



# 32 Lincoln's Inn Fields Occupants' Guide 2013

**LSE**





Dear Colleagues,



I am delighted to wish you a very warm welcome to 32 Lincoln's Inn Fields (32L). The School has invested £56m in this building, which is a vital part of LSE's Strategic Plan to improve the teaching and research environment for students and staff alike.

After just over two years of planning and building LSE will become only the second owner and occupier of this very fine listed building, originally built in 1903 for the Land Registry.

I hope you will agree that the quality of 32L matches our world class academic standing. Together with the Lionel Robbins Building and NAB we now have three buildings with real presence, able to project LSE to the wider world.

I am acutely conscious that generations of staff and students will pass through its doors. We are all stewards of the building, which we have sought to enhance with state of the art facilities, whether interior design or environmental management. Whilst the Estates Division will be responsible for many of these issues, we will nevertheless rely on the occupants to help us maintain the building. This particularly applies to posters, notices and furniture. To this end we have developed some house rules and our Facilities Assistants will ensure that the integrity of the design is respected and the building maintained to a high standard.

This guide, produced by the Estates Division, provides essential information about the use and upkeep of 32L. I do hope you find it useful. It is a first edition and we would welcome suggestions for modifications and improvements for future issues. Indeed any feedback on the operation of the building would be welcome so please feel free to contact the Estates Division, especially if you have suggestions for improvement.

As I am sure most of you are aware new buildings take a time to settle down and there will invariably be some teething issues as we all get used to working in and operating such a major new facility. Please bear with us and report problems through the Estates Helpdesk.

In conclusion I hope you will be very happy in your new surroundings and wish you many pleasant and productive years ahead.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. Farrell'.

Andy Farrell  
Director of Finance and Facilities  
January 2013

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## Introduction

This manual outlines the facilities available in 32 Lincoln's Inn Fields (32L).

The refurbished building will transform the LSE campus, providing contemporary and flexible teaching and learning space for the School and providing a new home for the Department of Economics and its affiliated research centres.

32L is a Grade 2 listed building and special care will be required in order to preserve its historic features and character. The building occupiers will have their part to play in ensuring the architectural integrity of the building is maintained.

In line with good practice, the design and operation of 32L will be the subject of a formal Post Occupancy Evaluation, when occupants and users will be asked for feedback. This will be undertaken during and after its first year of operation. In the meantime please use the reporting routes in this guide for immediate issues requiring attention.

## General Information:

### Building location

32L is in the south east corner of Lincoln's Inn Fields. Serle Street is to the side and Portugal Street to the rear. The building is located in the London Borough of Westminster.

### Building address

32 Lincoln's Inn Fields  
London  
WC2A 3PH

The main School address must be used for mail:

London School of Economics and Political Science  
Houghton Street  
London  
WC2A 2AE

### Building access & opening hours

Access to the building is on lower ground floor level from both Portugal Street and Lincoln's Inn Fields. The entrance is controlled by swipe card operated turnstiles. Please note that you will need a sQuid enabled card to pass through the barriers. If you have an old style card please go to the main Library reception desk to acquire a replacement.

- General access (all LSE card holders) is available between the hours of 08:00 and 21:30 Monday to Friday.
- For staff and Postgraduate students occupying the building out of hours, access is available from 07:00 until midnight Monday to Friday, and 08:00 – 22:00 Saturday and Sunday (including Bank Holidays).
- All out of hours access must be authorised by the respective Departmental Manager by email to [security.card.id@lse.ac.uk](mailto:security.card.id@lse.ac.uk). Please note separate access arrangements will apply during school closure periods.

