Imperial College London

Imperial College

Smart Working Guidance

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1. INTRODUCTION

1.1 Definitions

Smart Working: A business and people focused approach to flexible working that delivers better efficiency and effectiveness in service delivery and organisational agility, as well as benefits for working people. It achieves this via modernisation of working practices while providing improved work environments and benefits for the employees.

Key features are:
- management through results,
- a trust-based culture,
- high levels of autonomy, flexibility in the time and location of work,
- new tools and work environments,
- reduced reliance on physical resources, and
- openness to continuing change.

Smart Working at Imperial web pages provide more information as well as an extensive Smart Working Toolkit for managers and staff members.

Flexible Working: Types of working arrangements, which give a degree of flexibility on how long, where, when and at what times employees work as defined in College's Flexible Working Guidance. These should be used as guidance of work patterns to enable Smart Working. The owner of "flexible working" process in the College is Human Resources.

To clarify the relationship between the two terms, Flexible Working is a set of working practice arrangements in place to help deliver Smart Working.

1.2 References

The following references and resources have been used in building this Smart Working guidance:

- Publicly Available Standard PAS 3000:2015 Smart Working, BSI and the Cabinet Office
- The Smart Working Handbook, 2nd Edition, 2015, flexibility.co.uk
- Workplace Protocols Handbook, Cushman & Wakefield

1.3 Objectives

The objective of Smart Working in Imperial College is to deliver better quality services while managing the inputs as efficiently as possible by incorporating and harnessing the benefits of increased flexibility and organisational agility via introduction of positive changes to working practices, working environments, processes, technologies and organisational culture.

In short, the objectives are:
- Increase productivity while managing resources as efficiently as possible;
- Harness benefits of flexible working;
- To foster a better sense of community and belonging.

The objective of this document is to provide all stakeholders a guidance to understand what Smart Working is, what it provides and how the smart working environments are to be utilised. This includes the etiquette of interacting both with the environment and the other occupants.

1.4   **Principles**

The College is committed to providing a supportive environment, where flexible working can be of benefit to both employees and the College. Smart Working takes a strategic and business and people focused approach to flexible working, combining benefits to the employee with benefits to the College and benefits to the environment. We aim to do this by adopting a strategic rather than a reactive approach to workplace flexibility.

Space is NOT to be allocated on the basis of seniority, habit or personal preference, except where a particular use of space or work tool is required for one of the following reasons:
- reasonable adjustment for staff with special needs or due to health and safety reasons,
- a specialist function that requires a particular location or tools.

Some of the current adjustments in place based on the above criteria are:
- Staff members, who need to use a raising desk or a dedicated special chair have priority of their use. Clear desk policy also applies to these desks and they will be made available for others to use when they are away.
- Reception area is allocated to the use of Office Support Assistant carrying out reception duties.

1.5   **Scope**

- Organisational and people: All employees, contingent workers and casual workers of the College are in scope. Students are not normally allowed to use the workspaces. The guidance described in this document apply to everyone using the workspace. Native users are responsible to assist guests with the guidance etiquette.
- Physical space scope: 4th Floor of the Sherfield Building excluding the area occupied by the Occupational Health Team.

1.6   **Administrative Support**

Administrative Lead is responsible for the smooth running of the smart working environment with the assistance of their team. The team works together to promote community engagement principles, e.g.:

- fostering a sense of community and belonging among the staff members;
- planning for and launching community initiatives to foster connections and relationship between staff and departments;
- acting as the first point of contact for any issues / disagreements and resolves them quickly and in a manner that diffuses tension;
- overseeing new staff members arriving by introducing them to the community guidelines as part of their induction.

- providing smile and energy to the staff members and visitors.

The team also carries out activities related to the maintenance and management of the workspace, e.g.:
- maintaining all space operations to the satisfaction of staff members;
- ensuring cleanliness and everything being in working order;
- handling mails and deliveries, etc.

2. SMART WORKING PROTOCOLS AND ETIQUETTE

In this section, the rules surrounding each protocol is described in normal text. This will include a simple explanation of what the protocol is about, its scope where a clarification is required, where and how it applies, as well as laying out "the rule of the law" to be used when resolving any disagreements or conflicts.

