

Space Management and Environmental Management The ICR Experience

Tuesday 12th March 2012



Introduction:

Why am I:

- Interested in Space Management & the Environment
- Talking to you today.

London Universities Environment Group

•“Our vision is that, within the next 10 years, the Higher Education sector will be recognised as a major contributor to society’s efforts to achieve sustainability – through the skills and knowledge that its graduates learn and put into practice, and through its own strategies and operations” – Higher Education Funding Council for England (HEFCE), 2005

- Monthly Meetings
- Special Events
- Sub Groups Carbon Reduction, Environmental Management, Sustainable Procurement and.....
 - Space Management!!

Systems approach to impact on the environment

“Making the discoveries that defeat Cancer”

Inputs, Processes and Outputs:



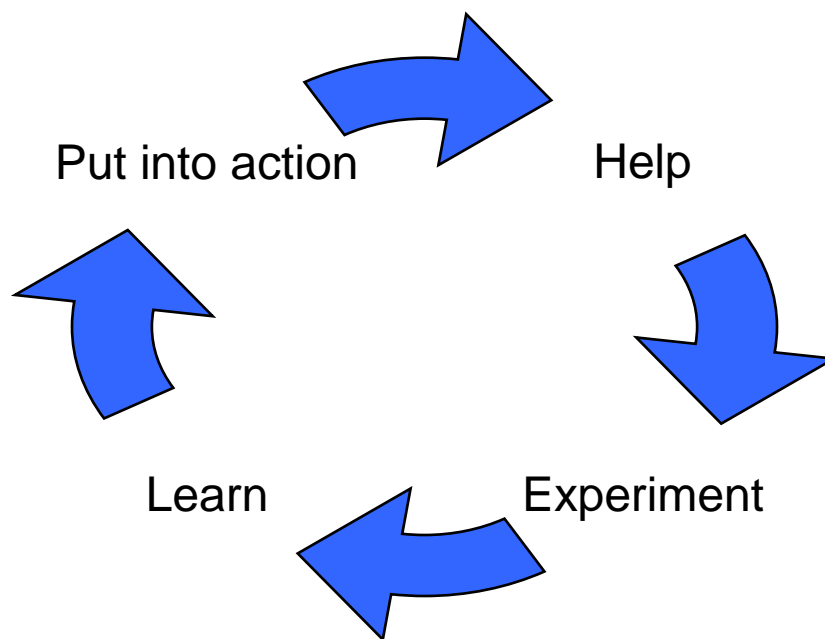
What have space Management and Environmental Sustainability got in common?

- Use of natural resources such as coal and oil leading to
 - increased production of CO₂
 - increased need for sustainable sources of energy as natural reserves run out
- Scarcity of fresh water
 - one in three people globally suffer from a lack of clean water*
- Air, land and water pollution; leading to
 - loss of wildlife habitats
 - decreased biodiversity



What are Environmental Management Systems?

Like other management systems (such as the Health and Safety Management System OHSAS 18001 and the Quality Management System ISO 9001), Environmental Management Systems are based on the principle of continuous improvement. PDCA or HELP



