

Welcome to the Saw Swee Hock Student Centre

KNOW YOUR BUILDING – GENERAL BUILDING FEATURES



BREEAM screens

There is one on each floor, they monitor and report energy usage data for the building.



Floor boxes (not for student/staff use)

These are strategically placed around the building. They offer access to underfloor services and are for Estates FM maintenance use only!



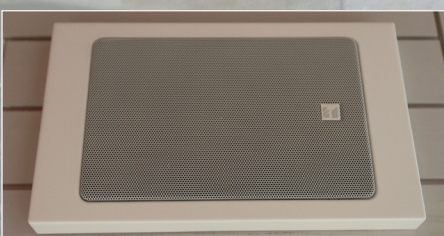
Smoke detector

Linked to the fire alarm system, these sensors will detect smoke and alert building users if evacuation is necessary.



CCTV

CCTV cameras have been installed around the building, in circulation spaces and in high security areas. They are monitored by LSE Security staff.



Speakers

The speakers around the building are linked to both the personal address system and the fire alarm system. Please follow all instruction you are given via the speaker system.

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KNOW YOUR BUILDING – HEATING, COOLING AND VENTILATION



Temperature sensor (not for student/staff use)

These sensors are linked to the Building Management System (BMS). They automatically control the temperature of the building and should not be covered at any time.



Thermostat (for staff use)

Adjust the temperature manually in specific areas.



Ventilation grilles

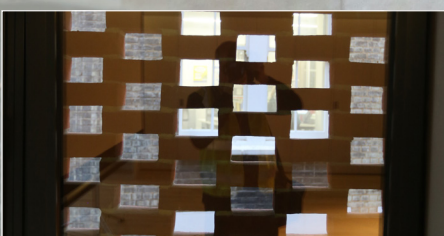
This is part of the air circulation system.



Floor grilles

Trench heating is located under these grilles.

Do not obstruct or cover the grilles. As it will affect the heating to the building.



Perforated bricks

The perforated brick walls are a key architectural feature but have an inherent function to naturally shade the building and provide privacy from neighbouring buildings in some areas.

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KNOW YOUR BUILDING – LIGHTING



Emergency Lighting

These are strategically placed around the building to aid your exit in an emergency.



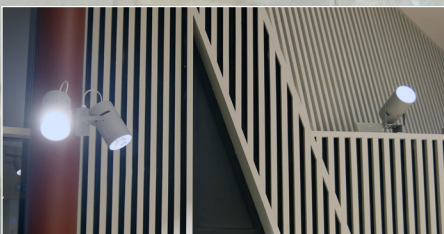
Movement sensor (controls lighting)

These sensors will detect movement and adjust zonal lighting accordingly.



Lighting

There are various lighting systems around the building, they are all linked to movement sensors and daylight sensors and are activated automatically.



Welcome to the Saw Swee Hock Student Centre

KNOW YOUR BUILDING – WINDOW OPERATION



Manually operated window

These windows can be opened and closed manually to suit users, by turning handle.



Electronically openable windows

These windows can be opened or closed, as banks of windows, by pressing and holding the switch located near to the windows.



Automatic windows

These windows are linked to the Building Management System (BMS) and will open and close automatically as dictated by the system.



Maintenance Access Only

These windows, without handles, are for access only and can only be opened by the Estates FM Maintenance Team.

Welcome to the Saw Swee Hock Student Centre

KNOW YOUR BUILDING – DEPARTMENTAL KITCHENS

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

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 and Sustainability policy and ensure that you separate your waste appropriately (see Waste and Recycling section).

The zip tap (pictured) is designed to provide both boiling water for hot drinks and chilled filtered water for cold drinks. The tap requires combined thumb/finger operation.

Please ensure dishwasher (if fitted) and microwaves are turned off when not in use.



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KNOW YOUR BUILDING – SHOWERS

To operate the shower:

Position your hand anywhere in front of the control panel to activate the Digital Mixing Valve (DMV). Water is delivered at a default temperature.



Note! The sensors are designed to operate at a distance of up to 30mm. There is no need for the user to touch the control panel.

Position your hand over the Down arrow to obtain a cooler mix. When only the blue light is illuminated on the control panel, then only cold water is being supplied. If the blue light is flashing, then the minimum preset temperature is being delivered.

Position your hand over the Up arrow to obtain a hotter mix.

Note! Adjusting the temperature automatically resets the flowtime.

The water should flow until either it is switched off manually (by positioning your hand over the central logo, "Flow sensor") or the programmed flow time duration has elapsed.

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KNOW YOUR BUILDING – WATERWORKS

We encourage building users to make use of the water fountains located throughout the building (push button to operate).



Waste water (greywater) is collected from wash hand basins, drinking fountains etc., throughout the building and is stored and reused to flush toilets and water plants.

Toilets have been fitted with automatic (sensor) flush, and basins within the toilets are also fitted with automatic sensor taps.

Urinals work on a waterless system.

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KNOW YOUR BUILDING – FOOTWASH



This footwash facility is fitted
with auto sensor taps to activate
water flow.

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KNOW YOUR BUILDING – SPIRAL STAIRCASE

Throughout the building, the stairs are generous, expressive elements that guide users in a legible manner. Landings have benches or seats. There are opportunities for students and colleagues to meet, share information and socialise.

The main circulation stair wraps around the central brightly coloured lift shaft. Wide stairs with slow steps and integrated seating make a continuous social link between entrance and roof garden. Overlapping activities, moments of overlooking between landings and rest points punctuate the route along the way.

At the fifth floor a change to the circulation happens, where vertical access to the sixth floor continues via a spiral stair. This change adds specificity to the top floor, the “attic” of the building, marking it as a special moment within the scheme.

In a similar manner, the main vertical circulation from Ground Floor to Venue is via a spiral stair, an event in itself, as it corkscrews its way from the ground floor down, with cloakrooms, rest rooms, gallery walls and gathering spaces provided from its landings.

These spiral stairs are monolithic, sculptural elements. They give the impression of being lifted towards the light, or of coring deep into more mysterious, subterranean territories. They are formed using cast in-situ concrete, which has been heavily sandblasted to reveal pebbles and stones normally hidden within the concrete mix. A polished terrazzo surface containing white marble, suggests the public route through the building and contrasts with the more textured finish to the walls of the spiral stair.

O'Donnell & Tuomey Architects



Welcome to the Saw Swee Hock Student Centre

KNOW YOUR BUILDING – MOVEABLE PARTITIONS

Please read this instruction carefully before attempting to operate the panels.

Care should be taken with hands and fingers to ensure they are kept free of the panels when manoeuvring into position.

1. Firmly grip both vertical edges of first panel and manoeuvre out of stacking area.
2. Move panel along ceiling track to furthest point and firmly insert male profile into the jamb post mounted on the wall surface. (*Ensure hands are away from all meeting panel edges*).
3. Insert the operating handle into receiving slot in female profile and rotate in a clockwise direction approximately half a turn. This extends the top and bottom retractable seals. Remove winding handle from panel.
4. Return to stacking area and repeat steps 1 to 3 for all remaining panels, with the exception of the final "TE" telescopic panel, ensuring that the male profile of each new panel is inserted firmly within the female profiles of the previously located panel (*Ensure hands are away from all meeting panel edges*).
5. The final panel, the "TE" telescopic panel, is moved so that the male profile is inserted firmly within the female profile of the neighbouring panel. The operating handle is inserted into the escutcheon slot nearest to the jamb on the face of the panel and turned in a clockwise direction approximately a half turn. This moves the horizontal telescopic seal until the panel is firmly located against the jamb post mounted on the wall surface. Once the telescopic sleeve of the "TE" panel is fully extended move the operating hand to the second escutcheon and turn through approximately half a turn to extend the top and bottom seals. (*Ensure hands are away from all meeting panel edges*).
6. To re-stack the partition repeat steps 1 to 5 in reverse order, rotating the winding handle in an anticlockwise direction.

Visit youtube to see a visual demonstration of the above procedure:

www.youtube.com/watch?v=HuYsr_ZEkME

POSTERS PROCEDURE

"YOU CAN STICK POSTERS HERE"

The main reception area contains two large secured poster boards which will be managed and maintained by the reception staff. Requests for access to these boards should be made in the first instance to the receptionist **Lse.saw.reception@lse.ac.uk**. The reception staff will ensure that the information displayed on these boards is current and up-to date at all times.

Communal Notice Boards

- There are notice boards located throughout the building and these will be monitored by Estates FM staff.
- Displays and notices should be in good condition, up-to-date and clearly displayed on the appropriate notice boards.
- No posters/notices to be displayed anywhere other than designated areas.

Lift Core/Art work

- The central lift core has been designed in vitreous enamel to take notices and posters. These should be fixed using "blu-tack" only.
- Any notices displayed on this should be up-to-date and will be removed on a weekly basis by Estates FM staff unless otherwise agreed.
- Any posters/notices displayed elsewhere will be removed.
- Any complaints or criticisms should be directed to **estates.follow-up-jobs@lse.ac.uk**
- All materials displayed by the SU must comply with the SU code of conduct and regulations on Equality and Diversity.

Welcome to the Saw Swee Hock Student Centre

KNOW YOUR BUILDING – LIFT ARTWORK

The design that wraps around the central lift shaft is called Uplift.

