THE UNIVERSITY of ADELAIDE

Space Charging Model
Information Manual

Version 2 November 2015

Contents

What is the University of Adelaide Space Charging Model?

Background

The University of Adelaide's Infrastructure Strategy 2013–2017 outlines a detailed assessment of the University's infrastructure needs for the coming five years and delivers key findings with respect to strategies the University should adopt in order to support its distinctive mission and position itself competitively in the higher education sector.

One of the critical findings to emerge from the Infrastructure Strategy was that the University needs to extract more value from its existing facilities in order to accommodate its future space requirements whilst operating effectively within a constrained funding environment. In addition, the University should continue to pursue and encourage more sustainable practices in the use of its facilities and resources.

The Space Charging Model has been established to assist the University to work towards these goals.

University of Adelaide Space Charging Model

The Space Charging Model assesses a rental and outgoing charge to the Faculty or Division occupying space within the University. Outgoings are currently limited to Cleaning and Electricity with the charging of other outgoings to be reviewed in future years.

Rental charges have been established to reflect the costs of facility related depreciation and lease costs for the University. The detailed methodology of how these rental charges were derived is found in Appendix 2.

Previously these costs were managed centrally within Infrastructure and Corporate. By charging areas for these costs the University is aiming to:

- Improve the efficiency of space usage throughout the University without adversely affecting the student experience or research productivity.
- Transparently report the direct and indirect costs associated with occupying space within the University of Adelaide.
- Encourage sustainable practices regarding our consumption of facility related costs.

The more efficient use of space will generate savings that can be reinvested within the University. These savings will be realised through:

- Reduced need for high-value rented floor space
- Increased sharing of teaching and research space (where appropriate), and minimised space 'downtime'
- Reduced utilities costs through more sustainable resource consumption.

In addition, the pressure on the University to identify new space to meet growth in teaching and research will be relieved.

Development of the Model

In order to develop the space charging model, a broadly representative reference group was formed to work through the complex range of space and charging issues with particular emphasis on getting the space charging model bedded down before full implementation. The Reference Group made its recommendations to Planning and Budgeting Committee in October 2013 on the preferred methodology for Space Charging which was endorsed for implementation in 2014.

The Space Charging Oversight group, Chaired by John Beynon, Executive Dean ECMS, was established in 2014. The committee met regularly throughout 2014 and 2015 to refine the model.

Rental and Outgoing Charging Process

Charging Process

Faculties and Divisions will be charged a rental charge, in addition to charges for Electricity and Cleaning.

Planning and Budgeting Committee endorsed 2014 to be a transition year for implementation of the space charging model

Budget adjustment

In October 2013, Planning and Budgeting Committee approved a 4% reduction in discretionary spend in order to achieve the 2014 Budget Parameters. Included within this category were facilities related costs such as electricity, cleaning and lease costs and the budget adjustment has been reduced by 4% to reflect this reduction in discretionary spend. Faculty and Divisional budgets were adjusted to reflect the 2014 budgeted cost of the space charge.

Budget parameter adjustments were reprocessed in 2015 to reflect the cleanup of the space data during 2014 and the inclusion of usable vacant space from 2015.

Overview of the Rental Charge

The Rental Charge assessed to each room varies according to Campus (location), Building Condition and Room Type. A multiplier system has been used to assess the rental rates for each of the combinations of Campus, Building Condition and Room Type, resulting in the following rental matrix. The matrix defines the rates to be used for rental charge.

