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Introduction

Welcome to the James Dyson Building (JDB). Located on the Department of Engineering’s main site, this 4-storey building provides a mix of office, teaching and meeting spaces. Completed in 2016, it offers state-of-the-art facilities, within a highly energy efficient design.

This Building User Guide aims to provide a simple and quick reference for occupants of the JDB, explaining how the building and its facilities operate on a day-to-day basis and who to contact in case of a problem or emergency. It describes the systems that have been employed and how they work, so that users can optimise the efficiency of the building, and ensure a safe, healthy and comfortable working environment.

Questions and feedback about the JDB, and services within it, are welcome and valued. Section 9 of this guide provides a list of the key relevant contacts, but for any general comments or queries about the building please contact the Building Projects Team, at building-projects@eng.cam.ac.uk.
1. General Building Information

1.1 Building Orientation

Principally the JDB is a 4-storey building, with open plan and individual offices, on each floor. Direct links to the Ground, Office, 1st, 2nd and 3rd floors of the Baker Building, are provided via 5 link levels, accessed by stairs and lift from each of the JDB main floors. These link areas also house the Meeting Rooms, Teaching Room and Atrium.

Please see the layouts of each floor, including room numbers, in Section 10 of this document.

1.2 Access and Visitor Arrival Information

The JDB is reached in the same way as the Baker and Inglis Buildings, via the main site entrance off Trumpington Street.

1.2.1. Access for Students and Members of the Department

Entrance to the building is gained via the revolving front door, which is unlocked between the hours of 8.00 and 17.30, Monday to Friday.

The doors to the open plan offices, as well as those that allow direct access between the Baker Building and the JDB, are unlocked between 7.00 and 17.00, Monday to Friday (see 1.2.2 for out of hours’ access).

1.2.2 Out of Hours/Lone Working

The building is accessible 7 days a week, but outside of the hours stated above, all doors will be on swipe card access. Specific JDB access needs to be granted by the Department’s Security Office, who will need approval from a Divisional Administrator or Supervisor.

Please be aware that lone working is discouraged by the Department.

1.2.3 Visitor Access

All visitors to the JDB must report to the main Reception in the Baker Building. The reception team will contact the appropriate member of staff to collect their visitor.
1.3 Communal and Shared Spaces
1.3.1 Open Plan Offices
There is an open plan office on each floor. These are principally occupied by research staff, and in most cases, there will be several research groups sharing a floor.

These are shared working spaces, so please be respectful of others when working in, or passing through, these areas.

1.3.2 Informal Meeting Spaces
At the south end of each open plan area, is a screened off breakout area, to be used for informal meetings, collaborative discussion work etc.

1.3.3 Meeting Rooms
- There are 5 meeting rooms in the JDB, one on each of the link corridors.
- Each one seats up to 10 people.
- There is full AV provision in all of them, with video-conferencing facilities in the Office Floor Meeting Room, JDO-01.
- All are bookable on the Departmental Room Booking System.

1.3.4 Seminar and Teaching Rooms
- The Seminar Room is furnished to seat 40 in a lecture-style arrangement.
- The Teaching Room is furnished to seat 24.
- Both are bookable on the Departmental Room Booking System.
- You are free to rearrange the furniture in these rooms, but please ensure access to fire exits is not obstructed, and all furniture is reinstated when you have finished.
- If you wish to add or remove furniture please speak to the Utilities Supervisor (Ext: 32783).
1.3.5 Atrium

- The Atrium has café style seating, and is available for anyone to use.
- You are free to rearrange the furniture, but please ensure you keep the fire curtain drop zone clear at all times - indicated by the strip of rotated carpet tiles. Please reinstate the furniture when you have finished.
- The Language Lab office windows open out into the space, so please be mindful of this with noise levels and when positioning the tables.
- It may be possible to use part of the Atrium for an informal function, but as it is not a bookable space, it is not possible to restrict use by others. Please let the Utilities Supervisor (Ext: 32783) know if you plan to do this.

1.3.6 Kitchen Facilities

There is a small kitchen on each floor for communal use, with the following facilities:

- Sink
- Dishwasher
- Fridge
- Water cooler
- Water boiler, providing a constant supply of boiling water.

