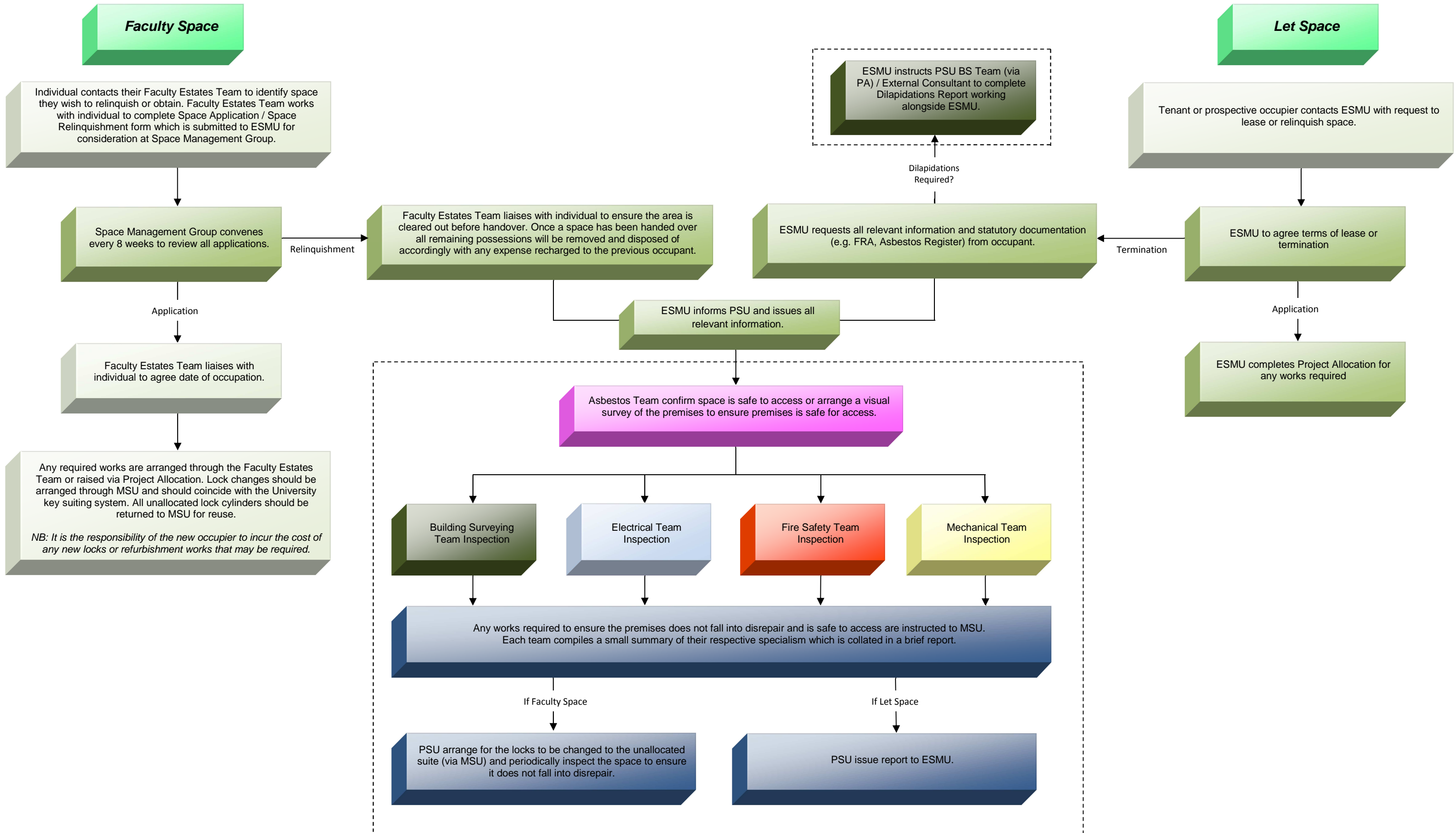


**DIRECTORATE OF ESTATES & FACILITIES
PROCEDURE AND INFORMATION MANUAL**

EPM GM4 – Space Allocation & Relinquishment Procedure

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EPM GM4 – Space Allocation & Relinquishment Procedure Flowchart



1.0 Purpose of the Document

- 1.1 The aim of the flowchart and document is to provide guidance on the space application and relinquishment procedure for all faculty and commercial let space across the University Estate.
- 1.2 This procedure must be followed for all projects without exception.