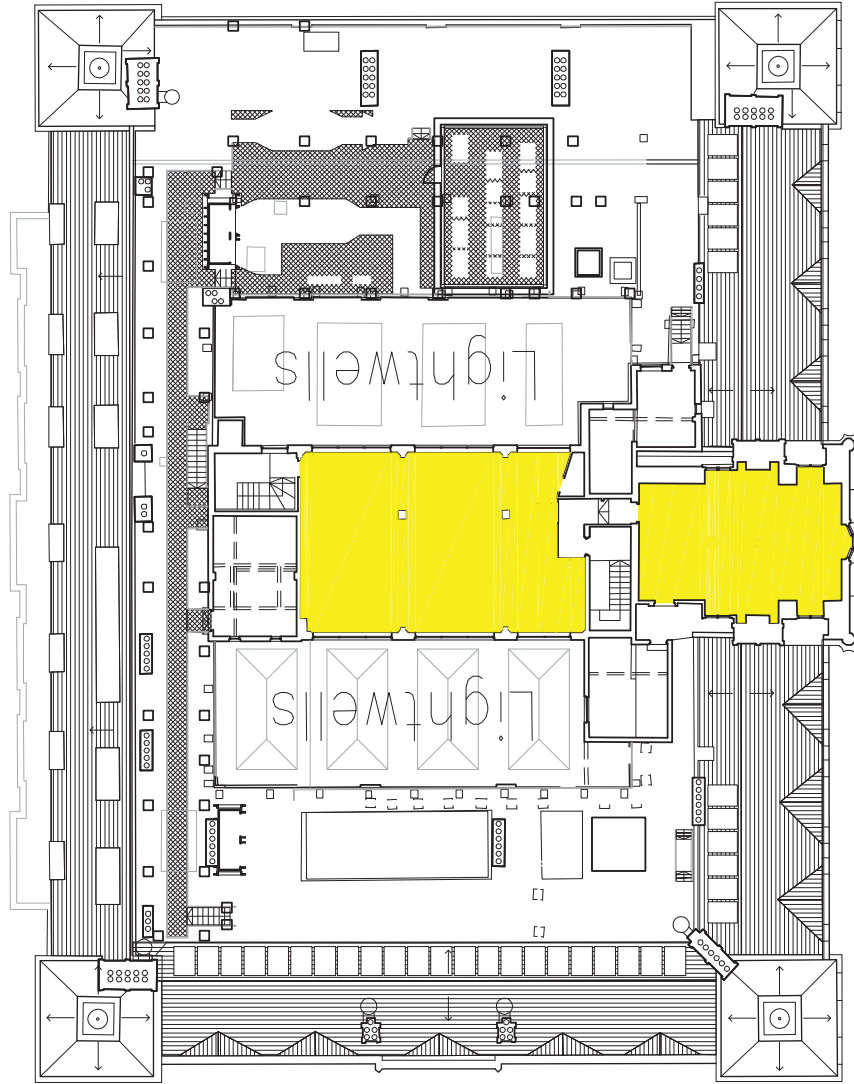
## Useful numbers

<b>EMERGENCY AT LSE</b>	<b>666 (020 7955 6555 from a mobile or external phone)</b>
<b>EMERGENCIES IN PUBLIC PLACES</b>	<b>999</b>
<b>LSE main switchboard (8:30am to 5:30pm, Monday to Friday)</b>	<b>100</b> 020 7405 7686
<b>32 Lincoln's Inn Fields Reception</b>	<b>2888</b> 020 3486 <b>2888</b>
<b>24 hour security control room</b>	<b>2000</b> 020 7955 6200
<b>Estates Help Desk (8:30am to 5:00pm)</b>	<b>2444</b> 020 7831 8713
<b>Paul Franklin (Head of Maintenance)</b>	020 7955 <b>6736</b>
<b>Paul Thornbury (Head of Security)</b>	<b>6055</b> / 07515 188350
<b>Richard Mulcahy (Security Operations Manager)</b>	<b>6589</b> / 07515 188350
<b>Graham Shillabeer (Security Office Manager)</b>	<b>7978</b> / 07740 768375
<b>Lost Property Office</b>	020 7955 <b>7988</b>
<b>LSE Porters</b>	020 7955 <b>6760</b>
<b>LSE Postroom</b>	020 7955 <b>7989</b>
<b>LSE Reprographics</b>	020 7955 <b>7986</b>
<b>Dental Practice (Sardinia House)</b>	020 7404 8600
<b>NHS Direct (24 hours)</b>	0845 4647
<b>St Philips Medical Centre (Tower 3)</b>	020 7955 <b>7016</b>

## Building Directory

Fifth floor	Department of Economics PhD Study Space (accessible by stairs only)
Fourth floor	Department of Economics IGC Meeting room Toilets (male, female and accessible)
Third floor	STICERD CASE Michio Morishima meeting room Toilets (male and female)
Second floor	CEP SERC Meeting room Toilets (male, female and accessible)
First floor	Department of Economics UG/PG student study rooms Centre for Macroeconomics Economics meeting room Rooms 1.01 to 1.35 Toilets (male, female and accessible)
Ground floor	General teaching rooms Seminar rooms Harvard lecture theatre Break out space PC study room Rooms G.01 to G.25 Toilets (male, female and accessible)
Lower ground floor	Main entrance Main reception Harvard lecture theatre Break out spaces Seminar rooms General teaching rooms Postgraduate common room PC study room Rooms LG.01 to LG.20 Toilets (male, female and accessible)
Basement	General teaching rooms Seminar rooms Conference room The Bean Counter Café Break out spaces Plant rooms Rest room Rooms B.01 to B.28 Shower and changing rooms (Male and Female) Toilets (male, female, accessible and gender neutral)