Behavioural and cultural messages describing the etiquette are then provided in a text-box format: What are the good behaviours? What are the bad ones? Why is it important to adopt the good behaviours, and avoid the bad ones?

2.1 Enabling Smart Working

2.1.1 Considering Others

One of the College Values is "Respect", which is about "treating each other fairly and appropriately, with kindness and respect, valuing each person's individual experience, perspectives and contribution."

All staff members must ensure that no individual is disadvantaged by the choices of others. This requires that you ask and find out about the preferences of your work colleagues when making arrangements involving them, e.g. when arranging an early or late meeting, when booking a holiday, when planning to work remotely if team presence is required, etc.

2.1.2 Working remotely

Home-working (or as a more general term, Working Remotely) is part of College's Flexible Working provision. Staff members, who want to have a regular flexible working arrangement including working remotely on a regular basis should discuss this with their line manager as per College's Flexible Working guidance. It is line managers' responsibility to review requests in line with operational requirements and agree with staff member what the arrangements will be.

Staff members could also work from other College campuses as part of their remote working arrangements. There are no official hot desking facilities available in other campuses, but public spaces, such as College cafes and libraries can be used. The usual terms and conditions of remote working will apply, e.g. booking it via TeamSeer, updating Outlook calendar, updating your online presence, etc.

If working remotely from home, all staff should complete the "Computer Health & Safety Checklist (ICT Home Working)" form. This is an online version of the "Computer Health & Safety Checklist – Workstation Self-Assessment" on the
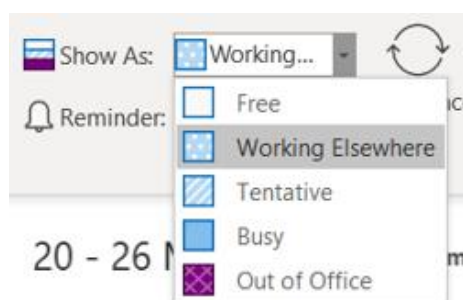
"Computer Health" page. Further guidance on working remotely for line managers and staff are available on Safety Department's Remote Working page.

It's College's responsibility to provide a suitable workspace for all employees, taking their special requirements into account where applicable. It is staff member's responsibility to provide any resources or additional equipment to be used when working from home.

2.1.3 Letting everyone know where you are

Always obtain approval of your line manager by entering your absences and working remotely requests in College's Absence and Availability Management System, TeamSeer. You can set up TeamSeer to synchronise your absence with your Outlook calendar for your colleagues to easily see when you are away or working remotely. To do this follow the guidelines provided in the TeamSeer and Outlook Integration document.

It is vital that you let others know when you are away by updating your status on the office tools. Keep your Outlook calendar up-to-date at all times. Use the "show as" types "Working Elsewhere" and "Out of Office" to show clearly when you are available for meetings or not.

Please SET an out-of-office auto-reply on Outlook when you are away and not working. DO NOT set an auto-reply when you are working remotely; just make sure your calendar has an entry showing you are working remotely (synchronising TeamSeer absence system as explained above will do this automatically). Microsoft Teams will set your status to "Busy" automatically if you are in a meeting.

Permissions of ICT Staff calendars are set to display the "subject line" of meetings to others to make it easy to identify easy-to-reschedule entries when setting up meetings. Please do not include any personal information in the subject lines of calendar entries, e.g. do not put the names of interviewees in the subject line for interview appointments; include them in the notes field if necessary.

When working remotely, make sure you are available for calls from colleagues on Microsoft Teams.

It is important to upload a true likeness of you as your picture to Office 365 for your colleagues to identify you easily. You can do this by visiting https://delve.office.com and clicking on "Me".

2.1.4 Sharing work

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Using electronic collaboration systems to share work effectively is an integral and essential part of smart working. All staff members are strongly recommended to use collaboration spaces to ensure work is easily accessible and shared.

Recommended sharing and collaboration tools can be found on ICT's Sharing and Collaboration Tools page.

For more information about how to store files containing personal and/or sensitive data check ICT's Keep your files and data safe page under Be-secure section.

More information on Office 365 features also include details on how to collaborate with groups and teams.

