Centre for Medicine User Guide
The Centre for Medicine is the largest Passivhaus building in the UK. It has been built to an internationally recognised energy and sustainability performance standard. This dramatically reduces the requirement for heating and cooling, whilst creating excellent indoor air quality and comfort levels.

Building users play a key part in ensuring the building operates as designed and low carbon emissions are maintained. Please ensure doors are kept closed where possible so heating /cooling levels are optimised. Each room has its own environmental and lighting controls so that local changes can be made by room users. To maintain security many of the doors operate on electronic locks, users will require access cards to move around the building, these will be either the University ID Card or day visitor cards issued by Reception.

The following guide is intended to assist users of the CFM to work comfortably within the building. If you have any ideas for inclusion within this guide please contact your department rep whose details can be found at the end of the document.

❖ **What are the external blinds for?**

The blinds are designed to facilitate the building taking advantage of solar gain. Specifically, when lowered the blinds prevent unwanted solar heat gain and when opened the blinds allow heat to be absorbed into the building thus benefiting from solar gain.

The blinds are not designed to prevent solar glare on you or your computer screen.

❖ **Can I manually override the blinds?**

Yes, each room has a control panel to override the blinds. The manual override may only last a short duration until the system believes it needs to react for solar gain in the room.

❖ **Why do the blinds keep making adjustments?**

The blinds are designed to adjust periodically throughout the day to optimise solar gain. During high winds the blinds are designed to retract into their housings to prevent possible damage. Likewise, during freezing temperatures the blinds will retract to prevent freezing.

However, if you notice the blinds constantly going up and down, please contact your department representative.

❖ **Why do some rooms have internal blinds instead of external blinds?**

This tends to affects rooms with north/west facing windows. As these rooms wouldn’t realise any benefit from solar gain they were not fitted with exterior blinds. However, they were fitted with internal blinds to provide users with some degree of light control similar to those offices with external blinds.

❖ **What should the temperature in my office be?**

Whilst occupied, room temperature in the building is designed to be between 18 and 22 degrees (16 degrees is the Health and Safety lower limit). Any users having temperature requirements outside of these parameters should be referred to your Department contact who should be able to provide advice on how to make a case for any reasonable adjustment on the grounds of long term health
reasons. Unoccupied space temperatures will reduce to a setback of 16 degrees, please note this does not mean the system will cool the room to 16 degrees rather the heating system will operate when below 16 degrees.

- **My office doesn’t feel warm enough can I manually override the temperature?**

Yes. The temperature in each room can be manually adjusted up to a maximum of 22 degrees. However, it will take time for the temperature to substantially increase – please note this will also depend on solar gain, number of occupants in the room and other heat sources present in that space.

- **Is the temperature on the control panel in my office accurate?**

A sampling of the control panels across the building indicates the control displays are taking and displaying accurate readings.

- **Can I bring in my own heater?**

No, the University prohibits staff and students from bringing in portable heating appliances. This is due in part to health and safety and energy consumption. Each room has its own separate controller to control that environment. Any additional heat sources that are not linked to this controller can have a detrimental effect to the room temperature thereby reacting with less heat and more ventilation, which could affect other rooms that are feed from the same ventilation system. Staff with portable heating appliances will be asked to remove any portable appliances. Failure to remove the appliances will result in the items plug being removed and the item being disposed of.

- **Why does the floor vent near my desk seem to be blowing cold air?**

The floor ventilation system is designed to provide fresh air ventilation to occupants of the building when the room controls detects that carbon dioxide levels within the room need to be reduced or if the room is overheating. The system will supply a minimal flow of fresh air to increase the air quality in the room. However, if you feel that the controls are not functioning as designed, please report to your Departmental Rep. Likewise, if you are concerned that the floor vents are producing an increased abnormal rate of airflow, please report to your Departmental Rep.

During the summer months, cooled air (not air-conditioned) is provided to rooms via the ventilation system. Users have the option to open the windows all year around, as long as the temperature setting in the room controller is low enough to prevent heating to be turned ON.

- **Can I have a fan to cool my office in the summer?**

The University prohibits staff and students from bringing in portable appliances. This is due in part to health and safety and energy consumption. Staff with portable appliances will be asked to remove any portable appliances. Failure to remove the appliances will result in the items plug being removed and the item being disposed of.