Portugal Street



KEY








ECONOMICS DEPARTMENT  
CIRCULATION, WC & SERVICES

# ROOF & FIFTH FLOOR PLAN

Lincoln's Inn Fields

Portugal Street

KEY	
	ECONOMICS DEPARTMENT
	STICERD
	IGC
	STAFF BREAK OUT SPACE
	CIRCULATION, WC & SERVICES

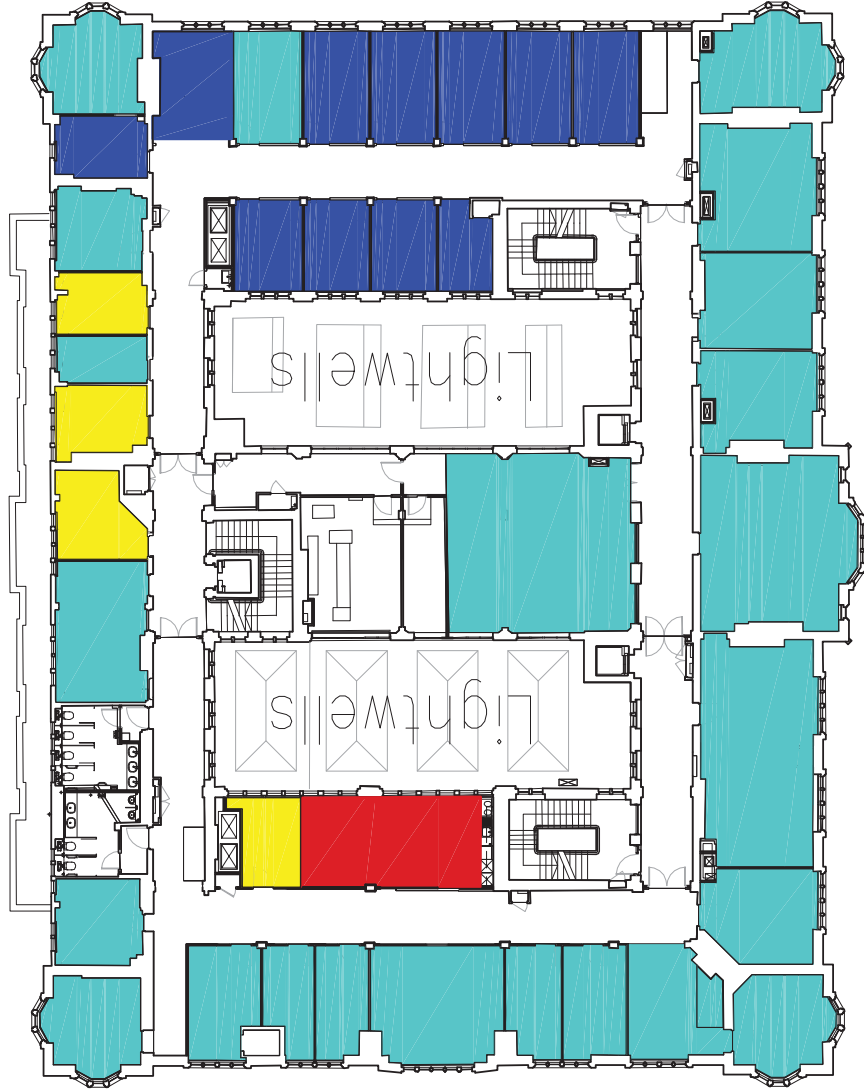


Lincoln's Inn Fields

# FOURTH FLOOR PLAN



Portugal Street



Lincoln's Inn Fields

## KEY



ECONOMICS DEPARTMENT



STICERD



CASE



STAFF BREAK OUT SPACE



CIRCULATION, WC & SERVICES

# THIRD FLOOR PLAN

Portugal Street



Lincoln's Inn Fields

## KEY



CEP

MACRO

ECONOMICS DEPARTMENT

STAFF BREAK OUT SPACE

STICERD

CIRCULATION, WC & SERVICES

CENTRALLY BOOKED

MEETING ROOM

# SECOND FLOOR PLAN

Portugal Street



Lincoln's Inn Fields

KEY



MACRO

ECONOMICS DEPARTMENT

STAFF BREAK OUT SPACE








CIRCULATION, WC & SERVICES

CENTRALLY BOOKED

MEETING ROOM

FIRST  
FLOOR PLAN

## KEY

	SEMINAR ROOM
	TEACHING ROOM
	HARVARD LECTURE THEATRE
	PC STUDY ROOM
	STUDENT BREAK OUT SPACE
	CYCLE PARKING
	CIRCULATION, WC & SERVICES



## GROUND FLOOR PLAN














# KEY

- SEMINAR ROOM
- TEACHING ROOM
- HARVARD LECTURE THEATRE
- PC STUDY ROOM
- STUDENT BREAK OUT SPACE
- CATERING
- CYCLE PARKING
- ENTRANCE TO 32 LIF
- CIRCULATION, WC & SERVICES



## LOWER GROUND FLOOR PLAN

## KEY

	SEMINAR ROOM
	TEACHING ROOM
	CONFERENCE ROOM
	PC STUDY ROOM
	STUDENT BREAK OUT SPACE
	POST GRADUATE COMMON ROOM
	CAFE
	CATERING
	REST ROOM
	ESTATES
	CIRCULATION, WC & SERVICES



## BASEMENT FLOOR PLAN

## **Building Services / Information**

### **Bicycle parking & associated facilities**

Bicycle racks are provided on the front forecourt. Access is via Serle Street. Showers and changing facilities are located in the basement. Bicycles are not permitted inside the building. Motorcycles or mopeds must not be brought onto the forecourt.

Access to the bike park during building opening times only: 07:00 – midnight, Monday to Friday and 08:00 - 22:00, Saturday and Sunday.

Bicycles shall be secured only to the designated hoops by the owner's own lock. The School cannot be responsible for the loss or damage to cycling equipment. Any bikes secured outside the designated areas, especially to the external railings and the building, will be removed.

Any bikes left over a period of time will be removed to ensure availability of these facilities for those who need them on a daily basis.

### **Break out spaces**

There are a number of break out spaces on the basement, lower ground and ground floors which can be used by students to work, or meet socially to relax. These are furnished with both hard and soft seating and high and low level tables they also have laptop charging points. There are wireless facilities throughout the building. Please leave these areas as you would wish to find them and make use of the nearby recycling and waste bins.

### **Environment & ecology (BREEAM)**

To meet the LSE Environmental Policy, 32L has been designed to achieve a BREEAM (Building Research Establishment Environmental Assessment Methodology) 'very good' rating. The Energy Performance Certificate (EPC) for the building is rated at 'C'.

Photovoltaic Cells (PV's) have been installed on the slate roofs at fifth floor level on both south and east sides to generate electricity and further reduce the overall carbon footprint of the building. The predicted CO<sub>2</sub> savings from the installation of the PV's is 6,201kg CO<sub>2</sub>/annum.

As part of a refurbishment by the previous owners of the building, all of the main plant including boilers and hot water generating equipment were renewed with high efficiency modern plant. As part of the current refurbishment this will remain so that the full benefits are achieved from the full life cycle of the equipment.

All new energy efficient lighting has been selected to maximise the efficiency within the refurbished areas.

Water efficient fittings have been installed; a pulsed output water meter and a leak detection system are fitted to the incoming water main.

Materials have been responsibly sourced (e.g. FSC certified timber) and all insulation material has been specified to have zero ozone depletion potential.

Find out how to achieve more energy and carbon savings by logging onto Carbon Trust Empower [www.carbontrust.com/resources/tools/empower](http://www.carbontrust.com/resources/tools/empower)

## General teaching rooms and lecture theatres

There are 2 Harvard theatres, 1 conference room, 21 seminar rooms and 19 teaching rooms.

	Ground floor	Lower Ground floor	Basement
General teaching rooms	8	7	4
Seminar rooms	11	7	3
Conference rooms	-	-	1
Harvard lecture theatre	1	1	-
PC study rooms	1	2	-

## Passenger lifts and goods lifts

There are two 6 person passenger lifts and one 8 person passenger / goods lift situated in the centre of the building which serve basement to fourth floor, one 17 person passenger lift situated at the main entrance serving ground, lower ground and basement and one 1,000 kilo goods lift serving lower ground and basement. There is also a platform lift serving the level change on the lower ground floor. There is no lift access to the fifth floor.

