



### Teaching Room Specification

	Element	Requirement
<b>Room Configuration</b>	General	To be defined in the project brief but should meet Building Regulations Part M where reasonable. Refer to table at the end of this document for further configuration guidance.
<b>Environment</b>	General	<ul style="list-style-type: none"> <li>• Rooms are to be light and bright, with feature wall, murals or artwork as defined in the project brief;</li> <li>• Where possible, to incorporate glazed walls and vision panels to let light in and increase visibility of staff and students engaging in teaching;</li> <li>• The environment should be as quoted in the Learning Development Evaluation Report 2012, 'clean, bright, pleasant, inviting, intimate, special and fun ... with staff feeling energised and of students being engaged and lecturers and sessions 'buzzing'.'</li> </ul>
<b>Fabric</b>	General	<ul style="list-style-type: none"> <li>• No mini trunking, no trailing cables from the AV pod, AV or telephone;</li> <li>• All cables to be chased into walls where possible.</li> </ul>
	Walls	<ul style="list-style-type: none"> <li>• Walls to be made good where required;</li> <li>• Durable, cleanable smooth finishes. Vinyl silk finish to paintwork;</li> <li>• Colours are to be decided in project brief, but must be contrasting for the visually impaired, and where possible off white is preferred choice.</li> </ul>

	Ceilings	<ul style="list-style-type: none"> <li>• Provision of suspended ceiling is project dependent;</li> <li>• Suspended ceilings shall be full access and co-ordinated with flush luminaires. Suspended ceiling grid shall be standard 600x600 mm size. Ceilings shall be of similar quality to Armstrong. (<a href="http://www.armstrong-ceilings.co.uk/">http://www.armstrong-ceilings.co.uk/</a>). Remove suspended ceilings where possible for exposed slab.</li> </ul>
	Floor	<ul style="list-style-type: none"> <li>• Floor levels to be checked and levelling screed applied where applicable;</li> <li>• Raised floor where existing;</li> <li>• Floor finish to be Interface carpet tiles 500mm x 500mm laid and bonded as per manufacture recommendation. Colour and design to defined at brief.</li> </ul>
	Doors	<ul style="list-style-type: none"> <li>• Should include vision panels;</li> <li>• Where existing retained carefully remove signage and other items to be reused as appropriate;</li> <li>• Overhaul doors and allow for following (appropriate to existing finish): Lightly sand and prepare for re-finishing to match existing varnish or paint. Paint finish as per brief. Metal doors to be repainted. Refit existing signage and ironmongery. Where new ironmongery, it shall be standard City specified furniture and should be lockable (via keyway) from the outside and thumb turn inside (see lock specification for further information). Entry doors to be fitted with intumescent smoke seals if required. Ease and adjust operation of door so that function properly;</li> <li>• For new doors refer to separate door specification</li> </ul>
	Windows	<ul style="list-style-type: none"> <li>• Windows are project dependent, but shall all be fitted with suitable restrictors. Overhaul existing to function correctly including draft proofing. Fit window film where applicable to minimise heat gain and/or glare. Tint strength to be assessed on site;</li> <li>• Blinds to be Louvolite where possible or approved alternative (see Blind specification for further information). Unless identified in the project brief for specialist teaching, black out blinds are not required however appropriate dimming will be required to ensure effective use of AV equipment.</li> </ul>
	Joinery	<ul style="list-style-type: none"> <li>• Where needed, skirting to be lightly sanded and prepared for refinishing to match existing varnish or paint.</li> </ul>

