Estates Services

Introduction to the Philosophy Documents and Design Guides

Introduction to the Philosophy Documents and Design Guides

INTRODUCTION

Oxford University Estates Services are responsible for the management, repair and maintenance of the University estate. This comprises some 650,000m2 of built area and includes a wide range of building types from complex, highly serviced research buildings to iconic listed buildings.

The management and maintenance of a large estate is expensive and requires a large team of staff to ensure that the buildings function efficiently and provide an appropriate environment for the University's world class research and teaching activities. New buildings and refurbished spaces are expected to provide architecturally attractive space and an excellent working environment. They must be robust and generate the minimum carbon emissions in operation and have readily accessible and maintainable services.

Purpose of the Philosophy Documents and Design Guides

The Philosophy Documents and Design Guides are a suite of documents that cover a range of topics, where there are specific maintenance and design requirements. Each document has been developed by the team responsible for running and maintaining that service. The contents reflect the requirements of the University and experience of the buildings in use across the estate.

In some cases the document will outline a mandatory requirement; in other cases, the documents will offer guidance. The Design Teams and Contractors are required to provide detailed information on their design approach, in response to the requirements of the Philosophy Documents and Design Guides.

The Design Team and Contractor should note that the Philosophy Documents and Design Guides form part of their Contract Documents. It is a contractual requirement that the principles of the Philosophy Documents and Design Guides are followed and evidence provided to demonstrate compliance.

General Design Principles

There are some general design principles which must be demonstrated by the Design Team. Design Teams will be required to provide evidence of how their design will conform to the following requirements:

- Standard building elements, and mechanical and electrical units should be used

which should conform to British Standards or equivalent. Parts and replacements should be easily available in the market place.

- Elements with unusual and excessive maintenance requirements should be avoided.
- Access for maintenance should be straightforward. Confined spaces for maintenance must be avoided.
- Life cycle information must be provided (to include energy use and carbon emissions where relevant) and must demonstrate that elements will have a reasonable life cycle and that they will robust in use.

STANDARDS AND RESPONSIBILITIES

Responsibility for the maintenance of University buildings is split between Estates Services and the University Departments. This division of responsibilities is akin to that between a landlord and tenant.

University Stakeholders

The Philosophy Documents and Design Guides have been or are being prepared to cover the main service areas; a brief description of each of the stakeholders and their areas of responsibility is outlined below. The Design Teams and Contractors should be familiar with these documents and, where required, should use the tick list provided to demonstrate compliance.

Repair and Maintenance Teams

The Repair and Maintenance Teams at University Estates Services are responsible for the maintenance of the external building fabric, and the mechanical and electrical service installations of University properties. See the Building Design Guide Document and M&E Philosophy Document.

O&M Manuals

O&M Manuals are used by the Repair and Maintenance Teams, Building Managers, and FM Teams. A contract has been awarded to **E Documents** to compile the O&M Manuals to an agreed University Standard. The O&M provider will be employed directly by the University. The Design Team and Contractors will be required to provide information in accordance with the O&M Service Level Provisions. _Requirements are outlined in the O&M Specification._

Safety Office

The Safety Office is responsible for advising Estates Services and its consultants on the health and safety aspects of designs for new buildings/building refurbishments. This includes advice on fire safety and the safe design of laboratory spaces. They also advise on asbestos and radiation issues. See the Safety Office Requirements.

Facilities Management Team

The FM teams directly run a number of University properties; they also provide advice to building managers and administrators in non-managed properties. They should be consulted on facilities management issues, such as catering outlets, waste management, and choice of internal finishes. *See the FM Design Guide.*

Sustainability Team

The Sustainability Team is responsible for the development of environmental sustainability strategy and ensuring that the University works towards its carbon reduction targets. See Sustainable Building Design Guide.

Telecoms

Telecoms run the University's data network infrastructure. In conjunction with Estates Services, they are responsible for the University IT duct system, as well as MDX rooms and backbone data wiring. See the IT and Telecoms Standards.

Disability Access Advisor

This Access Advisor oversees the design of disability access in new and refurbished buildings. They are responsible for the University Access Guide. See the Disability Design Guide.

Security Services

Security Services are responsible for all aspects of University Security and provide advice and guidance on designing out opportunity for crime and physical security. See the Design against Crime Document.

Systems Administration

The systems administration team ensures that the University CAFM system Planon is up to date. They are responsible for logging all asset information and O&M manuals. See the Asset Definitions.

Space Information Team

The Space Information team is responsible for the management of space allocations and for ensuring that the allocation of space is appropriate for department needs. The Space Team should be consulted early in the development of a project so that any proposals for additional space can be interrogated. They will ensure that space allocations are approved through the University committee structures. They will assist with allocating decanting space if required.