Please give priority to those most in need of using the lift and remember taking the stairs is often the quickest way of travelling to nearby floors and keeps you fit. A 15 second lift ride uses approximately 60w of energy – the same as a 60W light bulb in one hour.

## PC study rooms

PC study rooms are located on the lower ground and ground floors and they are equipped with a height adjustable desk, chairs, PCs and printing facilities.

## PhD common areas

A PhD Common Room can be found on the lower ground level.

This area is provided with desks, chairs, tea and coffee facilities, provided as part of the Estates refurbishment project.

## Reception area

The main reception is positioned at the front of the main entrance, on the Lincoln's Inn Fields side, contact [LSE.32L.Reception@lse.ac.uk](mailto:LSE.32L.Reception@lse.ac.uk) , #2888 or 020 3486 2888.

## Rest room

A quiet room is situated in the basement. For your own security & safety this room is controlled by 32L Reception / Security. Please contact 0203 486 2888 or #2888 for access.

## Stairs

The building has three main staircases that run between basement and fifth floor. Two short flights of stairs also connect the main entrance with the lower ground floor.



### Toilet and shower facilities

	Male	Female	Gender-neutral	Disabled	Showers
Fifth floor	N	N	N	N	N
Fourth floor	Y	Y	N	Y	N
Third floor	Y	Y	N	N	N
Second floor	Y	Y	N	Y	N
First floor	Y	Y	N	Y	N
Ground	Y	Y	N	Y	N
Lower Ground	Y	Y	Y	Y	N
Basement	Y	Y	Y	Y	Y

There are no toilet facilities on the fifth floor. There are 2 male and 2 female shower cubicles and changing space in the basement which are intended for the use of cyclists.

All sanitary ware has been fitted with water saving devices.

## **Office information**

### **Alterations to your space**

Should you wish to propose any alterations to your allocated space please make an application to the Estates Division by completing a New Works Request form: [New Works Request Online Form - New Works Request - Service request - Helpdesk and services - Estates Division - Services and divisions - Staff and students - Home](#)

The power/data point locations have been positioned to suit the current agreed furniture layouts. Therefore re-positioning furniture may require new/additional power/data outlets.

Diffuser grilles that are provided at low level within the teaching and seminar rooms should not be obstructed by furniture. High level wall grilles also need to remain free from high level storage and/or shelving.

Sofas containing integrated power (within the basement break-out spaces) must be disconnected from their power supply prior to being moved.

Any significant increase in occupation of any floors may affect the fire strategy and would require a review of the building fire risk assessment.

### **Blinds**

Operation of roller blinds is by drawstring. Please use with care and do not pull the blind itself as this may damage the operating mechanism.

### **Catering facilities**

The basement houses a 60 seat café, 'The Bean Counter', with an adjoining 40 seat break out area.

The café is a great place to relax with a coffee, enjoy a light meal or grab a soft drink on the way to a class, lecture or the office. There are triple certified barista style coffees, speciality teas by the pot or cup, home-made fresh juices, smoothies and frappes, hand-made sandwiches toasted to order, soup, freshly made savoury and sweet crepes, and irresistible cakes. Opening hours are displayed at the café and on the catering website.

### **Cleaning**

All buildings are cleaned regularly throughout the day. For full details of the cleaning schedule, frequencies and emptying of recycling bins, please visit the Estates Division web page:

[Cleaning services: building list - Cleaning services for your building - Cleaning - Helpdesk and services - Estates Division - Services and divisions - Staff and students - Home](#)

### **Electrical safety**

Occupants are reminded that they should check the cables and plugs of portable electrical appliances for signs of wear or damage. Damaged or defective equipment must be taken out of service.

Personal electrical appliances can only be used with the permission of the Estates Division, Facilities Management. Occupants wishing to use personal electrical appliances must make

them available to be PAT tested by the Estates Maintenance team. Any equipment which fails the PAT test or has defective cabling or plug tops will be removed. Portable heaters are not permitted. Extension leads must not be used without the permission of the Estates Division, Facilities Management. The use of block multi-plugs is prohibited.

### **Fault reporting repairs and maintenance**

The Help Desk is the link between LSE customers (staff, students and visitors) and the Estates Team. Our aim is to work together to ensure that faults are attended to promptly, in order to do this we need to know about them.

If you see a fault or defect with any facility on campus please report it. The Estates website has full details of how to report a fault or request a repair through the Maintenance Helpdesk, but this is summarised below:



**DON'T WALK PAST - REPORT IT!**

**Estates Help Desk - Mon-Fri 8.30am-5.00pm**

**☎: Helpdesk #7956**

✉ **email:** [estates-help-desk@lse.ac.uk](mailto:estates-help-desk@lse.ac.uk)

**☎ emergency: #2444** (DD: 020 78318713)

**Estates Web Service Request Form:**

**[www.lse.ac.uk/EstatesDivision/HelpdeskAndServices/Helpdesk](http://www.lse.ac.uk/EstatesDivision/HelpdeskAndServices/Helpdesk)**

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### **Helpdesk reports**

For the most effective response to faults and maintenance requests please use the on line Maintenance Request Form at <http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/Home.aspx>. Please give as much detail as possible including the exact location of room / floor / building, the area within the room (if appropriate), what work is being requested and convenient times of access etc.

If you use this website for job requests Estates can track the progress of all such maintenance works and ensure that it is completed as soon as reasonably possible.

Once your request is logged, this also enables the Estates helpdesk to automatically keep you informed of the progress of a current job, and you will be notified on completion of the work with a request for feedback. You are encouraged to give constructive feedback including, when justified, honest criticism, which helps to improve the service.

