



**SECTION 5**  
**SPACE PLANNING**  
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1	18/11/13	WA	Issue for Approval
2	19/8/14		Issue to web

## 5.0 SPACE PLANNING

### 5.1 General

#### **Workplace Allocation**

The following space standards are to be used to determine the schedule of areas for workplace projects being undertaken at JCU

Where a workplace area accommodates 10 or more Full Time Equivalent (FTE), a gross space allocation of up to 14m<sup>2</sup> UFA/FTE will be provided. Where the group size is less than 10 FTE, a reduction to 10m<sup>2</sup> UFA/FTE (gross) or less may be proposed dependent on the availability of other support facilities and approval from Estate Office.

The extent of "enclosed built fit out" (partitions extending to the ceiling) will be assessed on a project-by-project basis but should be used sparingly. Limiting the extent of "enclosed built fit out" serves to optimise an open and flexible workspace. Any variation to this limit will be

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**Workplace Design**

University staff will generally be accommodated within a flexible and open workspace comprised of a variety of individual and shared work zones. Flexible, open workplaces with a variety of activity

### Space Reporting Requirement

For all Projects an areas schedule must be provided at the completion of the sketch design stage. The schedule is to have GFA, UFA, UCA and a breakdown of non-usable areas. The format is to be agreed with the Spatial Systems Administrator and Architectural Drafter, Estate Office.

#### 5.2 Floor Module

Base floor modules on 1200mm centres or multiples thereof. This module should correlate with floor, ceiling and other components (especially glazing mullions) for ease of layout. Avoid or minimise the need for relocation of services during fit-out. Column free areas are preferred. Avoid isolated columns that do not relate to a grid. Laboratories and other specialist spaces may require an alternative grid and floor module and will be subject to endorsement by JCU Estate Office.

Foyer size and width of corridors shall be sized to accommodate peak levels of use. Where fire stairs are to be used as communicating stairs, compliant door hold open devices or viewing panels are to be incorporated. Handrails shall comply with BCA and shall be galvanised and not painted in fire stairs.

#### 5.3 Building Areas & Definitions

Building Areas for JCU projects shall be measured in accordance with principles established by the Tertiary Education Facilities Management Association (TEFMA), which are set out as follows.

All areas are measured in square metres.

**Fully Enclosed Covered Area (FECA)** – is the sum of all fully enclosed covered areas at all building levels, including basements (except unexcavated portions), floored roof spaces and attics, garages, penthouses, enclosed porches and attached enclosed covered ways alongside buildings, equipment rooms, lift shafts, vertical ducts, staircases and any other fully enclosed spaces and useable areas of the building, computed by measuring from the normal inside face of external walls but ignoring any projections such as plinths, columns, piers and the like which project from the normal inside face of exterior walls.

It shall not include open courts, light wells, connecting or isolated covered ways and net open areas of upper portions of rooms, lobbies, halls, interstitial spaces and the like, which extend through the storey being computed.

: Atriums and light wells are only measured at the base level. Do not include the area of the non-existent floor slab at upper levels.

**Unenclosed Covered Area (UCA)** – is the sum of all unenclosed covered areas at all building floor levels including roofed balconies, open verandas, porches and porticos, attached open covered ways alongside the building(s), useable space under the building(s), unenclosed access galleries (including ground floor) and any other trafficable covered areas of the building which are not totally enclosed by full height walls. The UCA is computed by measuring from the inside face of any enclosing walls, balustrades or supports, but excludes connecting or isolated covered ways and eaves, overhangs, sun shading, or awnings unless they relate to clearly defined trafficable covered areas.

**Gross Floor Area (GFA)** - is the sum of the Fully Enclosed Covered Area (FECA) and the Unenclosed Covered Area (UCA).  $GFA = FECA + UCA (m^2)$

**Usable floor Area (UFA)** – is the sum of the floor areas measured at floor level from the general face of the walls of all spaces related to the primary function of the building. This will normally be computed by calculating the FECA and deducting common use areas, service areas and non-habitable areas.

If an area which may be deemed as 'common use' or 'service area' e.g. entry foyer, tea room, or store room, is included in the briefed Schedule of Areas, then those areas shall be included in the calculation of UFA. Foyers to large Lecture Theatres should be treated as UFA.

In some cases, the UFA may include some external covered areas which relate to the primary function of the building but are not part of the FECA e.g. covered play area for a Child Care Centre,

### **5.5 Area Schedule**

The Principal Consultant shall provide an areas schedule on completion of final schematic design with Gross Floor Area (GFA) and Useable Floor Area (UFA) breakdown for comparing against building efficiency parameters (and for use by JCU Estate Office for planning maintenance and cleaning requirements). The Area Schedule shall be updated as design progresses including For Construction Issue.

