Space occupancy monitoring

Space occupancy monitoring will be operating in the Dalhousie Building Teaching Rooms and Dental School T6007 and T6007B for a trial period from 5th March to 5th June 2018. Following this trial period, the equipment was purchased by the University and the survey has been extended to include various other buildings across the University.

Data feed

You can view the data indicating the rooms occupancy on the Estates & Campus Service, Space Management webpage at https://www.dundee.ac.uk/estates/space/

FAQ

Why do we need to monitor usage?

Although we have carried out physical surveys of teaching space at University of Dundee since 2005, our Utilisation Rate (category 25%) is still low compared with other Universities and well below that recommended by the Scottish Funding Council (cat. 35%). At the same time, our Central Timetabling team are hard pressed to meet the demands from Schools and Directorates so what is happening? From the one week surveys the picture created is that centrally managed teaching rooms seem to be overbooked and underused and user demand seems to be bunched into short periods between 10am – 12pm and 2pm - 4pm with very low use outside these time periods.

In addition to this, it looks as though almost 30% of the bookings made are 'not used' and a further one third of bookings are attended by less than 50% of the capacity booked. This also keeps the Utilisation Rate low and makes it extremely difficult to fulfil all room requirements demanded of the Room Booking Service. Also, if rooms are really booked but not used, this inhibits access to the best teaching space on City Campus.

Manual surveys provide only one week survey data so the trial period will provide three months’ information on room use to help inform the discussion going forward.

Some of the occupancy sensors have also been installed to contribute to post occupancy evaluation following refurbishment projects or to assess use prior to refurbishment – these are currently in Fulton, Dental and Ewing Buildings.

How are we monitoring usage?

All data collected, analysed and displayed is anonymous. Information notices are in place to advise users.

OccupEye technology supplied by Cad-Capture Data Services Limited
We have attached a small OccupEye sensor to the wall(s) in each room to measure temperature and movement. The sensors communicate with receivers, also installed in the Dalhousie Building, over the wireless network. The receivers communicate with the proprietary data logging software via wired Ethernet. The logged data is sent to a remote host, and Estates staff access a dashboard analytics for data reporting. This technology is widely used in the commercial sector and is in use in a number of other Universities, such as University of Edinburgh, Birkbeck College, and University of Lancaster.

Is personal data being collected?

No. The system involves deployment of non-personal data capturing sensors only. No personal data will be captured. We have engaged University Records Management regarding Data Protection and Privacy and have carried out a Privacy Impact Assessment which can also be viewed at https://www.dundee.ac.uk/estates/space/

Is the equipment related to fire safety or emergency evacuation?

No. The equipment deployed is nothing to do with fire safety or emergency evacuation.

Will staff and students be told that these monitors are in place before they access the rooms?

Yes, a message is being sent via Internal Communications and information posters are placed in the rooms being surveyed. HR, Unions and DUSA have been involved in consultation.

Will necessary information be made available to any member of staff who requires this?

Yes, you can view the live data see Live Feed above.

Will staff and students be told what the purpose of these devices are?

Yes, see “Why do we need to monitor usage?”. The purpose of the device is to tell us if the room is in use on 10 minute cycles.

Will staff be informed of how the data will be used?

Yes, a final report will be shared and presented to UEG for discussion.

Can a member of staff ask for the monitor to be switched off if they have any issue with what it is being used for?

Yes, contact the University Space Manager.

MK_OccupeyeSurvey_FAQ
What security is on the devices so that it may not be “hacked” by anyone with technical know-how?

The devices do not hold any information see ‘How are we monitoring usage?’.

Will it be able to tell how many people are in a classroom thus monitoring attendance at an event?

No

Queries

If you have any further queries, concerns or other feedback regarding this space occupancy monitoring please contact the University Space Manager.

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The University of Dundee