In case of problems you may contact Beni Ahjem (Help Desk Manager) on #7778 [a.ahjem@lse.ac.uk](mailto:a.ahjem@lse.ac.uk) or one of the Maintenance supervisors.

## In an Emergency

For serious faults such as a flood, blocked WC, loss of power, or a Health & Safety hazard etc please dial #2444, but please note that this number is staffed between Monday to Friday 08:30 and 17:00; outside these hours you should call security on #2000.

### **Fire safety & emergency evacuation**

32L is designed in such a way that any fire developing within the building will have been modelled and risk evaluated. The building will operate on a whole building evacuation principle.

#### **Action if you discover or suspect a fire**

If you see or suspect a fire (e.g. smell burning, see smoke) – raise the alarm by pressing the centre of a red break glass unit (found by exit doors, near stairs, etc.).

Unless you have been trained to use a fire extinguisher **and** have an escape route, you should NOT try to put the fire out yourself.

Evacuate the building with the other occupants, and report the location of the fire or possible fire to Security as soon as possible. This is to reduce the delay in emergency response.

#### **Action if you hear the alarm bell**

The exit doors to 32L are clearly marked by illuminated Exit signs. Please locate the one closest to your location.

If you hear the continuous alarm bell, you must leave immediately: do NOT stop to collect personal belongings, do not continue to teach, do not continue with a telephone conversation, or otherwise delay your departure. Occupants must leave the building using the primary route staircases and fire exits, and go to the Fire Assembly Point, which is on the **south west corner of Lincoln's Inn Fields opposite the New Academic Building and Coopers Wine Bar**. Stay with your group (e.g. staff from your floor; your class) until all occupants have been accounted for, or until advised otherwise by a fire warden or member of LSE Security.

Do not attempt to use the lifts during an emergency evacuation. Please ensure escape routes remain clear and fire doors are never wedged open.

Those with disabilities who require assistance should convene at the fire refuge point. (If you have a disability whether temporary or permanent that may affect your ability to respond to a fire alarm and exit the building using the stairs without assistance, please contact the Health and Safety Team so that a personal emergency evacuation plan can be developed for you).

Fire safety training and regular drills will be organised in accordance with LSE policy.

### **First aid provision**

First-aid is provided on a campus-wide basis, see list of first-aiders on campus on the health and safety website:

<http://www2.lse.ac.uk/intranet/LSEServices/healthAndSafety/policy/firstAid.aspx> Each department will have a first-aid box.



Accidents, incidents and near misses on campus must be reported to your departmental health and safety co-ordinator or your line-manager. More information on accident and incident reporting can be found on the Health and safety web pages:  
<http://www2.lse.ac.uk/intranet/LSEServices/healthAndSafety/policy/accidentReportingProcedures.aspx> If the accident is serious please contact Security on 666 to report it.

## **Furniture**

In compliance with the LSE Environmental Policy, the furniture for 32L has been selected to meet high environmental criteria. Approximately 30% of the furniture has been re-used from existing stock.

All new furniture has been manufactured in the UK.

All new office chairs will have an operational manual attached with detailed operating instructions.

If you find you have a furniture requirement please refer to the website:

<http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/furnitureReuse/home.aspx>

## **Induction loop systems**

Induction Loop Systems are incorporated in all teaching rooms and the main reception desk, for further details please refer to the AV web pages:

<http://www2.lse.ac.uk/intranet/LSEServices/itservices/facilities/avServices/home.aspx> or email: ITS.AV.Support@lse.ac.uk

## **IT support and sustainable use of computers**

A central Service Desk is now available to provide all of your IT support services. The service desk will be staffed by your Academic Support Teams and:

- Be the initial point of contact for all staff IT queries
- Centrally administer all calls and emails
- Provide first line support and fixes where possible
- Escalate issues as and when required to Academic Support Team members

The Service Desk should be your first point of contact for all staff IT support queries:

- Email: [IT.Servicesdesk@lse.ac.uk](mailto:IT.Servicesdesk@lse.ac.uk)
- Tel: #5000

ITS have paid particular attention to minimising the environmental impact of IT equipment in 32L and give the following advice for IT users:

- All computers to be powered down and screens switched off at end of day.
- The last person in each office to power down printer
- The last person to leave on Fridays to power down copiers.
- It is illegal to send unwanted IT equipment to landfill and it must be disposed of legally through the correct channels.

Refer to the IT Services web pages for further information:

<http://www2.lse.ac.uk/intranet/LSEServices/itservices/about/environment/home.aspx>

## **Lighting (PIR)**

Office lights are operated by manual on/off switches. Daylight sensors have also been installed, these adjust the artificial lights in order to maintain lighting levels and save energy.

Teaching room lights are also operated by manual on/off switches. Absence detectors have been installed to ensure that lights are switched off automatically whenever the room is not in use.

## **Lockers**

Lap top lockers are available for PhD students only, located and managed in the open plan PhD study areas within each department.

## **Meetings**

If you wish to arrange a meeting or event for more than 30 participants, or to be held outside normal School hours, please refer to the additional guidance on the Conference and Events web pages:

<http://www2.lse.ac.uk/intranet/LSEServices/ERD/conferenceAndEventsOffice/Home.aspx>

## **Partitions/shelving**

Partitions are constructed from acoustic plasterboard walls. Shelves have been fixed to pattresses within the studwork, so they are able to accommodate standard book sizes. Please be careful not to overload with multi-stacking of books.

## **Postal service**

**Incoming mail:** Mail for building users will be distributed by LSE post room staff.

Mail will be delivered and collected to/from departmental offices or designated post rooms.

The mail is delivered and collected twice daily. Usually between 10:00 – 10:30 and 2:00 – 2:30

**Our mailing address for all external mail is:**

**Your Name, Dept and Room Number** (very important)  
London School of Economics and Political Sciences  
Houghton Street  
London  
WC2A 2AE

## **All courier deliveries go to the main LSE Post Room**

Please advise the Post room on #7989/6564 or [Postalenquiries@lse.ac.uk](mailto:Postalenquiries@lse.ac.uk) if you are expecting an urgent or valuable item and they will contact you upon arrival.

