Frequently Asked Questions – Version 1

To help people understand the working environment that they are being asked to move into we have developed a number of answers to questions about the building. Some people have expressed conflicting needs, so this is a first pass and subject to change. Some questions have not yet been answered and are contingent upon final layouts which are not yet finalised.

These FAQs will be updated as more information becomes available.

**Why do we have to move?**
The Estates Building will be demolished to make way for the new North East Quarter (NEQ) development which will accommodate Physics, Computing and a new Imaging Centre, work will begin on this in 2016 and demolitions need to happen in advance

The opportunity is being taken to consolidate more of the FD from University House and 27-31 Cromer Terrace, though staff whose jobs are location-specific will not be moving (eg SPA, Catering and Conferencing, parts of Residences, PCB, Security, Cleaning etc)

The Central Boilerhouse and Estates Workshops occupants will also need to move to clear a site for NEQ and planning is currently underway to meet these more specialist needs in a slightly longer timescale (early 2016).

**Where is the new accommodation located?**
It is located on the site of the old nursery building near the Purple Zone car park between Cloberry Street and Mount Preston Street.

**Why this location?**
The building is temporary (estimated 5 years) while a permanent solution is agreed. Not many other options were available as locations for a new building, although other options were considered and discarded (for example location in Worsley Building).

**Where will Green Zone permit holders park?**
A move to the new building will not cause any change to staff parking. Green Zone will continue to be available for some months, until NEQ work commences in 2016 when it will close, but more spaces will become available at the end of 2015 once the Multi-storey car park is completed. Zone preferences can be logged when staff are asked to apply for permits for the 2015-16 session.

**Will there still be short stay parking for contractors nearby?**
There will be a couple of 15-minute stay parking bays near the new building.
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**Why is the building on two stories?**
The site size and shape along with the required size of the accommodation (to fit in circa 160 people) means that we can’t all fit on one floor.

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**Will the building be DDA compliant without a lift?**
There are currently no staff based in the building who require the use of a lift. Should this requirement change the building is set up to be modified easily by the addition of a lift module. The ground floor will be accessible for the disabled.

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**Why is the building not completely rectangular?**
The site shape has dictated the shape of the building – the site is constrained by the Purple Zone car park and the large lighting mast.

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**What does a temporary building look and feel like?**
It won’t look or feel like a porta cabin that you might see on a building site! Modular construction is now a very common form of building construction and is particularly suited to temporary buildings and where time is of the essence (both of which apply in this case). Although there will be some tell-tale signs of modular construction if you know where to look, internally it will look and feel like any modern open plan office environment and externally will be clad with aesthetically pleasing materials. It will also be heated and cooled like any modern building (see later).

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**What is the size/how many people are moving there?**
The new building has a gross floor area of approximately 1,850m² on two stories. There are currently 160 people moving to the new building. The teams actually moving include:-

- Estates (currently located in Estates Building)
- Estate Planning and Information (currently located in Estates Building)
- FD Health and Safety (currently located in various places)
- FD HR and People Development (currently located in Cromer Terrace)
- Sustainability (currently located in Cromer Terrace)
- Finance and Procurement (currently located in Estates Building and University House)
- Residential Services (currently located in University House)
- Campus Support Services (currently located in Estates Building)
- Commercial Services and FD Marketing (currently located in University House)
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How will we decide who will continue to be fire wardens and designated first aiders?
Not yet agreed.

Who will staff the reception and how will it operate?
Not yet agreed.

What’s the timescale? Is everyone moving at the same time?
We are likely to move in October, though this is still fluid. Actual moving in dates for individual teams are not yet known, but moves are likely to be phased. We need to understand more about people’s constraints and get a removal company on board to advise us about phasing the move.

Will I need to pack all my things and move them to the new accommodation?
There will be a reduced amount of storage, c.1.7 linear metres per person plus some central storage. We will all need to minimise storage needs by clearing out as much as possible beforehand, and consider the use of electronic storage as well as accessing e.g. brochures online rather than as hard copies. Crates will be provided in advance of the move and you will need to pack your filing and belongings. Computers and crates will be transferred for you and you will need to unpack on arrival. If you will be on leave at the time of the move, make sure you pack before you go.