- **What to do during hot weather conditions?**

During hot spells many of the offices across campus will experience warm temperatures. The University Space Heating and Cooling Policy (2014) includes a section ‘Procedure for Cooling’ which states ‘The University shall provide cooling only for research purposes and for specific activities
where cooling is required to maintain/control certain temperatures and humidity. The University does not provide comfort cooling'.

During the summer months, occupants on all floors are encouraged to open windows in the evening to allow any warm air to be purged from the building allowing rooms to cool from the cooler air entering the building at night.

Floors 1-2 are provided with cooled air (not air-conditioned) via the ventilation system. Floors 3-5 can open doors and windows throughout the day to take advantage of any breeze.

The external blinds are designed to facilitate the building taking advantage of solar gain. Specifically, when lowered the blinds prevent unwanted solar heat gain and when opened the blinds allow heat to be absorbed into the building thus benefiting from solar gain. You may find it beneficial to override the external blinds and lower them to assist in preventing solar gain or to provide some shading. However, they will adjust periodically and you may have to override periodically.

However, there may be instances where individuals have medical requirements which need to be considered. If this is the case, please contact your Department rep who should be able to provide advice on how to make a case for any reasonable adjustment on the grounds of long term health reasons.

❖ How does the lighting in offices work?

The lighting in the Centre for Medicine offices is designed for ‘presence detection’. When entering an office, a sensor located in the above lighting panel should detect your presence and turn on the lighting. The lighting levels will adjust to a minimum of 400 lux (recommended health and safety level for desk working). If the sensors do not detect any movement for a period of 20 minutes, the lights are designed to turn off.

❖ Can I manually override the lights in my office?

It is possible to either manually control the lights to make them dimmer or brighter than 400 lux, or you can turn them off. The changes you make will stay in effect whilst the system detects your presence. If you leave the room and return more than 20 minutes later, you will need to readjust the lighting control if required.

❖ Can I have a desk lamp?

The lighting in offices should be sufficient and meet the needs of the majority of occupants. However, there will be instances where individuals have lighting requirements which fall outside of the lighting parameters noted above. If this is the case, please contact your Department rep who should be able to provide advice on how to make a case for any reasonable adjustment on the grounds of vision impairment or long term health reasons.

Staff with unauthorised desk lamps will be asked to remove the appliance. Failure to remove the appliances will result in the items plug being removed and the item being disposed of.
To assist in reducing the energy consumed within the building users are encouraged to:

- Turn-off computer monitors (teaching rooms). Please do not leave them on stand-by.
- Turn-off computers and monitor (offices). Please do not leave them on stand-by.
- Limit the use of small electrical items e.g. mobiles etc. Where possible charge phones etc., via USB port on PC.

Toilet sensor lighting

- Cubicle toilets on the ground and first floor have light sensors which activate when a person enters into the outer room of the cubicles. The sensors are designed to turn on the lights for 30 minutes. If the lights are already on and another person enters the outer room, the 30 minutes cycle will begin again.
- All other toilets across the building have sensors within the actual toilet space. These sensors should pick up movement when occupied. Lights in these toilets should remain on when occupied.
Recycling and general waste

Each person is responsible for emptying their bin and recycling materials. It is not the responsibility of the cleaning teams. If you have a mobility issue and find it difficult to empty your bin, please contact your departmental representative who may be able to identify alternative solutions.

- **Mixed recycling bins** are placed throughout the building (red lids). Mixed recycling bins can receive: plastic, drink bottles (remove tops), drink bottle tops, bubble wrap, polythene (plastic surrounding publications) shrink wrap (cling film), plastic bags (supermarket style bags), food cans, aluminium or steel cans, foil (without food waste).

- **Glass bottles and jars** should be kept separate from the mixed recycling bins. Glass should be placed in the clear containers located in kitchen areas.

- **Paper recycling bins** are placed throughout the building (blue lids). Paper recycling bins can receive: newspapers, glossy magazines/glossy paper, journals, catalogues, phone directories, leaflets, and envelopes with and without windows, brown envelopes, sugar paper, thin and/or coated card material (e.g. breakfast cereal boxes), office paper (no need to remove staples), books (whole with binding).

- **Confidential Waste bins** are provided throughout the building. General paper waste should not be placed in these bins. If you have any questions regarding confidential waste please contact your Departmental rep for additional information.

- **Old batteries** can be recycled by placing them in the recycling box on the reception in the atrium.

- **Landfill bins** are placed throughout the building (black lids). Landfill bins can receive: food waste, polystyrene, sandwich wrappings, yoghurt pots, biscuit wrappers, crisp packets, chocolate wrappers, Paper towels, paper cups, corrugated cardboard.

