

Accommodation principles and standards

➤ Generic floor plans and desk identification

To be based on the open plan office model and will be flexible and informed by the analysis and identification of different workstyles in various teams and services. This will determine the percentage of “fixed” (on average 40%) “mobile/shared” (on average 20%) and “hot” desk requirements (15%) with approximately 25% of the space dedicated to shared facilities.

➤ Shared facilities

To include ad hoc and open meeting spaces, 8, 4 and 2 person meeting rooms, quiet rooms, project space, resource hubs with informal break out spaces offering vending, service centre (photocopiers etc), reference library, toilets, kitchen and staff facilities

➤ Average space requirement

To be 5 sqm per person dependant on workstyle and building type i.e. open plan or cellular offices

➤ Environmental and energy efficient improvements

To include where possible

- low energy lights
- passive ventilation
- heat reclamation systems for customer comfort in service areas
- solar panel heating for hot water
- replacement boilers with high efficiency condensing boilers
- flow restrictors and auto shut off water taps.

➤ Storage

Confidential storage - to be archived under EDRM

Minimum storage applied to generic floor layouts limited to desk pedestals and team storage cabinets.

Personal lockers supplied

➤ Behavioural guidance and protocols covering

Noise and telephones, house keeping and support - guidance on clear desk policy, personal effects, waste disposal in appropriate recycling bin, cleaning of keyboards, phone handsets etc

