/ROOF
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SECOND FLOOR

CPDA staff area
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Once you have completed your induction you will be able to access Stockwell Street with your Greenwich Gateway pass to the Restricted Areas zone only.

For those moving into open office areas (you will be provided with a desk, chair (unless notified that your current chair is moving), pedestal and 1.5 linear meters of storage for personal files and teaching materials.

Those moving into secular offices will be supplied with desk, chair (unless notified that your current chair is moving), pedestal and storage.

The day after your move day, your IT will be set up on your allocated desk, and your crates will be by your desk along with any other items you have labelled.

Please ensure that you have everything and that the correct crate has been delivered to your room.

IT will be set up in a standard way (phone on left, mouse on right) for all desks. If this needs to be adjusted then please ask the on site assistance or phone the helpdesk below. You should unpack your crates as soon as possible so that these can be returned to the hire company. The faculty will receive a fee for any crates not returned on time.

There will be support on hand from IT and Delivery Services should you require any assistance the day after your move day. After this then you should contact the relevant helpdesk as per below:  

FM help desk (fmhelpdesk@greenwich.ac.uk) x7701  
IT helpdesk (helpdesk@gre.ac.uk) x 7555

Staff Website

As we get closer to moving into Stockwell Street we wanted to have a place where staff could find important information about the move and the building. We have designed an internal website (linked to the portal) where staff will be able to find key dates and information, a list of meetings and events both pre and post move, and a place where anyone involved can share success stories. It will also contain an electronic copy of this booklet (and any updated versions).

So please keep an eye out: [http://www.gre.ac.uk/offices/hr/stockwell-street-staff-information](http://www.gre.ac.uk/offices/hr/stockwell-street-staff-information)

Support for Staff

If during this time of change and relocation you feel you need a bit of extra support there are a number of services available to you as a member of staff.

Book a stress 1:1 or group workshop with the Occupational Health & Wellbeing team. Contact the team on ohwellbeingadmin@gre.ac.uk

If you think you could benefit to talking to someone on a 1:1 basis you can seek free and confidential counselling through our staff counselling services. Please contact Christine Ojera at c.ojera@gre.ac.uk

Further Queries

If you have any queries please email us at move@gre.ac.uk and one of the email response team will get back to you.
We will be organising a number of staff events pre and post move. These events will keep staff up to date with the progress of the building and also help you through the transition.

Some events to look forward to:

- Staff induction and training days August/September 2014
- Inductions 13th 18th and 27th August 2014
- Fire warden training 5th September 2014
- Welcome event September 2014
- Post Occupancy Evaluation review
GETTING THERE

By Public Transport

The building is located at a walking distance from the Cutty Sark DLR station and the Greenwich Rail and DLR Station.

University Bus Shuttle

The current shuttle bus will continue to operate from its current location in the Greenwich campus.

Parking

As the building is a green building and due to previous agreements with the council there will be no additional parking on or around the new building. Staff who wish to request a parking place within the Greenwich ORNC campus can do so by contacting Simon Earp on x8528.

It is recommended that staff who live close to Avery Hill park at the campus and take the provided university shuttle.

For staff with mobility issues there will be three public blue badge spaces near the new building, however these are not for exclusive use of the university.

Cycling to work

As previously described within the facilities of the new building there will be 138 bicycle spaces and lockers. Access to these facilities will be monitored through registered access control.
Health & Safety: Obstructions should not be placed in front on risers or on the top of radiators and common areas should not be used for storing items. Under no circumstance should fire doors be propped open. Hot works permits apply as normal for any works which include grinding, dust and smoke generation. Bikes should not be brought into the building except in the designated areas (see facilities), however folding bikes are permitted.

Roller skates and skateboarding is not permitted anywhere on site. Prams and pushchairs are restricted to the public areas on the ground floor.

The wearing of face covering helmets (motor cycle helmets) is not permitted in the building.

Fire safety: To prevent the risk of fire, there will be no BBQs, fireworks, LPG cylinders or other flammable substances, or naked flames permitted on the roofs or within the building.