These are communal spaces so please ensure you leave the area clean and tidy. Any food you put in the fridge, is your responsibility - the cleaners will not clean the fridges.

The kitchens are not equipped with ventilation for heating or cooking food; therefore no cooking facilities are provided or permitted in these areas.

1.4 Security

From 07.00-23.00, 7 days a week, there is a security presence on site. During regular office hours this is the Security Manager, who is generally based in the Security Office (Ext 65827). Out of office hours, at weekends and bank holidays, a security guard is on duty, and they will either be found at the reception desk in the Baker Building, or if patrolling the site, their contact details will be left at the desk.

After 23.00, or if you are unable to locate the security guard, you can contact Central Security on Ext: 31818, who will be able to offer assistance.

1.4.1 CCTV

CCTV is present in key spaces as well as around the perimeter of the building. The role of CCTV is to provide a safe and secure environment for all Departmental members and visitors, by assisting in the detection of crime, public disorder and anti-social behaviour within or around the building.
For any queries relating to the building’s security, please contact the Security Office, on Ext. 65827.

1.5 Disabled Facilities

The JDB is a Disability Discrimination Act (DDA) compliant building, with the following provision:

- A ramp to the front entrance.
- A DDA lift to all floors.
- Disabled toilets on all floors.
- Disabled refuge areas in case of emergency evacuation, on all floors.
- One height-adjustable desk in the open plan area on each floor.
- Portable induction loops – these are available for meetings from the AV Department.

1.5.1 Disabled Toilets Alarm System

There are pull cords within each of the disabled toilets, which when pulled will signify to the main Reception in the Baker Building that assistance is required. If the cord has been pulled in error, there is a reset button within each toilet, which when pressed will cancel the alarm.

1.6 Smoking

In accordance with the law, smoking is not permitted in the building. There is a designated smoking shelter directly in front of the Baker Building main entrance.
2. Building Environment

The JDB is a low carbon, low energy, state-of-the-art building. It has many passive energy design measures such as:

- Solar control glass to the east, west and south elevations to reduce heat gain in the summer;
- Use of a natural ventilation strategy to control the limits of overheating;
- Internal blinds to control glare, and reduce heat gain;
- A design which achieves maximum daylight levels, reducing the use of artificial lighting;
- Thermal insulation of the envelope which exceeds the target U-values Part L2A: 2010 by 20-25%;
- Low air-permeability of 5 m³/hr/m²;
- Innovative LED technology to reduce lighting energy consumption;
- Exposed thermal mass in combination with secure night-time ventilation to assist with summertime overheating control.
- Five arrays of Photo Voltaic panels (solar panels) are provided on the main building. DC inverters are positioned in the roof top plant room.

2.1 Heating

Heating to the JDB is provided by radiators, which are fed by a heat exchanger from the Baker Building heating system.

The set-points are centrally determined in accordance with University policy and controlled by Estate Management at Laundry Farm.

Thermostatic valves are fitted to the radiators, which allow minor adjustments. Due to the high density of thermal mass, i.e. the concrete structure, the heating will take time to react.
Please ensure that you do not block convector grilles and radiators with anything such as shelves, furniture or books.

\textbf{2.1.1 University Heating Season}

As with all other Departmental and University Buildings, the heating is controlled centrally by Estate Maintenance at Laundry Farm. In accordance with University policy, the heating normally runs from October to May.

\textbf{2.2 Ventilation}

\textbf{2.2.1 Natural Ventilation}

The JDB is a naturally ventilated building, based on the following principles:

Winter:
- Each of the offices and open spaces is ventilated with a façade-based F350 Breathing Building unit.
- These provide mixed mode ventilation to the spaces. Each unit is controlled separately or on a master and slave basis, with its own CO$_2$ and temperature sensors.
- During wintertime operation, when CO$_2$ levels are low, the breathing building units mix incoming colder fresh air with the existing warmer air. When high levels of CO$_2$, or higher temperatures, are detected, the fans will kick in. The warm, less fresh air is then displaced vertically up the chimneystacks to exhaust at roof level.

