

**MACQUARIE UNIVERSITY**  
**POLICY FOR REFURBISHMENT WORKS**  
**TO DIVISION AND OFFICE ACCOMMODATION**

**Revised 18 July 2006**

The University's Capital Management Plan includes funds for the incremental refurbishment programme of facilities. This policy document defines the extent of refurbishment work to be carried out within the budget allocated from the capital management plan.

**1 PLANNING/FABRIC**

- 1.1 Alterations as required to bring buildings into acceptable performance compliance with current building codes and standards (includes automatic fire doors where deemed essential for improvements in ventilation, replacement of lower glass panels with safety glass if required).
- 1.2 Upgrade public areas to acceptable standard (Office of Facilities Management design).
- 1.3 Alterations to existing space for new functional requirements.
- 1.4 Division/Office will be required to provide a space (2m x 2m minimum) acceptable to the Office of Facilities Management) on each floor of a building to accommodate a communications hub cabinet.  
  
Note; Cabinet requires 4m<sup>2</sup> space. SSU.
- 1.5 Exterior works required on buildings such as cleaning, sealing, etc will be accomplished in other maintenance or capital works programmes on a funds available basis.
- 1.6 Refurbishment of seminar, laboratory and other specialist areas will be approved for inclusion in the programme on a case by case basis. When approved, the Office of Facilities Management will, in co-operation with the Division/Office assigned the space determine work requirements and submit costed proposals to the Deputy Vice-Chancellor (Administration) for funding approval.
- 1.7 Organise movement of staff and office contents to/from temporary space during works where necessary. Refer to Relocation Policy for details as to OFM and Division/Office responsibility.

**2 SERVICES**

- 2.1 Provide building services to an appropriate level for current and anticipated requirements.
- 2.2 Install new building management systems infrastructure and connections to existing monitor/control points as required including provision for building access control.
- 2.3 Replace lighting as appropriate (energy management to be considered).
- 2.4 Maintain limited temporary services to existing Division/Office equipment during the period of construction.
- 2.5 Replace service connections to existing Division/Office equipment upon completion of work.

2.6 Provide additional support for new Division/Office equipment to be installed at time of refurbishment at Division/Office expense.

2.7 Remove Division/Office owned window air conditioning units from all spaces. Replace all those that are justified in accordance with the University's air conditioning policy.

Alternative 1: Units may be retained for sale by the owner Division/Office and the Office of Facilities Management will reinstate the building fabric.

Alternative 2: Transfer the unit to the Office of Facilities Management for reimbursement on a four year straight line depreciation basis (ie. 0-1 year 80%, 1-2 years 60%, 2-3 years 40%, 3-4 years, and after 4 years, nil) and the Office of Facilities Management will reinstate the building fabric.

Alternative 3: Division/Office may choose to reinstall/retain existing window units for use until they reach the end of their service life. When a unit fails, the Office of Facilities Management will determine whether or not the unit has reached the end of its service life (ie beyond economic repair). If the unit is not to be repaired, the Office of Facilities Management will have the unit removed and the building fabric made good at Division/Office expense.

2.8 Air conditioning, if requested, to be funded by Division not refurbishment budget.

2.9 Electrical services will be provided in SSU's on the following basis:

- 2 double power points per single SSU (1 to be a 10 amp circuit)
- 3 double power points per double SSU (2 to be 10 am circuits)
- 4 double power points per triple DSSU (3 to be 10 amp circuits), and so on.
- 1 double power point (surge protected captive plug) for each communication cabinet.

Additional power points may be added at Division/Office expense.

2.10 Current technology telecommunications and data cabling infrastructure will be installed on the following basis:

A communications hub will be installed on each floor with connections to the ITS campus backbone network building hub.

Room connection points on the following basis:

- 2 double outlets per SSU (3 data, 1 telephone)
- 3 double outlets per double SSU (4 data, 2 telephones).

Refer to Macquarie University ITS cabling standard document regarding electrical and mechanical requirements for communication rooms.

Extra points may be added at the expense of the Division/Office.

Note:

- a) Computer network cards, new additional handsets and phone numbers are to be funded by Division/Office
- b) Audio/Visual connections will be upgraded where appropriate if adequate funds available within budget.
- c)