Is the building environmentally friendly?
Because the building is of a temporary nature many sustainable developments that would be incorporated into a permanent building cannot be incorporated into this building because the pay-back period is simply not long enough, however we are looking to do as much as is reasonable for example:-

- We will be providing energy efficient hand driers in toilets
- We are considering the use of waterless urinals
- WC’s will be dual flush
- Lighting will be zoned and activated by movement
- We will be trialling LED lighting
- Finishes will be specified that are low VOC and have a high recycled content
- The building will meet building regulation standards
- We will be providing cycle storage space
- We will be providing locker rooms and showers
- We will be enhancing the environment in conjunction with sustainability e.g.:
  - Tree planting to replace a few trees we will have to remove
  - Providing insect hotels providing bird boxes
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How will the building be heated?
The building will be heated and have comfort cooling via electrically powered ceiling mounted fan coil units. Because not everyone likes the same working temperature, some people may feel cool and some warm. The building will be heated or cooled to levels that will suit the majority. Wearing layers of clothes which can be added or removed is one way that everyone will be able to manage their temperature.

What power and data will be provided? Will power sockets be at floor or desk level?
Standard power and data will include 2 x twin power and 2 x RJ45 data outlets. People with specific needs will have this increased (for example where two computers or monitors are required). Power and data sockets will in some cases be at floor level, but in others it will be at desk level.

Will furniture be reused?
To contribute to the sustainability of the new accommodation we will reuse as much furniture as possible. Because of the layout we think that we will be able to reuse:

- Operator chairs
- Some under-desk storage units
- Meeting room chairs and tables
- Some soft seating

It is also possible that we may be able to reuse some desks and storage. Because of the open plan layout we don’t think we will be able to re-use the bulk of existing desks and desk screens. Current plans are for desks of 1400-1600mm width, with separate storage beneath. Screens will be provided between facing desks.

Will we definitely keep our own chairs if they are specialist, e.g. for back problems?
If you want to keep your own chair, make sure that Conrad Canadine is aware.

Will those who currently have multiple PC monitors continue to do so?
Yes.

Will windows be opening /will blinds be provided?
In line with best practice windows will not normally be open because the building is comfort cooled. Windows will have the ability to be opened should this be appropriate. All windows adjacent to desks will have internal blinds fitted.
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What are access/security arrangements?
The building will be accessed via a fob system and will have a security system fitted. Although it is anticipated that general access will be between 8am and 5.30pm, 24/7 access will be available for staff via fobs with prior agreement. A fob system will also be used on internal doors at ground and first floor levels to ensure the security of our working areas is maintained. Visitors will therefore have to be escorted around secured areas. There will be a reception point on the ground floor outside the secure building area. Contractors and visitors will be asked to wait in this area, staff will be asked to come and meet with contractors in reception. Computers will be available for Soter use and for issuing Work Permits. Some meeting rooms will be accessible without the need to go through an internal fobbed door.

What about contractors who need to come and look at something at my desk?
There will be two computers in the reception area where staff can log in and show contractors anything they need to see. These computers should be used in preference to taking contractors into the office, though it is appreciated that this may not be feasible at particularly busy times.

Can access fobs be issued to frequent internal visitors?
This can be reviewed on a case by case basis.

What facilities does the new building have?
The new building will have facilities that many people currently do not enjoy, for example:

- Lockers and showers
- Staffed reception and waiting area
- Range of meeting rooms
- Informal meeting space/social areas
- Modern kitchenettes equipped with microwaves, hot water boilers and large fridges
- Plumbed-in water coolers
- Cycle parking (in a secure cage)
So the building is open plan – what impact does this have?

Working in an open plan environment is now very common. The benefits to the organisation and to people that work there are:-

- Opportunity to work more collaboratively with other people and teams, better information sharing and communication
- Modern, new accommodation and facilities
- More efficient use of space – lower capital and running costs
- More efficient use of space – better use of support functions and space e.g. central storage, shared reception

What are the potential issues of working in open plan?