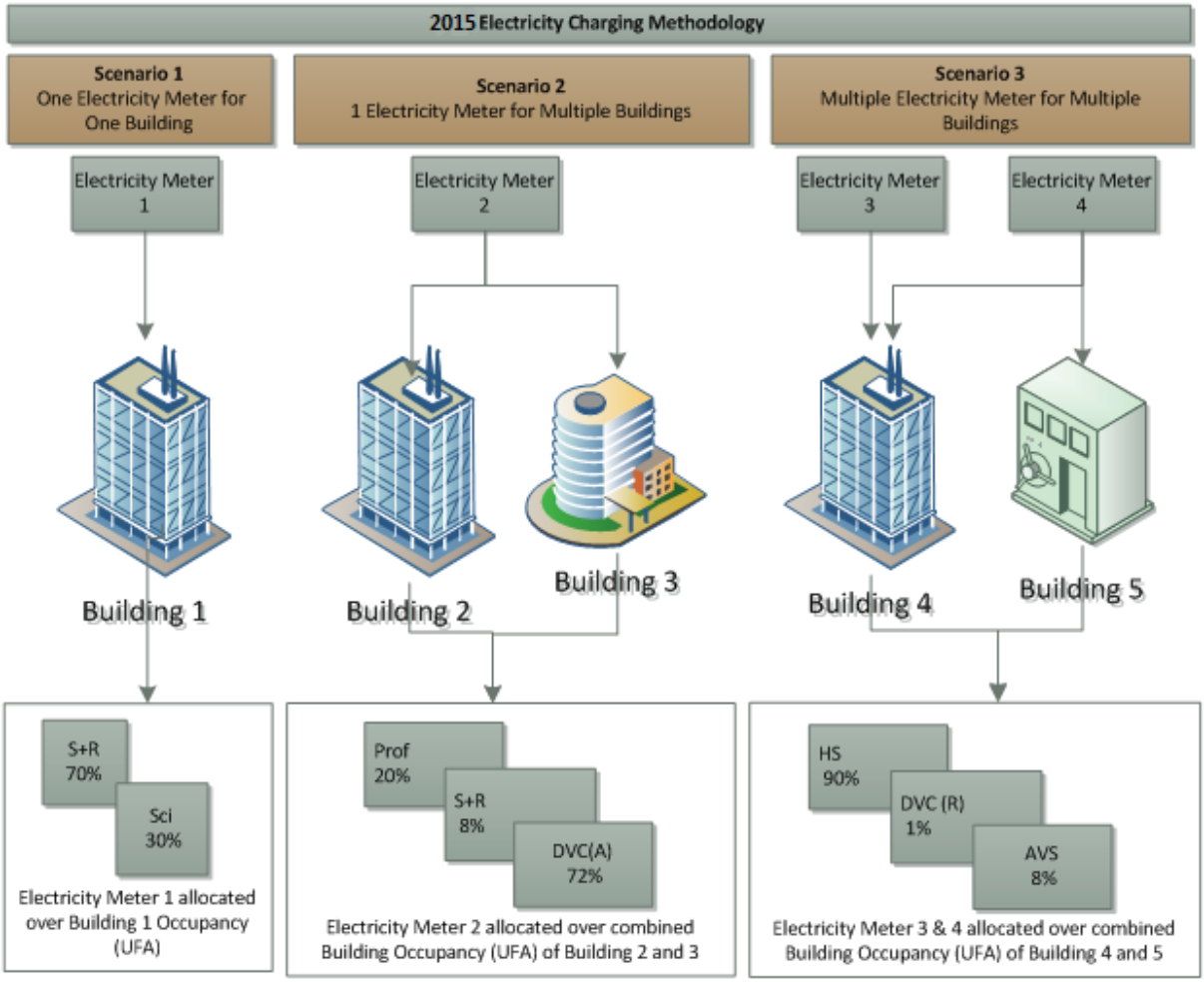
Areas will receive monthly charges for rental based on the occupancy at the commencement of each month.

Cost ($) per m2	Excellent	Good	Adequate	Barely Adequate	Poor
North Terrace					
Laboratory Facility	335	285	228	219	185
General Teaching Area	308	262	209	201	170
General Facility	283	240	192	185	156
Office	252	215	172	165	139
Ancillary Area	222	189	151	145	122
Thebarton					
Laboratory Facility	232	198	158	152	128
General Teaching Area	213	181	145	139	117
General Facility	196	166	133	128	108
Office	175	149	119	114	96
Ancillary Area	154	131	105	100	85
Waite					
Laboratory Facility	181	154	123	118	100
General Teaching Area	166	141	113	108	91
General Facility	152	129	103	99	84
Office	136	116	92	89	75
Ancillary Area	120	102	81	78	66
Roseworthy					
Laboratory Facility	181	154	123	118	100
General Teaching Area	166	141	113	108	91
General Facility	152	129	103	99	84
Office	136	116	92	89	75
Ancillary Area	120	102	81	78	66
Hospitals					
Laboratory Facility	187	159	127	122	103
General Teaching Area	172	146	117	112	95
General Facility	158	134	107	103	87
Office	141	120	96	92	78
Ancillary Area	124	105	84	81	68
Other					
Laboratory Facility	-	-	-	-	-
General Teaching Area	-	-	-	-	-
General Facility	-	-	-	-	-
Office	-	-	-	-	-
Ancillary Area	-	-	-	-	-

The detailed methodology for calculating these rates is explained in Appendix 2.

Overview of the Electricity Charging Process

Areas will receive monthly charges for electricity within the space charging model. Electricity will be charged to Faculties and Divisions by apportioning the actual usage for each electricity meter across the group of buildings that the meter services. The apportionment method for these groups of buildings will be the Usable Floor Area (UFA) of the buildings. The diagram below outlines the methodology for various scenarios of electricity meters.