Children and young people: Children can be admitted to Stockwell Street as per the current University of Greenwich policy i.e restrictions on access to seminar rooms, labs, library and shared offices. [http://www.gre.ac.uk/governance/policy/safety/policy/arr/children/cop](http://www.gre.ac.uk/governance/policy/safety/policy/arr/children/cop).

Please contact Greenwich FM on [fmhelpdesk@gre.ac.uk](mailto:fmhelpdesk@gre.ac.uk) or 0208 331 7701 if you have any queries.

Getting Ready for our New Library

The new library will open on the 15th September 2014.

Library book and stock for the Faculties of Architecture, Computing and Humanities and Business will move to the new building in Stockwell Street during late summer.

The relocation of book and journal stock from the Dreadnought Library will be undertaken for 1 week in early September 2014, during this time the library will remain operational. For staff and students who wish to use the library they may encounter some minor inconveniences due to access constraints and stock availability.

Book stock will not be out of circulation for long periods, typically a maximum of 2-3 hours. A precise move sequence for all book stock moves broken down by collection and Dewey shelf marks will be developed closer to the move date and issued to library move champions. This will inform library staff of the location (Dreadnought/Avery Hill/Stockwell Street) of any book on any particular day, which will be used for the retrieval purposes.

The university expect that we will be able to get your required book to you within 24 hours and we appreciate your patience.

The new Library will be open at the following times:

**From 15th September to 26th October**

8am-9pm Mon-Fri

11am-7pm Sat-Sun

**From 27th October to 30th November**

8am-midnight Mon-Fri

11am-midnight Sat-Sun
Academic Building opening times
8am—9pm Mon-Fri
10am-5pm Sat-Sun

Academic Office Etiquette

All staff have a responsibility to themselves, other staff and students to work in a respectful and safe manner.

Colleagues are expected to show consideration to each other so that staff working in the same area can maintain concentration on their task.

The new building facilitates different ways of working and new working practices. We encourage all staff and students to work with the University departments and faculties in this change and provide feedback in the post occupancy evaluation.

All university policies apply to the new building and can be found using the following link:
http://www.gre.ac.uk/governance/policy/safety/policy/arr

Some policies are reiterated below specific to Stockwell Street:

Smoking: No smoking on any of the roofs, internal courtyards, bike store or at the front main door.

Posters and Fixings: There is a strict no poster policy and absolutely no fly-posting is allowed. Please help us maintain the high quality appearance of the building by adhering to this policy. There are a number of lockable notice boards and temporary up-stands for communicating to staff and students. These are only to be used for University related events or notices. Likewise, fixings to the building fabric is not allowed.

Electrical Equipment: No kettles, microwave or toasters are allowed in the building. Hot water is available from the zip taps in the tea points. Only electrical equipment supplied by the University can be used in Stockwell Street and this will be subject to Portable Appliance Testing. The only exceptions to this are for mobile phones, laptops and tablets brought in for their own personal use and in these cases the member of staff is responsible for visually checking personal chargers to ensure that it is electrically safe and good condition and carries the CE mark to indicate equipment meets the European safety standard. These items do not need to be PAT tested. (Further guidance for this can be found on the FM web pages). Items that should not be used include, coffee makers, rice cookers, individual fridges or cookers, fans, heaters, irons, hairdryers, air conditioners, and hair straighteners.

Food & Drink: No hot food facilities are available in the building and hot food should not be consumed anywhere in Stockwell Street. Hot and cold drinks can be taken to staff or breakout areas, however library areas will require the drinks to have a lid. Staff can eat their own food in the café, however paying customers will be given priority. Alcohol can only be consumed as per current policy.

Access: Access passes should be worn at all times. You will not be allowed access to Stockwell Street without your pass (please see Security and Restricted Access for more details). Staff should challenge any people they do not recognise who are not wearing a University of Greenwich pass.
FACILITIES

Change Room and Shower Facilities
There will be change room and shower facilities available to staff and students in the basement of the new building. There will be lockers available in the change rooms that will operate on a pound deposit system. These are to only be used on a day to day basis.

