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**Department of Organisation, Work & Technology**

**Negotiating needs and expectations in commercial buildings – the project**

Our research, which is part of the UK Research Councils funded DEMAND Centre (see www.demand.ac.uk), examines how energy demand is designed into office buildings. As part of the research we plan to do a case study of offices, looking at recent but also more historical cases of building construction and refurbishment and the influences on design. Specific questions we are addressing include:

(1) how, and by whom, are users’ needs for heating, ventilation, cooling, lighting and ‘small power’ defined and negotiated at the different stages of design, occupancy and refurbishment,

(2) how do past methods of defining and meeting users’ ‘needs’ structure future opportunities for demand management?

(3) how can rising standards and increasingly resource intensive expectations be curbed at different stages in a building’s life?

Researchers from Lancaster University UK (James Faulconbridge – email j.faulconbridge@lancaster.ac.uk; telephone +44 (0)1524 510265; Elizabeth Shove – email e.shove@lancaster.ac.uk; telephone +44 (0)1524 594610; Noel Cass – email [n.cass1@lancaster.ac.uk](mailto:n.cass1@lancaster.ac.uk); telephone (0)1524 510287) and Reading University (John Connaughton – email j.connaughton@reading.ac.uk) are involved in the project and will have access to the data collected.

**What will participating in the research involve?**

We would like to talk to you about your experiences of designing office buildings, and the way standards of design get shaped by various actors, including regulators and clients. We are also interested in your understanding of how energy demand in buildings gets affected by standards. We will ask a series of questions which you can choose to answer. If you do not want to respond to any question you are free to say so.

You can withdraw from the research at any time by telling the researchers that you wish to do so. If you wish to withdraw after the interview has been completed, you have 3 weeks to do this before we begin to use the data in our analysis. If you withdraw within 3 weeks we will delete all recordings of the interview and the transcript. Again, please contact the researchers to express a wish to withdraw post-interview. If you ask to withdraw after three weeks it will be too late to exclude your data from our analysis.

**Protecting your privacy**

All the information collected will be treated in strict confidence and will be kept in a secure place. The interview will be recorded on a digital dictaphone which will be kept secure in a safe until data has been removed from it. The interview transcripts will not been seen by anyone other than the researchers and a transcriber who has agreed to maintain confidentiality until we have made sure that no-one can be identified in them. We won’t use your name, or name the company or building discussed, in any academic reports. The interview transcripts will be placed in a data repository after the project finished, after removal of all identifying references. If you wish our research to be written up as a case study with the building named and your contribution attributed to you (and anonymity waived), this can be arranged with separate and unique consent at a later date.

**Results of the study**

You will be able to see any reports we write based on our research. We will send you copies by email or you can request them directly from us.

**What do I do if I have concerns about the research?**

If you have any concerns you can contact Prof. Theo Vurdubakis, head of the Department of Organisation, Work and Technology at Lancaster University Management School. Telephone +44 (0)1524 510960, email t.vurdubakis@lancaster.ac.uk

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| If you agree with what is written here, please tick each box and sign below.  I have read and understood the information sheet and I agree to take part in this research  I have had the research explained to me and I have been given the opportunity to ask questions.  I understand that my participation is completely voluntary and I am free to withdraw at any time without giving a reason.  I understand that any confidential information will be seen only by the researchers and will not be revealed to anyone else.  I understand that my own contributions will be anonymous and I will not be named in the research (subject to limits on confidentiality as detailed in the information sheet).  I understand that the research will be used by researchers to inform academic publications. The results will be available to me and all other participants in the research.  I understand that the transcript data will be stripped of all identifying material and  Placed in a data repository at the end of the project.  Name (please print)…………………………………………………..................  Signed ..........................................................................................................  Date................................................................................................................ |  |

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