Summer:
- Principally this is the same as the winter, but during warmer spells, the system may require an extra boost to help with the cooling load – at which point a green light will come on the Breathing Building wall plates, indicating that windows should be opened. See \textbf{2.2.3 Open Window Indictors} below.

\textbf{2.2.2 Opening Windows}

Apart from those in the Atrium and at roof level, windows on all levels are manually operated. When the handle is lifted, this opens the windows along the longest edge, allowing them to swing into the space.

Please open the windows as and when you choose to, but there may also be times when you are particularly advised to do so by the indicators on the Breathing Building wall plates (see \textbf{2.2.3} below).

Please ensure you close all windows when you leave for the day. For security reasons, this is particularly important on the ground floor.
2.2.3 Open Window Indicators
During particularly warm periods, when the system needs some extra help to aid cooling, the green light on the Breathing Building wall plates will come on. This indicates that it is advisable to open the windows in the area, if this has not already been done.

2.2.4 Atrium and Roof Level Windows
Windows at roof level and within the Atrium are automated and controlled via the Breathing Building main control panel. They will open if CO₂ or temperature levels get too high.

2.2.5 Breathing Building Controllers
For increased comfort, it is possible to manually activate or de-activate the fan in a particular area, for a pre-determined time of 30 minutes. After 30 minutes, it will revert to the operation dictated by the system. Use the rocker switch on the left hand side to turn the fan on or off, for a 30 minute set-period.
2.2.6 WC Extract Ventilation
- Extraction is provided to the WC with roof-mounted fans.
- The fans run on a timer at trickle, and ramp up when occupation is detected.
- When occupancy is no longer detected the extract fan system will ‘run-on’ for a period of time – typically 10 minutes.

2.3 Lighting
An intelligent lighting system has been installed throughout the building to provide a low energy consuming solution to lighting control. The system is comprised of a series of lighting control modules, passive infrareads (PIR) and absence detection devices, optimised to suit the zones of lighting control and to reduce energy consumption.

2.3.1 Absence Detection Lighting
With the exception of the areas listed in 2.3.2 below, the lighting throughout the building works using absence detection. When you enter the space, use the rocker switch to turn on the lights. If the room remains occupied the lights remain on. If there is no activity detected after a set period, the lights will automatically switch off. When you next enter the room, you will need to use the light switch again to activate the lights. Use the rocker switch to turn off the lights.

Within the floor plate of the open plan areas, adjacent to the façade, daylight linking is provided. This will switch off the lights directly adjacent to the windows if the ambient daylight levels are sufficiently high.

2.3.2 Passive Infrared Lighting
In storerooms, WC areas and spaces without windows, the lighting is controlled via PIRs. These turn the lights on automatically, once presence is detected. When presence is no longer detected, after a pre-set period of time the lights will turn off.

2.4 Water Management

2.4.1 Cold Water System
A number of steps have been taken to minimise water use within the building:
- Dual flush WCs;
- Isolation valves to prevent water flow when the area is unoccupied;
- Low consumption, aerated and infrared-operated taps have been installed in the WCs;
- All water is metered and monitored.
2.4.2 Domestic Hot Water:
The domestic hot water system utilises electric water heaters local to the WCs. These were selected as they do not incur the heat losses associated with a centralised system.

2.5 Building Management System
The Building Management System (BMS) controls and monitors the mechanical plant and metering throughout the building. The main BMS head end computer is in the Estates Office at Laundry Farm, from where it is monitored and any necessary amendments are made, to ensure the required set points are being met.

There is a remote computer within the Baker Building, which allows Facilities Management to resolve faults and warnings.
3. Emergency Information

Please refer to the Department’s Emergency Action Plan, posted throughout the site, for full instructions on what to do in the event of an emergency.

3.1 Fire Safety Information

Please familiarise yourself with the fire evacuation procedure and assembly point, posted by the exit door from each area and in the JDB Lobby. If you have any queries or concerns, please contact the Safety Office, on Ext. 32740.
3.1.1 Fire Alarm
The fire alarm system comprises optical and heat detectors and an aspiration system in the Atrium. There are manual call points by all main exits.