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2.1.5 Meetings

Everyone is responsible to follow the best practices when setting up and attending meetings:

BEST PRACTICES FOR MEETINGS

MEETING ORGANISERS / HOSTS:
• Define the issue and ask yourself if the issue can be addressed via another route; organise a meeting only if necessary (Regular meetings such as one-to-ones, team meetings, project meetings are important and should always convene);
• Choose a date and time suitable for everyone;
• Set up the meeting as online meeting;
• Always send an agenda; always follow up with at least brief minutes and actions;
• Make sure you have a conference call speaker for remote attendees;
• If you are recording the meeting, make sure you let your attendees know;
• Finish the meeting early with consensus if there is no further to be gained from the discussion, and always 5 minutes before the scheduled end time to enable colleagues to get to other meetings on time.

EVERYONE:
• Keep your calendars up-to-date to enable meetings to be arranged effectively;
• Respond to the meeting invitation;
• Be punctual! Let the organiser know in good time if you are likely to be late;
• Don't interrupt! Discourage interruptions, everyone should have a say;
• Give credit: acknowledge input and highlight contributors;
• Online people matter: Acknowledge their presence, ask for their contribution occasionally, ask for their final remarks when closing;
• Treat colleagues as you would like to be treated;
• Be an "Active Bystander"; do not tolerate poor or disrespectful behaviour; if necessary, follow up!

ONLINE ATTENDEES:
• Mute your microphone when not speaking to avoid echo and disruption by the background noise in your environment;
• Use a headset where possible;
• Turn on your camera for others to see you unless you have a valid reason not being able to do so. You can use a background filter.

2.1.6 Technology and Equipment

Laptop computers, headsets, standard keyboards and mice are provided to all staff to enable them for smart working.

The USB-C connectors on standard desks provide wired internet connection to College network. Enhanced wireless (Wi-Fi) coverage is available in the smart working environment to enable efficient access to network. More information on how

to connect and use the wi-fi network for staff and guests is available on Access the wireless (Wi-Fi) network page.

Most desks are equipped with a universal docking station, standard display unit(s), a standard keyboard and mouse in the smart working environment. Simply turn on your laptop and connect the USB-C connector and this should enable you to use the display units and connected keyboard and mouse. Guidance on how to use the monitor docks are provided on the Smart Working Yammer space.

Please DO NOT REMOVE anything belonging to the desk from the desk including USB-C cables.

Fixed line telephones are not available on desks. When your status is not set to 'busy' or 'do not disturb', calls to your College telephone extension will be received and can be answered on Microsoft Teams. Any voice mail messages will be sent to your College email inbox.

If you have any issues, please log a ticket in ASK ICT and assign to the ICT Admin queue. If you have any questions, email ictadmin@imperial.ac.uk or speak to Office Support Assistant or any member of the ICT Admin Team.

Pulse VPN has been made available to solve fixed IP requirements where required. The guide explaining how to install Pulse VPN is available under ICT's Reference Documents.

2.2   Desk usage

2.2.1   Choosing a desk

Please use the ICT Desk Booking App on Microsoft PowerApps to book a desk to use or another resource such as ergonomic chairs.

You are free to choose any desk on the floor you like to work if it is available. Please use the ICT Desk Booking App to book your desk. If you do not need a desk for majority of the day (e.g. if you are in meetings mostly) please consider using the touch-down spaces in the collaboration areas; there are at least 54 of these available.

2.2.2   Occupying a desk

Before occupying a desk, use the sanitising material provided to wipe clean the desk and equipment as necessary.

If there is a laptop and/or personal items on the desk, it means that the desk is claimed. Do not use that desk if possible. However, if you have no other choice, or need to use the desk (say to collaborate with a colleague there) you can occupy the desk. However, please be prepared to vacate the desk as soon as the person claiming the desk returns.

Do not leave a desk unoccupied for more than two hours. If you need to leave the desk for more than two hours, clear out and vacate the desk.

Plan your day at the start of the day and consider not claiming a desk and using a touch-down space in the collaboration areas if you will spend a significant part of the day away from the desk.