### **3 FINISHES/FURNITURE**

- 3.1 General painting as required to standard University colour palette. Non-standard colours and repaint non-standard colour areas at Division/Office expenses (See memo dated 3 February 1998 re Finishes Specification for Minor & Refurbishment Works).
- 3.2 Replacement of carpet with standard University carpet where replacement of existing carpet is of more than a 10 year life. Carpet not replaced to be steam cleaned. . Divisions and Offices may fund replacement of carpet which does not meet replacement criteria.
- 3.3 Provide new furniture in increased or new developed spaces to Divisions/Offices during refurbishment. This does not include new furniture and equipment to the relocation of existing functions. Computer workstations, seminar board tables, chairs, tea room appliances and display cases for existing relocated spaces to be funded by Division's furniture and equipment accounts. Otherwise, refurbishment budget to only provide for relocation of existing furniture and equipment to the relocated existing functions/spaces.
- 3.4 Maintenance and/or upgrading as appropriate of existing built-in furnishings.
- 3.5 Holland blinds will be provided to all windows except south facing windows. Maintenance/replacement of these blinds and any additional blinds will be at Division/Office expense.
- 3.6 Standard University directory boards will be installed.
- 3.7 One whiteboard and one pinboard will be provided to each staff study unit.
- 3.8 One whiteboard and one projection screen will be provided to conference/seminar rooms.
- 3.9 Pigeon hole units and a utility sorting table will be provided per Division/Office requirements.
- 3.10 Compactus to be funded by the Division
- 3.11 Six (6) lineal metres of shelving, eg 5 shelves at 1.2m wide bay, will be provided to each staff study unit/office.
- 3.12 The University key locking system is being upgraded. Systems may or may not be changed during a refurbishment project.
- 3.13 Any new communication room will be plantroom keyed (3099 key lock) or card swipe system.

**MACQUARIE UNIVERSITY**  
**POLICY FOR RELOCATION FROM**  
**EXISTING TO REFURBISHED ACCOMMODATION.**

This policy document defines the extent of responsibility by the Office of Facilities Management and the Division/Office in the process of relocating office contents from existing to refurbished accommodation.

**1.0 OFFICE OF FACILITIES MANAGEMENT'S RESPONSIBILITY**

- 1.1 The Building Project Officer (BPO) will provide a copy of this document to the Head of Division/ Office as information regarding the Division/Office's responsibility at least two weeks prior to the move.
- 1.2 The BPO will tender to a minimum of 3 prior to engaging a removal contractor.
- 1.3 The BPO will provide a written notice the Head of Division/Office at least one week prior to the move outlining:
- Date and time when removal contractor will provide cartons/boxes/crates, tape and stickers and packing
  - Date and time of actual move
- 1.4 Note: Crates are to be used for those items that will be unpacked immediately after the move as there is a weekly hire charge if they are not returned to the removalist.
- Boxes can be used for items to be unpacked or kept packed for storage in the rooms.
- 1.5 The BPO will issue to the Head of Division/Office, A4 plans of refurbished offices to enable each staff member to sketch their relocated furniture layout at least one week prior to move. The BPO is to issue notice to Division/Office for date of completion for layouts.
- 1.6 The BPO will pin to each door of the relocated office a room furniture layout sketch as prepared by the Division/Office to indicate to the removal contractor the placement of each loose furniture item.
- 1.7 The BPO will organise to the Head of Division/Office's requirements, rekeying of doors with the University's Central Function Controller (2 weeks' notice) and telephone number transfers with the IT Services Technician (2 weeks' notice).
- 1.7 The BPO will issue to the Head of Division/Office the attached Door Rekeying and Telephone Number Transfer Schedule at least two weeks prior to the move, to be completed by the Division and forwarded by the BPO to the IT Services Technician and University's locksmith for action. BPO to issue notice to Division/Office for date of completion of Schedule.
- 1.8 The BPO will organise the relocation of an emptied compactus unit by the builder. The refurbishment budget will allow for this expense.

## **2 DIVISION/OFFICE'S RESPONSIBILITY**

- 2.1 The removal contractor will be responsible for moving packed cartons/boxes/crates and labelled loose furniture only. It is the Division/Office's responsibility to organise the packing and unpacking, even if weekends and evening times are only available to their staff or use of students at the Division/Office's expense.
- 2.2 To arrange for the electronic equipment to be closed down and disconnected ready for transport with the cords taped to the equipment.
- 2.3 To remove all personal items from the wall surfaces, except shelving structures.
- 2.4 Empty desk drawers and shelves and pack all loose items, books, files, ornaments, etc into the cartons provided.
- 2.5 Attach the carton identification stickers to the top of furniture, printers, faxes, PC's and cartons, the back of chairs, ensuring that the new destination room number is identified clearly on the sticker.
- 2.6 The contents of the top two drawers of four drawer filing cabinets are to be packed in cartons as above. Lock the drawers and tape the keys to the cabinet.
- 2.7 The contents of cupboards, cabinets, compactus units and laboratories are to be packed in cartons as above.
- 2.8 Red coloured stickers will be for office items temporarily relocated or final relocation to refurbished areas. Green coloured stickers will be for off campus storage items.
- 2.9 Upgrade of PC network cards for compatibility with upgraded IT Services network infrastructure.
- 2.10 Unpacked and unmarked items will not be moved to storage but will be treated as rubbish for removal to waste.
- 2.11 To prepare room furniture layouts for relocation of loose furniture and equipment for relocation by BPO and removal contractor, furniture layouts should indicate the room number and door and window locations to assist with the orientation.
- 2.12 To complete the Door Rekeying and Telephone Number Transfer schedule for action by BPO.
- 2.13 The University self insures in the event of fragile equipment being damaged or lost during the move. The University will be responsible for its replacement.



