Usage data: January 2015 – Monitoring results for Civic Centre and Guildhall

Summary

Occupancy surveys undertaken in January in the Civic Centre and the Guildhall show that:

- In the Guildhall there are between 6 and 32 desks that are free.

- In the Civic Centre there are between 21 and 66 desks that are free.

- Civic Centre meeting rooms show that there is some spare capacity, but staff need to be more flexible about planning meetings to optimise availability of meeting rooms;

- Break out areas in the Civic Centre are all being used, some more than others. We will be keeping this under review to ensure optimum usage.

- Lewis House surveys were undertaken in February and results are currently being collated.

Usage Data: January 2015 monitoring results

a. Desks

Civic Centre
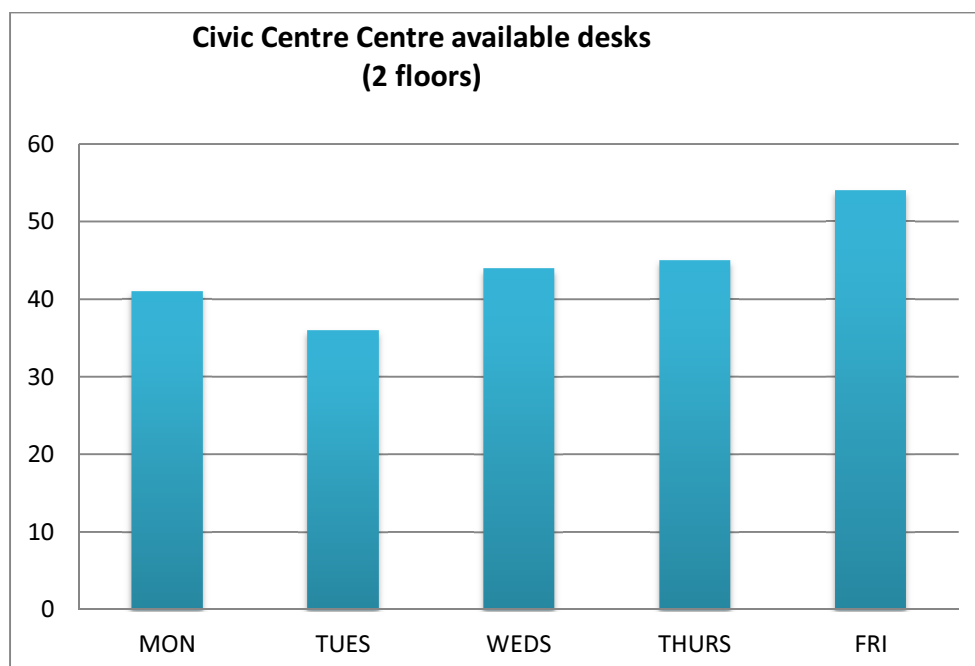
Where the available desks were in the Civic Centre during January (where logged)

NORTH 3rd floor	MON	TUES	WEDS	THURS	FRI
Weekly average	18	16	22	23	24

SOUTH 3rd floor	MON	TUES	WEDS	THURS	FRI
Weekly average	14	11	11	13	16

WEST 3rd floor	MON	TUES	WEDS	THURS	FRI
Weekly average	5	7	7	6	5

NORTH 1st floor	MON	TUES	WEDS	THURS	FRI
Weekly average	4	2	4	3	9

	MON	TUES	WEDS	THURS	FRI
Civic Centre Average number of desks free*	41	36	44	45	54

* In the areas measured above and rounding down to whole days

Guildhall

Guildhall Available Desks
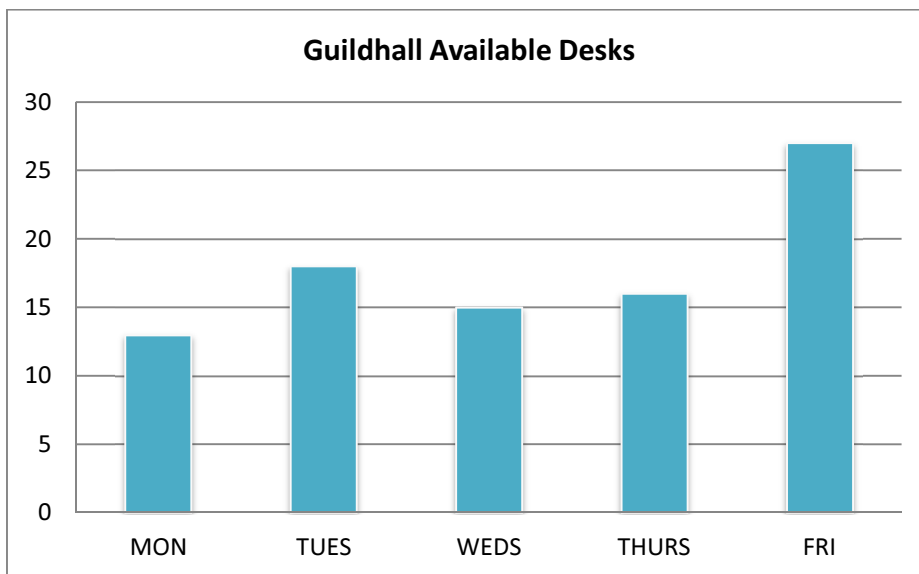
Where the available desks were in the Guildhall during January					
GH 2nd floor MIDDLE (2 desk office)	**MON**	**TUES**	**WEDS**	**THURS**	**FRI**
Weekly average	0	0	1	0	2
GH 2nd floor MIDDLE (6 desk office)	**MON**	**TUES**	**WEDS**	**THURS**	**FRI**
Weekly average	3	5	5	5	6
GH 2nd floor MIDDLE (11 desk office)	**MON**	**TUES**	**WEDS**	**THURS**	**FRI**
Weekly average	2	3	3	3	5
GH 1st floor NORTH (8 desk office)	**MON**	**TUES**	**WEDS**	**THURS**	**FRI**
Weekly average	1	1	2	1	2
GH 1st floor NORTH (10 desk office)	**MON**	**TUES**	**WEDS**	**THURS**	**FRI**
Weekly average	2	3	0	2	4
GH 1st floor NORTH (12 desk office)	**MON**	**TUES**	**WEDS**	**THURS**	**FRI**
Weekly average	3	5	3	4	6
GH 1st floor SOUTH (11 desk office)	**MON**	**TUES**	**WEDS**	**THURS**	**FRI**
Weekly average	2	1	1	1	2
	MON	**TUES**	**WEDS**	**THURS**	**FRI**
Floor 1 average total	8	10	6	8	14
Floor 2 average total	5	8	9	8	13
Guildhall average number of desks free rounding down to whole days	13	18	15	16	27

b. **Civic Centre meeting room usage**

There are 19 bookable rooms for staff (not including the community space) from the hours of 9am-5pm that's 8 hours a day per room totalling 152 hours a day. The graph below shows the amount of meeting room available hours per day. The graph shows that meeting rooms are less busy on a Friday.

Meeting Room availability
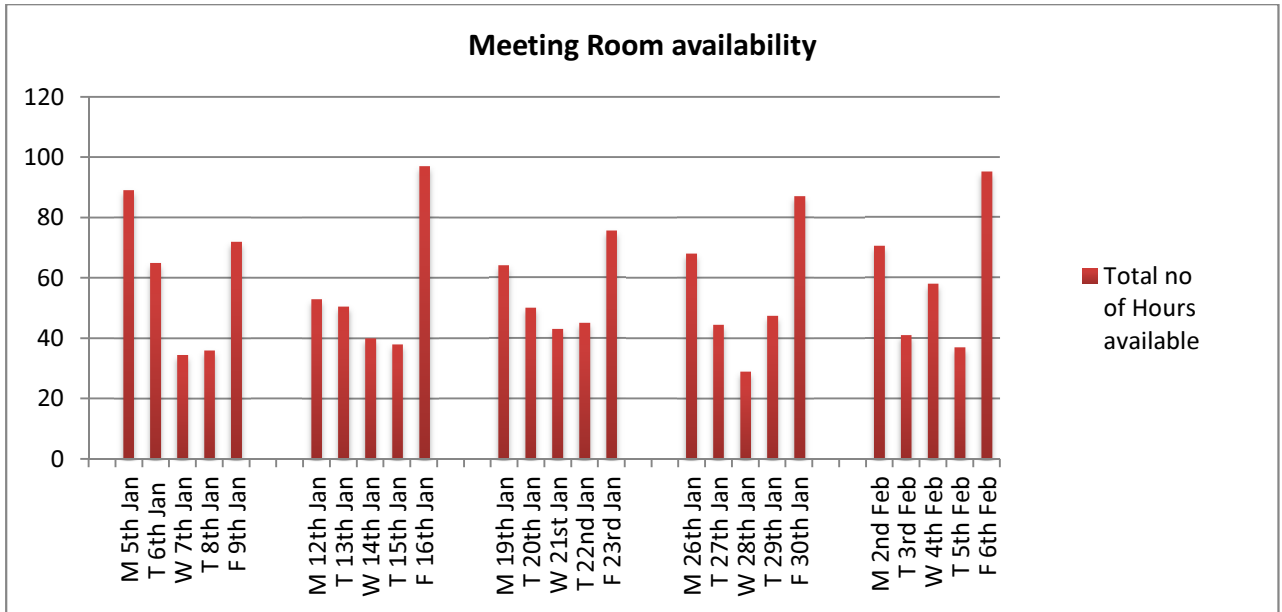
c. **Break out Areas usage January 2015**

Although some breakout spaces are used more than others the graph below shows a considerable rise in usage during lunch time hours.