Cycle store numbering

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UNIVERSITY OF
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Document Title	
Cycle store space and building numbering procedure	

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Version	A
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Process Owner	Claire Hurle
Job Title	Estate Planning Administrator
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Summary	This document provides the standard procedure for numbering the University cycle stores.

Approval List

Name	Job Title	Date
Claire Hurle	Estate Planning Administrator	23/07/12
Adam Tewkesbury	Transport Manager	23/07/12
Paul Seabrook	Estate Planning Manager	23/10/12
Amanda Caspari	Deputy Director of Estates	23/10/12

1.0 Introduction

This document provides the standard procedure for the numbering of cycle stores within University sites.

Any numbering of a new cycle store must be approved by the Estate Planning team and carried out in accordance with these guidelines. In all cases any cycle store number must be unique.

All Secure cycle stores (i.e. with roof) require input to Planon as either a stand-alone building or a space within a current building

2.0 Cycle store numbering

2.1 Stand-alone cycle stores

a) All University stand-alone cycle stores will be allocated a unique 5 digit number (4 digits, followed by an alpha reference)

b) The first 4 digits identify the location of the cycle store in relation to a University building. The four digits will then be followed by a letter. For example, a cycle store located by Building 46 would be known as 0046a.

c) If more than 1 cycle store is located in the same area, further alpha references are added to the number. For example, if there are 3 distinct cycle stores by building 00xx, these would be known as 00xxa, 00xxb and 00xxc.

2.2 Cycle stores within or attached to an existing Building

Where the cycle store is part of an existing building, the standard space numbering conventions apply. All internal spaces should be numbered, prior to any externally accessed spaces, such as cycle stores.

3.0 Stand alone cycle store name

Cycle store names are to be determined by the Estate Planning team in conjunction with the Transport team with reference to location to ensure consistency across the University. All cycle store names will be prefixed with "Cycle store" to ensure that there is no confusion between the building and the associated cycle store, when entering maintenance requests onto Planon.

For example, the Student Union retail centre would be known as

Cycle store – Student Union retail centre

Cycle Store Space Numbering Procedure v1.0b.docx

4.0   Space type

The space type to be used for Cycle stores is
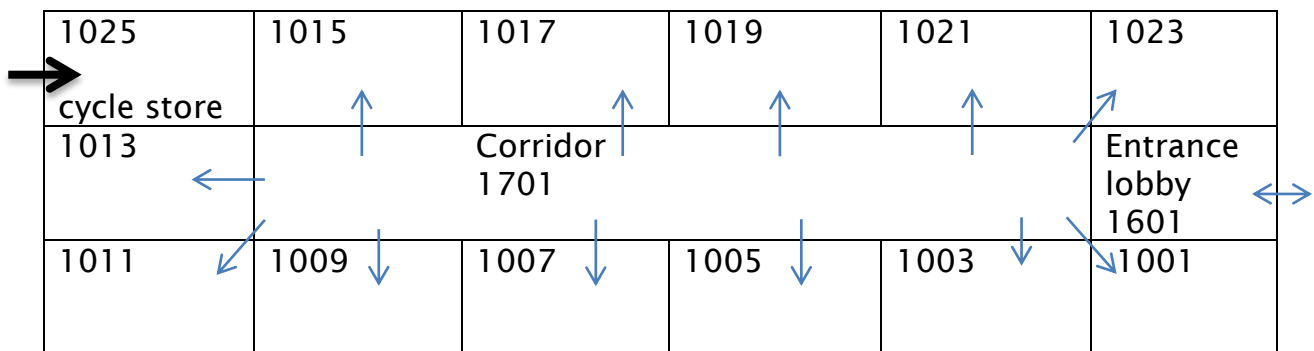
CYCLES – Cycle store

5.0   Space numbering

5.1   Cycle stores within existing buildings

    a) All internal spaces within a floor should be numbered before any externally accessed spaces such as cycle stores.
    b) Cycle stores should be allocated the next available space number after all internally accessed spaces have been numbered, on the appropriate level.

Example of space type and space numbering:

1025 cycle store	1015	1017	1019	1021	1023
1013	Corridor 1701				Entrance lobby 1601
1011	1009	1007	1005	1003	1001

5.2   Stand-alone cycle stores

All stand-alone cycle stores will only contain one space and this will be numbered 1001.

6.0   Planon Setup

Once the relevant CAD drawing is loaded, the cycle store should be added to Planon. For stand-alone cycle stores, under the properties tab select the Properties tab, "add building", selecting the appropriate Site location, overtyping the auto generated property number and completing the name field.

The GIA of the stand-alone cycle store can be entered under the "Building details" section.

For cycle stores within buildings AND for stand-alone stores, the following fields will need to be completed for every space created, under the Space details tab within Planon with the following details:

Occupier	Balance Area
% Occupancy	100
Space type	CYCLES
Teaching %	0
Research %	0
Other %	0
Primary EMS category	23, No EMS – Balance Area

7.0   Planon reports

The Transport team have requested additional fields be added to Planon to identify
- the number of bays within each store
- the maximum capacity of users for each store.

These fields would be created within Planon using unused current data fields within the spaces tab.

8.0   Planon potential

The Transport team currently hold a database of people (name, ID, Email address etc) allocated to particular cycle stores. Each person has access to 2 designated cycle stores. It may be possible in the future to link the Planon Personnel TSi to the building and space number allocated to each cycle store to produce reports.

9.0   Signage

The Transport team will order signage for each cycle store detailing the cycle store name, number and advice on logging maintenance queries through Planon.