

Workspace Futures 2030 - University Services

Appendix A – Isabella Elder Level 2

Core Principals for Shared Space



Respect for Shared Spaces

Treat all workspaces with care and leave them as you found them.



Inclusivity for Colleagues

Be mindful of accessibility or neurodivergent needs. Only use inclusive design features for their intended purpose, ensuring availability for those who rely on them.



Flexibility & Fairness

Use spaces appropriately and avoid occupying areas for longer than needed



Collaboration & Consideration

Be mindful of noise levels and space usage when working in shared areas.



Personal Accountability

Follow booking guidelines and address misuse where necessary.



1 Welcome

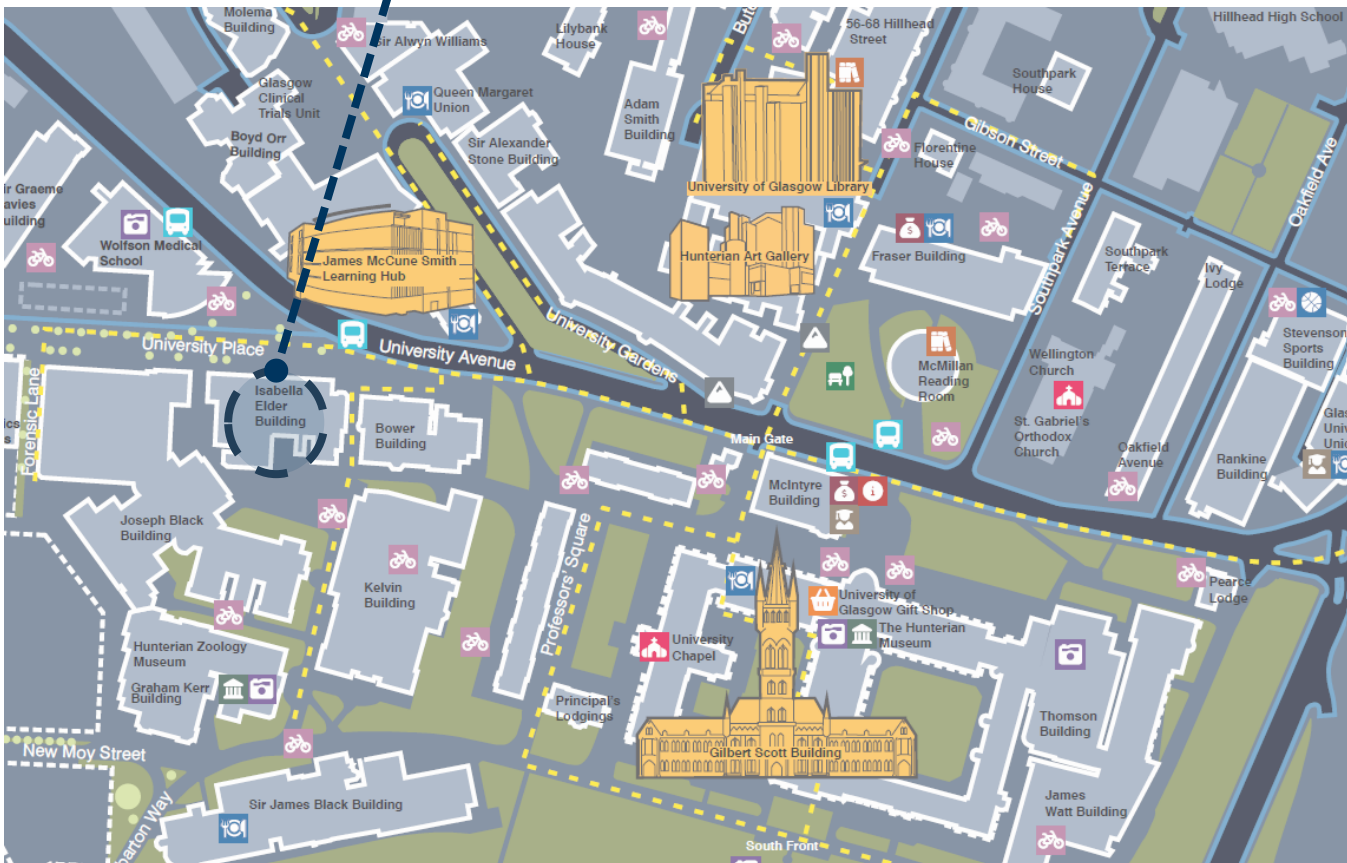
This appendix should be read alongside the main **Workspace Futures 2030: Guidelines for an Agile Environment**. This document outlines the specific arrangements and local considerations unique to the Level 2 workspace in Isabella Elder. The core principles remain consistent across all Workspace Futures locations and continue to apply here. These guidelines support a shared, adaptable environment where all users can work effectively and respectfully together.

Getting There

Gilmore Hill Campus Map

The agile workspace is located on Level 2 of the Isabella Elder Building, centrally situated on the Gilmorehill Campus, directly opposite the James McCune Smith Learning Hub.