2.2.3 While using a desk

Drinking beverages and eating non-aromatic, cold food at the desks are allowed. Hot and/or aromatic food should not be consumed at desks.

Hot food can be smelly and disturb others around you, so do not consume them at your desk. Use the cafeteria!

2.2.4 Be secure at your desk

Do not leave valuables and confidential information lying around even for a short period of time. Use the Kensington lock provided to you to secure your laptop; lock away any other valuables or confidential items or take them (including your mobile phone) with you.

Even if you need to leave your desk for a short period of time, lock away all your valuables and confidential items, or take them with you.

When you lock and leave your laptop on a desk, take the key with you and do not leave it on the lock.

2.2.5 Vacating a desk

Take all your personal belongings with you. Re-connect any standard keyboard and mouse if you disconnected them.

Clear desk policy: When vacating a desk, clear out the desk and leave it clean! Ensure nothing is left on or around the desk belonging to you, and the desk has been wiped down if necessary, e.g. to remove coffee stains, food crumbs, etc.

2.2.6 Health Adjustments

Some colleagues may require the use of a particular desk for health and safety reasons. In such cases, those desks will be allocated primarily for them. Clear desk policy applies to those desks like all other desks, and they need to be left completely clear and clean for the use of everyone in case the primary user is not in the office.

If a desk is identified as primarily allocated to a colleague, try to use the desk as a last resort. This should be common knowledge for and self-managed by the teams; please ask colleagues in the vicinity if not sure. Be ready to vacate the desk if the primary user claims the desk. If there is an adjustable chair, do not change its adjustments; borrow and use a standard chair where possible.

Priority allocation of a desk to a colleague may also be applicable due to technical requirements, e.g. a colleague requiring specialist equipment on the desk primarily allocated to them for their job, and the rules above equally apply.

2.3 Office Etiquette

2.3.1 Be Secure

- Stop and challenge people trying to tailgate you into secure areas without a security pass.
- Do not lend your security pass to others (ICT Admin Team has temporary passes for your visitors when needed.)
- If you find any abandoned printed papers on printers or anywhere else, dispose of them in the confidential bin or in the paper shredder.
- Be informed that meeting rooms may not be fully sound-proof, so be aware of not discussing personal and/or sensitive issues especially in the meeting rooms in close vicinity of desks.

2.3.2 Be Noise Aware

Avoid having long or group conversations, as well as long telephone and conference calls at desks where possible. Use one-hour mini or small rooms, meeting rooms or collaboration areas. For confidential and private conversations, always use an enclosed meeting room; if one is not available, consider postponing the conversation.

Keep your phone's ringing volume low. Be aware of noise spill from headphones.

Consider how your actions and behaviour affect your colleagues. If you are not sure, ask! Consider making use of all suitable places in the office appropriate to your activity.

2.3.3 **Be Sustainable**

- There are recycling bins in the café area and across the floor:
    - Red bins are for glass bottles and jars;
    - Green bins are for dry mixed recycling;
    - Blue bins are for paper and card;
    - Black bins are for general waste.
- Use these bins for the correct disposal method and to help protect the environment.
- Turn off any unneeded electrical equipment and lights. Ensure water taps are turned off after use.
- Think twice before printing! Do you really need that item on paper while we all have a portable device to access it? Do not store unnecessary paper and recycle accordingly.

2.4 **The Kitchen**

The kitchen is the place to prepare your food and to wash up food stuff; it is also for eating / drinking / socialising, and for informal and non-confidential conversations. The 4th Floor kitchen is allocated for the sole use of the users of the 4th Floor and their guests.

Always leave the kitchen area clean and tidy for the use of others.

Wash up your plates, cups and utensils, or put them in the dishwasher after rinsing. DO NOT LEAVE them in the sink. Cutlery tray is at the top of the dishwasher.

If there is a dishwasher with a green "GO" label, use that dishwasher to put your dirty items in. If it is full, please put a tablet in the tablet compartment, close the compartment and run the dishwasher by pressing ON, 1h and START buttons and then closing the door. Turn over the label to display the red "STOP" sign.

If the red "STOP" sign is displayed (or the red running light is on at the bottom right corner), the dishwasher is running. DO NOT USE that dishwasher!