3.1.2 Emergency Exits and Assembly Points
- Emergency exits are clearly signposted.
- The assembly point upon evacuation of the JDB is in the Royal Cambridge Hotel car-park.
- The lift is an evacuation lift and for those unable to evacuate immediately, there are disabled refuge points clearly signposted on each floor.

3.1.3 Refuge Area Alarm System
There is a Refuge Area on each floor (see floor plans for locations). Anyone unable to evacuate the building immediately during an emergency, should make their way to one of these Refuge Areas, and use the call point. This will allow communication with the person in charge of the evacuation who will organise assistance.

3.1.4 Fire Curtains
To protect occupants from smoke in the event of a fire alarm, fire curtains will drop in the Atrium and in the ventilation shafts of the 1st and 2nd floor open plan areas.

The large fire curtain in the Atrium has a two-minute delay to enable prior evacuation. Please ensure that the fire curtain drop zones are not impeded in any way, especially in the Atrium (exclusion zone is indicated by the strip of rotated carpet tiles).

Do not attempt to drop or raise the fire curtains. Contact Reception if the curtains have been left down for an extended period of time.
3.2 Accident/Incident Reporting

3.2.1 Within Office Hours
In the event of an accident/incident please contact the main Reception, giving them the location and brief information regarding the incident, and they will contact the Emergency Services or a First Aider as necessary.

If you have to call for an ambulance yourself, please make sure that you inform the Reception team immediately so that they are aware and can direct the Emergency Services.

3.2.2 Out of Hours
If an incident occurs that requires emergency first aid outside of the hours of 08.30-17.00, or at the weekend, dial 999 for Emergency Services.

If possible, in the event of an emergency, please inform University Security, on Ext 31818.
4. Cleaning and Waste Management

4.1 Cleaning
Each floor, including the toilets, is cleaned daily.

For additional cleaning, toilet consumable replenishment, complaints or enquiries please contact the Utilities Supervisor, on Ext. 32783.

4.2 Waste Management
General waste and recycling stations for Paper, Cardboard, Plastic and Food Waste are available throughout the open plan areas, and in the kitchen. These bins will be emptied every day.

As part of the Department’s waste reduction programme you are strongly encouraged to use the recycling stations wherever possible.

4.2.1 Confidential Paper
Confidential paper stations are available on each floor. These bins are emptied fortnightly.
4.2.2 Used Toner Cartridges
Toner cartridges from the Papercut printers, should be returned to the Print Room, at the back of the DPO, in the Baker Building.
5. IT and Communications

Wireless connectivity is available throughout the building. Computer, networking and telephone problems should be reported either to the IT Helpdesk on helpdesk@eng.cam.ac.uk, or your group’s IT representative.

5.1 Power

Power is distributed to individual desks via floorboxes. Each desk has its own desk-mounted power module containing 2 power sockets for electronic equipment (max 3A). There are an additional 4 power sockets in the tray below the back of the desk. Please do not connect anything directly to the floor boxes. Requests for further power requirements should be directed to the Maintenance Team, via the RT Queue on site-maintenance@eng.cam.ac.uk.

5.2 Data

There are 2 data points on the desktop power modules. Normally just 1 is live, but if you require more please ask your group’s IT representative.

5.3 Photocopying and Printing

A Papercut printer is provided in the open plan area of each floor, offering photocopying, printing and scanning facilities. Please follow the instructions from your group administrator on replenishing paper and toner supplies.
5.4 Telephones
All individual offices have a telephone. There are normally 1 or 2 telephones in the windowless offices on the 1st, 2nd and 3rd floors, providing a space to make calls, without disturbing colleagues in the open plan areas.

5.5 Post
Post is delivered to, and collected from, each floor daily by the Reception staff. There are designated post trays in open plan areas, normally located by the printer.
6. Furniture and Fit-Out

6.1 Operator Chair Instructions

The operator chairs are fully adjustable, as detailed in the instructions below.