Due to the timing of receipt of invoices, areas will be charged a standard amount per month. At the end of each month the standard journals will be reconciled against the actual charges and adjustment journals processed.

Proposed smart metering charging approach

The proposed approach to Electricity Charging, to be implemented in future years, is based on smart meters. Smart meters are devices that remotely measure energy consumption for a particular area, allowing occupants to track their energy consumption in real time. Smart meters have been rolled out across the North Terrace campus for each building floor with further rollouts planned for Roseworthy, Waite and Thebarton campus. While some apportionment will still be required for Faculties and Divisions sharing floors, these devices will provide more accurate charging and enhanced management capabilities for Faculties and Divisions to monitor their power usage.

Smart meters are installed to measure tenant electricity, so do not cover areas such as air conditioning plant or lifts. As a result these types of electricity usage will be allocated to areas based on UFA, similarly to the current method.

On implementation of the smart metering electricity charging methodology, the original budget adjustment will be reviewed to evaluate if further adjustments are required for material differences in the methodologies.

Overview of the Cleaning Charging Process

2014

A flat rate was charged for each campus based on the contracted campus charge and the total campus UFA. Areas received monthly charges for cleaning based on their occupancy UFA. The charge was an allocation of the total contracted cleaning charge, based on the School's or Branch's occupancy, for each campus.

2015

The new cleaning contract commenced during 2014. It allowed for a more accurate allocation of actual cleaning costs based on cleaning costs per building rather than a flat rate for each campus.

A budget parameter adjustment was processed in 2015 to reflect the change in methodology.

The only ability to influence the charge will be by relinquishing space currently occupied. At this stage there will be no ability to influence the regularity or type of cleaning service provided. If a Faculty or Division relinquishes and vacates space, they will no longer be charged for the cleaning for that area from the start of the next month, providing that the space relinquished is at least 150 sqm. If the space relinquished is less than 150 sqm they will continue to be charged until a new tenant occupies the space.

There is a plan to implement service level agreements with Faculties and Divisions for cleaning services.

Administration of the Charging Process

Rental and cleaning charges are processed monthly, with cleaning being the contracted cleaning charges for the month. For electricity, charges are made monthly based on the estimate for that month. To reconcile to the actual charge, monthly reconciliations are being performed for on campus Electricity meters, quarterly reconciliations are being performed for all Cleaning and Electricity for CBD leased properties and Thebarton campus.

The charges are issued at a school and branch level ensuring transparency, consistency and comparability across the University.

Faculties and Divisions will sign off each month on the changes to space, through UniSpace. This will enable space occupancy to be updated monthly for charging purposes. Confirmed occupancy changes will be reflected in charges for the next month.

General Ledger Account Codes

Outgoings – Electricity and Cleaning

Both electricity and cleaning will be charged to Faculties and Divisions via general ledger account codes. Electricity will be charged through 2667 within Utilities and Cleaning 2610 within Cleaning and Security. Two university clearing accounts for Electricity and Cleaning have been set up to keep track of charges and invoices related to Space Charging. Monthly reconciliations are conducted on these accounts.

Rental Charge

Rental Charge will be charged via account code 2643 within Rent and Leases.

All of these GL accounts are only being used for Space Charging purpose and are separately reported in the University's monthly reporting process.

Space Charging Activities	**Frequency and Timing**
Rent, Electricity and Cleaning Charges	Posted before each month end
Electricity Adjustments for on campus meters	Monthly in arrears
Cleaning Adjustments Electricity and Cleaning Adjustments for CBD leased properties and Thebarton campus	Quarterly – two months in arrears e.g. March quarter adjustments will be processed by May month end

How can I influence the Space Charge I am receiving?

Rental Charge

The Rental Charge each area receives under the space charging model is driven by the space occupied by each Faculty and Division. The Rental Charge matrix will be consistent during a financial year, meaning Faculty and Division's occupancy must change to influence the charge they are receiving.

Currently Faculties and Divisions continue to be charged rental for an area that has been vacated until another tenant is found who would then take on the rental charge.

Monthly Space Census – Changes to Occupancy

Each month, Faculties and Divisions are required to sign off on changes to their space occupancy that have occurred during the preceding month. Each Faculty and Divisional Finance Manager is responsible for this approval.

Areas will be given a schedule of Space Changes one week before the census date. After any amendments required, changes will be updated and used in charging for the next month.

A comprehensive process was undertaken during 2013 whereby all Faculties and Divisions signed off on their space occupancy. This data was used as a baseline for the University occupancy, meaning only Space Changes will require approval.

Quarterly space censuses were conducted throughout 2014.

Monthly space censuses were implemented from 2015.

