




AP CRDA (Andhra Pradesh Capital Region Development Authority)

POLICY DOCUMENTATION

SPACE MANAGEMENT POLICY

October 2015

AP CRDA, Vijayawada

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## 1 OBJECTIVE

This Policy defines the guidelines for providing the unique code(s) for cabins/cubicles/workstations across the AP CRDA work center through standard naming convention and mapping of the same with employee id's and employee names ensuring smooth allocation/de-allocation of space for employees joining/leaving the organization.

## 2 POLICY DETAILS

- Every cubicle in work space should be allocated with unique cubicle id which can be mapped with employee number/employee name.

Example for unique cubicle id: VJA01 01 02 WS010

VJA--Location

01--Office Number in that respective location

01--Building Number in that respective office

02--Floor number in that respective building

WS/CUB/CON--Area (WS—Workspace, CUB—Cubicle, CON--Conference etc.)

010—Area (WS/CUB/CON) Number

**Another example:** TLR01 01 00 CUB003 (TLR--THULLUR, 01--Office Number 1 in THULLUR, 01--Building Number 01 in THULLUR office, 00--Ground floor in 01 building, CUB--Cubicle, 003--Cubicle Number)

- After clear segregation of all the cubicles with their unique codes, each of the same should be mapped with corresponding employee number which is again a unique number.

**Example:** VJA01 01 02 WS010—Employee Name (or) VJA01 01 02 WS010—Emp. ID

A small bar code piece can be generated with these cubicle ids' and can be stapled to the upper corner of dashboard area of respective employee's cubicle.

- The above mapping should be done through some space management application in which top view of the cubicles should be given and the space manager will be allocating/de-allocating cubicles based on employee(s) joining/leaving organization. This is purely an online application through APCRDA network in which access will be given to only to space manager for managing these space allocations/de-allocations.

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In case if the above mentioned space management application roll out is not possible, we can maintain a manual excel tracker which has entries in below format:

Employee Number	Employee Name	Department	Employee Designation	Cubicle Id
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### **3 EXCEPTIONS**

Any exceptions and deviations to this Policy require the approval from the Director/Addl.Director (IS & OM) unless stated otherwise in the clauses of the Policy.

### **4 EFFECTIVE DATE**

The Policy will be effective from the date, when approved by the Addl.Commissioner, AP CRDA, Vijayawada.