This workspace is designed for task-based working and offers a variety of environments to support typical office-based staff needs, including collaboration, social, and focus spaces distributed across the floorplan.



2 Zones

This workspace can be divided into three key zones based on the existing geometries of the building. This has enabled the allocation of space types based on adjacency needs and feedback from users.

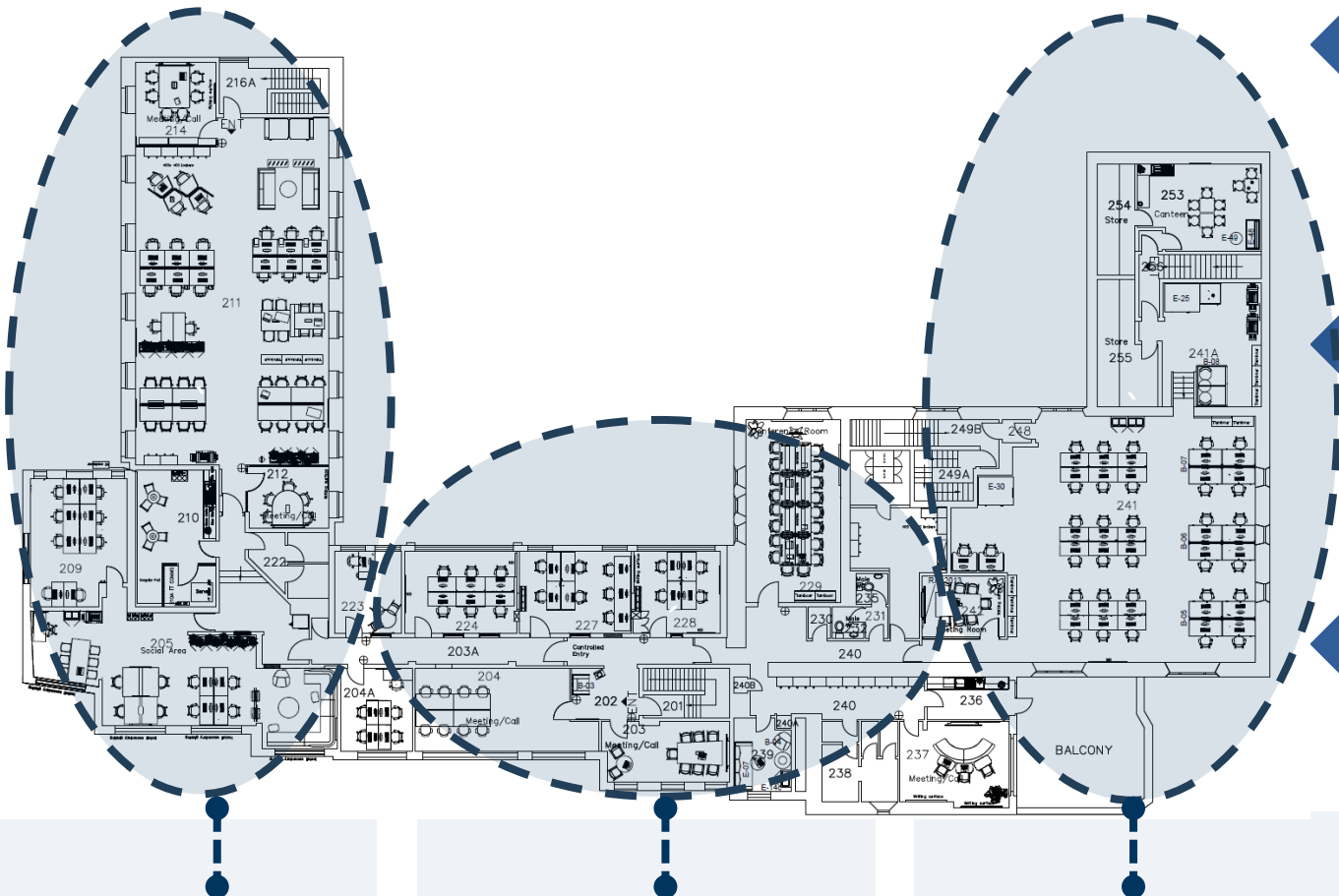
In an agile environment it is essential to use a space that is appropriate for the task. No single space can support every need; therefore, a variety of postures, environments, and appropriate ways to use them are provided to ensure all users can enjoy the space effectively.

All users are encouraged to familiarise themselves with the appropriate use of each space type and respect the shared environment by using the booking system where required, maintaining quiet zones, and adapting behaviours to support others working in different modes across the workspace.



Zones and Expectations

The floorplate has been split into three distinct zones.



South Wing (Collaboration)

- Bookable workstations
- Rejuvenation space
- Ad Hoc Informal meeting space
- Bookable team rooms

Central Area (Ancillary)

- Largely bookable
- Meeting space
- Training space
- Bookable team rooms
- Access to storage/ lockers

North Wing (Deep Focus)

- Deep focus space
- Bookable Workstations
- Individual work
- Ad-Hoc pods
- Ad Hoc Meeting space

2 Zones

The South Wing of Isabella Elder Level 2 is designed to foster connection, informal exchange, and collaboration. These spaces support a range of postures and working styles, with a focus on flexibility, inclusivity, and comfort.



South Wing

Collaboration, Social & informal meeting

Room 211 - Agile Working Zone

This space continues to offer an agile and collaborative environment, with thoughtful reuse and reconfiguration of existing furniture from the 2019 refurbishment. Enhancements include an increased provision of lockers, phone booths for private calls, and additional breakout seating to support informal conversations and flexible



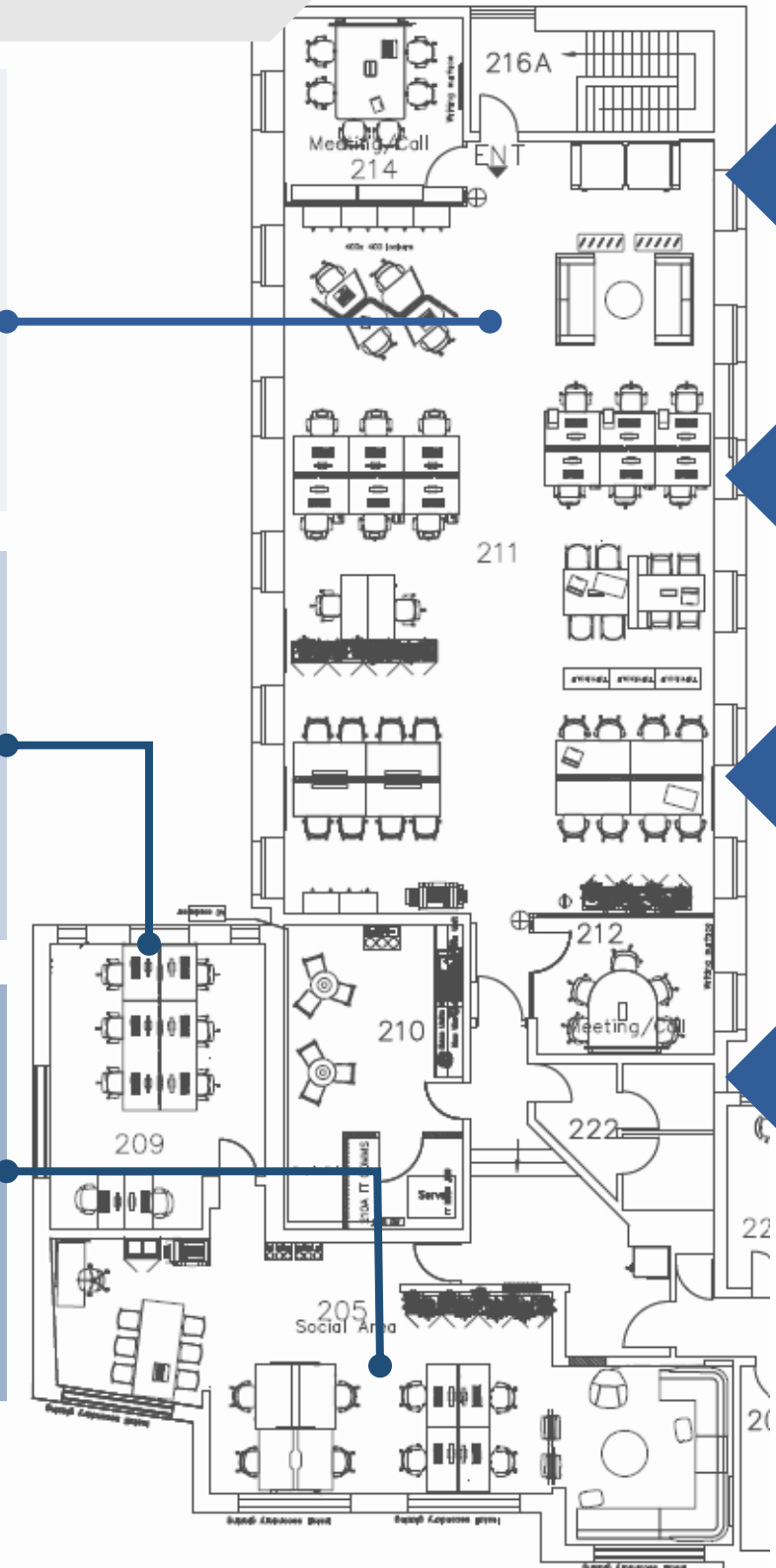
Room 209 - Bookable Team Room

This is a dedicated team space, supporting up to 8 users. It is intended for working groups or project teams who require time and space to collaborate closely. The room is available to book in half-day or full-day slots and should be used to support planned team-based activities.



Room 205 - Social & Collaborative Hub

This informal workspace offers a variety of seating options to support different working styles, including soft seating and high-back sofas for rejuvenation or casual conversation. A blend of bookable and ad-hoc workstations allows users to find a space that suits their needs, whether for focused individual work or informal group discussion.



2 Zones

The South Wing of Isabella Elder Level 2 is designed to foster connection, informal exchange, and collaboration. These spaces support a range of postures and working styles, with a focus on flexibility, inclusivity, and comfort.