LSE security will not accept any courier deliveries at 32L reception.

**Campus Mail:** To send mail to another office on campus, you will need an internal mail envelope with addressee, room number & building included.

## **Power / data**

Power and data is provided within each office to support every workstation. All offices have wireless data connection.

## **Security passes**

Access into the building via both Portugal Street and Lincoln's Inn Fields will necessitate you passing through security turnstiles. This will require you to carry your LSE security pass whenever you enter or exit the building. Your pass will now work as a proximity pass and therefore you should hold this against the reader to operate the turnstile. Please note that you will need a sQuid enabled card to pass through the barriers. If you have an old style card please go to the main Library reception desk to acquire a replacement. Cardholders must safeguard their card and report any loss to the Library (the issuing authority), who should in turn immediately inform the Security team. ID cards are not transferable and holders must not loan their card to other persons for means of access or for any other reason. Disciplinary action may be taken if a crime or breach of security results from misuse of a School ID card.

For access into your office you will be issued with a Salto fob prior to your move. This should be held against the reader above the office door handle to de-activate the lock. To order replacement or additional Salto fobs please complete a service request form [http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/serviceRequest\\_additionalOrReplacementKeys.aspx](http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/serviceRequest_additionalOrReplacementKeys.aspx)

## **Security systems**

32L has a higher level of access control than other buildings on the campus. You will be required to use your LSE ID card to gain access through the security turnstiles. However, due to the number of public events large numbers of visitors will have access. For this reason you should exercise the same levels of caution as you would in other parts of the School with regard to personal belongings.

Please keep the door to your office locked when you are not there and do not leave valuables unattended. Due to the large number of visitors and walk in guests, LSE will not accept responsibility for lost or stolen items. Offices have filing cabinets or desk drawers that lock; please use them. Ask the office manager for a key to be made available if one has not already been issued to you.

## **Smoking**

In line with statutory provisions all buildings on the campus are smoke free. No one is allowed to smoke inside 32L, but you may smoke in adjacent areas outside the building as long as you are at least 2 meters away from any doors, windows, ventilation grilles or other openings which may cause tobacco fumes to enter the workplace. If you must smoke, you are also asked to show consideration to other non-smoking users by ensuring a clear pathway to all entrances. Please deposit used cigarettes ends in an appropriate bin and do not stub cigarettes out on the pavements, planters or street furniture, where someone else has to clear up the resultant litter.

## Tea points

Tea points are provided on all academic floors and are located on the East side of the building.

All electrical appliances are A rated for environmental performance.

Please leave these areas as you would wish to find them and ensure any spillages are cleaned up immediately.

Floors 1 – 5 have tea points for each department, provided with services to connect to a water dispenser should they wish. Estates Division have installed the Oasis Onyx Series Point of Use Counter Top Water Cooler in their own kitchen area.

Individual departments are responsible for stocking kitchen areas but to comply with the environmental policy, the following recommendations are made:

Wash mugs and glasses rather than using disposable containers  
Buy organic and fair trade tea, coffee and other refreshments  
Do not buy in bottled water, use the tap water and serve in a jug for meetings  
Avoid packaging wherever possible and recycle where appropriate facilities are provided  
Buy eco-friendly washing up liquid and other cleaning products

The LSE have provided recycling and waste bins in the tea points and other communal areas. Please co-operate with LSE Environment & Sustainability policy and ensure that you separate your waste appropriately (see Waste and Recycling section).

## Telephones

The Hosted Telephony Project, which is currently being rolled out across the whole campus by IMT Services, has been installed within 32L. This means that you have a new handset. The new telephone system has greater functionality than the previous system which we hope you will find useful in your day to day activities. For further information please see the online telephone guide:

<http://www2.lse.ac.uk/contact/telephoneDirectory/hostedTelephony/telephoneGuides.aspx>  
or contact Telecoms on #2222 or email: [telecoms@lse.ac.uk](mailto:telecoms@lse.ac.uk).

Existing & new extension numbers have been agreed with your department. Please see your department manager for more details.

Any problems with phones should be reported to Telecoms on #2222 or email: [telecoms@lse.ac.uk](mailto:telecoms@lse.ac.uk)

## Transport

As part of the refurbishment and in line with the Schools environmental policy all 12 car parking spaces, located on the forecourt of the building, have been replaced with 84 bicycle parking spaces. These additional spaces at 32L will increase the number on campus from 292 to 376.

For details of the nearest public transport links please visit

<http://www2.lse.ac.uk/intranet/LSEServices/LSEFacilitiesGuide/transportCyclesShowersAndLockers.aspx>



## **Ventilation / cooling / heating – see also Windows**

Heating is provided by perimeter radiators, the temperature can be controlled using the thermostatic valves on the radiators. The building is centrally heated, the operation of which is controlled by the Building Management System (BMS) which is managed by the Estates Division. Freestanding heaters are not permitted.

The majority of the building is naturally ventilated via openable windows providing ventilation requirements as described in Part F of the Building Regulations with new ventilation plant provided to serve all spaces without openable windows.

Teaching spaces and seminar rooms located throughout the lower three floors will be provided with local supply and extract ventilation with ductwork being run through the spaces and the corridor. Each room will be provided with tempered supply air (delivered at a fixed supply air temperature of 19°C) via low level displacement diffusers with extract being provided at high level in each space.

The ventilation to the basement will be provided by localised Air Handling Units (AHU's) in and throughout the basement floor.

The ventilation to the lower ground floor and ground floor is via centralised AHU's located at roof level. Air will be routed through a number of vertical risers in the building and within the light wells.