Specification

Designed to comply to:
- BS 5640 (1981) - Office and Offices - Office furniture - Office chairs - General requirements
- BS 5729:2000 - Office furniture - Office chairs - General requirements
- BS 5727 (2000) - Specification for performance requirements and tests for office furniture - Office chairs - Office ergonomic seating for use by persons weighing up to 150 kg and for use up to 24 hours a day, including specially designed tests for individual components

Manufactured in accordance to:
- BS EN ISO 9001:2008 Quality Management Systems
- BS EN ISO 14001:2009 Environmental Management Systems

Materials:
- Hard fabrics produced from laminated plywood with pre-fitted threaded "T" bolts
- Hardwood stained and varnished
- Foam and fabrics comply with BS 5852 and BS 5854 respectively
- Plastic and metal parts are manufactured from moulded polypropylene
- Structural elements made from steel and fabricated in various powder coated finishes

Constructions:
- Optional Arms
- Optional headrest (not shown)
- Optional castors fitted with twin wheel swivel casters
- Designed to accommodate users up to 150 kg
- Fixed Back with Adjustable Lumbar
- Mechanism features - Height Adjustment/Seat side depth adjustment / Synchronised movement with lockable positions

Operating Instructions

Seat Height Adjustment:
- To raise, remove key weight from seat, press lever upward
- To lower, swing the seat, press lever downward

Back-Rate Adjustment:
- To release, turn and hold the lever to release (left handle when seated). Push lever to desired height
- To lock, when backrest is at desired position turn handle backwards to lock
- To adjust position, turn handle (right handle when seated) in adjustment

Lumbar Adjustment:
- Lumbar angle adjustable to suit user

Seat Depth Adjustment:
- 6.5 cm (2.51 inch) seated and move seat to desired position
6.2 Furniture Provision
The majority of the furniture in the JDB was supplied by Gresham Office Furniture. For any issues or concerns with it, or for details of items previously provided for re-ordering purposes, please contact either your group administrator, or the Building Projects Team on building-projects@eng.cam.ac.uk.

6.3 Fixing Shelves etc. to the Walls
Prior to fixing anything to the walls, such as shelving, noticeboards etc, agreement on the location must be sought from the Facilities Manager, Matt Greenhalgh. Please contact him on mpg47@eng.cam.ac.uk. He will need to check whether there are any structural or operational obstacles, as well as get agreement from the group head and other people sitting near the proposed location.
7. Travel

7.1 By Bus

The Uni 4 bus can be used to get to Trumpington Street from the Cambridge Biomedical Campus and West Cambridge site, with a stop close by the Department. The Citi 1, 3, 7 and 8 buses can be used to get into the main bus station in the city centre, from where the Department is around a 10 minute walk.

Plan your bus journey by visiting www.cambridgeshire.gov.uk/info/20017/buses

7.2 By Train

Cambridge Station is located to the south east of the city centre on Station Road. For train timetables visit www.nationalrail.co.uk.

There are fast trains from London King’s Cross Station to Cambridge every half hour, taking about 50 minutes. Direct trains are available to Cambridge from Norwich, Ipswich, Kings Lynn, Peterborough, Birmingham, London Liverpool Street and Stansted Airport.

From the station you can walk to Brooklands Avenue and take the Uni 4 to Trumpington Street. The bus runs every 20 minutes and the whole journey will take approximately 15 minutes.

Alternatively you can cycle from the station to the Department – it will take around 10 minutes. There are cycle hire facilities at the station, or for more information about bringing your bike on the train visit www.abelliogreateranglia.co.uk/travel-information/your-journey/cycling/bikes-on-trains.

7.3 By Bike

There is plenty of cycle parking provision around the Department, including some covered cycle racks and shelters. It is recommended that secure bike locks or padlocks are used to protect your bicycles and scooters.

7.3.1 Pool Bikes

The Department has a pool of 10 bikes available for members of staff to borrow. Just sign out at Reception and return the key once finished. Talk to Reception for more details.
7.4 By Car

7.4.1 Park and Ride
Drive to one of the five Park & Ride sites located on the outskirts of the city, that provide ample parking and a fast and frequent bus ride to the city centre. Plan your bus journey by visiting: www.cambridgeshire.gov.uk/info/20017/buses

7.4.2 On-site Parking
Parking on site is VERY limited.

Only members of staff who have been issued with a parking permit may park their cars on site, during the working day (Monday-Friday, 08.00-17.00). For full terms and conditions, please visit www.facilities.eng.cam.ac.uk/car-parking1

There are 6 visitor parking spaces which, subject to availability, can be booked by a Departmental contact, or by contacting Reception on Ext 32600.
8. Sustainability and Energy Conservation

8.1 Environmental Strategies Employed

The manufacturers of the equipment and furniture in the building all have good sustainability policies. The building is designed to a BREEAM very good standard. BREEAM is the Building Research Establishment Environmental Assessment Method – the leading and most widely used environmental assessment method for buildings.

