HSIS Stage 2 Frequently Asked Questions

**General**

**What will the buildings be named?**
The proposed name endorsed by the executive group, is the Helen Mayo buildings. This will be put forward to the Estates Committee for formal approval at the next meeting in time for the 2018 timetable to include the new name.

**When will the next information session be held?**
There will be another information session late July, early August 2017. Details will be emailed and on the website.

**Any further questions?**
Submit any queries you may have about the HSIS2 project team via the feedback page.

**Relocations**

**How will workspace, including offices, be allocated?**
The Faculty has developed [Workspace Allocation Guidelines](#), to ensure the future allocation of workspace is transparent, equitable and administered consistently across the Faculty.

**When will staff move?**
Broad timelines can be found on the Staging Overview baseline.

**Who will have to move to an interim location?**
The team working on the project are aiming to prevent an interim step, but in some instances it is impossible. We will inform specific groups as necessary as the project progresses.

**How and when will individuals be informed of their move?**
We aim to inform staff at least 4 weeks of the move, with the delivery of boxes and communications being sent to staff in the lead up to the move, to ensure all are well informed. If you are not sure about your move dates or whether you’ll be moving, please check with your manager in the first instance, or send through a query via the website to the project team [insert link].

There will be updates in the HealthCore Faculty blog and one-off emails if matters are urgent. Staff impacted by the project will receive updates via regular newsletters and posters will be put up in both buildings. Students will be informed directly via email of any information they need to be aware of.

Reference groups and line managers will also update and disseminate information to their teams as necessary.

**How long is the noise and vibration going to go on?**
How we time and program the work will be an ongoing issue, and we will work with SARAH Constructions and the building occupants about minimising the disruptions. Visit the project website for regular updates.
**Animal facility**

**Will there still be an animal facility on Frome Road?**
Yes. There is a need for animal services facilities on Frome Road, the AHMS and other campuses. It is important that across the University we have animal services working and managed as one service, and not separate satellites. We have seen progress on this with the formation of the Animal Users Group for the AHMS project. The Animal user Group will help ensure a more efficient and effective animal user service across all campuses, which will provide these efficiencies without driving up costs.

**Equipment and furniture**

**Will there be dividers between desks?**
No dividers are planned.

**Will new furniture be provided?**
There will be a mixture of new and existing furniture and fitout items included in the buildings, depending on need and availability.

**Can I bring my furniture from my existing office into the Med School buildings?**
It will depend on what and how much. The project aims to intensify some of the workspaces in the Med School buildings and it will also move staff into a more open working environment, with limited space for additional items. If there are specific items (beyond necessary equipment) that are essential to your work, please advise the project team so this can be considered in the design and layout for your new workspace.

**IT**

**Will the IT structure be seamless between the various precincts?**
IT interactions within the organisation will be linked to the rest of the University. Your new environment will have the same access.

**Will we get new computers?**
No, unless you're due for a new computer as part of your School's current lease/supply arrangements. Otherwise, existing computers and tablets are to go with you. The project will replace these with a UoA laptop. It is worth noting that students will be expected to bring their own devices; this is the subject of current communications with the student body.

**Who will set up the computers? Are we expected to do it ourselves?**
No, Technology Services will set up each computer and test for functionality. During the relocation phase, Technical Services will also provide staff floating through the building to help with issues. This model has been used successfully with the relocation of Health Sciences staff to the AHMS.
Operations

How do we book the meeting rooms?
Meeting rooms will be bookable via Outlook. The smaller Quiet Rooms are non-bookable and available on a first come first serve basis.

How do we book common teaching areas?
Teaching spaces will be booked through the standard timetable process with ad hoc bookings also being conducted as you do now. Common teaching areas, when not required for learning and teaching, can be booked via Web Room Booking in Syllabus Plus Enterprise.

How will we print?
Current printers will not be moving, unless your work area has already been moved over to using a 'Multi Function Device' (MFD). The University is moving toward universal adoption of the 'Multi Function Device' (MFD), a print/scan/copy device which are shared at a rate of usually 1-2 per floor, depending on the number of staff per floor. They are significantly more cost effective in power and consumable use, cost less to lease (than buying multiple smaller printers) and these will enable "Follow-me Printing", a concept currently in use in a number of areas of the University, including the AHMS. Follow-me printing means your printing is stored on the network until you swipe your access card at any printer (on any level) at which time your printing (or a selection of the documents in your personal print queue) are printed at that printer.

Storage

How much storage space will we have?
Each staff member will have 1 x three drawer pedestal unit and additional storage space equivalent to 2 x archive boxes. View the PaperLite 'How to Guide' and 'Helpful Tips' documents to find out more.