If a dishwasher has completed its run cycle, empty the dishwasher and turn over the label to show the green "GO" sign.

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2.5   Storage

2.5.1   Lockers

Individual lockers are provided to all staff members to enable them for smart working. Personal items should be stored in lockers, and should not be left on desks when the desk is not in use. Any personal items that are not required during your working day should be kept in the lockers, e.g. shoes, trainers, helmets, sports equipment, clothing, etc.

Everyone will be assigned only one locker for their personal items. (This excludes the lockers in the shower rooms if you are assigned one.) All lockers are identified by a unique number. If you need more space for your personal items that do not fit into your locker and you need to bring to work for a legitimate reason, e.g. scooters, clothing, etc., please discuss this with the ICT Admin team.

There are also lockers available in the shower rooms. These will be allocated on a first-come-first-served basis. Contact ictadmin@imperial.ac.uk if you are interested in getting one.

Consider how your actions and behaviour affect your colleagues. If you are not sure, ask! Consider making use of all suitable places in the office appropriate to your activity.

2.5.2   Other Storage

Cupboards are available mainly for storing items related to work. If you have more storage requirement for work items, please discuss this with your line manager, who could look into providing space for them in your team storage. Line managers can contact ictadmin@imperial.ac.uk if they need more storage space for their work-related items.

You should not leave / store anything in the open office space including under the desks. These items include, but are not limited to scooters, clothing, etc.

Folding bikes may be kept in ICT office space during your working hours. Folding bikes must:
- Be kept under your reserved desk;
- Not obstruct access to walk ways and access points;
- Fit neatly under desks, allowing space for you to sit;
- Be left at the owner's risk, and should be locked to desks without desk modification or obstruction to colleagues;
- Be transported inside all College buildings in a folded state;
- Not be transported with you during a fire alarm.

The coat stands are available around the office. Please speak to the ICT Admin Team for any other daily storage needs.
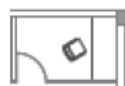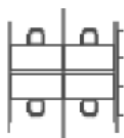
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2.6   Meeting and Collaboration Areas

Appendix A shows the location and types of all meeting rooms and collaboration spaces on the 4th Floor of the Sherfield Building. There are seven mid-size and large meeting rooms, four of which are only bookable by the 4th Floor occupants. In addition, there are small collaboration spaces, drop-in mini and small rooms, which are not bookable and can be used on a drop-in basis for up to an hour. Five large semi-enclosed collaboration areas are bookable by ICT, HR Hub, Safety and CPD staff only, on Outlook.

- *Always leave meeting rooms clean and tidy after use! When your meeting has finished, clean the whiteboard, take your papers, take your empty cups or glasses with you - don't leave anything you brought behind.*
- *If you have had food/drinks, make sure food / cutlery are removed from the table and the table has been cleaned if necessary.*
- *Book the appropriately sized meeting room for the number of people in your meeting.*
- *Cancel your booking in good time if your meeting is no longer taking place.*
- *If a meeting room is not occupied within 10 minutes of the start time of a meeting, it can be used by others and can no longer be claimed.*

The guidelines on how to use different types of meeting areas are as follows:

2.6.1   One-hour Mini Rooms (406a/b/c/d, 418a)

- 5x mini enclosed rooms normally suitable for one or two persons;
- To be used for telephone calls, tele-conferences, one-to-one meetings, etc;
- They are not bookable and used on a first-come first-serve basis.
- They should not normally be occupied for more than 1 hour at a time.
- Please be aware that meeting rooms are not fully sound-proof and conversations especially in the ones close to desks could be overheard.
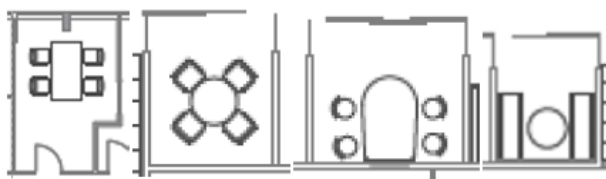
Be considerate to your colleagues by moving into a one-hour-zone when you need to speak on a call or in a one-to-one discussion where possible. Vacate the room for others as soon as there is no longer a reason to occupy it, and in any case after one hour of continuous occupation.