<b>Fixtures and Fittings</b>	Noticeboards	<ul style="list-style-type: none"> <li>Lockable noticeboards for Timetabling information and Health and Safety Notices.</li> </ul>
	Whiteboards	<ul style="list-style-type: none"> <li>Whiteboards to be Squiggle Glass (<a href="http://www.squiggleglass.com">www.squiggleglass.com</a>) or approved alternative (in light colours) across the entire width of the teaching wall and other walls in the space to allow for group work (height to be accessible for all);</li> <li>Accessories are also to be provided (magnetic pens, erasers and flip chart holders).</li> </ul>
	Clocks	<ul style="list-style-type: none"> <li>Radio controlled black and white clock to be located on teaching wall.</li> </ul>
	Bins	<ul style="list-style-type: none"> <li>D shape recycling bin with lid – Glasdon Envoy 860mm unit in dark grey. One each with “bin it” / “recycle it” logo.</li> </ul>
	Door Signage	<ul style="list-style-type: none"> <li>To match existing style across campus.</li> </ul>
<b>Mechanical / Electrical Installation</b>  <b>All M&amp;E specifications listed are intended as an overview – for the most recent revision and detail refer to specific Mechanical or Electrical City specification.</b>	Maintenance	<ul style="list-style-type: none"> <li>All M&amp;E installations shall be installed to allow them to be maintained;</li> <li>Adequate provision shall be allowed to open access doors, panels and the like;</li> <li>Where possible equipment requiring maintenance shall be mounted so as to allow maintenance from floor level.</li> </ul>
	Heating	<ul style="list-style-type: none"> <li>Heating generally to be provided by building/floor provision. Ensure in good working order with no leaks.</li> </ul>
	Cooling	<ul style="list-style-type: none"> <li>Cooling generally to be provided by building/floor provision. Ensure in good working order with no leaks;</li> <li>Where new ac to be installed seek guidance from Space Temperature Policy.</li> </ul>
	Electrical Installation	<ul style="list-style-type: none"> <li>Refer to relevant M&amp;E specification.</li> </ul>
	Lighting	<ul style="list-style-type: none"> <li>Refer to relevant M&amp;E specification. See below for control access and positioning.</li> </ul>
	Small Power	<ul style="list-style-type: none"> <li>Refer to relevant M&amp;E Specification;</li> <li>For fixed seating lecture theatres, power sockets for student equipment to be 50% of available power.</li> </ul>

	Insulation	<ul style="list-style-type: none"> <li>Refer to relevant M&amp;E Specification.</li> </ul>
	Fire alarm	<ul style="list-style-type: none"> <li>Refer to fire alarm specification;</li> <li>Fire alarm, detection and fighting equipment to be provided in accordance with project scope and to regulation;</li> <li>Strobe beacon at front of room to be provided.</li> </ul>
	Ventilation	<ul style="list-style-type: none"> <li>Ventilation to be provided by building/floor provision;</li> <li>Opening of windows to be coordinated with air control/building regulations.</li> </ul>
<b>AV Equipment</b>	AV Screen	<ul style="list-style-type: none"> <li>AV screen centre of teaching wall – review existing to determine if needs replacing;</li> <li>Where new order through AV Dept, if motorised, appropriate power will be required.</li> </ul>
	Voice & Data	<ul style="list-style-type: none"> <li>Wall mounted phone outlet on teaching wall or on pod for emergency use only (not fixed with a screw). Phone located near to teaching pod as possible;</li> <li>All teaching rooms, regardless of size to have AV pod as specified by AV, always accessible;</li> <li>Multiple repeater screens providing dual projection, where relevant and project specific;</li> <li>Specific requirements for AV as follows: 4 x data sockets, 2 x speaker outlets, 1 PC input, 1 visualiser input, 1 video input, projector control, induction loop;</li> <li>Flexible cabling and layouts for AV modules to IS brief;</li> <li>General room data requirements to be specified as per brief;</li> <li>Infrared clicker to control the pod to allow for more movement;</li> <li>Inclusion of PTZ video camera(s) to allow recording to an offline device or feed into a lecture capture system (60+ only). Note this does not fall under the Access/Security package but is part of the AV install;</li> <li>Availability of Wi-fi in all learning spaces (IS to be provided project drawings to allow a Wi-fi network coverage survey to be undertaken). High level data points will be required as appropriate;</li> <li>Ability to view lecturers screen on student machines in computer rooms.</li> </ul>

	Settings & Controls	<ul style="list-style-type: none"><li>• Ability to adjust temperature, climate and lighting via teaching pod.</li><li>• Lighting directly over teaching wall to be on a separate switch which is dimmable so lecturer has control;</li><li>• Controls should be duplicated by Pod and integrated into touch panel control as well as at point of entry;</li><li>• Zoned lighting so that lights above or near projection surface can be dimmed to improve visibility of projected image;</li><li>• Spot lights on groups within a room that is controllable by the lecturer – useful for highlighting presentations or group work.</li></ul>
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**Important note:**

This standard sets out the basic functional requirements for a typical new or refurbished teaching room. The actual work required for a particular project will be determined in a separate SCOPE OF WORKS DOCUMENT - some elements may not be present or require replacement.

