Car Park & Car Park Space
Numbering

Document Number

ES / 031

Revision Index.

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Document Title

Car Park & Car Park Space Numbering Procedure

Document Number	ES / 031
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Process Owner Job Title	Claire Hurle Estate Planning Administrator
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Summary	This document provides the standard procedure for numbering the University car parks and car park spaces.

Approval List

Name	Job Title	Signature	Date
Claire Hurle	Estate Planning Administrator		
Carol O'Farrell	Car Parking Manager		
Adam Tewkesbury	Transport Manager		
Paul Seabrook	Estate Planning Manager		
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1.0   Introduction

This document provides the standard procedure for the numbering of car parks and car park spaces within University sites.

Any numbering of a new car park or space must be approved by the Estate Planning Team, agreed by the Transport Team and carried out in accordance with these guidelines. In all cases any car park or space number must be unique.

2.0   Site Numbering

All Car parks will have the parent site of "CAR PARKS" regardless of their actual site location on Planon. This will allow for easy identification of all Car parks, allow reports to be run easily and assist in eliminating these "buildings" for Annual and Statutory returns.

3.0   Car park numbering

   a) All University car parks will be allocated a unique 4 digit number.

   b) The first two characters will always be a CP to identify the "Building" is a car park

   c) The remaining 2 digits identify the car park number as allocated by the Car Parking Manager.

      For example, car park 1 would be numbered **CP01.**

4.0   Car park name

Car park names are to be determined by the Car Parking Team with reference to current names and signage, to ensure consistency across the University. All car park names will be approved by the Estate Planning Team. All car park names will be prefixed with the site location, followed by the car park number and a description of the location

For example, the Hampton car park would be called

Highfield Car Park 1 - Hampton

4.0   Space type

There will be 6 types of car parking space identified by the University.
These are:
   a) Car parking space   (CARPK)
   b) Smart car parking space   (SMARTPK)
   c) Disabled parking space   (DISPK)
   d) Motorcycle parking space   (MBIKE)
   e) Minibus parking space   (MBUSPK)
   f) Van parking space   (VANPK)
   g) Contractor Parking   (CONPARK)

5.0   Space numbering

All 6 types of car parking spaces will be numbered sequentially, commencing in a clockwise direction from the point of entry to the car park, starting with space 1.

Example of space type and space numbering:

1 MBIKE	2 CARPK	3 CARPK	4 CARPK	5 DISPK
10 CARPK	9 CARPK	8 CARPK	7 SMARTPK	6 DISPK

6.0   Planon Setup

Once the relevant CAD drawing is loaded, the car park should added to Planon. Under the properties tab select the Properties tab, "add building", selecting the CAR PARKS Site location, overtyping the auto generated property number and completing the name field.

If required the Gross external area of the car park can be entered under the "Building details" section.

The following fields will need to be completed for every space created within each car park, under the Space details tab within Planon with the following details:

Occupier	Estates: Car Parking
% Occupancy	100
Space type	CARPK, SMARTPK, DISPK, MBIKE, MBUSPK, VANPK, AISLE
Teaching %	0
Research %	0
Other %	0

7.0   Reserved parking spaces

Permanently reserved parking spaces such as VC, iSolutions, SUSU etc will be coded to the appropriate Occupier rather than to the generic Estates: Car Parking occupier code.