South Wing

Collaboration, Social & informal meeting

Room 214 - Enhanced Meeting Space

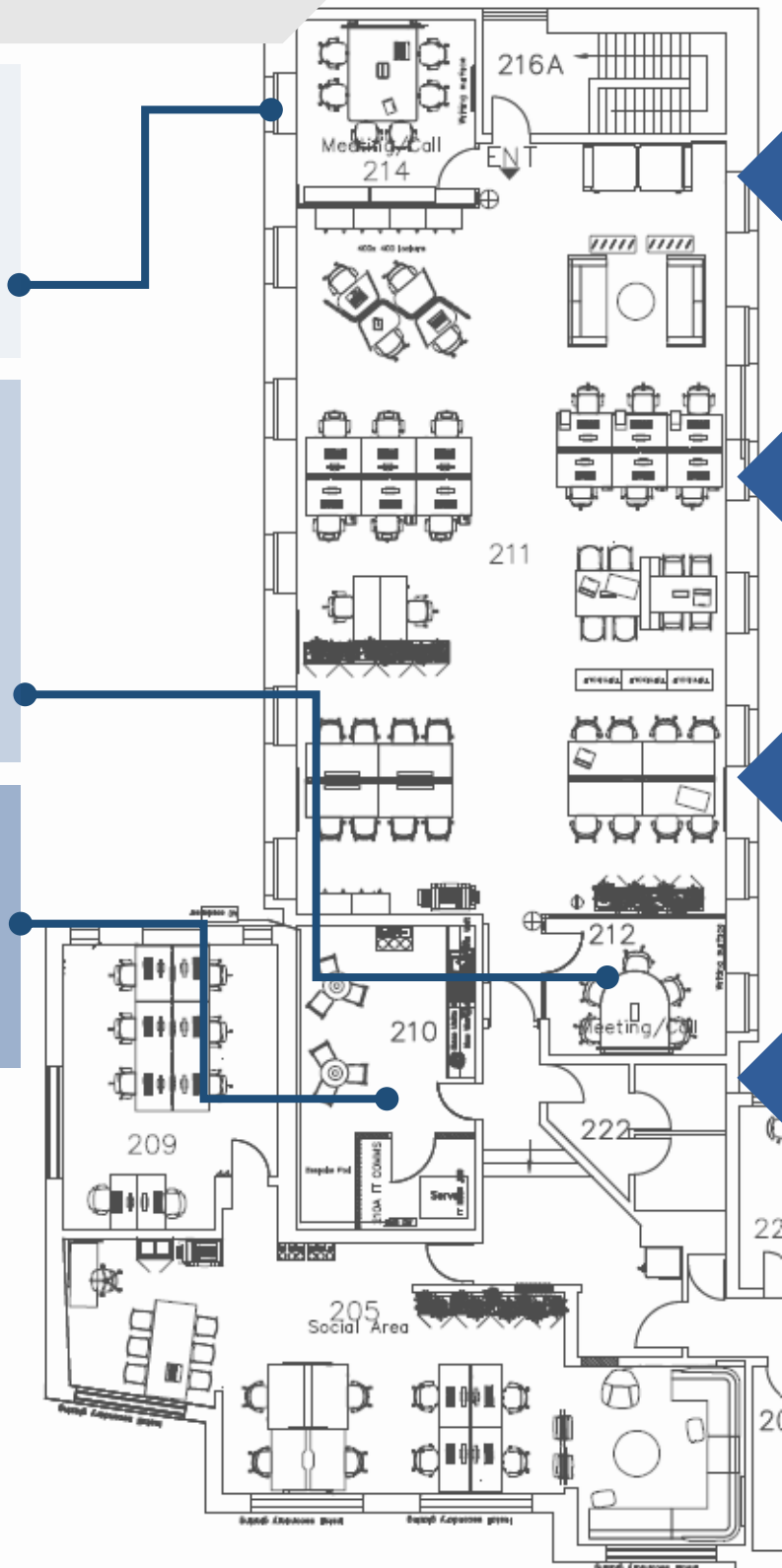
This space remains a meeting space for up to 6 users with upgrades to the AV provision ensuring it continues to meet the needs of modern hybrid working practices.

Room 212 - Hybrid Meeting Room

This space is now configured as a functional hybrid meeting space, with improved AV technology and furniture designed to support visibility and equity for both in-person and remote participants. The layout enables effective collaboration.

Room 210 - Tea Point

The tea point remains largely unchanged from the 2019 refurbishment, offering functional space to prepare refreshments and take a break.



2 Zones

The Central Zone of Isabella Elder Level 2 provides key facilities to support agile working, including bookable team rooms, formal and hybrid meeting rooms, a reflection/mothers' room, training space, and centralised storage.