- **Wormery and Composting Scheme**
  The Centre for Medicine has a wormery (commercially known as ‘Can O Worms’) discreetly sited around the back of the building facing Regent College playing field, it is well under cover to prevent it flooding during wet weather and raised off the ground to stop paving discolouration. Waste food collected from the building composting scheme is used to feed the worms. For further details, please contact Sarah Roberts at sr390@le.ac.uk or Jonathan Hales jmh9@le.ac.uk.

Do we have a building map that can be sent to visitors arriving to Centre for Medicine?

Yes. You can obtain these from the reception or your Department.

How will I be able to access the Centre for Medicine?

Both pedestrian and vehicular access will be off Lancaster Road. Access for authorized parking is via the car parking barrier using your swipe card. If you are unable to access the barrier, please press the intercom button and the Security Control Room will release the barrier control to allow you through the barrier.

Access into the building is via the main entrance and through a set of revolving doors and another set of doors into the main atrium and through a set of turn-styles (using your University ID).
Mobility impaired staff; students and visitors can avoid using the revolving doors and use the intercom to request access into the main atrium and turn-styles. A wider turn-style is available for wheelchair users.

- **What postal address will I use for correspondence?**

(Departmental Name)
University of Leicester
Centre for Medicine
Lancaster Road
Leicester
LE1 7RH *Use LE1 7HA for satnav*

- **Are there any cycle parking facilities on site?**

Yes, a bicycle shed is provided outside the building next to University Road. The University has several bicycle storage facilities across campus. A detailed map is available online at [http://www2.le.ac.uk/offices/estates/environment/map.swf](http://www2.le.ac.uk/offices/estates/environment/map.swf)

- **What are the car parking arrangements at the Centre for Medicine?**

Staff/students requiring parking permits should liaise directly with the Car Parking Office team: [carparkingoffic@leicester.ac.uk](mailto:carparkingoffic@leicester.ac.uk)

- **Will my University identification/access card automatically be updated for use at the Centre for Medicine?**

Yes, your card will be updated automatically with the necessary permissions to open doors including car park barrier access. Likewise, if you cannot open your office or other areas that you believe you should be able to access please contact your Departmental Office Team.
Will I be issued with an office key for use at Centre for Medicine?

No, staff and students will use their University ID to swipe through the turn-styles in order to access the atrium area, teaching spaces and offices.

Between the hours of 8am and 6pm you will need to use your swipe card in order to open (see below). Your door will remain unlocked throughout the day unless you choose to lock it by using your swipe card. If you forget to lock your office door when you leave all the office doors lock automatically at 6 pm.

To unlock your office door, present your swipe card on the door handle until the light changes to green.

To lock your office door, present your swipe card on the door handle until the light changes to red.

What are the opening times for the Centre for Medicine?

The building will be opened and have a concierge service at the front desk from 07:00 am and close by 22:00 pm Monday to Friday.

Events taking place after hours will have special arrangements in place.

It is intended that the Centre for Medicine will be accessible to all staff, PGT and PGR students 24 hours per day (exceptions will University closure days). Staff working after normal opening hours will need to sign in and out of the after-hours book located at the front desk. UG students will need to vacate the building by 22:00 pm.

How will visitors gain access?

Please liaise with your Department Office Team to arrange a visitor pass for one day or more. You will need to advise the porters so that they can contact you to collect your visitor from reception. Visitors (non-University members) attending meetings will need to sign in the visitor book and obtain a visitor pass.

University staff and students will need to use their swipe card to enter the building. They will not need to sign in the visitor book. Please note that they will be unable to access secure areas or offices.
Are children under the age of 16 allowed in the CFM?

Children could be vulnerable to risks the consequences of which they may not appreciate. Some risks regarded as every day and trivial by adults may be significant risks to children. In general University premises are designed with the needs of an adult population in mind.

Allowing children to be brought on site can be interpreted as approval and acceptance of the child’s presence by the University. Although a parent or guardian may accept responsibility for the safety of the child, the University still retains a degree of responsibility once the child is allowed on its premises.