Drawing Protocols

The Asset and Space Management Team keep drawing information up to date. They provide space numbering for new builds and reconfigured spaces. See the Drawing Protocols.

Legal Services

Legal Services should be consulted early in the development of a project. The legal services team will provide advice on matters such as lease issues, overages and licenses. Where work is being undertaken on NHS land or property, such arrangements can take time to negotiate.

Rates

The Asset and Space Management Team provides advice to the University about rates to ensure that the University provides the correct information to the local authority and keeps its rates bill as low as possible. The project team should provide information to the team so that the implications of any changes can be considered.

Insurance

The insurance section of University Finance must be informed about building projects prior to commencement. They will also need to be informed if a building is void for more than 30 days. They are responsible for insuring buildings once complete so must be kept informed of building practical completion dates.

In addition to the teams and their areas of responsibility as described above, the Design Teams and Contractors should develop a Soft Landings strategy. They should also ensure that their proposals are compatible with any relevant masterplan documents for the ROQ, Science Area and Old Road Campus.

Stakeholder sign off and derogations

The main stake holders must be consulted in advance of each reporting stage. Stage Reports must be signed off by the relevant stakeholders. A list of derogations from the Philosophy Documents and Design Guides should also be produced at each reporting stage of the design process. Any derogations which are accepted should be signed off by the relevant stakeholders. Where derogations are not accepted, the stakeholders will note which items are in dispute. These must be highlighted to the relevant PSG, who will be required to either accept or reject the derogations. Any derogations which are accepted by the PSG but not by the stakeholder must be sent for onward determination by the Programme Board.

Checklists

The design teams should submit any checklists contained with the Design Guides and Philosophy Documents to the relevant stakeholders. This will help both the design teams and stakeholders to track adherence to the requirements of the document and highlight any potential derogations at an early stage.

STAKEHOLDER ENGAGEMENT CHECKLIST

General notes: The stakeholder engagement process should be developed at an early stage. In order to ensure key requirements are understood by the Design Team, it will be necessary to meet with some teams, e.g. the mechanical and electrical, and sustainability teams regularly throughout the design development stages. Stage Reviews are organized by the Capital Projects Team. Design teams should ensure that they present any relevant stage reports to these meetings. Attendee representatives should be as the Stage Sign Off Stakeholder list.

PROJECT INCEPTION
Legal Services
Ratings Team
Space Management Team

STAGE STAKEHOLDER SIGN OFF LIST
Sustainability
R & M Mechanical
R & M Electrical
R & M Conservation and Building
Safety Office – Fire Officer
Safety Office – Laboratory Safety
Facilities Management
Disability Advisory Team
Security Services
IT Services
University Parks
Insurance

LIST OF PUBLISHED PHILOSOPHY DOCUMENTS: NOVEMBER 2017

1)   M & E PHILOSOPHY DOCUMENT: ISSUE NO 9

2)   BUILDING PHILOSOPHY DOCUMENT: ISSUE NO 2

3)   SUSTAINABLE BUILDING DESIGN GUIDE ISSUE NO 3

4)   DISABILITY ACCESS GUIDANCE: ISSUE NO 2

5)   DESIGN AGAINST CRIME PHILOSOPHY DOCUMENT: ISSUE NO 2

6)   SAFETY OFFICE REQUIREMENTS: ISSUE NO 1

7)   TELECOMS STANDARDS: ISSUE NO 1

8)   ASSET DEFINITIONS: ISSUE NO 1

9)   DRAWING PROTOCOLS: ISSUE NO 1

10)   SPACE MANAGEMENT GUIDANCE

11)   O&M PHILOSOPHY DOCUMENT NO 1

LIST OF FURTHER DOCUMENTS TO BE PRODUCED

1)   FACILITIES MANAGEMENT PHILOSOPHY DOCUMENT

2)   SOFT LANDINGS GUIDANCE DOCUMENT

3)   IT STANDARDS

4)   BUILDING HANDOVER DOCUMENT

Documents are available O:\Administration\Estates Services Policies and Guidance\PhilosophyDocuments

Documents for external consultants and contractors are available on the estates website
http://www.admin.ox.ac.uk/estates/ourservices/repairsandmaintenance/guidanceforcontractors/

Version Control:

NOTE

'Introduction to the Design Guide's is an update of the 'Introduction of the Philosophy Documents'.

Version 3 Updated December 2017.

Sign Off

Richard Jones

Isobel Hughes

Main Amendments

- Document Name change to 'Introduction to the Design Guides'
- Process reporting changes