Central Area Ancillary and support spaces

Room 204A - Bookable Team Room

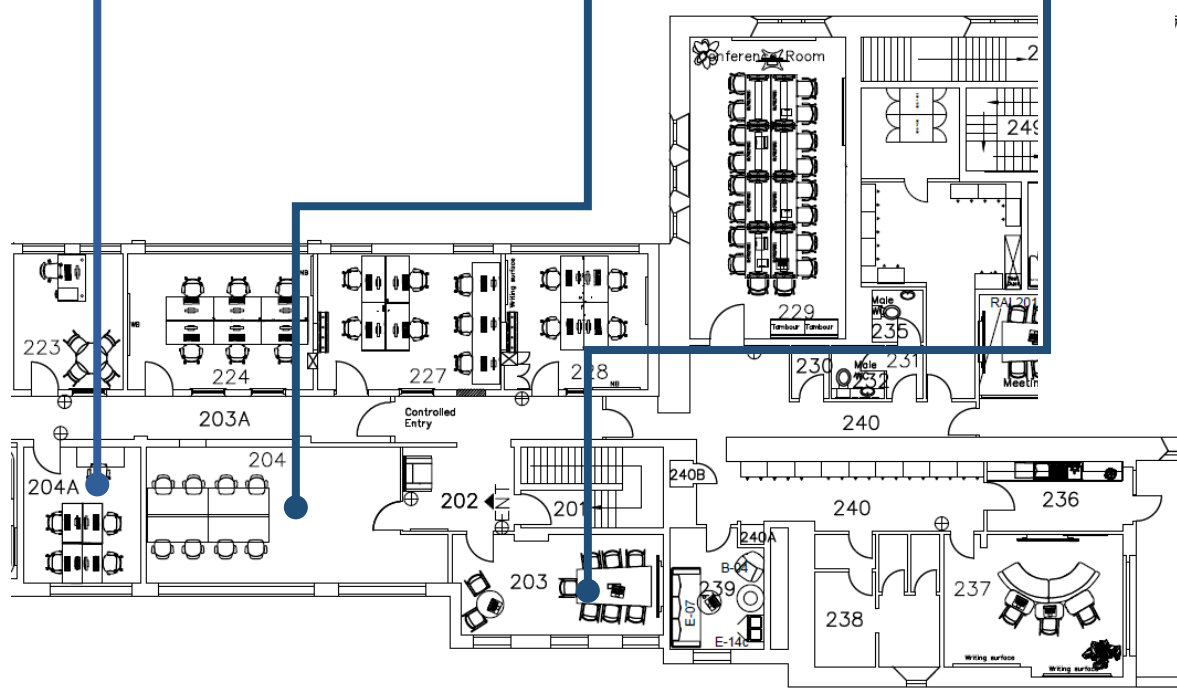
This bookable space offers the opportunity for groups of up to 4 users to work together and can be booked hourly. Enhanced AV equipment is available in the room which can support hybrid meetings.

Room 204 - Hybrid Meeting Room

This is a bookable meeting room suitable for up to 10 users. Enhanced AV equipment can support Hybrid meetings.

Room 203 - Hybrid Meeting Room

This is a bookable meeting room for up to 9 users, with AV equipment and a layout designed to support hybrid collaboration.



2 Zones

The Central Zone of Isabella Elder Level 2 provides key facilities to support agile working, including bookable team rooms, formal and hybrid meeting rooms, a reflection/mothers' room, training space, and centralised storage.

Central Area

Ancillary and support spaces

Room 223 - Meeting Room (when available)

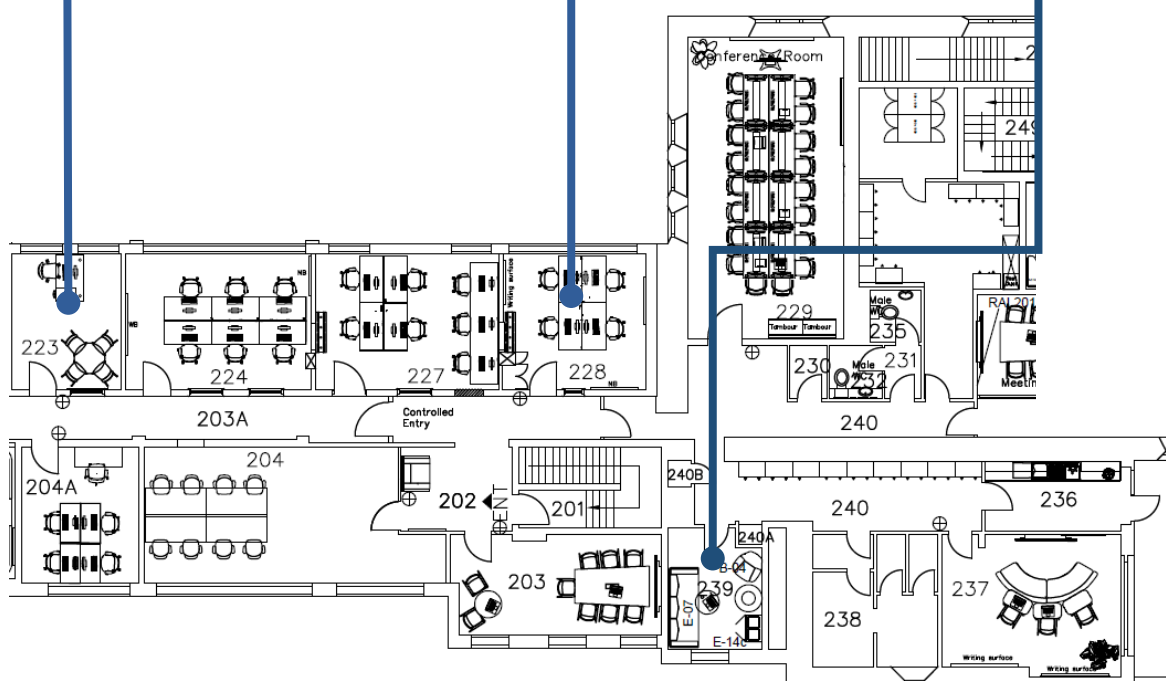
This space functions as an additional meeting room for up to 4 users when available on the booking system. This room has priority allocation, availability should be checked before use.

