

26. BUILDING FACILITIES

26.1.1 Contents:

Aim	26.2.1
Chancellor's Building	26.3.1
Queen's Medical Research Institute (QMRI)	26.4.1
Centre for Regenerative Medicine (CRM)	26.5.1
Energy conservation	26.6.1
Further information	26.7.1

26.2.1 Aim: To describe building facilities in the Chancellor's Building, QMRI and CRM.

26.3.1 CHANCELLOR'S BUILDING:

Photocopiers

- Under contractual arrangements with the University, two centralised photocopiers have been installed by *Xerox* into rooms GU210 and SU210; these operate as Cloud-enabled devices and require use of a blue UoE staff or student card
- Photocopiers will be networked allowing staff to download files for subsequent printing and copying; and
- Charging will apply to all users via their Department's administrator

Catering

- Hot and cold beverage vending machines and a coffee bar (also selling limited hot meals) are situated in the Jex-Blake Suite on the ground floor of the building;
- A microwave oven and source of drinking water is available for use by students in the Elsie Inglis Lounge on the ground floor of the building;
- Café facilities are provided on the second floor of the Infirmary (accessed along the link bridge) providing limited hot meals, sandwiches and drinks;
- Restaurant facilities are provided on the ground floor of the Infirmary providing hot meals, sandwiches and drinks; and
- Other snack-type catering facilities are available in the ground floor atrium area of the Infirmary.

Portering Services/Mail

- A number of strategically placed pigeon holes are provided throughout the building;
- NHSL provide mail and general portering services throughout the building;

- Incoming mail is distributed to various pigeon holes and offices by the porters; There are two collections of outgoing mail between 07:30 and 08:00 and 14:30 – 15:00 daily. Please leave mail in the appropriate trays in your department;
- Outgoing mail will be charged to the appropriate centre/section via a UoE issued Post Stamp – internal mail has no charge; and
- Departments are responsible for arranging to post *via* Recorded Delivery, but this mail will be uplifted by the Porters.

Domestic Services

The main cleaning of the building is by NHS Lothian Domestic staff and removal of general waste is carried out at night in order to minimize any inconvenience to occupants. There are also two uplifts of general waste during the day.

26.3.2 Laboratory coats, theatre scrubs and other items of personal protective equipment must not be worn in areas where food is being prepared or consumed (or in offices and meeting rooms *etc*).

N.B. All requests for *ad hoc* requirements, repairs should be made through the EQUANS Helpdesk on Ext. 24242.

26.4.1 QUEEN’S MEDICAL RESEARCH INSTITUTE (QMRI):

Photocopiers

- Centralised photocopiers have been installed by *Xerox* into rooms C1.28, C2.33, W3.17, and E2.31; these operate as Cloud-enabled devices and require use of a blue UoE staff or student card
- These photocopiers are networked, allowing staff to download files for subsequent printing and copying; and
Charging will apply to all users via their Departmental administrator.

Catering

- Fridge, microwave oven, kettle and drinking water services are situated in each of several rest rooms around the building and also in a small galley adjacent to The Drum on the first floor of the building;
- Vending machine facilities, managed by *Edinburgh First*, are provided on the first floor of the building, providing snacks, sandwiches, and hot and cold drinks (this is intended only for use by staff working within the Institute and visitors attending meetings there); and
- Hot beverage-making facilities are available on the second floor immediately above the restaurant/dining area.

Portering Services/Mail

- A number of strategically placed pigeon holes are provided throughout the building;
- University staff provide mail and general portering services throughout the building;
- Incoming mail is available for collection from pigeonholes in the QMRI Level 0 post room or at any one of several local post sorting and collection areas within the building;
- There is one collection of outgoing mail between 14:30 to 15:00 daily. Please leave mail in the appropriate trays in your department;
- Outgoing mail will be charged to the appropriate centre/section via a UoE issued Post Stamp – internal mail has no charge; and
- Departments are responsible for arranging to post via Recorded Delivery but this mail will be uplifted by the Porters.

