

26. BUILDING FACILITIES

26.1.1 Contents:

Aim	26.2.1
Chancellor's Building	26.3.1
Queen's Medical Research Institute (QMRI)	26.4.1
Institute for Regenerative & Repair (IRR)	26.5.1
Usher Building	26.6.1
Energy conservation	26.7.1
Further information	26.8.1

26.2.1 Aim: To describe building facilities in the Chancellor's Building, QMRI and CRM.

26.3.1 CHANCELLOR'S BUILDING:

Catering

- Hot and cold beverage vending machines and a coffee bar (also selling limited hot meals) are situated in the Jex-Blake Suite on the ground floor of the building;
- A microwave oven and source of drinking water is available for use by students in the Elsie Inglis Lounge on the ground floor of the building;
- Café facilities are provided on the second floor of the Infirmary (accessed along the link bridge) providing limited hot meals, sandwiches and drinks;
- Restaurant facilities are provided on the ground floor of the Infirmary providing hot meals, sandwiches and drinks; and
- Other snack-type catering facilities are available in the ground floor atrium area of the Infirmary.

Portering Services/Mail

- A number of strategically placed pigeon holes are provided throughout the building;
- NHSL provide mail and general portering services throughout the building;
- Incoming mail is distributed to various pigeon holes and offices by the porters; There are two collections of outgoing mail between 07:30 and 08:00 and 14:30 – 15:00 daily. Please leave mail in the appropriate trays in your department;
- Outgoing mail will be charged to the appropriate centre/section *via* a UoE issued Post Stamp – UofE-internal mail incurs no charge; and
- Departments are responsible for arranging to post *via* Recorded Delivery, but this mail will be uplifted by the Porters.

Domestic Services

The main cleaning of the building is by NHS Lothian Domestic staff and removal of general waste is carried out at night in order to minimize any inconvenience to occupants. There are also two uplifts of general waste during the day.

26.3.2 Laboratory coats, theatre scrubs and other items of personal protective equipment must not be worn in areas where food is being prepared or consumed (or in offices and meeting rooms *etc*).

N.B. All requests for *ad hoc* requirements, repairs should be made through the EQUANS Helpdesk on Ext. 24242.

26.4.1 QUEEN'S MEDICAL RESEARCH INSTITUTE (QMRI):

Catering

- Fridge, microwave oven, kettle and drinking water services are situated in each of several rest rooms around the building and also in a small galley adjacent to *The Larder* on the first floor of the building;
- Vending machine facilities, managed by *Edinburgh First*, are provided within *The Larder* on the first floor of the building, providing snacks, sandwiches, and hot and cold drinks (this is intended only for use by staff working within the Institute and visitors attending meetings there); and
- