

## Appendix 11: Procedures for updating Space Utilisation information

The following is the process for updating the 3i database upon any changes to occupancy or how spaces are used

- Select Property Database
- Select Site and block at top of page
- select ROOM/AREA tab

The screenshot shows the 'Rooms & Areas' tab in the Estate Manager software. The interface includes a search bar at the top with 'SAA' and 'Daisy Hill Hospital Estate' selected. Below the search bar, there are navigation tabs for 'PROPERTY DETAILS', 'PROPERTY MGMT', 'USE/OCCUPANCY', 'ROOMS/AREAS', 'COSTS', 'HISTORY', 'VALUATION', 'APPRAISAL', 'SURVEYS', 'ASBESTOS', and 'GRAPHICS'. The 'ROOMS/AREAS' tab is active, showing a list of rooms with columns for 'Level', 'Ref', 'Description', 'Cleaning Code', 'Func. Suitability', and 'Zone Name'. The 'Garage' room is selected, and its details are displayed in the main area. The 'Area Details' section shows 'Area m²: 21.53', 'Slab Height: 2.48', and 'Volume: 53.39'. The 'Occupancy' section shows 'No of Occs: 0' and 'Vacant Desks: 0'. The 'Space Utilisation' section shows 'Space Utilisation: 1'. The 'Room Departmental Occupancy' section shows 'SAA1124B - MED ACC HOUSE N01 (FUNCTIONAL SUI)' with 'Unit Occ. % Occ.' of 0.0%.

- then select the SPACE UTILISATION at the bottom of the page and update accordingly

The screenshot shows the 'Rooms & Areas' tab in the Estate Manager software, similar to the previous screenshot. The 'Space Utilisation' dropdown menu is open, showing the following options: 1 Empty, 2 Underused, 3 Fully Used, and 4 Overcrowded. The 'Space Utilisation' field is currently set to 1. The rest of the interface is the same as in the previous screenshot.

- then select department and appropriate code etc.

Property Management - Estate Manager

File Edit Window Help

Active Properties

SAA Daisy Hill Hospital Estate SEARCH

11 Medical Staff Accommodation 1

PROPERTY DETAILS PROPERTY MGMT USE/OCCUPANCY ROOMS/AREAS COSTS HISTORY VALUATION APPRAISAL SURVEYS ASBESTOS GRAPHICS

### Rooms & Areas

Filter & search Level Filter: By Room No: Select Room No By Description: Select Room Description Reset

Level: Ref: A Description: Garage Cleaning Code: Concrete Func. Suitability: Zone Name: SAA-11-A-001

Room No: 001 Power Supply: Quality: Easylink Tag: A-001

Description: Garage Lighting: Network Points: Asbestos:

Room Type: Air Conditioning: Int. Phones: 0 Restricted Access

Block Portion: Fire Zone: Ext. Phones: 0 Cleaning Frequency

#### Area Details

Area m<sup>2</sup>: 21.53 No of Occs: 0 m<sup>2</sup> ea. m<sup>2</sup> ea.

Slab Height: 2.48 Vacant Desks: 0

False Ceiling Height: Occupier:

Volume: 53.39 **Overcrowded**

Exclude from Heated Volume:

Storage m<sup>3</sup>:

Archive:

Shortage:

#### Space Utilisation

Spare Cat A: Space Utilisation: 1

Spare Cat B:

Spare Cat C:

Spare Cat D:

Spare Time:

ADB Area:

ADB Notes:

Notes:

#### Room Departmental Occupancy

Department	Unit Occ.	% Occ.
NAB1201A - MAIN BUILDING ADM. (AD MENTAL HEAL		0.0%
NAB1201A - MAIN BUILDING ADM. (AD MENTAL HEALTH) [Southern He		
NAB1201D - CASH OFFICE (AD FINANCIAL ACCOUNTING ETC) [Souther		
NAB1201E - CATERING ADMIN. (FUNCTIONAL SUPPORT SERVICES) [S		
NAB1201J - CARE MANAGEMENT (AD LEARNING DISABILITY) [Souther		
NAB1201R - ENTERTAINMENTS (AD MENTAL HEALTH) [Southern Healt		
NAB1201S - SENSORY STAFF (AD PHYSICAL & SENS DIS SERV) [South		
NAB1201V - PORTERING (FUNCTIONAL SUPPORT SERVICES) [Souther		
NAB1201W - E LEARNING CENTRE (AD INFORMATICS) [Southern Healt		
NAB1201X - IT COMMS ROOM (AD INFORMATICS) [Southern Health & S		
NAB1201Y - CALLAN ROOM (AD MENTAL HEALTH) [Southern Health & S		
NAB1202A - INTENSIVE HOME SUPPT TEAM (AD LEARNING DISABILIT		
NAB1215E - PODIATRY DEPARTMENT (AD PRIMARY CARE) [Southern		
NAB1215F - PODIATRY AHP (AD LEARNING DISABILITY) [Southern Hea		100.0%
NAB1218B - CANTEEN (FUNCTIONAL SUPPORT SERVICES) [Southern I		
NAB1218D - DIETETICS (AD PRIMARY CARE) [Southern Health & Social I		
NAB1218G - KITCHEN (FUNCTIONAL SUPPORT SERVICES) [Southern h		

Room Navigation: < > \* X

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