Provide a complete room schedule including floor area, floor covering (for cleaning requirements) and space type/function.

### **5.6 Room Numbering**

Room numbers are to be incorporated in the working drawings, door and hardware schedules in the specifications. The accepted numbering is based on zero at ground level ie 1 for level 1, and shall be a three-digit number starting at 001 for rooms.

Building identification codes are used as the prefix to room numbers. The building identification code will be notified in the Project Brief or advised by the Project Manager. At Townsville Campus, buildings are allocated a three-digit number, e.g. the Mabo Library is Building 018. At Cairns Campus, buildings are allocated identification codes consisting of an alphabetic prefix followed by a two-digit number, e.g. the Library is Building B1 and the Student Refectory is Building A25.

Room numbering must be consistent and must be allocated in sequence clockwise from the main me1.2(i)-14.1(



## 5.7 Universal Design (Equity)

Design teams for major JCU projects must include an accredited DDA specialist with extensive experience in all aspects of access consultancy and disability management services.

The NCC accessibility requirements, and the current AS1428 series (Access for Design & Mobility), shall be incorporated in the design, **however the approach to disability access shall be best practice, and go above-and-beyond these minimum standards.**

Lifts shall be designed into all multi-level buildings and shall conform to all relevant existing and pending Codes and requirements for persons with disabilities.

A safe vehicular pick up/set down area shall be located in close proximity to the main entry and be accessible to the main entry for people with disabilities without segregation from other users.

Buildings shall include appropriate design features where manual handling tasks will be a regular component of building user activities. Fitting out the building is to be undertaken using similar planning with an emphasis on flexibility for future use.

Queensland WH&S statutes require adequate areas and air space, and an acceptable solution is to provide a minimum of 2.3 square metres of unencumbered floor space per person.

Workstations and workstation furniture shall accord with the provisions of the current AS 3590 series, 4442, 4443. Design for access and mobility shall accord with the current AS1428 series and *Disability (Access to Premises – Buildings) Standards 2010* (Cth).

## Equity & Social Justice

JCU has an Equity policy and encourages others to follow suit. The Equity policy of each Consultant and Contractor may be evaluated as part of the selection criteria for awarding commissions and contracts.

JCU requires that Consultants and Contractors comply at all times with their obligations under Anti-discrimination and Sexual Harassment legislation. Consultants and Contractors must use their best endeavors to provide employment for Aboriginal and Torres Strait Islander people. The submission of a policy on this issue may be required for evaluation as part the selection criteria for awarding commissions and contracts. Where an obligation in this matter is conferred on the Consultant or Contractor through the Conditions of Tender or Agreement with JCU, the Consultant or Contractor shall ensure that their Sub-consultants or Subcontractors also comply with this obligation.

Consultants and Contractors must comply with their obligations, if any, under the *Affirmative Action (Equal Employment opportunity for Women) Act 1986*, and not enter into any agreement or contract with a sub-consultant or subcontractor who has been named by the Director of Affirmative Action as a non-compliant employer under the Act.

## 5.8 Allocation & Design Standards by Room Type

TEFMA RT Code	TEFMA Room Type Description	JCU Space Type Code	JCU Space Description
	<b>Office Accommodation</b>		

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101 Office / Open Plan Faculty Staff O-OFFL, O-OFFM,



308	Laboratory – Gymnasium Human Movement Dance	T-SPEC	Specialist Teaching Space
309	Laboratory – Language & Statistics. Used for training students in a language other than their native language	N/A	
310	Music Practice Rooms – Teaching (Single use rooms)	T-SPEC	Specialist Teaching Space
311	Laboratory – Undergraduate training – non scientific	T-LBUD	Undergrad Teaching Dry
312	Laboratory Facility – research only	R-LPC1, R-LPC2, R-LPC3	Research Lab – PC1, Research Lab – PC2, Research Lab – PC3
313	<b>Studios</b> Drawing studios, Architecture, Town Planning, Engineering	T-SPEC	Specialist Teaching



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706	Lounge	A-SHRM	Share Room
707	Dining / Kitchen	A-KITC	Residential Kitchen
708	Ablutions	A-BTRM	Residential Bathroom
709	Laundry	A-LDRY	Residential Laundry
710	Common Room	A-COMM	Common Room
711			