It was considered important to keep monitoring any movement in space usage, and to ensure data cleansing as an ongoing process, both for the purposes of internal records and also for G08 benchmarking.

The monthly space censuses only adjust genuine changes to space. Data cleansing changes are updated annually and incorporated into charges for the next year.

Cleaning Charge

As outlined on page 8, currently the only ability to influence the cleaning charge will be by relinquishing space occupied. At this stage there is no ability to influence the regularity or type of cleaning service provided. However, there is a plan to implement service level agreements with Faculties and Divisions for cleaning services.

As an incentive to relinquish space, if a Faculty or Division vacates space that is at least 150 sqm and that adjustment is identified in the monthly space census, the Faculty or Division will not be charged cleaning for that space from the start of the next month, regardless if there is another area willing to occupy the space. If the space vacated is less than 150 sqm the charge will continue until a new tenant occupies the space.

Electricity Charge

As outlined on page 7, Electricity is charged to Faculties and Divisions by apportioning the actual usage for each electricity meter across the group of buildings the meter services. This is currently allocated based on the UFA each Faculty and Division occupies within the buildings.

For meters that may cover multiple buildings and multiple Faculties and Divisions, a coordinated approach will be required between these areas to ensure cost reductions are realised. Please

contact spacecharging@adelaide.edu.au if you require details of which Faculties and Divisions are serviced by each meter.

As an incentive to relinquish space, if a Faculty or Division vacates space that is at least 150 sqm and that adjustment is identified in the monthly space census, the Faculty or Division will not be charged electricity for that space from the start of the next month, regardless if there is another area willing to occupy the space. If the space vacated is less than 150 sqm the charge will continue until a new tenant occupies the space.

Energy Efficiency on Campus

There are many opportunities to improve energy efficiency on campus ranging from simple, behavioural actions to more structural or technological solutions. It is important wherever implementing energy efficiency initiatives, that the electricity metering architecture is understood and that initiatives are coordinated across all areas sharing a meter to gain maximum benefit.

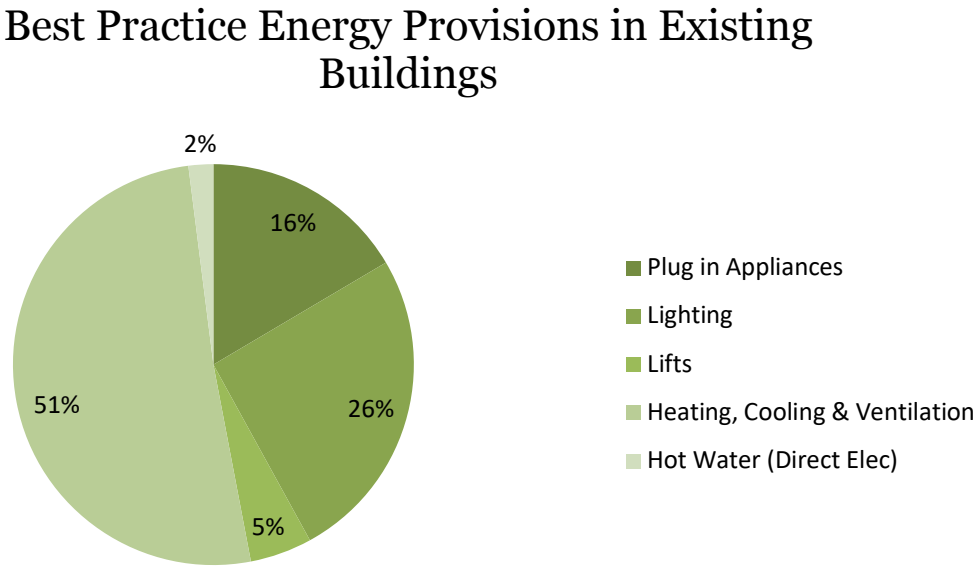
Depending on the design of the building/s occupied, there are many approaches to improve energy efficiency. The sustainability team can help identify opportunities through a sustainability assessment to understand the building stock and activities of the School or Branch.

Behaviour change can be a powerful, low or no cost tool to curb electricity use along with other initiatives such as rationalising spaces and appliances, utilising natural light and ventilation, and installing timers to reduce energy wasted through stand-by modes. The sustainability team can support Schools and Branches in these efforts with presentations, awareness-raising communication materials such as posters, stickers, email banners and other sustainability promotional materials. The Ecoleader program is designed to skill staff in local areas to identify energy efficiency opportunities and lead behaviour change initiatives coordinated by the sustainability team.

For larger energy efficiency projects such as lighting upgrades, the University's Green Project Fund is available annually with up to $20,000 per application. The Ecoversity program hosts the annual Green Steps Program, a student sustainability-focused internship program to help Schools and Branches pursue sustainability opportunities in more detail.