All members of staff and students are required to seek specific permission from their Head of Department or designated deputy (Department Managers) before bringing a child into the CFM. The following list are examples of when it might be considered okay for children to enter the CFM:

- organised, supervised and appropriately risk assessed visits and events (requires HOD or nominated deputy approval)
- pre-agreed (and risk assessed) activities (such as participation in a research study) (requires HOD or nominated deputy approval)
- attending public performances
- pre-agreed social visits of staff on maternity leave with newborns (requires HOD or nominated deputy approval)

Food and Drinks in Teaching Areas

No food or drinks other than bottled water or refreshments organised through university catering should be taken into the teaching rooms and lecture theatres.

Any spillages should be reported immediately to reception staff so that they can be dealt with appropriately.

How do I activate the audible guidance on the lifts?

To activate the audible guidance on the lifts passengers should press the disability call button. The audible guidance will instruct passengers to enter their desired destination using the key pad. The audible guidance will instruct the passenger as to which lift (A, B, C or D) to use to go to their destination. The lifts are currently set to their maximum opening times.

The lift floor isn’t quite level when the doors open

The lifts in the Centre for Medicine have advanced door opening. Advanced door opening allows lift doors to open when the lift is about to reach the floor and is within the regulatory safety limits for door opening. It enhances the lift’s transportation capacity and makes the journey faster for each individual passenger.
Can I install a picture and clock on my office wall?

Please do not knock any nails or screws into the walls of the building. It is important that we do not damage the skin or fabric of the building as this will have an adverse effect on the energy usage of the building. Special picture hangers are available from your department team.

Can I have a plant in my office?

Yes, we encourage you bring a plant into your office. However, if you are in a shared office, please be mindful of colleagues who may suffer with allergies (hay-fever).

Can I have a coffee maker in my office?

No. Tea-points with sinks, fridges, hot water heaters and microwaves are available on each floor for your use. In order to achieve the energy ratings required for the building individual use of coffee makers in offices is prohibited.

A cafeteria is located on the ground floor. Opening times vary with term times.

Are there any showering facilities in the Centre for Medicine?

Yes, there are three showers including an accessible shower on the 2nd floor and one shower on the fourth floor.

How does internal mail work at Centre for Medicine?

You will be able to drop off internal mail at your departmental pigeon holes and this will be collected by the post room. Incoming mail will be delivered to the department for them to sort into pigeonholes.

How do I report a fault within Centre for medicine?

Faults should be reported to your Department Office Team who will in turn log the call to Maintenance help desk. This should reduce the number of staff placing maintenance requests.

How do I contact a Porter at the Centre for Medicine?

For any assistance please contact your Departmental Office Team as detailed in the contacts section of this document.

Is there a fax machine?

As part of the new telephone system, there will be no fax machines, all incoming faxes will be sent to a designated departmental person and forwarded to the relevant member of staff. If you need to send a fax, please speak to your Department Office team.
Will Catering deliver refreshments to the Centre for Medicine for Meetings?

Yes, please order through your Departmental Office Team. However, please bear in mind that only refreshments organised through university catering should be taken into the teaching rooms and lecture theatres.

Any spillages should be reported immediately to reception staff so that they can be dealt with appropriately.

How do I order stationery?

Please order through your Departmental Office Team.

Can I use the phones in meeting rooms for Conference Purposes?

Yes, phones can be used for conference purposes and have been set up to receive and make external calls. The telephone number for phones in each is on the door sign outside the meeting room. Leaflets have been positioned next to both phone giving instructions on how to use them. There will be a number of conference phones available from your department office for use in non-designated meeting rooms.

Will there be Audio Visual Equipment in the Meeting Rooms?

Yes, TV screens are provided (no keyboards or mice). Instructions are provided in the meeting rooms.

Will there be Audio Visual Equipment in the Teaching Rooms?

Yes, AV equipment is provided including keyboards and mice. Instructions are provided in the teaching rooms.

Are there printers/photocopiers available for use?

There are multifunctional devices for both staff and students to use for printing, photocopying and scan to email. There will be black & white, A4, A3 and colour in the building. If they do not work correctly, please speak to a MFD Super User or contact your Department Office Team (contact details will be provided near each MFD).

For details about how to print and photocopy see: http://www2.le.ac.uk/offices/itservices/ithelp/my-computer/print-copy-scan

When will the fire alarm test be conducted in the Centre for Medicine?

The fire alarm test will be carried out at approximately 9 am on Tuesday mornings. When the alarm sounds, always vacate the building in an orderly manner by your nearest available exit. There are no planned evacuation drills outside of normal office hours.
How do I arrange for the room dividers to be moved?