In staff consultation, people mentioned the following:

- Noise can be an issue – to minimise this we are designing the building to help dampen noise as far as possible (for example with soft furnishings, telephony designed to work better with group pick up/voice mail and the like and guidelines for working together). Facing desks will be separated by a screen, though it is not currently envisaged that desks will have screens on all 3 sides.
- Storage will be limited – being open plan there isn’t wall space to use for shelf or cupboard storage – we are looking to provide adequate storage but this will also be an opportunity for people to clear out clutter and look at what they really need to keep. The plans as shown show ⅔ of a Tambour type storage unit per person – this equates to about 1.7 linear meters of shelf space per person (plus under desk drawer pods).
- Storage areas will be provided for overcoats/PPE and large bags etc.
- ‘Central’ storage will be provided for things like stationery or department specific equipment or documentation.

Why were we asked about behaviour guidelines in the staff questionnaire?

A question about guidelines was included in the online questionnaire to gauge the appetite for a guidance document when we move. Most people thought that consideration and respect for our colleagues are what we need most to get along, rather than a set of rules, so perhaps this is something to think about once everyone has settled in.

Will use of personal mobile phones be allowed?

This will be no different from the current situation. Everyone should be mindful of other people’s needs so it would help not to have long chats near desks, whether work-related or personal. Personal mobiles should ideally be kept on silent and used outside office areas.
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Will there be a dress code?
There will be no change to existing arrangements; people should dress appropriately for a modern business.

Will I be able to eat at my desk?
Yes, but please remember to consider neighbouring colleagues if the smell of your lunch might be a nuisance. Use seating in the kitchen if you feel it would be more appropriate.

Will I have to eat at my desk?
There will be a small common area to enable people to eat lunch away from their desks.

Will there be a dishwasher and if so, whose responsibility is it to stack/unstack, and provide detergent?
Not finalised as yet. However, arrangements with or without a dishwasher would be as at present, which is that everyone is responsible for their own washing up and mess.

Who provides washing-up liquid/cloths? Will there be tea-towels and if so, who is responsible for washing them? What happens if people leave dirty dishes in the sink?
Not yet finalised.

Will the fridges be large enough for lunches and milk for the whole floor? How will space in them be allocated? Do we need to label everything?
There will be at least one large (non-domestic) fridge per floor. Space in the fridges will be first come, first served. Labelling is at your discretion, but bear in mind that the more people sharing a fridge, the greater the chance of two people bringing an identical yoghurt or drink, for instance.

How will milk, tea, coffee etc be managed? Couldn’t we have them provided for free, or at cost from Great Food at Leeds?
Tax implications mean that providing anything free is not possible, it would also be unfair to members of the FD not based in the new building. Arrangements have otherwise not yet been finalised.

Will there be lockable desk drawers?
Yes

Will tablets be available to facilitate paperless meetings and processes?
Not yet agreed.
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For those who will be separated from colleagues after the move, how will we continue to work together closely, passing documents between us for instance when our colleagues (e.g. catering) don't have access to PCs?
This is something managers will need to address before the move. It could be an opportunity to update processes.

Will everyone in the new building be on the same server or will we continue to be separate and unable to share drives?
Initially everyone will continue on their existing domain, with longer term plans being to move everyone to the same one. In the meantime, files will need to be shared using email, or a facility such as Dropbox.

Is there enough data storage capacity for all the documents we’ll need to scan in?
There are discussions ongoing with IT about server capacity and how this could be improved. In the meantime if capacity is a problem teams should consider if there are any electronic files that are no longer required.

Will I be able to print confidential information without other people seeing my printing?
The number of printers is likely to decrease. There will be individual access codes for printers so that you can send printing from your desk and it will only come out when you are at the printer and put in your code.

Why do the plans show PAs separated from the Head of Service they work for?
Plans are not yet finalised so this may change.

If space is so tight, why is there a large board room, and large offices for senior management? Won’t they be empty half the time?
The room shown as a board room on the draft plans is a general meeting room for larger groups and will be re-named to reflect this. It is likely that overall, meeting spaces are likely to be under pressure. Where manager offices are provided, these can be used for small meetings when not occupied by arrangement with the relevant PA.

Where will private conversations (particularly with line managers who don’t have an enclosed office) take place?
There will be a selection of formal and informal meeting spaces.

Will different areas be given some sense of identity, e.g by different colour/art/signage on wall areas near spaces
Not yet finalised.

Will staff names be displayed on the screens around desks?
Not yet finalised.