Postgraduate
- 326 Design Undergraduate / Postgraduate
- 327 Drama Undergraduate / Postgraduate
- 328 Multimedia Undergraduate / Postgraduate
- 329 Studio Music Undergraduate / Postgraduate
- 330 Photography Undergraduate / Postgraduate
- 331 Sculpture, Metal etc Undergraduate / Postgraduate
- 332 Codes not currently in use
- 333 Codes not currently in use

Specialist Room Space

- 334 Interview / Consultation Room – Faculty dedicated
- 335 Moot Court Room
- 336 Music Practice Rooms – Teaching (sound -proofed)
- 337 Pharmacy Dispensary training room – Faculty dedicated
- 338 Operating Theatre

4. Ancillary Area Space

- 400 Ancillary Area with specific (type not defined)
- 401 Laboratory Service and Preparation
- 402 Instrument Room
- 403 Workshop
- 404 Animal Accommodation
- 405 Constant Temperature Rooms, Freezer, cold, warm rooms
- 406 Display Area/ Museum/ Research collection
- 407 Glasshouse/ Greenhouse
- 408 Mail Room, Goods Receipt/Despatch
- 409 Mortuary
- 410 Operating Theatre Support
- 411 Photographic Darkroom
- 412 Seminar Service Room – Supports Lecture Theatres and General teaching
- 413 Store room – Art Works
- 414 Store room – Bulk Storage/ Warehouse
- 415 Store room – Central Records
- 416 Locker storage room
- 417 Store room –General, Local
- 418 Store of Flammable/ Hazardous/ Liquid
- 419 Sore room - Generic

5. Library IT and Learning Use Space

- 500 Information Service Category (specific type not defined)
- 501 Reading Room
- 502 Private Study Carrel/ small Group Study Room
- 503 Audio Visual Room
- 504 Open Stack
- 505 Closed Stack
- 506 Compactus Stack
- 507 Remote Stack
- 508 Library Services
- 509 Departmental Library
- 510 Audio Visual Support
- 511 Central Computer Room
- 512 Local Computer / Server Room
- 513 This code is not currently in use
- 514 Microfilm Collection
- 515 Reserve Collection space
- 516 Plans /map collection
- 517 Informal Study Space/ Student Information Commons/ Collaborative space

6. General Facility Space

- 600 General Facility with specific type not defined
- 601 Conference / Meeting Room
- 602 Conference / Meeting Service Room

- 603 Printing, Fax, Scanning or Photocopying
- 604 Common Room General access
- 605 Common Room – Staff access
- 606 Student access
- 607 Cafeteria / Refectory / Canteen / Dining Room
- 608 Kitchen / Servery / Food Storage
- 609 Recreation Room/ Lounge/ Bar/ Social space
- 610 Indoor Sporting Facilities including Swimming Pool
- 611 Commercial or Business Facilities
- 612 Theatre
- 613 Assembly Hall/ Auditorium
- 614 Special Services Room
- 615 Medical Centre
- 616 Careers / Employment Centre
- 617 Child Care Facility
- 618 Art Gallery / Exhibition Space or Multi-Purpose space
- 619 Religious / Prayer Facility
- 620 Ride, Park and Shower Facility
- 621 Sick Bay
- 622 Training Room
- 623 Waiting Area / Foyer

7. Residential Accommodation Space

- 700 Residential Category with specific type not defined
- 701 Staff Accommodation
- 702 Chief Executive
- 703 Caretaker / Curator
- 704 Apartment
- 705 Bed / Study
- 706 Lounge
- 707 Dining / Kitchen
- 708 Ablutions
- 709 Laundry
- 710 Library / Study Areas
- 711 Externally rented accommodation
- 712 Staff and Visitor accommodation/Short Term/Long Term

8. Non Useable Floor Area Space

- 800 Non-Usable Floor Area – with specific type not defined
- 801 Bicycle Storage Shed
- 802 Car Park that is constructed as part of another building
- 803 Car Park – Multi Storey - Free standing
- 804 Child Care Facility undercover out-door area or playground
- 805 Circulation space
- 806 Cleaners Room
- 807 Garage Loading Bay

- 808 Informal Learning Space -External
- 809 Lift Motor
- 810 Mechanical Plant Room
- 811 Other Plant Rooms
- 812 PABX
- 813 Sub Stations
- 814 Store room - Uninhabitable
- 815 Switch Rooms
- 816 816 Kitchenette/Tea Room
- 817 Tea Room – Out-Door undercover
- 818 Toilets / Amenities /Accessible / Unisex
- 819 Toilets / Change / Shower / Room
- 820 Toilets / Amenities / Female
- 821 Toilets/ Amenities / Male
- 822 Toilets – Amenities / Unisex
- 823 Verandah / Balcony
- 824 Service Riser

9. Non Reportable Area Space (Not used for benchmarking purposes)

Investment Property

- 900 Investment Property – with specific type not defined
- 901 Investment Office/s
- 902 House
- 903 Unit/ Flat

Not else-where classified

- 999 Not elsewhere classifiable