Welcome

I hope you will find this new newsletter interesting and informative.

The intention is to produce these two or three times per year to keep the University community up to date with our significant development programme and other activities underway in Estates and Facilities Management (EFM).

This edition focuses mainly on the major capital projects that will start on campus this autumn, together with those already in progress.

On the back page the senior management team of EFM are shown with their contact details, which I hope is useful.

If you have any queries, questions or proposals, please send them to: efmfeedbakc@sussex.ac.uk

Regards

David Kirkwood
Director, Estates and Facilities Management

Capital projects and development

Martin Green
Head of Capital Projects and Development

This section of the EFM Division manages all the new building developments as well as refurbishment and redevelopment work on the campus.

This ranges from special projects, including changes to meet the DDA (Disability Discrimination Act) such as making buildings accessible, to large projects such as the new Teaching Block and Residences scheme, and from new laboratories in the science buildings to the reorganisation of staff offices for the various summer moves.

All building projects around the campus are managed by the projects team and no doubt will have some impact upon you, whether you experience building work close by or have been involved in the summer decanting and refurbishment programme.

Inevitably the projects we carry out can be disruptive to campus life and we try to carry out work during the vacation periods where possible. However, many projects take much longer to complete than these periods and will, on occasions, need to continue in term time.

The University's mission statement is to be one of the leading universities in the country and to achieve this requires improvement of existing buildings and facilities, demolishing ones that are at the end of their economic life and investing in modern low-energy buildings that can cater for the future needs of the University.

In recent years a number of new buildings have been completed, namely:

- Genome Damage and Stability Centre
- Freeman Centre
- Innovation Centre
- Medical School
- Lewes Court Residences
- Medical Research Building.

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Capital projects and development/contd

Development going forward will be shaped by the Campus Masterplan, which was circulated in May 2004 and provides a strategic framework for the future development of the campus that will help the University achieve its long-term strategic objectives.

As schemes commence on campus we are erecting notice boards at sites in an effort to inform staff and students of the changes.

We are reviewing our working practices to enable us to deliver projects more efficiently. I hope that the experiences you have working with us are good but, if not, please tell us.

The following text gives a brief overview of key projects that are either just completed, in progress or to be commenced in the coming months.

2005 will be a very busy year for the Projects Section of EFM and we look forward to providing new and improved facilities around the campus. We hope the information provided gives you an overview of these projects but if you would like to know more please contact me at martin.green@sussex.ac.uk.

Capital projects

The following key points refer to the locations marked on the concept masterplan on pages 4 and 5.

1. New Teaching Block
2. New Residences and
3. East Slope Car Park

This is the largest project to be undertaken on the campus since its inception in the 1960s. It comprises two schemes; a new Teaching Block with two 150-seat lecture theatres and a mixture of different sized seminar rooms; and the new Residential Buildings.

The Teaching Block is long awaited and will give us the opportunity to then refurbish existing teaching areas as part of the longer-term programme. The building is to be situated near the Boiler House and utilises the natural slope of the land for the sake of the lecture theatres.

There will be a new landscaped courtyard area where the current Boiler House car park is located and this will become an important focal point in this area of the campus.

The new Residential Buildings, which on plan form a letter "E", are adjacent to the Teaching Block and consist of three blocks positioned opposite Bramber House on the current car park.

These buildings will be linked by social space at the rear, with computer labs and meeting areas that effectively cut into the hillside. The social space building will have a grass roof and will blend into the landscape as you view from Refectory Road, thus reducing the impact of building on the East Slope.

In order to achieve these new buildings, we have extensive service diversions to undertake together with a massive remodelling of the hillside on the East Slope to accommodate car parking space that will have to go.

This work begins in October, for completion in February 2005, and will make a very significant impact on the campus, notably the removal of all the grassland on East Slope.

The area is likely to be an eyesore during the works. However, excavated material from the new car park site will be returned and levelled across the remaining hillside, followed by a comprehensive landscaping scheme. Once the new landscaping takes hold, the area will be transformed.

The contract for the new buildings will commence in February 2005 and will be completed by end of summer 2006 in time for the start of the new academic year.

The effect of this scheme will change the look and feel of Refectory Road and the intention is to create a boulevard along this road. Future development will centre on improving Bramber House and removing its 'back of house' appearance.

This project follows the Basil Spence theme of creating courtyards and colonnades and a scale model will be on display in the Library. Full planning permission was granted in July 2004 and the selection process for contractors is currently underway.

During the works we intend to position a web cam at high level, probably on Bramber House, to enable staff and students to view progress via the University website.

4. West car park

As part of the work on the new Teaching Block and Residences scheme, a new car park will be created up the East Slope; however, this will not be sufficient to maintain the current number of spaces. To make up the difference, further parking will be provided as an extension to the EDB car park.

This work will be carried out as part of the works described for the new Teaching Block and Residences scheme and will also begin in October, with completion in February 2005.

5. Arts D & E

The University has acknowledged that Arts D & E are in need of considerable refurbishment and remodelling and generally are not to the same standard as the other Arts buildings on campus.

We are currently considering the various options to refurbish these buildings to provide better facilities, including a new School Centre for Social Sciences and Cultural Studies as part of the schools re-organisation programme. This scheme is only at embryo stage at present and the projected timescale for this work is therefore 2006/2007 at the earliest.

Work of this nature is always complicated by the need to find temporary accommodation for staff and students during the works. The Russell Building and its recent extension (summer 2004) have given us some breathing space in addition to much-needed expansion space to help ease this problem.

Although necessary, these temporary buildings are expensive and have a short life span and therefore wherever possible we will avoid using them in the future and make the best use of our existing stock, thus spending our limited financial resources on new permanent facilities.
6. Sussex Institute – New School Centre

This building (pictured above), which is currently under construction, is the first School Centre to be built as part of the restructuring and co-location of the University’s five new schools.

The building is sited on the corner of Essex House, occupying the space taken by the old bungalow. It will predominately be a glass structure, on two levels with links to Arts E via a colonnade.

This will be the focal point for Sussex Institute and provide a reception area and general admin office at ground floor, with office space on the first floor for the Dean and School Administration Manager.

The current entrance to Essex House will therefore disappear when this building opens in November 2004 with steps formed to the new building. There will also be a refurbished café on the ground floor of Essex House.

7. Falmer House lift and toilets

Falmer House presents a number of challenges to disabled users. This project provides a new lift (in the north-east corner of the building) to the upper floors, which currently have no disabled access.

The installation of the lift means losing toilets on the upper levels, which have to be replaced elsewhere.

The scheme has taken many months of negotiation with English Heritage and the planning authority to ensure it does not compromise the integrity and appearance of this Grade 1 listed building (the only one on campus). It is due for completion in October.

8. District heating renewal project

Much of the boiler plant and heating system on campus is nearing or at the end of its life. The youngest boiler is now over 20 years old and this project, which is currently at feasibility stage, is to provide a complete new system of CHP (Combined Heat & Power) within the existing boiler house for the whole campus.

The new CHP system will generate around 20% of the University’s electricity requirement at only marginal cost.

This will be a major engineering project and logistical challenge for the University. The work will have to be carried out in phases and new heating mains will need to be provided throughout the campus. This will necessitate excavations and the opening up of existing ducts and service risers.

The complexities of this project, not to mention the cost, are significant; however unless this work is undertaken, the current boiler plant will eventually fail, with the loss of hot water and heating to buildings.

This project is subject to an application for a government grant and we await the outcome of this. The start date has yet to be determined.

9. Engineering I and III

These two projects involve the relocation of engineering facilities from Engg I to Engg III and the relocation of the newly formed Information Technology Services (ITS) Division from Engg I from Chichester I. Work in Engineering III is now complete and the design is underway for Engineering I. This work is due to commence in summer 2005.

10. Pevensey I and II

Extensive refurbishment has been carried out in both Pevensey I and II to provide much improved facilities for staff and students in the Department of Psychology.

This work has been designed in consultation with English Heritage to ensure the original Basil Spence architecture of these Grade 2 listed buildings is retained; in fact, it uncovers the original vaulted ceilings covered up under previous refurbishment projects.

These projects began in April 2004 and are due for completion in October 2004.

Special Projects

The Special Projects team deals with smaller projects including the work around campus to meet the requirements of the Disability Discrimination Act (DDA). Much of this is minor work for schools and departments. Although often not as evident, the work of this team is a major contribution to the Projects Section in the delivery of the overall project management service to the University.
Facilities Management

Andrew Jupp
Head of Facilities Management Services

From cleaning and internal security to grass cutting and car parking externally; from supporting the campus community through our premises teams to providing assistance on Helpdesk; from producing the University’s print requirements to recycling and removing the waste; the FM team are here to provide an efficient and effective service throughout the year, whatever the weather – whatever the job!

The FM Section aims to provide a broad-brush service to the campus community managing both in house and contracted services. This column will focus on Recycling, Security and Transport updates with future Newsletters carrying information on other topical issues of the time.

If you would like any further information on these or any other FM services, please contact me at a.r.jupp@sussex.ac.uk.

Recycling – It’s a giveaway!

The recycling trial was a significant success, proving once again what we can achieve if we all pull together. 10.5 tonnes of paper and 5.5 tonnes of cardboard were recycled during the two-month trial alone, giving us a grand total of 16 tonnes, which, if sent to landfill, would have been a cost to the University rather than the small income it generated through recycling. A big thank you to all who took the time to set out local collection points and for promoting a routine of use – please keep up the good work.

As previously advertised, our regular bin audits (oh yes we do!) showed some contamination by the wrong materials being placed in the collection points. As this is very difficult to control, we have decided to collect all types of paper (i.e. newspapers, magazines, glossy leaflets, flyers, junk mail, catalogues and white office paper) together in one bin, from where it will be removed as a mixed paper collection. Cardboard must be flat packed and will still be collected separately.

The tin can collection on campus produced only a small amount of material for recycling, as plastic bottles are in greater use than tin cans. Watch out for further updates on the continuation of tin can collection and promotion of plastic bottle collection once we have spoken with the various retail outlets on campus to maximize opportunities for recycling.

Over the forthcoming months we will be making the internal collection points more sophisticated and will develop a sound infrastructure to support our needs. Our approach will be to liaise with Building Managers and Section Heads in order to facilitate local requirements.

Many thanks to all who have supported this worthwhile initiative and for the personal efforts of those who have set up their own local recycling collection points.

And now for the great giveaway!

We are now collecting, via our post delivery service, paper from our machine centres that has been printed on only one side. It may be white or coloured and any size; it doesn’t matter as long as it is in reasonable condition.

The paper will be cut to fit one of the new notepad holders recently purchased and funded through our new recycling initiative. Generated income has given us the opportunity to buy 500 notepad holders, which will be distributed to the Premises Teams campus wide and in turn to the School Offices by request.

Recycle with Sussex

June 7th is the start of our campus-wide recycling initiative. This two month trial will determine the way forward for the University’s waste management policy over the next few years.

Support us by participating in our trial to ensure the success and viability of our responsible waste management policy for the long term.

We anticipate that our trial will be a revelation to the cost of wasted resources. Please think twice before disposing of items in the wrong bin, and help us to return to a more sustainable future!

What we need you to do

- Your organisation will need to be set up between you and University of Sussex. Each of the bins will have a code. Please ensure that all your staff are aware of their code.
- Place your recycling material in the correct bin.
- Please do not mix recyclable materials.

What we don’t need you to do

- Waxed, stained or coated paper
- Mixed materials
- Cans, bottles or plastic
- Glass

The idea is for as many staff as possible to have a notepad holder on their desk, with a ‘never ending’ supply of recycled notepad paper obtainable via the Premises Teams. We hope that this will prove an effective reminder to recycle!

Once the paper notes are used, they should go into the recycling bins, thus making the most use of our paper supply. In turn it is hoped that current notepad orders will be reduced, making a small but direct saving on School stationery budgets.

We hope to have enough notepad holders to at least start the ball rolling and the Premises Teams will be in touch soon regarding distribution and will pass back further requests if necessary. If you have any comments relating to any recycling issue, please contact efmfeedback@sussex.ac.uk.
Security – a team effort

The University of Sussex has always aimed to make the campus as safe and secure as possible: a convivial environment within which people can enjoy studying, working, relaxing or just visiting. The campus community are encouraged to play their part in achieving this.

