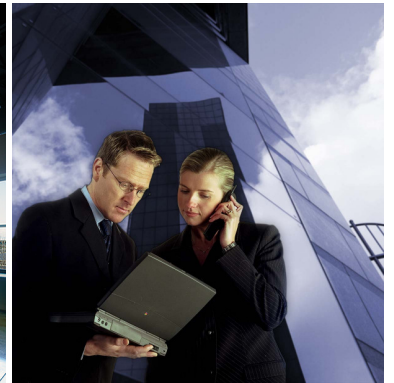


Space Utilisation *Review*

A professional service providing a detailed review of space and function to ensure optimum levels of space utilisation



Why Undertake Space and Function Reviews?

It is now universally accepted that regular reviews of accommodation use need to be undertaken. These reviews provide access to accurate information and ensure optimum levels of space utilisation. The information gathered in the review is also regarded as fundamental to the preparation of strategy/ asset management plans.

Why use mass?

mass works with its strategic alliances to provide a holistic view of space use, including time-use and alternative working methods.

As an independent organisation we can encourage the use of in-house and external benchmarking of space use, to produce a more equitable sharing of available space.

To date we have surveyed over 5 million square metres of floor space in over 4,000 separate buildings. Our extensive experience in this field can be adapted to your own very specific needs.

The Review

Spare capacity is quantified in a clear and concise format to enable ready identification of its availability.

The review process typically takes form as indicated below:

- Physical-use spare capacity in several locations
- Time-use spare capacity as compared with a standard working week. (Subject to realistic re-usability)
- Identify under-utilisation
- Identify overcrowded rooms
- Record occupancy numbers of each room
- Record uses of each room.
- List recommendation of changes
- Allocate spaces to Departments of Directorates
- Format satisfies NHS 'EstateCODE' requirement

The Report

The results are recorded in a full written report which summarises the main conclusions.

Comparisons can be made with nationally recognised guidance documents. This compares the accommodation provided with current standards and expectations. Alternatively, we can benchmark organisations against others of similar size and function using our own database of previous audits.

The format is also fully compatible with the requirements of mass' ESTATEManager software.

To find out how mass can help you, or to make a general enquiry, please contact us on 01344 304000 or email info@mass-services.com





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