2.6.2 One-hour Small Rooms (408a, 408b, 409, 411a, 411b)

- 5x enclosed small meeting rooms normally suitable for up to 3-6 people (411a is currently not available being used as storage)
- To be used for ad-hoc meetings
- They are not bookable and used on a first-come first-serve basis.
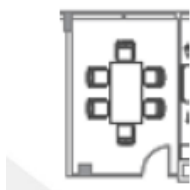- They should not be booked for 1-2 people use.
- They should not normally be occupied for more than 1 hour at a time.

Vacate a small room for others as soon as there is no longer a reason to occupy it, and in any case after one hour of continuous occupation. If a larger group of your colleagues need the room you are in, consider vacating it for them as it might be easier for a smaller group to find a suitable place.

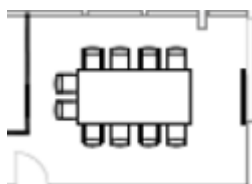### 2.6.3 Mid-size Meeting Rooms (411c, 412, 438, 439a)

- 4x enclosed meeting rooms normally suitable for up to 6-8 people
- To be used for planned meetings
- They are bookable (2 by S/W users only and 2 shared on Planon) and used on the basis of bookings made.
- They should not be booked for 1-2 people use but can be used on an ad-hoc basis when available.

You can use bookable meeting rooms on an ad-hoc basis when available. If a larger group of your colleagues need the room when using it without a booking, consider vacating it for them as it might be easier for a smaller group to find a suitable place.

2.6.4 Large Meeting Rooms (402, 419, 439, 441)
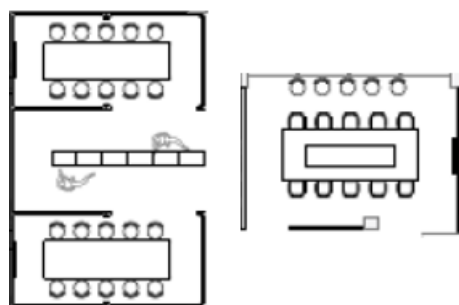
- 4x large, enclosed meeting rooms normally suitable for up to 12-16 people (439 currently not available being used as model office space)
- They are bookable (1 by S/W users only, and 3 shared on Planon) and used on the basis of bookings made.
- They can be used by individuals or small groups when not occupied for planned meetings and when a smaller room is not available.

You can use bookable meeting rooms on an ad-hoc basis e when available. When you are using one without a booking, if a larger group of your colleagues need the room, consider vacating it for them as it might be easier for a smaller group to find a suitable place. Always vacate a bookable room when it is claimed by a colleague with a booking.

2.6.5 Semi-enclosed Collaboration Spaces (403w2, 407w1 and 407w2)

- 3x semi-enclosed collaboration spaces normally suitable for up to 12 or 20 people;
- They are bookable by the 4th Floor residents (S/W users) only and used on the basis of bookings made;
- To be used for planned team, project, stand-up meetings;
- They can be used/shared as touch-down space by individuals or for collaboration by small groups when not occupied for planned meetings and when a smaller room is not available / suitable.
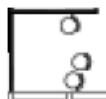- Large collaboration rooms may be required by major incident or emergency response teams and must be vacated for their use when needed.

You can use collaboration rooms as touch-down space on an ad-hoc basis when available. You can also use them on an ad-hoc basis for collaborating in small groups. If you are going to have a collaboration session, please consider your colleagues already in the room and agree with them. Always vacate the room when it is claimed by a colleague with a booking.

2.6.6 Open Collaboration Spaces (407w2 and 410w1)

- 2x open spaces suitable for informal meetings
- To be used for spontaneous meetings, or individual work when a one-hour-zone is not available.
- It can be used by multiple colleagues for individual work at the same time.
- It is not bookable and used on a first-come first-serve basis.
- It should not normally be occupied for more than 1 hour at a time.

2.6.7 Table-type Semi-enclosed Collaboration Spaces (In the Cafeteria and near 417w1)

- 6x semi-enclosed tables suitable for informal meetings for 1-4 people;
- To be used for spontaneous meetings or individual work as required;

- They are not bookable and used on a first-come first-serve basis.
- They can be used by multiple colleagues for individual work at the same time.
- They should not normally be occupied for more than 1 hour at a time.
- The ones located in the cafeteria area should be vacated to be used for lunch between 12 and 2.