In October 2002 Consultants published their report on an in-depth study of campus security. They recommended a three-year development programme involving all aspects of security throughout the campus. After due consideration the report was accepted by the University and, following a number of key presentations, the first steps were taken to instigate the recommendations in June 2003.

So what’s happened in the last twelve months?

A lot has happened behind the scenes, but the main development has been in human resources. The Security Unit has been augmented with sufficient staff to provide a structured service, led by our four shift leaders, Ben Reynolds, Brian Barnard, Bob Plowman and Frank Geldart.

These senior officers ensure that day-to-day responsibilities are met and a good standard of service is provided. The aim is to provide a professional service, with the use of contracted staff being reduced to the minimum. By having regular members of staff who know the needs of campus users, it is intended to tailor the Security Unit to provide an enhanced service.

This has allowed the Head of Security, David Lamper, to concentrate on policy, training and the overall development of the Unit.

Side by side with this development has been a University investment in security equipment. A new digital CCTV system has been installed and at present over 40 external and internal cameras are monitored from our control room. In the foreseeable future it is hoped to combine all current CCTV units into this one main system.

David is now involved at the planning stage of new projects, carrying out security surveys of buildings and drawing up a Service Level Agreement with each manager to ensure a high level of security. He is also examining the possibility of harmonising entry and alarm systems throughout the campus.

A third of the way through the suggested programme of change, this is an interesting time in campus security. All members of the Unit are playing their part, both individually and as a team.

Transport – friends or foe?

Transport Manager Linda Newman and her staff are responsible for the implementation of the University Travel Plan. They constantly remind themselves that the Parking Strategy, including car-park charging, is only one objective of the plan, albeit an important one, as car-park charges fund the other objectives and are the main incentive for change to sustainable travel methods.

Travel Plan objectives achieved in 2003–04 include: the installation of bus shelters on campus; maintenance of the 84/86 subsidised bus service; improvements to service 25; free use of Sport Service showers for sustainable travellers; installation of nearly 100 more cycle parking spaces; a programme of training for new cyclists and on bike maintenance; along with the improvement of CCTV in car parks – all linked into our new security system and monitored 24 hours each and every day.

Implementation and enforcement of the Parking Strategy remains the main task. The following changes are in place for 2004–05:

- Permit/pass renewal procedures are via Sussex Direct – repeat and unchanged registrations are very quick to make. Renewed permits and passes are posted out to home or term-time addresses. Renewal reminders are sent by email in the month prior to the expiry of existing permit/pass. Car-park users are able to change the method of payment, check the fee payable for this year and update car registration details. Hard-copy reminders and renewal forms are sent only to those without access to Sussex Direct.

Rechargeable parking cards for pay-and-display payments are being sent to all pass holders this term. If you have not received a card, contact transport@sussex.ac.uk.

Enhanced enforcement of the parking regulations was introduced in summer 2004 and includes clamping and tow-away of vehicles parked in contravention of the Parking Strategy.

The forthcoming Sussex Car-Share scheme will encourage staff and students to share car travel to campus in return for reduced rates of car-park charge. The scheme also offers a lift-share search facility for one-off journeys.

If you would like to apply for cycle training or maintenance courses or are interested in postcode security marking for your bike, please contact transport@sussex.ac.uk for details.

A repeat of the Travel Survey last completed in 2000 will take place this term. The results will confirm the progress of implementing the Travel Plan. Please contact transport@sussex.ac.uk if you do not receive a questionnaire.
Key contacts in EFM

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Welcome to our second newsletter. In this issue we feature stories that not only look at what Sussex IP is doing, but also what our sister organisations, the Regional Development Office and the Sussex Innovation Centre, are doing to support innovation in the University.

Who we are and what we do
In this edition we focus on the role of the Commercialisation Executives, Julia Fallon (right) and Helma Kaptein (left).

Julia and Helma’s responsibility is to ensure that a continuing supply of opportunities for company formation or licensing are identified. While Sussex IP supports all schools, Julia works specifically with SciTech and Helma with Life Sciences. Since the beginning of 2004 they have spoken to many of the staff of those schools and are eager to meet with more.

Remember, you do not have to wait to be approached. They are both keen to hear from staff and students and welcome a phone call or e-mail (see contact details on overleaf).