Committee Approval: Executive Strategy Board

Author and Position: Director of Operations

Approval Date: 6 September 2011

Mins Reference Reference: ESB/9/11/11

Name: Space Management Policy

Uncontrolled if printed

Review Date: June 2014 Reviewed by: Strategic Space Management

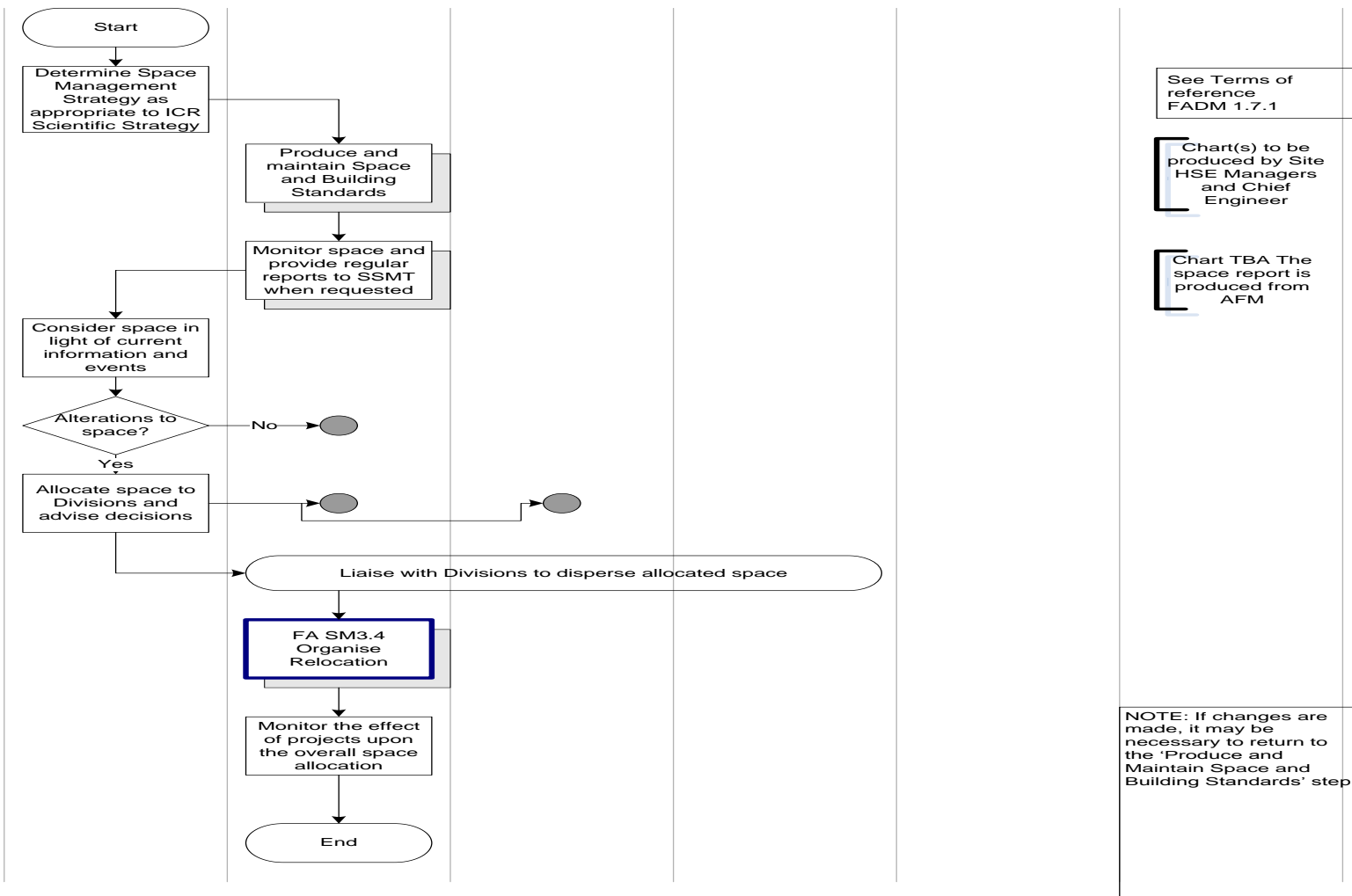
GroupUpdated Date: June 2011New Policy

“The Institute of Cancer Research recognises the importance of utilising space in the most economical and efficient manner. The guiding principle of space management at ICR is that all space belongs to the Institute and is allocated to Divisions/Teams subject to review by the Chief Executive on the basis of demonstrable need and Institute Strategy. The Chief Executive will be supported in this review by the Research Directorate and the Strategic Space Management Group. Space released when a Team Leader leaves ICR will automatically revert back to ICR until reallocated.”