If someone else is already in the collaboration area, ask if you can join them. Vacate the semi-enclosed tables in the Café area to be used for meals between 12 midday and 2 PM.

2.6.8 Contemplation Room (418)

- Quiet contemplation space to be used on a drop-in basis;
- Can be used for individual quiet work, but priority is to be given to those who want to use it for contemplation, e.g. meditation, prayer, etc.;
- They are not bookable and used on a first-come first-serve basis;
- They can be used by multiple colleagues at the same time;
- They should not normally be occupied for more than 1 hour at a time;

If someone else is already in the contemplation area, please observe their privacy and use the room without disturbing or interrupting them.

2.7 Other

2.7.1 Air conditioning

On very cold days, some areas of our office do not maintain a level of reasonable climatisation levels. Use of radiators or blow heaters around the office exacerbates this problem by providing false heat input to building management sensors. Therefore, use of radiators and blow heaters are not permitted on the floor.

Please select a more suitable area of the office (e.g. a desk away from the windows, or in one of the middle areas on cold days, or away from sunny windows on warm days) depending on the temperature you prefer. Please contact the ICT Admin Team, who may look into creating warmer / colder areas using other means on days with extreme temperatures, as needed.

Fans will also be available from the ICT Admin Team as required.

2.7.2 Reporting faults

If you see a fault with any of the areas or equipment, please report it:
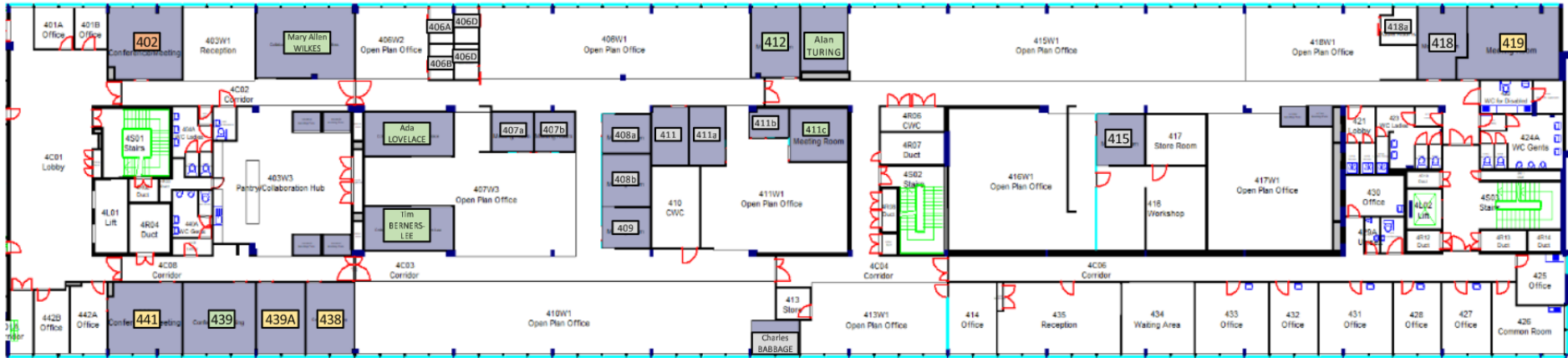- All technical faults should be reported to ICT's Service Desk on ASK ICT.
- Contact the ICT Admin Team on ictadmin@imperial.ac.uk for any faults or issues related to the workspace.

- Any building faults can be directly reported to Estates Facilities on: https://planon.imperial.ac.uk

2.7.3 Working harmoniously

To promote a harmonious workplace, staff are encouraged to be self-aware and reflect on their own behaviours and actions when embracing smart working practices. If you are at all concerned about another colleague's conduct in the working environment, you may wish to speak to them to seek resolution or seek advice from the ICT Admin Team.