Bike storage
There is a 138 capacity bike store available to all users at the rear of the building in a secure area.

First Aid Room
The first aid room will be located in the basement of the academic building for all users. And will be managed by FM and security.

Retail space
One of the street front spaces will be occupied by a local retailer that will be offering printing and binding services as well as a selection of art supplies. This will be an additional service for staff and students and prices will be set by the retailer with UoFg discounts.

Parent Room
The parent room will be located in the basement of the academic building. This will have baby changing and parental facilities for any occupant of the building.

Cafe
The café will be located on the ground floor and will be open to the general public. Baxter Storey will operate and serve a selection of hot and cold drinks, salads and sandwiches.
The Café will be open 8am to 8pm Mon-Fri and 10am-5pm Sat-Sun

The Gallery
Located on the ground floor and open to the public, displaying work from local artists.

TEACHING 2014

Academic Teaching from Sep 2014
All lecture theatres and seminar rooms will be fitted with a PC, touch panel and Projector, DVD Players and lecture capture solution on a bespoke teaching podium.

There will be training sessions available to all staff from September 2014. These sessions will focus on general building use including access control, navigation, heating/cooling and lighting as well as teaching specific training. This will include AV in the lecture theatres and seminar rooms on second and third floors.

For staff with classes using specialist equipment including filming and animation we will ensure all will be trained to use this equipment competently.

O&M manuals for the AV equipment will also be available to all staff via the touch panel on the lectern stand and online through the portal.

There will be an increase number of IT/AV/FM support staff on site during the first few weeks to ensure a smooth running of the building.

There will be desktop computers available for your use in the computer lab at Avery Hill on the ground floor (M010) should you have any scheduled teaching there during or after the move period.
# Recruitment & Admissions

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Campus</th>
<th>Faculty/Office (Organisation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hudson Philip C MR.</td>
<td><a href="mailto:P.C.Hudson@gre.ac.uk">P.C.Hudson@gre.ac.uk</a></td>
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<td>Recruitment and Admissions</td>
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</tbody>
</table>
All staff have a responsibility to themselves, other staff, students and visitors to work in a safe manner.

Prior to the move all health and safety (H&S) arrangements which includes risk assessments for the de-rigging and reinstallations of equipment, including making the move safe and working with specialist contractors must be considered and in place.

In week 1:

- All H&S arrangements for the workplace which includes risk assessments for all activities must be considered and reviewed.
- All staff must ensure that they have a H&S Orientation (includes fire alarms, exit routes and assembly points, first aiders, accident/incident reporting, etc.) by their line manager. Additionally, they should be aware who their H&S Local Safety Officer (HSLO) and Display Screen Equipment (DSE) Assessor (for a DSE assessment). Disability support/reasonable adjustments and a Personal Emergency Evacuation Plan (PEEP) should be completed if required.

All staff will receive training and orientation of Stockwell Street at the time of their move.

H&S Unit can advise H&S Managers and HSLOs who will be working with the local managers and supervisors to achieve the above. Further H&S information can be found in the following link: [http://www.gre.ac.uk/governance/policy/safety](http://www.gre.ac.uk/governance/policy/safety)

A full list of local officers as of April 2014 can be found on the next page. Staff relocating to Stockwell Street have been highlighted in red.

Security, Access and Greenwich Gateway cards

The new building has been fitted with an access control system that uses a new ‘smart-card’ (the Greenwich Gateway Card).

Therefore, prior to the building opening, all staff and students will be issued with the new cards. These replace the current University of Greenwich ID cards.

All entrances into the building will be monitored by CCTV, Access Control and a 24 hour security guard positioned at the main entry on Stockwell Street.

The new card will function as an ID card to access Stockwell Street and other university buildings, a library card and MFD printing card. The new replacement cards will be sent to an appointed member of staff in your Faculty/Office in August who will oversee the card collection process internally.

Staff are strongly encouraged to carry and publicly display their Greenwich Gateway card at all times in the building (and also elsewhere on campus). Lanyards and card holders will be provided at the point of card collection to those wanting to use them; this will help to avoid losing the card or not having it available when you need it. You will need to carry your pass at all times to both get in and out of Stockwell Street.