2.0 Building Register

- 2.1 The University of Manchester Estates and Space Management Unit maintains a register of all areas within its estate including all unallocated space. Information on each space is available from Web Central, part of the Archibus building database, which is accessible via a link on the Directorate of Estates and Facilities website.

3.0 Allocated Space

- 3.1 Allocated Space can be occupied by Faculties, Schools, Departments, Support Services or to those external to the University via lease arrangements. The Estates and Space Management Unit have a record of all agreed space allocations and leased properties.
- 3.2 Space allocated within the University (Faculties etc.) is maintained by the Maintenance Services Unit through helpdesk requests, the Professional Services Unit manage the Long Term Maintenance requirements and any desired refurbishment works are managed through the Project Allocation process.
- 3.2 Commercially let space is maintained in accordance with the lease and managed by the Estates and Space Management Unit.

4.0 Unallocated Space

- 4.1 Unallocated spaces are singular or multiple rooms that have not been allocated to Faculties, Schools, Departments, or Support Services. To prevent unauthorised use these spaces have been secured with locks which are controlled by the Professional Services Unit.
- 4.2 These spaces cannot be accessed without a Permit to Access/Work & unallocated space key, both of which are issued by the Professional Services Unit (4th Floor Beyer). Keys will be issued for an agreed timescale with a return date that must not exceed seven days. No other local arrangements or contractors systems are acceptable.
- 4.3 Unallocated space keys are not given on a long term basis. If an unallocated space is temporarily allocated or is to undergo project works, it is the responsibility of the occupier/project manager to install a temporary suite to all doors to the area required at their expense.
- 4.4 The Professional Services Unit will periodically inspect unallocated space to ensure that the essential building fabric elements do not fall into disrepair and to maintain safe access.

5.0 Space Allocation Requests

- 5.1 All Space Allocations are managed through the Faculty Estates Teams, Estates and Space Management Unit and the Space Management Group.
- 5.2 Once a space has been vacated, the Estates and Space Management Unit inform the Professional Services Unit of the space relinquishment and issue all relevant information.

6.0 Space Relinquishment Requests

- 6.1 All space Relinquishments are managed through the Faculty Estates Teams, Estates and Space Management Unit and the Space Management Group. The Faculty Estates Team will
- 6.2 The Space Management meeting will identify any space which is newly classified as unallocated. Once a space has been vacated, the Estates and Space Management Unit inform the Professional Services Unit of the space relinquishment and issue all relevant information.
- 6.3 The Professional Services Units Asbestos, Building Surveying, Electrical, Fire Safety and Mechanical Teams will each carry out an inspection of the property to ensure that the building is safe to access and does not fall into disrepair. This inspection will consider all aspects of health and safety, decommissioning as necessary and the future maintenance requirements of the building. The findings will be collated in a brief report and issued to the Estates and Space Management Unit.
- 6.4 The Professional Services Unit will complete a Vacant Building Information sheet for those buildings which are wholly unallocated. This will inform those who require access of the site specific hazards and building information to complete an appropriate risk assessment and method statement.
- 6.5 The Professional Services Unit will raise an order to Maintenance Services Unit to install an unallocated cylinder to match the existing unallocated building suite and sign the door to identify the area as unallocated.

7.0 Additional Information

- 7.1 Safety Services - [Guidance on Occupying or Vacating Premises](#)