



NEW BUILDING STAFF GUIDANCE

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Approved by: **SMT**
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1. General Information

- 1.1 The completion of the new building at Blenheim Walk is the culmination of 4 years of planning and development by the University and is the largest construction project ever undertaken by the University.
- 1.2 At the start of the project the University set out with clear objectives that the new building would need to:
- Provide a new high profile public entrance to the Blenheim Walk site including Coffee Shop and Gallery;
 - Create a bespoke statement building which reflected the Universities ambitions and creativity;
 - Maximise construction on the footprint of the site to accommodate future growth;
 - Provide high performance specialist facilities for new and existing courses;
 - Provide more breakout and interactive social spaces for our students;
 - Relocate and expand the library resources at the University;
 - Be a sustainable building achieving a BREEAM rating of very good with the following sustainable features:
 - Enhanced cycling facilities
 - Solar panels
 - High performance Insulation
 - Electric vehicle charging point
 - Natural ventilation
 - LED lighting
 - Building Management System
 - A living sedum green roof
- 1.6 This guidance has been produced for staff so they are aware of how the new building will operate and how it will be managed.

2. Signage and Wayfinding

- 2.1 As the new building is part of the Blenheim Walk campus it does not have its own independent name, however for management, wayfinding and evacuation it is important it can be identified separately from the existing Blenheim Walk building as the floor levels are different. The new building will be identified as Building Area One with the existing building now known as Building Area Two on the Blenheim Walk Campus.
- 2.2 A new sign and room numbering system has been developed which should assist staff, students and visitors to navigate around the building. The new sign system will also be rolled out to the existing building areas at a later date. There will be new signs at both the existing and new interface door locations which will assist with navigation at these transition points. For more information please see the new sign strategy. (Please see Appendix 1)

2.3 The signs positioned at the side of room doors have the facility to hold small A4 notices. (Please do not use hand written notices all notices should follow the brand guidance issued by marketing)

2.4 For additional information please follow link to the new building floor plans
<http://portal.leeds-art.ac.uk/estates/floor-plans>

3. Access and Opening Times

3.1 The new entrance area gallery and coffee shop at Blenheim Walk are accessible to the general public. Students and staff are able to pass through to the secure side of the building using their access cards at 3 locations in the entrance foyer. Members of the public other than accompanied authorised visitors are not allowed to pass through these points. (See Appendix 2 Entrance plan & secure access points)

3.2 The secure access points are:

- Security Gates near the gallery
- The lift
- The tall glass doors at the Auditorium entrance lobby

Access ID cards must be used at all these points, please challenge or report to reception anyone who tries to access through these points without an access identification card. All staff and students must enter and exit the building through the revolving door at the new entrance.

3.3 Opening and closing times for the Blenheim Walk building currently remain unchanged:
Term Time: September -July

Monday	7.45	21.00
Tuesday	7.45	21.00
Wednesday	7.45	21.00
Thursday	7.45	21.00
Friday	7.45	20.30
Saturday	10.00	17.00

Summer Hours out of term: August

Monday	7.45	18:00
Tuesday	7.45	18:00
Wednesday	7.45	18:00
Thursday	7.45	18:00
Friday	7.45	17.30
Saturday	10.00	16.00

4. Furniture

- 4.1 All areas within the new building will have new furniture and the fabrics are colour coded for each floor. All rooms including offices have been space planned to optimise occupancy and room/space circulation.
- 4.2 Please do not remove, relocate or attempt to reposition furniture in the new building. Old furniture from the existing building must not be brought into the new building.
- 4.3 There are number of breakout spaces in circulation areas where soft seating or stools have been provided. A number of charging points for mobile devices and lap tops have also been provided in these areas.
- 4.4 Any faults with the new furniture should be reported to the estates helpdesk.

5. Welfare Facilities

- 5.1 The building has a new Coffee Shop “Dot the Lions” managed and operated by an external provider which will serve hot and cold drinks cakes and sandwiches. The existing café is also available for staff and students to use.
- 5.2 Bottle fill drinking fountains can be found in the following locations:
 - In the breakout area near the photography studios;
 - In the breakout corridor near the fashion studios on Level 2;
 - In the Library near library services counter;
 - In the corridor near the new employability space.
- 5.3 Kettles, Toasters, Coffee machines, fridges or microwaves must not be brought in or used anywhere in the new building. The University plans to provide a small temporary kitchen facility for new build staff located close to the rear court yard area. This will be until more permanent facilities can be provided.
- 5.4 The new building has a number of new toilet facilities on most floors. These include gender neutral, gender specific and accessible toilets.