Sussex’s STEPping stone
As reported in a recent issue of The Bulletin, Sussex student Martina Reider has reached the national final of a major business competition with her design for a medical appliance. The appliance was developed during a placement arranged by the Shell Technology Enterprise Programme (STEP) scheme, which is designed to help both students and local SMEs who may require specific technical expertise. During July and August 2004, this nationwide scheme run by over 70 agencies throughout the UK, placed over 1400 students from various universities throughout the UK with SMEs (companies under 250 employees) to carry out specifically structured and defined projects.

Patsie Sutcliffe, Sussex Manager of STEP, based at the Innovation Centre, has been running this successful programme for the Sussex region for nearly 13 years placing more than 500 students on summer, flexi and one-year placements with local Sussex companies.

To participate in the scheme, which pays a weekly wage of £175, penultimate year undergraduates can apply for placements throughout the UK via the STEP website. Businesses can also register their projects and requirements on the website via the various agencies who organise the matching and selection procedure. STEP can also help to arrange financial sponsorship if needed.

In addition, Business Link/Sussex Enterprise is sponsoring locally up to 50 summer/flexi placements, contributing up to £465 towards each placement. Flexi placements can be arranged from 4 to 20 weeks. The scheme has been designed to remain flexible so students can fit the placement in with their degree courses and can work during term time or holidays. The Business Link sponsorship ends in April 2005 so any interested parties should start applying via Patsie Sutcliffe (Patsie@sinc.co.uk) as soon as possible.

www.step.org.uk
www.secureyoursuccess.co.uk
Sussex IP workshops update

Sussex IP's workshops are underway with courses tailored for SoTech and Life Sciences having just run. These half-day courses covered the creation, protection and exploitation of IP.

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Regional Development Office
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E: business@sussex.ac.uk

Licensing the newcomers

PROTON is a European technology transfer membership organisation founded in 2002 that offers a range of services to universities and similar public sector technology transfer professionals who share the goal of innovation from public research. An important part of this is to share good practice. The organisation has a series of expert groups in key aspects of technology transfer from managing a technology transfer office to IP protection and licensing to industry collaboration. Mark Clark, Business Development Director for Sussex IP is a member of the expert working group on licensing that meets three times a year.

One of PROTON's most significant achievements this year has been the organisation of a workshop programme for new entrants to the profession. This was held in Brno, Czech Republic, in July this year and included a workshop on licensing that Mark helped present. Although originally designed to attract technology transfer staff from the newly acceded states, it attracted delegates from all parts of the EU. Although ambitious, particularly to train people with no licensing experience, the licensing workshop scored highest on the delegate feedback forms.

PROTON's dedication to providing much-needed resources for technology transfer professionals, such as good practice guides, technology transfer documents, and training workshops are helping it become the European equivalent of AUTM in the US. AUTM is a much older and well-respected association with membership of more than 3,200 technology managers and business executives that manage IP – one of the most active growth sectors of the U.S. economy. With the continuing success of PROTON, Europe may not be that far behind.

www.protoneurope.org
www.autm.net/index_ie.html

Free media portfolio advice!

The University of Sussex is co-sponsoring a national event attracting leading design agencies from across the UK. Digital Creative Showcase, or dSCAPE/04, organised by Wired Sussex, is set to showcase the creative talent of individuals and companies within the media and technology industry in Sussex. Spanning three days, Wed 27th Oct - Fri 29th Oct, the event includes a Portfolio Clinic, sponsored by the University's Regional Development Office.

With a panel of local experts from the Sussex media industry's most successful companies the Portfolio Clinic will provide guidance on portfolio presentation and advise attendees on what they look for in an employee. There are 15 sponsored places available to Sussex students for this session. Other highlights of the event include a half day Creative Advantage seminar, exploring the key ways for businesses to capitalise on their creativity and innovation, led by Sussex Media and Cultural Studies lecturer Dr Michael Bull.

To book your free place, please call in to CDEC, Falmer House or email cdeev@sussex.ac.uk. It's on a first come, first served basis.

It is also possible to attend the session for the very reasonable price of £10. Please book directly through the Wired Sussex website www.wiredsussex.com. But hurry as places are limited.