Room 228 - Bookable Team Room

This is a bookable team space for up to 4 users. Available to book hourly, with AV equipment to support hybrid meetings.

Room 239 - Wellness/ Mothers room

This room acts as an additional support space. It is available for ad hoc use to support those needing time away from the main workspace environment. It also serves as a mothers' room. This space should **not** be used for work-related activities such as meetings, calls, or individual working.



2 Zones

The Central Zone of Isabella Elder Level 2 provides key facilities to support agile working, including bookable team rooms, formal and hybrid meeting rooms, a reflection/mothers' room, training space, and centralised storage.

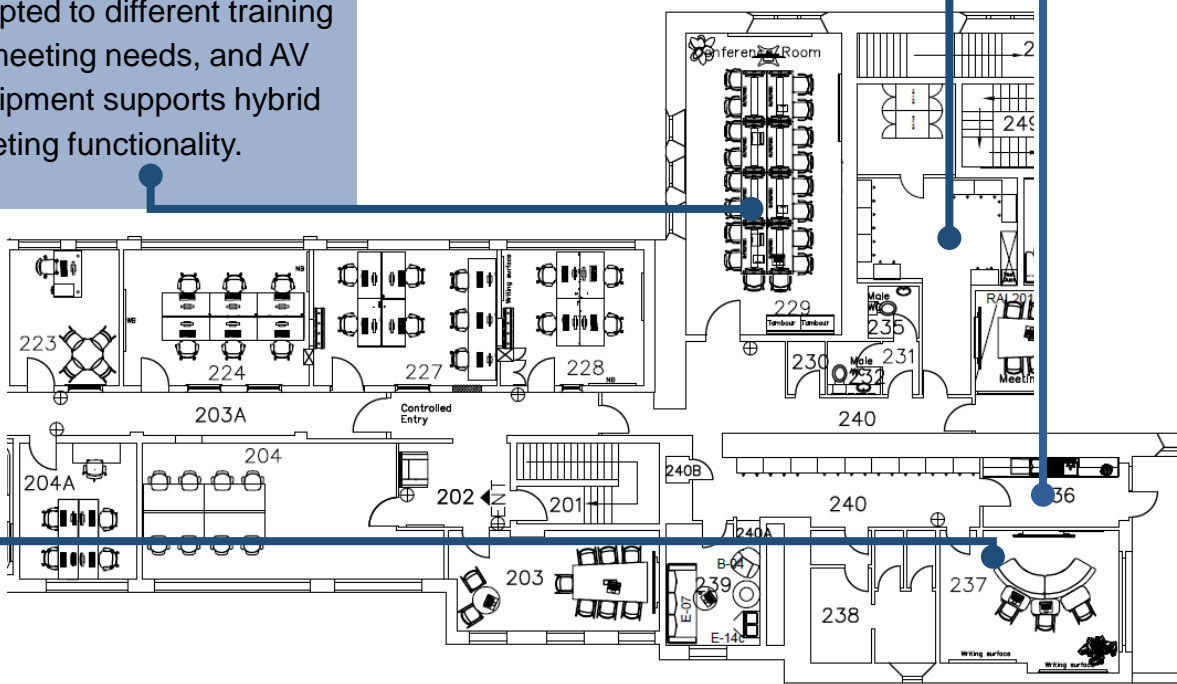
Central Area Ancillary and support spaces

Room 237 - Hybrid Meeting Room This is a bookable hybrid meeting space. Due to its furniture configuration, it is best suited for hybrid collaboration rather than traditional meetings.

Room 229 - Conference/ Training Room This is a flexible space that can support up to 18 users. The room layout can be adapted to different training or meeting needs, and AV equipment supports hybrid meeting functionality.

Room 234A - Central storage space This shared ancillary space supports multiple storage needs including standard locker allocation along with PPE storage.

Room 236 - Tea Point This is a secondary tea point offering basic amenities and hot water, available to all Level 2 users.



2 Zones

The North Wing of Isabella Elder Level 2 is designed to support deep focus, concentration, and independent work. These spaces prioritise quiet, minimal disruption, and a variety of individual working styles, with an emphasis on consideration for others, and personal productivity.



