

Location	Essential	Desirable
Located within reasonable travel distance (more work needed to establish reasonable distance)	X	
For personal safety reasons routes to the building must be signposted, adequately lit and monitored by CCTV	X	
Doors into buildings must be smart card controlled to minimise the opportunity for unauthorised access outside normal hours	X	
The facility and routes to the building and the rooms within should be fully inclusive	X	
Ground floor rooms should be used in preference to rooms on upper floors (unless fire evacuation lifts and management support are available).	X	
Bicycle storage should be provided close by		X
A system for monitoring the safety of out of hours lone workers/students must be implemented, management arrangements or software/hardware.	X	
Secured from the rest of the building	X	
Equipped with CCTV (if not manned)		X
Telephone landline (Security and 999 only if possible)	X	
Facilities	Essential	Desirable
Where possible there should be a combination of quiet spaces, separate general PC workstations and collaborative team working areas	X	
AV		X
Appropriate and accessible software combinations	X	
Printers	X	
Wifi	X	
Power sockets (including USB) for charging tablets, laptops and phones	X	
Welfare	Essential	Desirable
Male, female and accessible toilets must be located close to the space and on the same floor to prevent unnecessary travel through buildings.	X	
Drinking water should be available close by.		X
Vending machine(s).		X
Bins	X	