The new lecture theatres will be provided with independent supply and extract ventilation. Each room will have its own dedicated AHU located at roof level.

## **Visitors**

The intention to host a visitor is passed to the reception staff at 32L by a representative of the inviting department, division or organisation. Details of visitors to 32L should be sent to [LSE.32L.Reception@lse.ac.uk](mailto:LSE.32L.Reception@lse.ac.uk). The e-mail should contain the following details:

- Full name of visitor
- Date and time the visitor will arrive and depart 32L
- Name and department/division of host member of staff with contact telephone number
- Special needs of persons attending i.e. disabled access

Visitors will be issued with a 'visitor's pass' at point of entry to 32L. These passes contain emergency and health and safety information. Visitors should wear these passes throughout their visit to the School. The visitor should return the pass on the conclusion of their visit.

In the event that a visitor arrives at reception without prior notification, reception staff will contact the inviting Department or staff member and request that they meet the visitor at the reception area and authorise the issue of a visitors pass. Queries about visitors should be addressed to the 32L reception on #2888 or 0203 486 2888.

## **Waste/recycling – see also tea points**

The LSE have provided recycling and waste bins in the tea points and other communal areas. Please co-operate with LSE Environment & Sustainability policy and ensure that you separate your waste in the following ways:

### **Organic/food waste:**

This will be emptied daily by cleaners.

To include teabags, coffee grinds, all food, soiled paper towels, wooden stirrers.

**Recyclables: plastic bottles, tins and cans:**

This includes plastic, metal, glass, paper (including paper cups and plates), juice cartons – please drain liquids into the sink first.

**Paper/thin card:**

All paper, including envelopes and thin card.

**Cardboard**

Please flatten and leave folded by bins.

**Non-recyclables:**

Crisp packets, polystyrene, sweet wrappers and gum.

**Water fountains**

Water fountains are provided on all teaching floors (basement, lower ground and ground) with a swan neck tap for refilling reusable bottles. Building users are encouraged to make use of the free water facilities to avoid the environmental impact of bottled water. Floors 1 – 5 have tea points for each department, provided with services to connect to a water dispenser should they wish. Estates Division have installed the Oasis Onyx Series Point of Use Counter Top Water Cooler in their own kitchen area.

**Windows**

These can be opened. It is your responsibility to close windows when leaving your office.

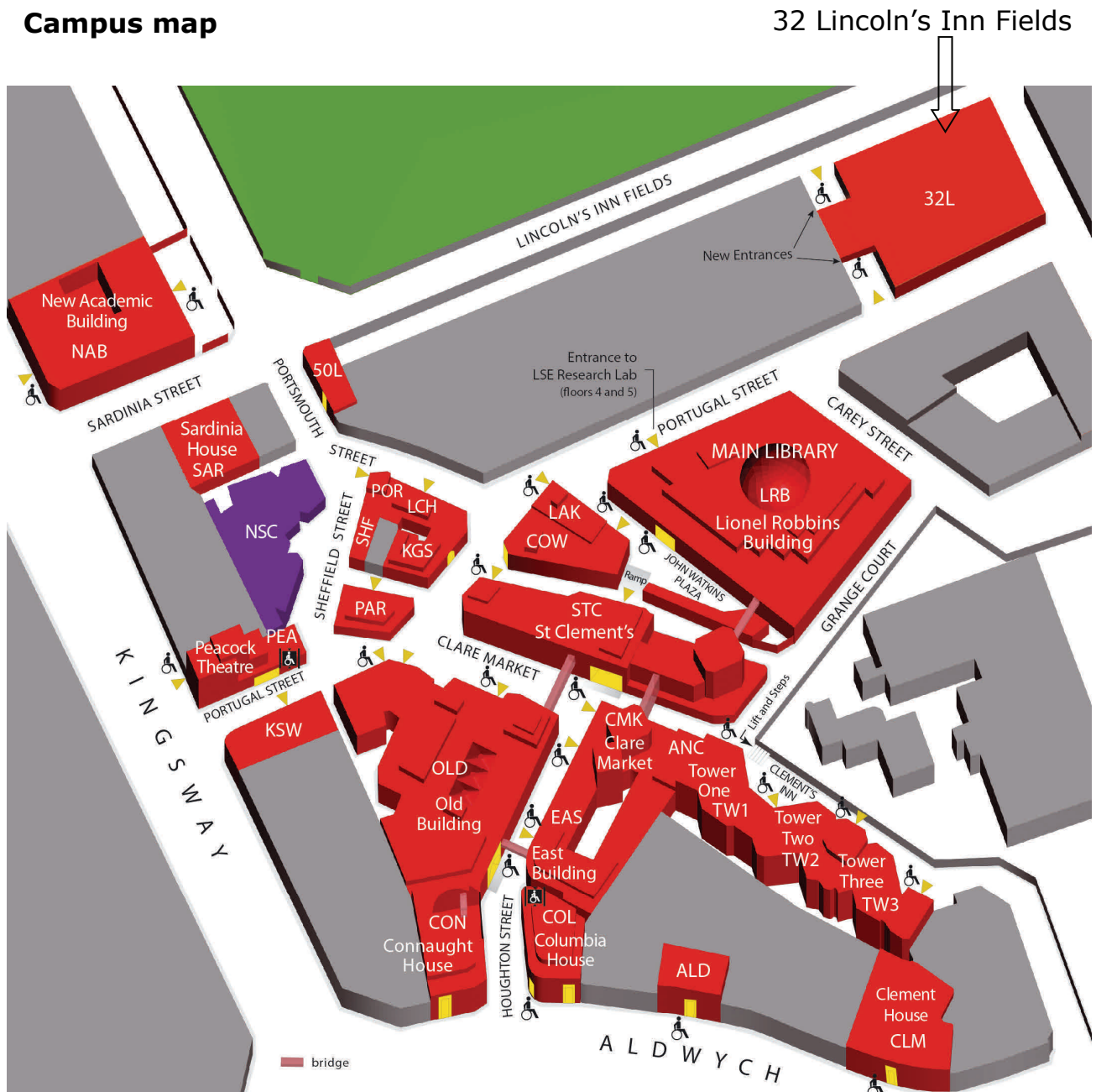
**Wireless**

A Wireless network is available throughout the building.