If your new card is stolen/lost, a replacement card can be obtained from the Student Centre, located in the Queen Mary Building on the Greenwich campus, or other student centres on other campuses (during normal office hours only on weekdays).

If you arrive at Stockwell Street without a card you should report to reception in the first instance – please be aware you may not be able to enter the building! Please note that if you lose your card between 12.00pm on a Friday and 9.00am on a Monday you will not be able to get a replacement card during this period.

Interim Period

Between 13th August and 15th September Stockwell Street will be under the control of Osborne and staff will have temporary access arrangements that will be communicated through inductions held before the relocations (see Key Dates). During this period lifts will not be available to staff. If you are reliant on lifts, then you should talk to your manager about alternative work arrangements.
The building has been designed to very high sustainability standards. With support from staff and students our aim is to see if the best sustainability practices incorporated into the building can be met by the best behavioural practices of its users.

The university’s sustainability policy provides core environmental and social objectives for staff to follow as appropriate. Your departmental sustainability champion can provide specific and ongoing support and guidance (contact the sustainable development unit (SDU) for the name and contact details of your champion). The SDU can further assist to help you, your department and building maximise its potential of being one of the most sustainable educational buildings in the UK. This includes how your department can operate more sustainably, how we can also help integrate this culturally and in the work (including academic activities) you deliver. The following are key areas all staff can help by simple behaviour changes:

**Target Zero Waste**

Waste best practice is to seek to not produce it in the first place. Following the guidance below can help achieve this.

**Rethink** your approach to using resources. Is it necessary or is there an alternative lower impact means of achieving a similar or better result?

**Reduce** your waste. Consider whether you really need to print off documents or if the item being bought is necessary. Also think how will you deal with it when it becomes waste itself?

**Reuse** the waste you generate. For example, is it necessary to print or make certain purchases (which may not be recyclable)? Look to reuse materials e.g. drinking cups can be rinsed and reused.

**Recycle** as much as possible. Follow the guidance on the centralised recycling & waste bins to identify what is recyclable and what isn’t.

Make sure that anything else is put in the general waste part of the centralised bin (the compartment with the lid). Review what you throw in general waste and look at ways to ensure such wastes are not in future generated.

**Energy – switching to a lower carbon building**

Many parts of the building have automatic systems that will help reduce your collective energy use such as movement sensor lighting, however, there are some areas where you can take responsibility to cut your carbon.

Published research by the university’s Architecture Department identified up to 20% of desk level electricity could be saved through behaviour change (Mulville, Jones & Huebner). This can be avoided by switching off mobile phone chargers, monitors, computers and other electricity using devices left switched when not used or on outside of office hours. All of us can ensure we don’t waste energy that impacts on not just the planet but also our comfortable working environment as the Stockwell Street building has been carefully designed with the anticipation that users will use equipment efficiently so they don’t generate extra heat.

**Water – Every Drop Counts**

Water is a precious resource. Stockwell Street is designed to treat it so. It has low flush cisterns, waterless urinals and low flow taps.

**Community Rooftop Landscape Garden**

The building will have 14 landscape roofs, some available for research and student projects, and others will be available for wider use. One landscape plot will be for the community and the university is seeking committed gardeners (of all capabilities) to help ensure the space is well tended, productive and becomes a hub for staff to come together to tend and connect.

**Join the Stockwell Street Sustainability Group**

The university is a leader in sustainability due to the motivated, innovative and collaborative staff. It would be great to bring together users to create a Stockwell Street Sustainability Group, including Sustainability Champions and others facilitated by the Sustainable Development Unit. Contact us if you’d like to join (sustainability@gre.ac.uk).

**Anything Else?**

If you have any other sustainability related questions, queries or ideas you’d like to develop then contact the Sustainable Development Unit to provide answers, ideas and practical support (sustainability@gre.ac.uk, twitter @sustainable_greenwich, blog: http://blogs.gre.ac.uk/greengreenwich x 8794)