

SPACE USE PROCEDURES

Section	DVC University Services
Contact	Executive Director Estates
Last Review	April 2024
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Purpose:

This document provides direction on the type, configuration, allocation, and utilisation standards for spaces Massey University provides for staff and students.

These procedures should be read in conjunction with the Space Use Policy.

Allocation and Utilisation of Space at Massey University**New builds, refurbishments, or design:**

1. The university will strive to create and maintain high-quality and fit-for-purpose buildings and spaces.
2. When considering new builds or major refurbishments, staff must adhere to the following:
 - Staff developing Strategic Assessments or Business Cases proposing new facilities or major refurbishments of existing spaces are to liaise with Estates Management at the outset for advice and alternative solutions.
 - Asset data (typically held in MAXIMO) relating to space condition, utilisation and occupancy will be used to inform decisions relating to rationalisation, new build, refurbishment or redesign.
 - Decisions relating to teaching (specialised and general) and meeting spaces will be further informed by data from the central student timetable regarding the availability and utilisation of similar existing and fit-for-purpose spaces.
 - Space will be designed to comply with the New Zealand Building Code.
3. New buildings will be designed to achieve the following:
 - Green Building Council of New Zealand 5 Star Green Building rating
 - Appropriate NABERSNZ¹ rating
 - Energy efficiency and low carbon content
 - Flexible and efficient floorplans that maximise utilisation rates.
 - A mix of workspace solutions, including the neighbourhood model
 - Reduced single-purpose dedicated space in favour of shared spaces.
 - The inclusion of a Te Tiriti cultural narrative by design. This means that spaces will be designed in ways

¹ National Australian Built Environment Rating System (NABERS) adapted for New Zealand.

that reflect cultural values and weave , whakapapa, and local history.

for the local allocation of space, where that space is part of a larger block assigned to a College/School or Business Unit (or assigned to multiple units in a shared arrangement). These criteria are a prioritisation tool only and may not be reverse engineered be provided in any other circumstance.

Table 1:

Type of workspace	Description of use	Allocation Criteria
Dedicated Workspace (Desk space)	Space (desk) that is for the exclusive use of a particular role or for a specific project. A dedicated workspace may be shared or single occupancy. This will likely be part of a neighbourhood design.	<ul style="list-style-type: none"> •

Visitor Spaces	Bookable space is assigned for the use of visitors. Visitor spaces may be shared/multiple or single occupancy.	<ul style="list-style-type: none"> • Visitors requiring interim space for a short visit or a fixed duration. This may also include hot desk space if appropriate. <p>OR</p> <ul style="list-style-type: none"> • Fixed-term relocation (of 3 days or more per week) of a staff member onto an alternate campus
Neighbourhood Spaces	Default design for staff solutions, enabling collaboration, open light space. Suitable for general use where similar activities are being undertaken. Access to convenient enclosed spaces for privacy and meetings is important. Spaces may be a mix of dedicated, hot desk and visitors.	<ul style="list-style-type: none"> • Suitable for all, depending on the mix within the space

Enclosed Workspaces	General Principles
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allowing for future floor reconfiguration. May be single or multiple occupancy.

making recommendations to SLT for final approval.

15.

Neighbourhood workspace	This is the default design for staff solutions, which enables collaboration and is an open, light space. This design is suitable for general use where similar activities are being undertaken, so can host multiple functions or teams. Access to convenient enclosed space for privacy and meetings is available. Spaces may be a mix of dedicated workspaces, hot-desks and visitor spaces.
Shared workspace	An allocation of space assigned to two or more users. Spaces in the shared workspace may or may not be dedicated spaces and may or may not be enclosed spaces.
Single occupancy	A space that is utilised by one user at a time only, single occupancy workspaces can be dedicated, shared or hot-desk workspaces.
Space	The built environment owned or leased by Massey University.
Visitor	A person other than a university staff member or student who is given temporary access to or use of university resources and facilities.
Visitor Space	Workspaces assigned for the use of visitors may be shared/multiple or single occupancy.
Work point	A place for someone to work i.e., workstation, booth, café style table.
Workspace	A space allocated to support work activities, e.g., a workstation in activity-based workspace, desk in shared room, or single occupancy office.

Audience:

Massey University staff, students and external parties involved in the development, design, refurbishment or construction of the Massey Estate.

Relevant legislation:

Health and Safety at Work Act 2015
New Zealand Building Code
Building Act 2004
Building (Earthquake-prone Buildings) Amendment Act 2016

Legal compliance:

Nil.

Related procedures / documents:

Space Use Policy
Timetabling and Room Booking Policy
Equal Employment Opportunities Policy
Health, Safety and Wellbeing Policy- Ohu Hauora, Haumaru

Flexible Working Arrangements Information
AssystNET Request a room or building move (axiossystems.com)

Document Management Control:

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