**estates services**

**UNIVERSITY OF OXFORD**

The Malthouse, Tidmarsh Lane, Oxford, OX1 1NQ

Tel: +44(0)1865 214887

Email: space.management@admin.ox.ac.uk

**SPACE BID form**

|  |  |
| --- | --- |
| Space Bid Ref : | <Job Number>  |
| Reported Date : | *<Reported Date>* |

Thank you for your request for space.

Please complete the information overleaf and obtain the required signatures of approval before returning the form for the attention of the Space Management Team at space.management@admin.ox.ac.uk, a meeting will then be arranged to discuss your space requirements in more detail.

The details of your request will be logged and the request allocated a reference number. We will aim to acknowledge your request and outline next steps within three working days of receipt of the space bid form. Regular updates on the status of your space request will be provided.

**Space Bid Process**

Set out below is the process we will adopt in assessing your request for space.

*Space request submitted by department to Space Management and meeting held to confirm requirements.*

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*Space Management conduct a review of space availability within the department and wider estate to identify any suitable space and compare any competing needs. Space Management liaise with divisions to ensure priority needs are taken into account.*

***↓***

*Possible solution/s discussed with the department and division concerned. If a solution is identified the department/division will then need to confirm they are happy with the proposed solution before any allocation can be put forward for approval.*

***↓***

*Formal allocation recommended to the Director of Estates (if <300m2) or Buildings and Estate Sub-committee (BESC) (if >301). Please note that larger allocations may also need to go to other University committees for approval, so it is important to allow as much time as possible before the space requirement needs to be met). The Space Management team can provide further information on committee timings and allocations.*

***↓***

*The departments/divisions are notified of the outcome of the allocation following the required committee meeting(s). If applicable, handover of the space will then be arranged with a representative from the department.*

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| **Applicant Details** |
| Name  |  |
| Position |  |
| Department |  |
| Division |  |
| Telephone |  |
| Email |  |

**Space Bid/ Statement of Needs**

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| **Space Requirement** |
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| Outline the requirement for space | *e.g. Type of space, Number of occupants, Preferred location* |
| When is the space required (Indicate if space requirement can be phased) |  |
| Is any space to be given up (Y/N) | *If Yes, please complete the Space Release Form*  |
| How long will space be required (Maximum allocation to be 5 years in the first instance) |  |
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| **Justification and Additional Information** |
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| Current space arrangements | *Include information on current location, numbers accommodated and layout and type of space e.g. office, Laboratory etc...* |
| Describe the operational need that gives rise to the space requirement | *Include information on growth in activity (e.g. expansion of existing or new research/teaching, new staff appointments, increase in student numbers), constraints on current accommodation, any adjacencies/collaborations that need to be taken into account.* |
| Describe how this fits the Departments/ Division/University’s Strategic Plan | *Staff/student recruitment/retention, collaboration across departments/divisions/colleges and partner funders etc.*  |
| Describe the key risks | *Highlight the impact of the ‘do-nothing’ option e.g. on student or staff experience, compliance issues, reputational damage, direct cost implications, deterioration in service.*  |
| Please confirm that your department/division has budgeted for the running costs for the facilities over the period of the allocation | *e.g. space charge, facilities costs (reception, general waste, cleaning), utilities costs. Please note if these considerations have been agreed in your business plan/budgets.* |
| Outline any financial costs to the department | *e.g. furniture costs, any alterations required to the space. Please note if these costs have been included in the department’s budget or whether funding will be required.* |
| Outline any financial benefits to the department | *e.g. will the project help increase research income or reduce space charges?*  |
| Outline any non-financial benefits to the department | *e.g. will the project improve staff collaboration, the student experience or research opportunities?*  |
| Additional Information | *Any additional information that cannot be included elsewhere on the form* |
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Please note that a request for space of a given size or date does not guarantee that space is/can be made available **-** but we will include this in our consideration of overall space needs.

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| **Department & Division Authorisation** |
| The following signatures are required before a formal application will be made to/via the University’s Buildings and Estates Sub-Committee (BESC), PRAC and Council. Please note that it is the responsibility of the department allocated the space to pay the space, infrastructure and operational charges appropriate for the building until the end of the financial year in which the space is de-allocated. |
| **Signatures confirm that the Division and Department are satisfied that the Department has funds to meet the on-going revenue commitments of the space.**  |
|  Signature**Head of Department***<Department Name>*  | Date |
|  Signature**Divisional Rep** *<Division>*  | Date |
|  Signature**Head of Division***<Division>*  | Date |

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| --- |
| **For Space Management Team Use Only** |
| Completed Form Received on |  |
| Logged onto system on |  |

**Please return to:**
Space Management Team,
Estates Services, The Malthouse, Tidmarsh Lane, Oxford OX1 1NQ

Email: space.management@admin.ox.ac.uk