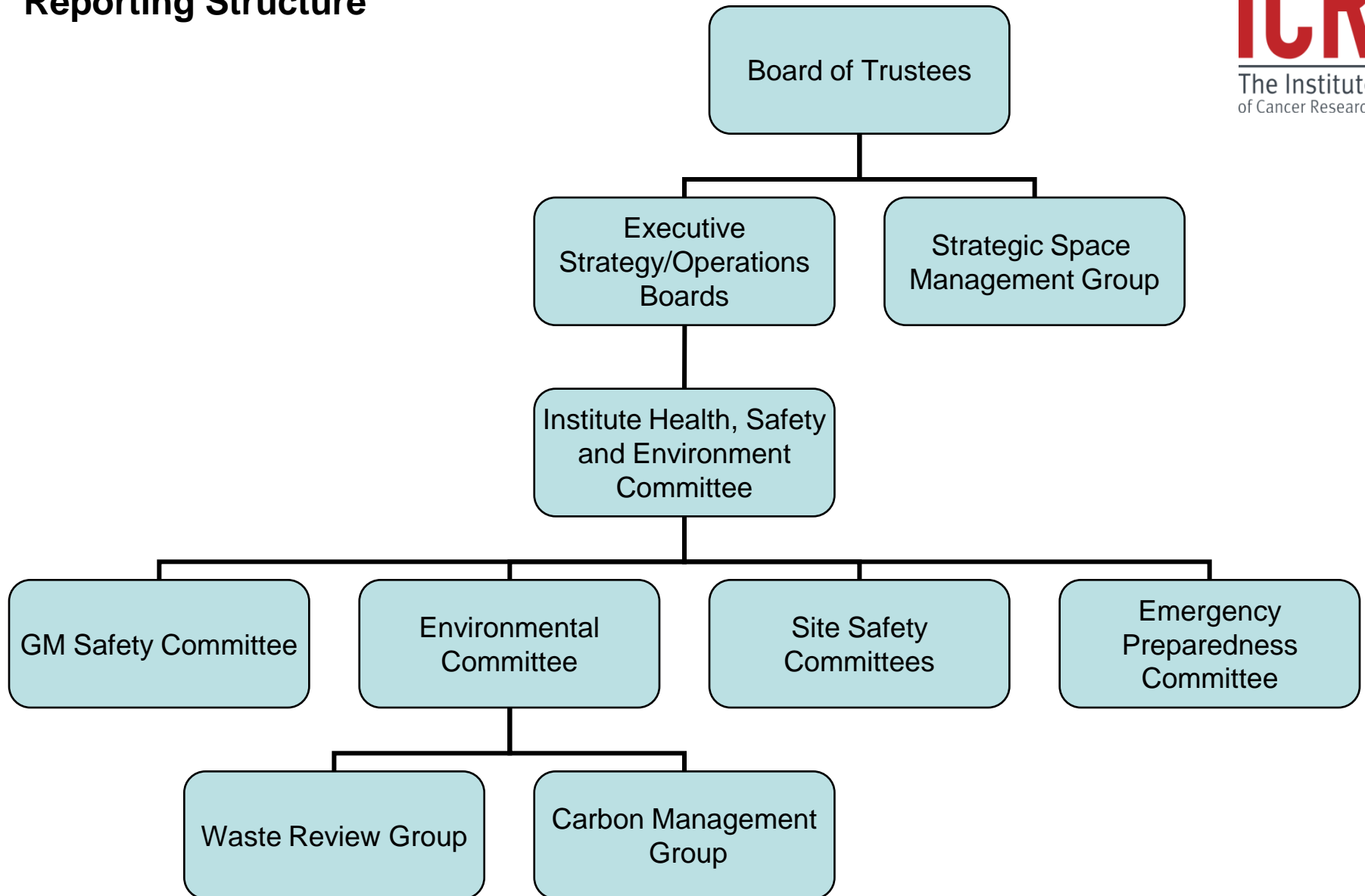


The Institute of Cancer Research	Date: 18/01/2012	Page: 1 of 1
Process Name: Space Management	Rev. No. 3	Process Leader: Director of Operations
Chart No: FA DM1.7	Chart Author: Jeffrey Barley/Alan Cumber	Approved: Steve Surridge

SSMT	SPIT	Scientific Division	Facilities		Notes
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Reporting Structure



PROCEDURE: ROOM MANAGEMENT, OCCUPANCY LEVELS, OFFICE AND LAB DIMENSIONS

- **GUIDANCE TO MANAGERS ON ROOM RESPONSIBILITY**
- **OCCUPANCY – Legislation**
- **ICR SPACE STANDARDS**
 1. **Laboratory accommodation**
 2. **Laboratory write up space**
 3. **Office accommodation**

Measure Space

- A central database containing space standards, space allocation and space management information is maintained by the Site Managers (supported by the Systems Administrator) using the Facilities Software AFM 15. Heads of Division are responsible for advising the Site Managers of any changes in this information in terms of line management responsibility details and room occupancy.
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Monitor Space

- The Facilities Directorate will routinely undertake space accuracy and space utilisation audits of teaching, research and office space in all buildings. Details of the survey data will be presented to the SSMG for reviewing proposals for remodelling of areas to improve poorly utilised spaces.
- Use of all meetings rooms and teaching spaces will be recorded on the Facilities Networked booking system. Trends in space demand will be monitored and used to inform development plans and strategy.



Report Space

- The Site Managers will produce space reports from this data for the SSMG as required.
- The Facilities Directorate will utilise the data gathered during these monitoring exercises to ensure accurate data returns to HESA via the Estates Management Statistics (EMS).



Any Questions?