General Room Setting	Lecture Theatre	Lecture Room	Seminar Room	Computer Room
<b>Description</b>	Fixed seating	Flexible tables and chairs	Flexible, conference-style seating (Node-style chairs)	A combination of static tables, laptops and bring your own device rooms (BYOD)
<b>Capacity</b>	80+	20-60	<20	various
<b>Room Configuration</b>	<ul style="list-style-type: none"> <li>Horseshoe, fanned/curved seating;</li> <li>Good lecturer and student accessibility between row;</li> <li>Ability for students to move to the front and back of room and to use all available wall space</li> </ul>	<ul style="list-style-type: none"> <li>Room can be easily and quickly configured for either rows or clusters;</li> <li>Layout to encourage flexibility for group discussion or active and collaborative learning</li> </ul>	<ul style="list-style-type: none"> <li>Ability for lecturers to move freely between students;</li> <li>Furniture to be flexible and configurable</li> </ul>	<p>Options can include:</p> <ul style="list-style-type: none"> <li>Curved bench seating;</li> <li>Dual-purpose tables, used with/without computers;</li> <li>Clusters of tables;</li> <li>Node chairs and laptops;</li> <li>Combination of BYOD or banks of laptop situated in storage or charging units</li> </ul>
<b>Furniture Type</b>	<ul style="list-style-type: none"> <li>The mechanisms for the seating should be quiet-closing where possible;</li> <li>Writing benches must cover the tops of the seatbacks of the row in front to prevent graffiti and damage;</li> <li>Seat rows to be fully accessible on all sides to</li> </ul>	<ul style="list-style-type: none"> <li>Approximately 600 x 600mm tables, stackable and lightweight;</li> <li>Alternatively can be 1200 x 600 (if approved), but must allow for 2 chairs to fit comfortably under, stackable (or foldable) and lightweight;</li> <li>Tables should be on castors</li> </ul>	<ul style="list-style-type: none"> <li>Where space allows Node chairs should be considered to facilitate interactive seminar sessions;</li> <li>Additional moveable tables for books or collaborative study where space allows</li> </ul>	<p><b>Static Teaching Rooms / Collaborative Teaching</b></p> <ul style="list-style-type: none"> <li>Dual-purpose tables, used with/without computers;</li> <li>Clusters of tables;</li> <li>All chairs to be on castors</li> </ul> <p><b>Non-Teaching</b></p> <ul style="list-style-type: none"> <li>Fixed benches;</li> </ul>

	<p>allow for student movement;</p> <ul style="list-style-type: none"> <li>• Standard width of chairs should be in-line with other recently refurbished lecture theatres;</li> <li>• Writing benches must be a minimum of 300mm to allow for writing pad, books and laptops;</li> <li>• Number of disabled places to be in-line with regulations and where possible with moveable writing benches (see OTLT);</li> <li>• Collaborative seating should be investigated for all projects (swivel seating)</li> </ul>	<p>and configurable for multiple, quick set ups by staff and students;</p> <ul style="list-style-type: none"> <li>• Table surface to be wipeable and graffiti-proof coloured laminate;</li> <li>• Chairs must slide under table, stackable and moveable (with castors)</li> </ul>		<p>Dialogue with AV is required to determine need for equipment security cages</p>
<p>All rooms to be provided with a lecturer's chair(s) or tall stool as appropriate</p>				
<p><b>Fabric Type</b></p>	<ul style="list-style-type: none"> <li>• Seating bases where possible to be upholstered, seating colour and type of fabric to be durable and able to withstand high-volume usage;</li> <li>• Camira range, Extreme plus. For lecture theatres the Camira range 24/7 fabric to be used for extra durability</li> </ul>			
<p><b>Other Areas – Milling areas and Foyers</b></p>	<ul style="list-style-type: none"> <li>• Soft seating and catering facilities (with space to store catering tables), light and bright, feature walls, murals or artwork, glazed or textured walls, space to showcase student work or projects;</li> <li>• A mix of furniture for study and drop-down areas for students to work with their portable devices;</li> <li>• A percentage of power, data and charging points available</li> </ul>			