North Wing

Focused and quiet independent working.

Room 253 - Canteen

The largest of the three refreshment spaces on Level 2, available to all users of the floorplate. Please note: Salto key card access is required to return to the main workspace from this area.

Room 241A - Call Space

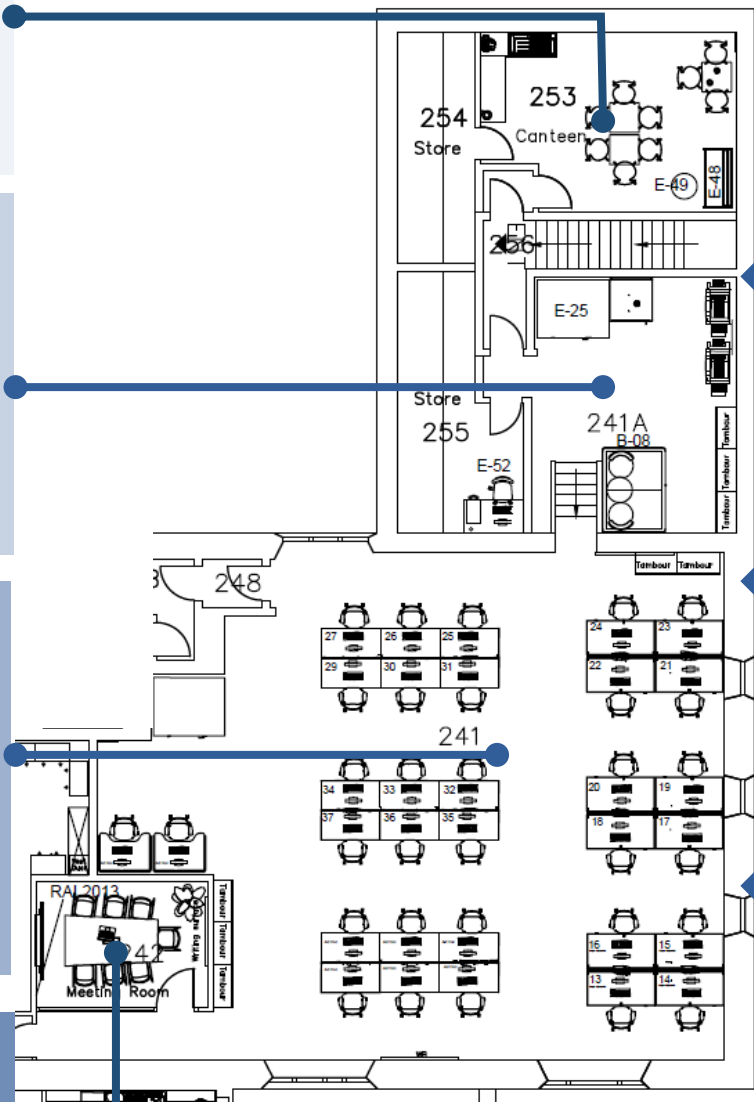
This area provides ad hoc meeting and call spaces to help maintain a low noise level in the main workspace (Room 241). These pods are non-bookable and available on a first-come, first-served basis.

Room 241 - Quiet Workspace

This is quiet working environment designed for independent, focused work. A mixture of bookable and ad hoc workstations are available to use. Users are encouraged to use the adjacent ad hoc pods and meeting room for unplanned calls and to be considerate of other users.

Room 242 – Ad-Hoc Meeting Room

This non-bookable meeting room supports impromptu discussions or short meetings among users working in Room 241, helping to minimise disruption to others. It supports up to 7 users with AV provision.