Refer to IT Services web pages if you experience any problem when trying to connect to the wireless network:

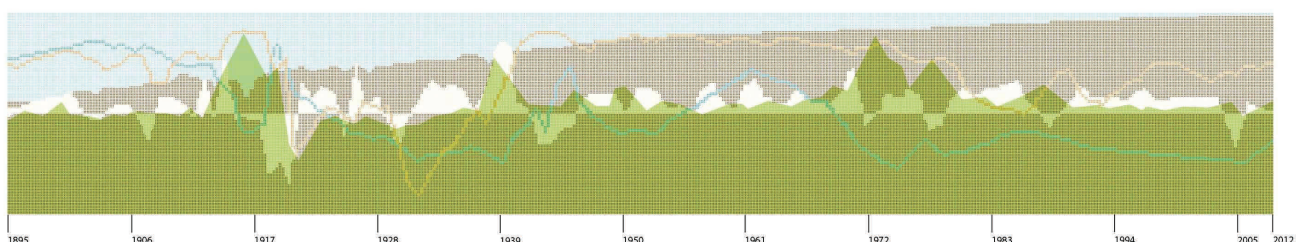
<http://www2.lse.ac.uk/intranet/LSEServices/itservices/guides/wirelessNetworks.aspx>

## Campus map



## Bin store artwork

This work by Jestico + Whiles represents a superposition of the quality of life indices in their own units of measurement—GDP growth, consumer price index, birth, employment and life expectancy rates—from the founding of the LSE in 1895 until 2012.





**Estates Division**

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London WC2A 2AE



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**Email:**

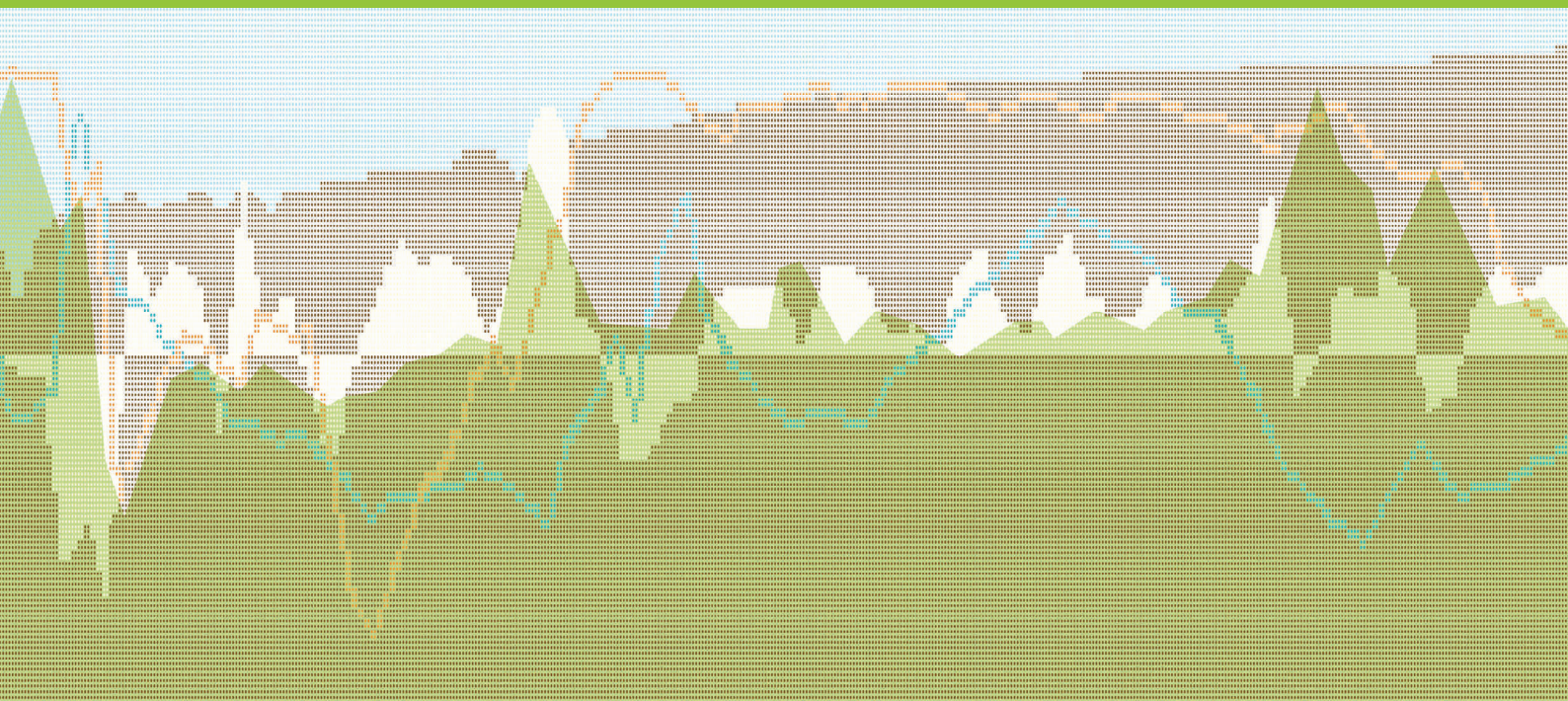
[estates.admin@lse.ac.uk](mailto:estates.admin@lse.ac.uk)

**Telephone:**

020 7955 6477

**Website:**

[lse.ac.uk/estates](http://lse.ac.uk/estates)



**Estates Division**