Below is a breakdown of typical energy use in an Adelaide commercial building. This data has been adapted from the Australian Institute of Refrigeration, Air Conditioning & Heating and while the University's building stock is varied, the chart is provided to help start understanding energy consumption..

More information on energy efficiency initiatives are provided in Appendix 3. For more information please visit www.adelaide.edu.au/ecoversity


Best Practice Energy Provisions in Existing Buildings
2%
16%
26%
5%
51%
Plug in Appliances
Lighting
Lifts
Heating, Cooling & Ventilation
Hot Water (Direct Elec)

How do I go about relinquishing space?

Space can be relinquished in two primary ways – through scheduled Infrastructure Investment Plan (IIP) works resulting in occupancy changes, or as part of ad hoc Faculty/Division-led activity that impacts space:

For Scheduled IIP works

Details of scheduled space changes arising from IIP works, signed off by Space Planning, will be passed to the UniSpace data team upon completion of the work, and any occupancy changes will be processed to impact the subsequent monthly Space Census

For all other proposed space changes, an e-mail should be sent to UniSpace@adelaide.edu.au to provide details of the proposed activity. The details will be passed to Space Planning for assessment.

All proposals to relinquish greater than 150 sqm of space, once processed and once the space is vacated, will impact the subsequent month's charges for cleaning and electricity. Floor plans and the space charging database will still show the former occupant in situ, though the UniSpace data team will have flagged the space as "for sale" i.e. available for occupancy by another group. Cleaning and electricity will no longer be charged to the vacated former occupant from the start of the next month, regardless of whether Space Planning have identified a new occupant, however a charge for rent will continue until a new occupant occupies the space.

Where space pockets of less than 150 sqm are vacated (or intended to be vacated), cleaning, rent and electricity will continue to be charged to the former occupant until a new occupant takes occupancy. Floor plans and the space charging database will still show the former occupant in situ, though the UniSpace data team will have flagged the space as "for sale" i.e. available for occupancy by another group.

Note that adjustments to space type or condition data will not affect the monthly Space census, but will be captured as part of the Space Charge forecast for the next year and the actual charge for the next year.

What is the Space Charging Process for 2016 onwards?

The July space census, plus any known scheduled moves, plus updated room types and room conditions will be used as the basis for forecasting the following year's charges.

Who should I contact for more information?

Space and occupancy is managed by Space Planning. For all queries relating to space and occupancy details please contact Space Planning on UniSpace@adelaide.edu.au

The processing of the monthly charges and reconciliation adjustments will be undertaken by Finance and Administration (within Infrastructure Office). For queries relating to the charging model or process please e-mail to spacecharging@adelaide.edu.au

Appendix 1 – Space Charging Model

Planning and Budgeting Committee have endorsed the following charging methodology for implementation in the University Budget.

The space charge will comprise two components - a rental charge and an outgoing charge.

The model implemented reflects a rental and outgoings charge for all areas within the University.

Rental Charge

Rental charge assessed will take into account Location, Type and Quality of space (see **Table 1** below)

Table 1.

Location	**Space Type** **(as defined by TEFMA Space Guidelines)**	**Building Condition** **(assessed per standards below)**
North Terrace and CBD Locations **Thebarton** **Waite** **Roseworthy** **Hospital Space** **Other (Student Accommodation, Research sites)**	Ancillary Area General Facility General Teaching Area Laboratory Facility Office	Excellent – no defects: condition and appearance are as new Good – Superficial wear and tear, minor defects and minor signs of deterioration to surface finishes Adequate – average condition, deteriorated surfaces, services require attention, backlog maintenance work. Barely Adequate – Asset has deteriorated badly; serious structural problems; general appearance is poor with eroded protective coatings; elements are defective, services frequently failing; and a significant number of major defects exist. Poor – Not operational.

The location, type and condition categories was used to develop a matrix of rental charges which were incorporated into the model.

Market based data was used as a guide to determine relativities between different locations, types and space conditions.

These market based relativities were used to guide the calculation of rental charges for different types and quality of space.

The base rent charges determined by this method were scaled to an amount reflective to actual cost of building related depreciation, and University lease expenditure (including Hospitals). Each year, as depreciation and lease expenditure change, the rental charges will be adjusted to reflect the changes in these actual costs.

Outgoing Charge

Direct outgoings charged to Faculties and Divisions are limited to:

> Electricity
> Cleaning

These costs have been selected as they are easily influenced by areas, i.e. implement power saving strategies within schools.

Note, there is currently no ability to change the level of cleaning service to influence these costs (e.g. decrease the regularity of cleaning) in the initial stage of this project. Areas are able to realise savings in cleaning only through giving back space. It is acknowledged that in later stages of the project, service level agreements will be established for direct costs such as cleaning.