3. APPENDIX A: MEETING AND COLLABORATION ROOMS

Room Number	Count and Type	Capacity	Booking
406a/b/c/d	4x One-hour mini room	1-2	Drop-in
418a	One-hour mini room	1-2	Drop-in
407a/b	2x One-hour small room	3-4	Drop-in
408a	One-hour small room	3-4	Drop-in
408b	One-hour small room	4-6	Drop-in
409	One-hour small room	3-4	Drop-in
411a	One-hour small room	2-3	Currently not available (being used as temporary storage)
411b	One-hour small room	2-3	Drop-in
418	Contemplation room	3-4	Drop-in
411c	Mid-size	6-8	Bookable by S/W users
412	Mid-size	6-8	Bookable by S/W users
438	Mid-size	6-8	Bookable (Shared)
439a	Mid-size	6-8	Bookable (Shared)
402	Large	8-12	Bookable (Open)
419	Large	10-16	Bookable (Shared)
439	Large	8-12	Currently not available, being used as Model Office space.

441	Large	8-12	Bookable (Shared)
403w2 (Mary Allen Wilkes)	Collaboration Space	12-20	Bookable by S/W users
407w1 (Ada Lovelace)	Collaboration Space	8-12	Bookable by S/W users
407w2 (Tim Berners Lee)	Collaboration Space	8-12	Bookable by S/W users
415w1 (Alan Turing)	Open Collab. Space	4-6	Drop-in
410w1 (Charles Babbage)	Open Collab. Space	2-4	Drop-in
In the Cafeteria	4x Table Collab. Space	2-4	Drop-in
Near 417w1	2x Table Collab. Space	2-4	Drop-in

Imperial College London

Version History

Version/Status	Release Date	Comments
0.1/Draft	March 2019	Draft written by Okan Kibaroglu, Head of Governance, as part of the work carried out by the Process Stream of the Smart Working Project
0.2/Draft	May 2019	Updated with feedback from champions sessions during March and April, also including information about the smart working environment, which has now been agreed.
0.3/Draft	24 May 2019	Final draft completed ready to be submitted to the Project Board
0.4/Draft	31 May 2019	Initial feedback from the Project Board included: Community Manager role added, room bookability updated; distributed to Project Board for approval
0.5/Draft	11 June 2019	Reviewed by ICT SLT members and the managers of other areas affected, Smart Working Champions, Project Board.
1.0/Approved	26 June 2019	Approved by the Project Board
1.1/Interim small updates	31/07/2019	In Appendix A: Rooms 414 and 413 removed as meeting rooms; 411c and 412a added as collaboration spaces; 411b changed to a quiet room.
1.2/Interim small updates	26/09/2019	Policies & Procedures title removed as this is a guideline document. "Quiet zone" changed to "one-hour mini room" and "small" to "one-hour small room". Wording of section 2.7.3 has been changed. Lockers section changed to reflect they are numbered rather than identified by names, no customisations and everyone is assigned only one locker. Dishwasher instructions changed to cater for dual dishwashers.
1.3/Interim small updates	28/10/2019	Smart Working at Imperial and Smart Working Toolkit pages are added in 1.1. Small change to Community manager role description in 1.6. Obtaining manager's approval via TeamSeer for remote working clarified in 2.1.3. Monitor docking guidance, not removing equipment belonging to desk, Pulse VPN guidance added in 2.1.6. The fact that meeting rooms may not be fully sound-proof added in 2.3.1 and 2.6.1. For work storage, the initial contact is changed to the line manager. 2.7.1 updated that no portable heaters will be made available. Collaboration space names included in Appendix A.
1.4/Interim small updates	10/02/2020	Room map and list have been updated in Appendix A. Contemplation space details are added.
1.5/In Review	9 April 2021	Organisational changes after restructuring in 2020 reflected. Broken links updated. Technology and Equipment section updated with changes. COVID-19 updates added to Desk Usage section. Changes to Storage area made to contact ICT Admin Team as necessary. Meeting room references added to sections for clarification. Meeting room table in Appendix A updated.
2.0/Approved	21 April 2021	Approved for publishing.
3.0/Approved	5 August 2022	Imperial Expectations replaced with College Values. Home zones concept has been removed. ICT Desk Booking App added to book a desk. Appendix B is deleted as a zoning plan is no longer needed.