Please contact your Departmental Office Team to arrange for the Portering staff to move room dividers. Under no circumstances should you attempt to move the room dividers yourself.

How can I book a meeting room?

You will need to liaise with your Departmental Office Team to book meeting spaces. To book the Board Room (0.02) please contact the College Office (252 2965). For all other meeting or teaching rooms please contact your Departmental Office Team:

<table>
<thead>
<tr>
<th>Health Sciences</th>
<th>Medical School</th>
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</thead>
<tbody>
<tr>
<td>252 3211 or email <a href="mailto:HSEnquiries@le.ac.uk">HSEnquiries@le.ac.uk</a></td>
<td>252 3021 or email <a href="mailto:LST16@le.ac.uk">LST16@le.ac.uk</a> (meeting space)</td>
</tr>
<tr>
<td></td>
<td>252 3024 or email <a href="mailto:GKP2@le.ac.uk">GKP2@le.ac.uk</a> (teaching space)</td>
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<thead>
<tr>
<th>Neuroscience, Psychology and Behaviour</th>
<th>Shared Teaching Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>252 2922 / 3381 or email <a href="mailto:NPBEnquiries@le.ac.uk">NPBEnquiries@le.ac.uk</a></td>
<td>252 3024 or email <a href="mailto:GKP2@le.ac.uk">GKP2@le.ac.uk</a> (teaching space)</td>
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<table>
<thead>
<tr>
<th>Meeting Room</th>
<th>Capacity</th>
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</thead>
<tbody>
<tr>
<td>0.02</td>
<td>20 (40*)</td>
</tr>
<tr>
<td>0.23</td>
<td>6</td>
</tr>
<tr>
<td>0.24</td>
<td>6</td>
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<tr>
<td>1.07</td>
<td>8</td>
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<td>1.19</td>
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<td>2.31</td>
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<td>3.31</td>
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<td>4.29</td>
<td>12</td>
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<tr>
<td>4.37</td>
<td>8</td>
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<tr>
<td>5.29</td>
<td>6</td>
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Who are the Centre for Medicine Building Managers and how do we contact Departmental Office Teams or Department Managers?

<table>
<thead>
<tr>
<th>Building Manager</th>
<th>Dept</th>
<th>Phone</th>
<th>Email</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Deborah Oldham</td>
<td>HS</td>
<td>3206</td>
<td>Do43</td>
<td>4.32</td>
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**Deputy Building Managers**

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<tr>
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<th>Dept</th>
<th>Phone</th>
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<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Helen Horsman</td>
<td>HS</td>
<td>5405</td>
<td>Hlh7</td>
<td>4.33</td>
</tr>
<tr>
<td>Rebecca Quinn</td>
<td>NBP</td>
<td>7195</td>
<td>Raa5</td>
<td>3.30</td>
</tr>
<tr>
<td>Gurdeep Panesar</td>
<td>MS</td>
<td>3024</td>
<td>Gkp2</td>
<td>TBC</td>
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**Departmental Office Team Contacts**

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Health Sciences</td>
<td><a href="mailto:hsenquiries@le.ac.uk">hsenquiries@le.ac.uk</a></td>
<td>252 3211</td>
</tr>
<tr>
<td>Neuroscience Psychology and Behaviour</td>
<td><a href="mailto:npbenquiries@le.ac.uk">npbenquiries@le.ac.uk</a></td>
<td>252 2922</td>
</tr>
<tr>
<td>Medical School</td>
<td>Sandie Smith <a href="mailto:sms16@le.ac.uk">sms16@le.ac.uk</a></td>
<td>252 3022</td>
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**Departmental Managers**

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<tr>
<td>Deborah Oldham</td>
<td><a href="mailto:do43@le.ac.uk">do43@le.ac.uk</a></td>
<td>252 3206</td>
</tr>
<tr>
<td>Health Sciences</td>
<td></td>
<td>CfM 4.32</td>
</tr>
<tr>
<td>Sarah Parton</td>
<td><a href="mailto:sp462@le.ac.uk">sp462@le.ac.uk</a></td>
<td>223 1593</td>
</tr>
<tr>
<td>Medical School</td>
<td></td>
<td>CfM 2.29</td>
</tr>
<tr>
<td>Becky Quinn</td>
<td><a href="mailto:raa5@le.ac.uk">raa5@le.ac.uk</a></td>
<td>229 7195</td>
</tr>
<tr>
<td>Neuroscience Psychology and Behaviour</td>
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