

SYLLABUS PLUS DATA MAINTENANCE APPLICATION

Notes:

1. Only record those data elements which require additions/alterations.
2. Data definitions are contained within the Spatial Information – Data Maintenance Procedures Document

Campus: _____ Building Name: _____ Level: _____ Room No: _____

Room Name: _____ Zone: _____

(Only applies to official room names)

- Temporarily Unavailable -advise on Temporary Unavailability of Room/s due to Property and/or Services Works

Temporarily Unavailable

Date From	Time From	Date To	Time To	Details of Works

Note:

1. In Details of Works record as either Building Works; Room Maintenance; After Hour Access; etc
2. To be entered onto Syllabus Plus by Facilities Management, Operations Officers.

Alteration to Syllabus Plus Database

1. Add a New Room
2. Modify Existing Room Data with No Syllabus Plus Bookings
3. Modify Existing Room Data with Syllabus Plus Teaching Bookings (forward to SAS)
4. Delete Room (forward to SAS)

Change Effective Date: _____

Data Element	New Record
Room Name ¹	
Room Use ¹	
Org 2 ¹	
Current Capacity	
Condition Code	
Floor Finish	
Bookable Room	
Door Sign Type ¹	
Combined Room	
Virtual Room	

Primary Room Suitabilities: For Addition For Deletion No Action

Allocation: General Purpose Dedicated Use by : _____

Room Type:	Boards:
<input type="checkbox"/> Type: Breakout Room	<input type="checkbox"/> Boards: Mobile Whiteboard
<input type="checkbox"/> Type: Case Study Room	<input type="checkbox"/> Boards: Multiple Whiteboard
<input type="checkbox"/> Type: Collaborative Teaching	<input type="checkbox"/> Boards: Whiteboard
<input type="checkbox"/> Type: Computer Pool	
<input type="checkbox"/> Type: Dedicated	Features:
<input type="checkbox"/> Type: Drama Theatre	<input type="checkbox"/> Features: Blackout Capable
<input type="checkbox"/> Type: Dressing Room	<input type="checkbox"/> Features: Fixed Benches
<input type="checkbox"/> Type: External	<input type="checkbox"/> Features: Fixed Laboratory Benches
<input type="checkbox"/> Type: Flexible Tutorial Room	<input type="checkbox"/> Features: Hearing System
<input type="checkbox"/> Type: Gallery	<input type="checkbox"/> Features: Lectern
<input type="checkbox"/> Type: Kitchen	<input type="checkbox"/> Features: Tiered Floor
<input type="checkbox"/> Type: Lab	<input type="checkbox"/> Features: Wheelchair Access
<input type="checkbox"/> Type: Lecture Theatre	
<input type="checkbox"/> Type: Meeting Room	Academic Unit Specific:
<input type="checkbox"/> Type: Special Booking	<input type="checkbox"/> XCIL Lab
<input type="checkbox"/> Type: Sports Facility	<input type="checkbox"/> XEDS DeLissa
<input type="checkbox"/> Type: Theatre	<input type="checkbox"/> XEDS Maths Lab
<input type="checkbox"/> Type: Tutorial Room	<input type="checkbox"/> XEDS Science Lab
	<input type="checkbox"/> XEDS Tutorial
Furniture:	<input type="checkbox"/> XGEN PC pool
<input type="checkbox"/> Seating: Chairs Fixed NON Pallet Arm	<input type="checkbox"/> XHLS Physio Prac
<input type="checkbox"/> Seating: Chairs Fixed Pallet Arm	<input type="checkbox"/> XINM Internet Lab
<input type="checkbox"/> Seating: Chairs Movable NON Pallet Arm	<input type="checkbox"/> XINM Mac Lab
<input type="checkbox"/> Seating: Chairs Movable Pallet Arm	<input type="checkbox"/> XPSW Studios
<input type="checkbox"/> Seating: Drafting Stools	<input type="checkbox"/> XSLL CAD Lab
<input type="checkbox"/> Seating: Laboratory Stools	<input type="checkbox"/> XSLL Mac Lab
<input type="checkbox"/> Seating: Tables Group (fixed)	
<input type="checkbox"/> Seating: Tables Group (movable)	
<input type="checkbox"/> Seating: Tables Large	
<input type="checkbox"/> Seating: Tables Medium (two seat)	
<input type="checkbox"/> Seating: Tables Small (single seat)	
Audio Visual:	
<input type="checkbox"/> AV: Document Camera	
<input type="checkbox"/> AV: LCD Screen fixed to wall	
<input type="checkbox"/> AV: Lecture Recording System	
<input type="checkbox"/> AV: Microphone	
<input type="checkbox"/> AV: Smartboard	
<input type="checkbox"/> AV: Standard	
<input type="checkbox"/> AV: Video Conferencing equip: automated	
<input type="checkbox"/> AV: Video Conferencing equip: manual	

Office Use Only

Alterations requested by:

Print Name: _____ Signature: _____

Academic/Business Unit: _____ Date: _____

Authorised by:

Print Name: _____ Campus Facilities Manager

Signature: _____ Date: _____

Entered by Facilities Management, Operations Officer

Name: _____ Signature: _____ Date: _____

Forwarded to SAS for Data Entry

Name: _____ Signature: _____ Date: _____