Outgoings charging methods

Electricity and Cleaning are charged as a portion of a building's electricity and cleaning costs based on UFA.

Rent will be charged based on the rates set during the budget period.

Relinquishing Space

The space charging model itself does not create any additional operating capacity for the University. As a result, in giving back space the University Budget impact must be taken into account.

The high level principles of relinquishing space will be:

> Areas relinquishing a minimum amount of space will receive immediate benefit through reduced charges for Cleaning and Electricity.
> Rental will continue to be charged to the existing tenant until another tenant begins to occupy relinquished space.
> As a guide, generally the minimum amount of space able to be given back is 150sqm. The space must be continuous and have external access.
> There may be circumstances where smaller areas can be released by negotiation.

Other considerations

Spaces with little or no true economic usage will be excluded from the model or given no value.

Reporting of charges will be provided at the school level.

Centrally Timetabled Space are not being charged to Faculties and Divisions. The University Space Charge will require specific consideration when implementing University wide strategic initiatives. Planning and Budgeting Committee will have discretion to approve changes to the space charge as a result of these strategic initiatives. An example on a strategic initiative that will require further consideration will be the construction of the AHMS Building in the West End.

University Budget Process

The operation of the space charging model is subject to the normal University Budget Process. Adjustments may be made to the operation of the model by Planning and Budgeting Committee in order to meet University requirements through the financial planning process.

Appendix 2 – Assessment of Rental Charge

Assessment of Base Rental by Campus

The following outlines the PBC endorsed process of determining base rental by campus. In order to be as transparent as possible, the reference group used market rates where possible in determining base rates by campus. Below is an outline of that process.

Assessment of North Terrace and CBD rental

Market based data was used to determine a base rent for North Terrace and CBD Campus.

Gross rent for CBD space varies from a high of $550/m2 for A grade top tier buildings to $280/m2 for B grade buildings in the CBD Frame as shown in the Colliers table below.

In property terms, gross rental include a component to cover landlord costs associated with building costs such as general maintenance, lift operation etc. These costs generally account for about $95/m2 within a quoted gross rent figure. In addition, incentives are commonly paid for incoming tenants to secure a lease. Both the outgoings and incentives should be excluded from this assessment of market rent.

Taking an approximate median of this data would result in a gross market rent of $415/m2 which, excluding incentives (15% on average) and landlord outgoings ($95/m2) would reduce to a net rental amount of $260/m2. The table below provides further detail. This can then be used as the basis for establishing the relativities across different locations.

ADELAIDE CBD OFFICE MARKET INDICATORS

Grade	Precinct	Average Gross Face Rents ($/m²pa)		Average Incentives		Average Outgoings ($/m²pa)
		LOW	HIGH	LOW	HIGH	
PREMIUM #	Core	$445	$555	0%	15%	$115
A GRADE (TOP TIER)	Core	$450	$550	0%	15%	$105
A GRADE (EXISTING)	Core	$405	$500	0%	15%	$95
A GRADE (TOP TIER)	Frame	$430	$450	5%	15%	$90
A GRADE (EXISTING)	Frame	$325	$380	0%	15%	$85
B GRADE	Core	$360	$450	10%	20%	$95
B GRADE	Frame	$280	$395	10%	20%	$85

* Equivalent Reversionary Yield
# There are only two Premium buildings in Adelaide
Data correct as of Q2 2012
Source: Colliers International Research

The CBD Fringe Office market gives the best indication of a market rent for Thebarton. The majority of this CBD Fringe Office market is situated on Greenhill Road, so it is appropriate to discount a fringe market rate given Thebarton Campus does not have the prominent position of Greenhill Road. Lease deals for CBD fringe over the last 12 months have ranged between $307/m2 to

$340/m2Gross Rental as shown in the table below. If we use the low end of these deals and subtract outgoings ($95/m2) and incentives (10%), this would equate to a base rent of $181/m2.