Domestic Services

The main cleaning of the building is by UoE Domestic staff and removal of general waste is carried out at times intended to minimize any inconvenience to occupants. There are also two uplifts of general waste during the day.

26.4.2 Laboratory coats, theatre scrubs and other items of personal protective equipment must not be worn in areas where food is being prepared or consumed (or in offices and meeting rooms *etc*).

N.B. All requests for *ad hoc* requirements, repairs *etc* should be made *via* senior laboratory managers in the first instance and then referred *via* Archibus by appointed staff or QMRI Reception.

26.5.1 CENTRE FOR REGENERATIVE MEDICINE (CRM):

Photocopiers

- Centralised photocopiers have been installed into rooms 1.04, 1.16, 1.18 and 1.28;
- PIN numbers will allocated to staff and their Centre charged as appropriate;
- Photocopiers will be networked allowing staff to download files for subsequent printing and copying; and
- Charging will usually be to individual sections.

Catering

- Fridge, microwave oven, kettle and drinking water services are situated in on the first floor break-out area and at other locations around the building.
- A catering contractor visits the building on most days during the normal working week.

Laboratory coats, theatre scrubs and other items of personal protective equipment must not be worn in areas where food is being prepared or consumed (or in offices and meeting rooms *etc*).

Portering Services/Mail

- Pigeon holes for incoming mail are located on the ground floor close to Reception;
- University staff provide mail and general portering services for the building;
- There is one collection of outgoing mail between 14:30 to 15:00 daily. Please leave mail in the appropriate trays in your department;
- Outgoing mail will be charged to the appropriate section; and
- Items for recorded delivery should be taken to the main Reception desk.

Domestic Services

The main cleaning of the building and removal of general waste is carried out at times intended to minimize any inconvenience to occupants. There are also two uplifts of general waste during the day.

26.5.2 Laboratory coats, theatre scrubs and other items of personal protective equipment must not be worn in areas where food is being prepared or consumed (or in offices and meeting rooms *etc*).

N.B. All requests for *ad hoc* requirements, repairs *etc* should be made *via* senior laboratory managers to the Buildings Manager (on Ext. 50 9520).

26.6.1 Energy Conservation: The University's energy budget in recent years has been around £6.5M *per annum*. This is found at the expense of core academic and other support activity. University buildings on the Edinburgh bioQuarter campus consume large amounts of electricity, gas and water. Colleagues can contribute to savings by applying some simple rules:

- Switch lights off when out of the room for any significant period, and turn off all lights, including those serving communal areas, at the end of each working day;
- Turn off all non-essential and unutilised PCs and supporting hardware when the area is unoccupied for any significant period of time. Leaving equipment

on “standby” still costs the equivalent of 20% of our annual collective consumption;

- Seek out “standby” indicator lights, and switch off all non-essential and unutilised equipment when the area is not occupied;
- Unplug transformer adaptors used to recharge cell-phones or to supply pH meters *etc*, when these are not in use – even when apparatus is not actually connected to these, they do draw an electricity supply, they do heat up, and they do represent a fire risk.
- When fume hoods are not actively in use, keep the sashes lowered to reduce fan activity and help retain fumes within the hood;
- If you are last to leave a building or corridor or room (including Lecture Theatres and Seminar Rooms), make sure that lights are off and doors and windows are closed to keep heat in;
- Wherever possible, procurement managers will try to source equipment with lower energy on-costs, and laboratory managers will review working practices to see whether energy and/or water consumption can be reduced in teaching and research activities; and
- Faulty lighting, over-heating or leaking taps *etc* should be reported to the Buildings Manager *via* senior laboratory managers (see below for contact details).

26.7.1 Further Information: Further information on building services may be obtained from Building Managers.

Last reviewed/updated: 24th February, 2022