The Department of Engineering and the University of Cambridge have employed energy and environmental strategies through the following design and management initiatives in the JDB:

- Commitment to commissioning building tuning. This requires minimum quarterly reviews within the first year of operation. This process ensures that the building maintains optimum energy efficiency and that all systems work to the intent of the design.
- The publication of this Building User Guide. This guide ensures that all building users and occupants are aware of the environmental and energy strategies put in place by the design team and the optimum working conditions for these systems.
- An electronic Building Management System is installed to regulate heating controls and much of the lighting is sensor-controlled.
- The building has been designed to maximise views of the outdoors for occupants and building users with all occupants being close to a clear window. This improves the indoor environment by reducing eyestrain and providing a connection with the external environment.
- Paints, carpets, adhesives and sealants used in the building have been selected carefully to minimise emissions typical of these materials to ensure no adverse impact occupant health.
- Electrical sub-metering has been incorporated into this building in order to provide information for building users about the distribution of energy use so that high use areas can be identified and addressed accordingly to save both energy and money.
- Efficient lighting has been employed in all parts of the building in order to reduce lighting energy consumption. This lighting has been fitted with presence detector controls to ensure that it is turned off at night and at times when areas of the building are not in use.
- Cycling facilities have been provided with the building to encourage cycling as a preferred mode of transport and reduce environmental impact.
- Water meters have been installed, which will aid the management of water consumption. Water efficient fittings have been used in the toilets to minimise day-to-day water usage.
• Facilities have been provided to maximise operational recycling and therefore reduce waste going to landfill.
• Hot and cold water services are controlled through the use of occupancy sensors to prevent unnecessary water usage and leaks.
• Brise soleil have been provided to the Southwest facing rooms to prevent overheating during operating hours.

8.2 What you can do to Help

• Only switch the lights ON as and when necessary as they result in significant emissions of CO\textsuperscript{2} into the external atmosphere.
• Ensure lights are switched off when you leave the space, or at the end of the day.
• Avoid leaving windows open at night during wintertime for security purposes, and to prevent heat loss that could make your space cold when you come in the next day.
• Ensure that PCs, printers etc. are not left ON unnecessarily and have any energy saving features turned ON, as this will prevent your space overheating.
## 9. Key Contacts

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Details</th>
<th>Query</th>
</tr>
</thead>
</table>
| Maintenance Department   | RT Queue: site-maintenance@eng.cam.ac.uk | • General faults  
                           |                           | • Heating/Lighting queries  
                           |                           | • Maintenance requests  |
| Building Projects        | building-projects@eng.cam.ac.uk          | • Building snags/defects  
                           |                           | • Furniture snags/defects |
| Facilities Manager       | Matt Greenhalgh                          | • BMS queries  
                           | Ext: 32765 mpg47@eng.cam.ac.uk | • Kitchen appliances provision  
                           |                           | • Approval for fixing anything to the walls |
| Health and Safety Officer| Ian Slack is307@eng.cam.ac.uk Ext: 32740 | • Emergency procedures information  
                           |                           | • Health and safety concerns  
                           |                           | • Disabled facilities |
| Utilities Supervisor     | Tomasz Awecki taa29@eng.cam.ac.uk Ext: 32783 | • Cleaning and waste management queries  
                           |                           | • Seminar, Teaching and Meeting Room re-configuration options |
| Security Office          | Rob Murdoch rnm21@eng.cam.ac.uk Ext: 65827 | • Building access and visitor cards  
                           |                           | • General security issues |
| Main Reception           | Ext: 32600                                |                                                                      |
10. Internal Floor Layouts

JDB Ground Floor

JDB Office Floor Level