It was designed by the Architects
O'Donnell + Tuomey

Totem Pole

We wanted to enclose the concrete structure of the lift shaft in a sleeve of coloured steel. We thought of arranging steel panels in a harlequin pattern, providing an aesthetic reference point, visible on every floor, rising between floors.



Posters

The central lift core has been designed in vitreous enamel to take notices and posters. These should be fixed using "blu-tack" only.

Any notices displayed on this should be up-to-date and will be removed on a weekly basis by Estates FM staff unless otherwise agreed.

There are also other poster boards positioned around the building for student's use.



Estates Division

Welcome to the Saw Swee Hock Student Centre

KNOW YOUR BUILDING – CURTAIN OPERATION

Please use the pulley cord to open or close the curtains, as required.

The pulley cord is located behind the curtain to the far right.



Please do not attempt to open or close by dragging the curtain as this may cause damage.

Thank you



Estates Division

Welcome to the
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KNOW YOUR BUILDING – WINDOW BLINDS



Window blinds should be opened and closed using the metal pulley system. Please do not pull the blind as it will damage the mechanism.

Thank you

Welcome to the Saw Swee Hock Student Centre

KNOW YOUR BUILDING – ECOLOGY

In order to retain and protect the important ecological features of the site and to meet the recommendations within the BREEAM 2008 Education Ecological Assessment the following features have been incorporated in the building's outside spaces:

A green roof on the 5th floor has been seeded with twelve sedum species such as sedum album minor, sedum lydium and sedum acre. This feature will provide wildlife habitat and allow the continuity of green space through the urban environment.

Five raised planters containing native trees, shrubs and bulbs including hawthorn, blackthorn, wild majoram, goldenrod and common valerian have been installed on the 6th floor terrace with a sixth containing a common crab apple outside the lightwell on the ground/first floor staircase.

One bat box and one bird box have been installed to provide further opportunities for wildlife.

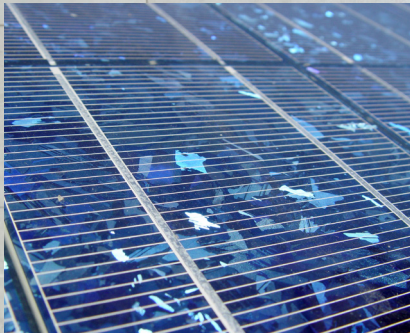




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KNOW YOUR BUILDING – PHOTOVOLTAICS (PV's) ON THE ROOF



A large number of Photovoltaic Cells (PV's) have been installed on the roof of the building to generate electricity and further reduce the overall carbon footprint of the building. It is predicted that 67 per cent of the building's energy requirements will be met by the combined heating and power system (CHP) and the PV's.

Further details about the panels can be viewed at web page: lse.ac.uk/intranet/students/campusLondonLife/sweeHockStudentCentre/Occupants-user-guide.aspx



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KNOW YOUR BUILDING – LOCKERS (GYM AREA)



Lockers are operated by inserted a £1 coin, closing the door and removing the key.

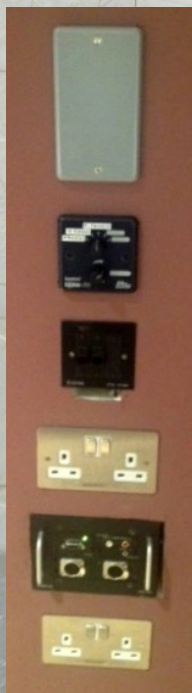
This will be refunded when you return to the locker and insert and turn the key.



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Welcome to the
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KNOW YOUR BUILDING – FITNESS STUDIO AUDIO VISUAL EQUIPMENT



If you wish to use the
audio visual equipment,
please contact the
Students' Union for
instructions
(call 020 7955 7158)



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Welcome to the Saw Swee Hock Student Centre

KNOW YOUR BUILDING – TERRACE

The terrace is open:
7am – 10.30pm.

The 6th floor roof terrace is a designated smoking area. If you must smoke, you are asked to show consideration to other non-smoking users by ensuring a clear pathway to all entrances. Please ensure you are at least 2 meters away from any doors, windows, ventilation grilles or other openings which may cause tobacco fumes to enter the building. Please deposit used cigarette ends in the bins provided and do not stub cigarettes out on the pavements, planters or street furniture, where someone else has to clear up the resultant litter.



Thank you



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Welcome to the Saw Swee Hock Student Centre

KNOW YOUR BUILDING – STAIRCASE LIGHTWELL

This area was designed to maximise the use of natural light into the building and is accessible by Estates FM maintenance staff only.





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Welcome to the
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KNOW YOUR BUILDING – CONTEMPLATION ROOM



Please enjoy this
space for quiet
contemplation
and prayer.