6. Internal Climate Control

- 6.1 As part of the sustainability and energy management requirements of the building the mechanical heating and cooling within is managed centrally by the building management system. These systems have been balanced and optimised to keep temperature fluctuations to a minimum.
- 6.2 Request for adjustments to the systems must be managed properly and only made by course leaders or head of departments to the estates helpdesk. It is essential that any change request is made to benefit groups of staff or students using the space and not for the preference of individuals.

- 6.3 On the upper floors in some rooms and spaces there are openable windows but these must not be left open in bad weather.
- 6.4 There are passive vent controls in some rooms which are automated, please do not attempt to adjust these controls.

7. Lighting Systems and Control

- 7.1 The new Led lighting system is controlled in two main ways depending on the area of the building. Larger rooms and spaces are controlled by motion occupancy detection and smaller rooms have controllable light switches. In some areas the system will also adjust itself to natural light and will maintain correct light levels independently and in a number of teaching spaces light can be dimmed if projection is being used.

8. Additions, Alterations and Building Systems

- 8.1 The same conditions apply in the new building as they do in the existing Blenheim Walk building with regards to how the building is managed.
- 8.2 Staff must not drill and hammer anything into walls, do not attempt to hang pictures or posters onto walls.
- 8.3 There are currently no plans to install notice boards in the new building.
- 8.4 Staff must not attempt to change, adapt or interfere with any electrical or mechanical services in the new building.
- 8.5 Any electrical equipment brought into the building must first be PAT tested and registered with Estates.
- 8.6 Please do not paint any of the walls, doors or surfaces of the building.

9. House Keeping

- 9.1 The cleaning team at Blenheim Walk has been increased to ensure the new building is cleaned effectively. The main cleaning will be undertaken early in the morning with a general cleaning staff on duty throughout the day.
- 9.2 There will be the same internal waste recycling segregation scheme as the rest of Blenheim Walk. Bins will be located in appropriate areas.
- 9.3 It is the responsibility of all staff to ensure that we have a safe working environment for students and colleagues. Please do not wedge doors open in rooms or corridors or block circulation routes with equipment or materials.
- 9.4 Please report any damage, defects or spillages to the Estates helpdesk giving as much information as possible.

10. Room Bookings

- 10.1 There are two areas in the building that are bookable.
- Student study rooms in the library
 - The Auditorium
- 10.2 The student study rooms are only available for students to use and are bookable through the library service desk. Staff must not use these rooms.
- 10.3 The Auditorium has been developed as a high-performance venue and will not be available for general use. Booking enquires for the Auditorium must be made through Human Resources but they will only be granted in exceptional cases as this area is for cross institutional events and performances-.

11. Cycling Facilities

- 11.1 The new secure cycle storage area for students and staff can accommodate 40 bicycles. Access to the cycle storage is via the secure pedestrian gate at the side of the Undercroft. (See attached plan Appendix 3)
- 11.2 The pedestrian gate is operated by a secure access control system, staff and students wishing to use these facilities will need to register for access to this new facility. If you wish to register please contact the reception team via the email reception@leeds-art.ac.uk.
- 11.3 Showers have also been provided in the basement of the building for cyclists use, as marked on the plan. Card access will be available into the new building for registered cycle users at the rear of the building as highlighted on the floor plan.
- 11.4 The University cannot take responsibility for theft or damage to bicycles stored at the University, bicycles are stored at your own risk. Please do not attempt to secure your bike to any railings or parts of the building as these will be removed by Estates. Bicycles must not be brought into any of our University buildings.

12. Reception Services

- 12.1 The reception service will now be located in the new building and will provide all the same services it currently provides.
- 12.2 All deliveries to the building other than small post items and packages will need to be delivered to the courtyard or rear yard locations.
- 12.3 All visitors to the new building must follow the same visitor procedures as are currently in operation.
- 12.4 For detailed guidance and procedures please see Reception services information via link <https://portal.leeds-art.ac.uk/content/blenheim-walk-reception>

13. Fire Evacuation

- 13.1 A new fire evacuation strategy has been developed to assist with evacuation management at Blenheim Walk. Building area One (the new building) and building area Two (the existing building) will be treated as two independent buildings for fire evacuation. In the event of a fire alarm activation on either side the building area that has not activated will not be evacuated. Passage between the two building areas will be restricted while the building area in alarm is evacuated. If the fire alarm is activated in both building areas a full site evacuation will be undertaken.
- 13.2 More detailed information on the new fire evacuation procedures will be provided shortly. It is the responsibility of all staff to ensure they understand and follow the University's procedures relating to fire evacuation.