Recent Leasing Transactions: Adelaide Fringe Office Market

Tenant	Address	Annual Gross Rental ($/m²)	Area (sqm)	Commencement Date
Sorento Care	68 Greenhill Road, Wayville	$331	540	Jan-13
Alderman and Associates	164 Fullarton Road, Dulwich	$340	208	Sept-12
Oamps Insurance Brokers	180 Greenhill Road, Parkside	$340	829	Dec-12
ETSA Utilities	2-3 Greenhill Road, Wayville	$307	2,064	Aug-12
Neller Pty Ltd	164 Fullarton Road, Dulwich	$335	943	Aug-12

Source: Jones Lang LaSalle Research

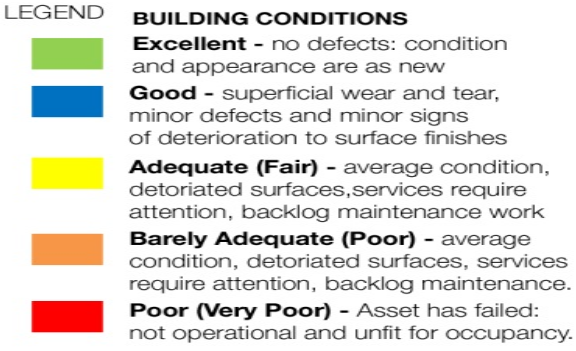
We currently do not possess market leasing information for Waite and Roseworthy. As a result an assessment of $140/m2 has been made which takes into account their suburban location relative to the CBD and Thebarton. Hospitals have been assessed at a rate reflective of the current external rental paid by Adelaide University. This amount equates to $145/m2.

Campus	Base Rate/m²
North Terrace and CBD	$260
Thebarton	$180
Waite	$140
Roseworthy	$140
Hospitals	$145
Other	$0

While this amounts to an assessment of market rates, the Space Charging Model does not assess a market rental to areas. Instead, the rental rates determined by the model will be scaled so the model returns a total rental charge amount aligning to the cost of Facility related depreciation and lease expenditure for the University.

Assessment of Building Condition Multiplier

BVN Architects, in conjunction with Space Planning have provided an assessment into the condition of University of Adelaide Space during 2012. This provided information on the condition of all buildings within the University and also provided floor by floor assessments on condition for a selection of the University buildings. The assessment graded each area from 1 to 5 based on the criteria below (1 – Excellent/Green, 5 – Poor/Red).



Using the same methodology, Space Planning has completed a floor by floor assessment of all University space. The model uses this floor by floor assessment to apply different rental rates based on condition depending on the floor occupied within a building.

A relative scale of condition has be determined using market related transactions for A, B and C grade Office based on the differing rental rates that apply for these varying levels of condition. This data has been sourced from Colliers International Research and returns the following Matrix.

Building Condition	Gross Rent	Outgoings	Net Rent (Gross – O/G)	Relativity against B Grade
A+	485	95	390	1.47
A	400	70	330	1.25
B	325	60	265	1.00
C	325	70	255	0.96
C-	270	55	215	0.81

Assessment of Room Type Multiplier

Rider Levett Bucknell has performed work for the University determining the relative constructions costs/m2 for various types of University Space.

The schedule developed follows:

Building Costs per sqm by different Types of Space			
		Relative Scale (Base $3000/sqm)	Relative Scale (Base 100%)
Base	3,000	3,000	100%
Lecture Thea	2,500	5,500	183%
Tutorial	1,500	4,500	150%
Computer	1,200	4,200	140%
Meeting	1,750	4,750	158%
Office	1,200	4,200	140%
Tea	3,000	6,000	200%
Clinical	1,700	4,700	157%
Lab-wet	3,500	6,500	217%
Lab- dry	2,000	5,000	167%
Lab-support	1,500	4,500	150%
Store	500	3,500	117%
Other	1,000	4,000	133%
Other (anima	1,000	4,000	133%
Loading	750	3,750	125%

Using detailed room type within the University of Adelaide space data a weighted average construction cost per square metre has been derived for the 5 types of space. This is a complex calculation and can be provided on request. These 5 construction costs have then been used to

calculate a relative scale with Office being the base figure. The outcomes of the relative rates are detailed below.

Room Type Category	Construction $ Per SQM	Relative Scale based on office build cost
Laboratory Facility	5,600	1.33
General Teaching Area	5,103	1.22
General Facility	4,685	1.12
Office	4,197	1.00
Ancillary Area	3,673	0.88

Scaling Factor

Utilising the methodology outlined in the previous sections, the following rates matrix is determined for a rental charge for varying types and condition of space:

	Excellent	Good	Adequate	Barely Adequate	Poor
North Terrace					
Laboratory Facility	508	432	346	332	280
General Teaching Area	466	397	317	305	257
General Facility	428	364	291	280	236
Office	382	325	260	250	211
Ancillary Area	336	286	229	220	185
Thebarton					
Laboratory Facility	352	299	239	230	194
General Teaching Area	323	275	220	211	178
General Facility	296	252	202	194	163
Office	265	225	180	173	146
Ancillary Area	233	198	158	152	128
Waite					
Laboratory Facility	274	233	186	179	151
General Teaching Area	251	214	171	164	138
General Facility	230	196	157	151	127
Office	206	175	140	134	113
Ancillary Area	181	154	123	118	100
Roseworthy					
Laboratory Facility	274	233	186	179	151
General Teaching Area	251	214	171	164	138
General Facility	230	196	157	151	127
Office	206	175	140	134	113
Ancillary Area	181	154	123	118	100
Hospitals					
Laboratory Facility	283	241	193	185	156
General Teaching Area	260	221	177	170	143
General Facility	239	203	162	156	132
Office	213	181	145	139	117
Ancillary Area	188	160	128	122	103
Other					
Laboratory Facility	-	-	-	-	-
General Teaching Area	-	-	-	-	-
General Facility	-	-	-	-	-
Office	-	-	-	-	-
Ancillary Area	-	-	-	-	-

To determine the charge each of these rates are scaled proportionally, such that the resulting total rental charge of the model to University tenants is reflective of the actual cost to University of building related depreciation and lease expenditure. This rental matrix is found on page 6.

Appendix 3 - Energy Efficiency on Campus

Given the many types of buildings across our campuses, we need to have multiple approaches to the way we reduce electricity consumption. Due to the charging methodology, initiatives to save electricity should be coordinated across areas sharing a meter. Below are some recommendations to help Faculties, Divisions, Schools and Branches improve efficiency.

Office Space

- Switch off lights when leaving the room – it's a myth that leaving fluorescent lights on actually uses less energy. More information about Lighting here.
- Turn off computers, monitors, printers and electronic whiteboards overnight – ideally at the power board or socket.
- Refresh IT equipment regularly to ensure items have good energy performance. The standard catalogue of equipment is regularly updated and tested by Technology Services. The models on offer are chosen on balance for work tasks, price and energy performance. More information about Computers and IT here.
- If you leave your office or shared space for an extended period, switch off all devices.
- Air conditioning is a very energy intensive activity, commonly consuming around 50% of a building's total energy use. Air conditioning is often pre-set in buildings to work more efficiently across the entire building. Where possible, optimise air conditioning by setting the temperature for efficient use (e.g. 22°C in winter and 25°C in summer) and switch it off when the area is vacant.
- Where possible, avoid bringing personal portable heaters or fans to work as these will significantly increase energy consumption.
- Dress according to the conditions, both inside and outside of buildings.
- Optimise the use of shared multi-function devices according to numbers of staff in the office space.
- Optimise natural light and ventilation where possible. Use blinds, curtains or window film to block or direct light appropriately.

Kitchens

- Use appropriately sized, efficient fridges and freezers in kitchen spaces. More information about Fridges and Freezers here.
- Prior to any extended shutdown or holiday period, take the opportunity to clean out and turn off fridges.

Tutorial Rooms / Lecture Theatres / Meeting Rooms

- At the completion of your tutorial/lecture/meeting, switch off lights, air-conditioning and audio-visual equipment such as screens, electronic whiteboards, computers and projectors.

Laboratories

- Fume hoods are one of the major consumers of energy in a typical laboratory environment. Better management of sash heights in fume hoods can result in significant energy savings. Ensure fume hoods are switched off and kept closed between experiments to allow air conditioning systems to work efficiently. More information about Fume Hoods here.
- Consider the use of automatic timers on electrical equipment often left on stand-by overnight.

- Use appropriately sized, more efficient fridges or freezers for specimen or research related storage. Consider partnering with other research groups to share equipment and storage space.

Computer Suites

- In larger computer suites, lighting, temperature control, computers, monitors and printers are controlled centrally by Technology Services. Energy savings can still be made by switching off monitors and other equipment when users are finished.
- Look to improve utilisation of computer suites by actively managing peak and off-peak periods and scheduling usage accordingly where possible.
- Rationalise devices in computer suites by adopting new IT initiatives such as ADAPT - allowing students to access learning and teaching software applications on personal devices.

Where can I get help or more information?

The Sustainability team offers a range of support to Faculties, Divisions, Schools and Branches:

- Awareness-raising communication materials such as posters, stickers, email banners and other promotional material are available.
- Book in a sustainability assessment to identify opportunities in your area to adopt more sustainable practices.
- Work with the team to identify infrastructure related opportunities to reduce energy consumption
- Apply for funding through the University's Green Project Fund – funding up to $20,000 per application is available to make the sustainability improvement in your local area. More information about the Green Project Fund here.
- Host a student intern through our Green Steps Program, and pursue those sustainability opportunities in more detail. More information about Green Steps here.
- Contact your local Ecoversity Ecoleader in your area or, better yet, sign up to the Ecoleader volunteer program to learn about and participate in sustainability activities on campus. More information about the Ecoleader program here.

For more information, please go to www.adelaide.edu.au/ecoversity