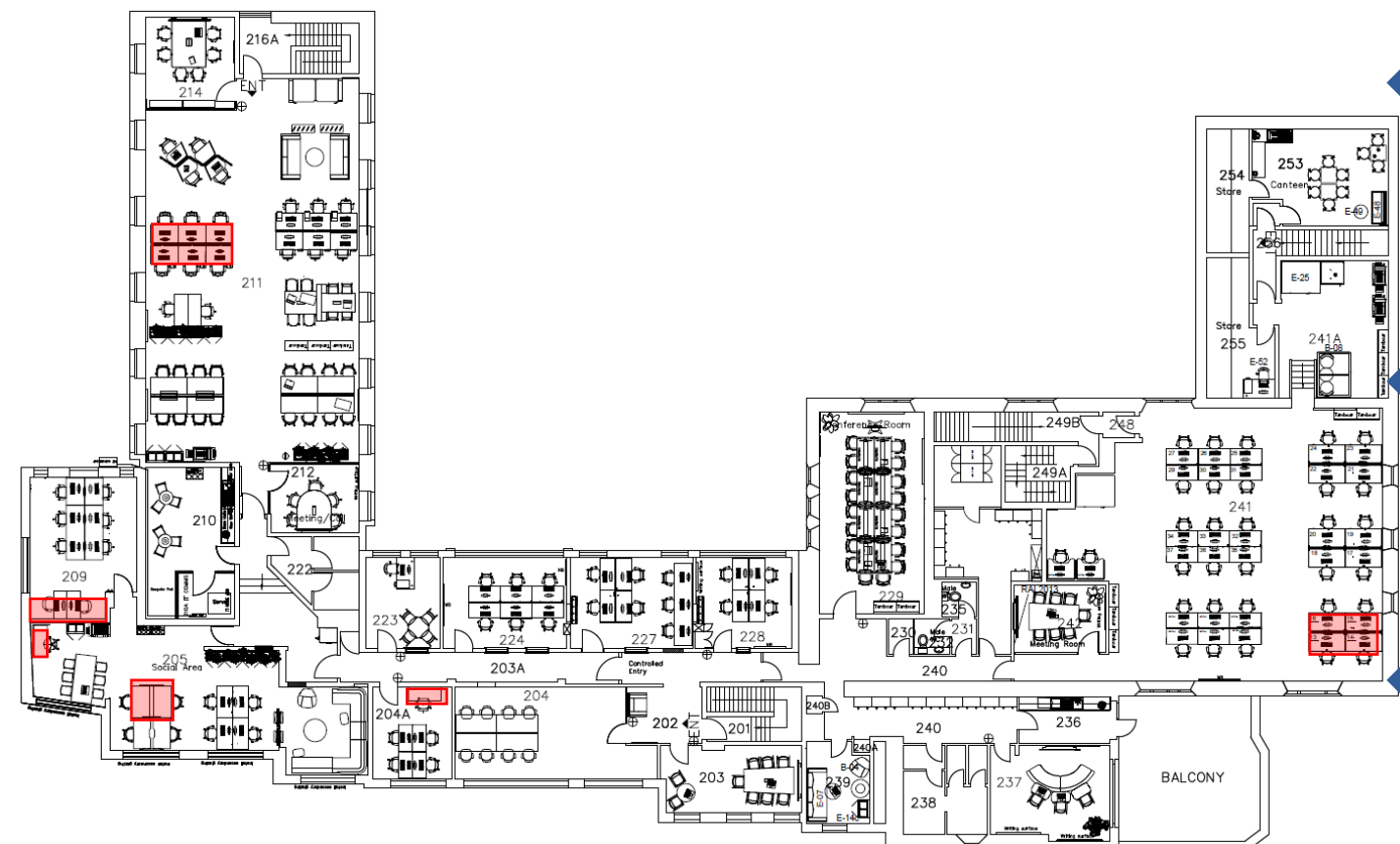


3 Specialist equipment

To support flexibility, comfort, and wellbeing, a number of height adjustable and fixed standing height workstations are available throughout the Level 2 agile workspace in Isabella Elder. These desks allow users to easily switch between sitting and standing positions, helping to promote movement and reduce fatigue. Height adjustable desks are available on a first-come, first-served basis and are located across different zones to support a variety of working styles and tasks. A mixture of bookable and ad hoc high adjustable workstations are available. Users are encouraged to adjust the desks to suit their ergonomic needs and return them to a neutral position after use, ready for the next person.



H/A Workstations Highlighted in Red below



Even with access to height adjustable workstations, it's important to take regular breaks from sitting or standing in one position for too long. Small movements, stretching, and stepping away from your desk throughout the duration of use can help improve circulation, reduce strain, and support overall wellbeing. Wherever possible, take advantage of the variety of spaces across Isabella Elder to build movement naturally into your working day.

4 Unique offerings

The agile working environment on Level 2 of Isabella Elder includes several unique features that are specific to the building and spaces available. These offerings, which may not be found in all Workspace Futures locations, are detailed below.

Storage

Storage that is offered **only** at the Isabella Elder Level 2 Workspace

Storage Type	Usage Guidelines	Notes
PPE Storage	For storage of Personal protective equipment (e.g. hard hat, steel toed boots, Storage: high visibility clothing)	Storage of PPE equipment will continue to be held on Level 1 of the building for a transition period. It will eventually move to room 234A on Level 2 of Isabella Elder..
Assigned Lockers	For Storage of personal items with the need to leave overnight. Personal items should be kept to a minimum. These lockers are available only to groups who identify Isabella Elder as their primary working environment	Assigned lockers for the Isabella Elder Workspace can be requested through the Estates Business hub and is offered on a first come first served basis.

Key Contacts

Key Contacts that are **only** applicable for the Isabella Elder Level 2 Workspace

Estates Business Hub- For support on day-to-day office management including stationery and kitchen supplies, equipment needs, applications for locker allocation etc. Please contact the Business Hub at estates-business-hub@glasgow.ac.uk

Snagging, Outstanding Works or Feedback: As this space is recently delivered, any snagging issues or unresolved project works discovered before 09.06.25 should be reported to the project team via workspace-programme@glasgow.ac.uk

Salto Access: If you require additional Salto key card access to enter Isabella Elder, requests can be submitted through the UofG IT Helpdesk. [University of Glasgow - MyGlasgow - IT - IT Helpdesk](#)

workspace-programme@glasgow.ac.uk

For specific questions around the Workspace Futures
2030 Programme

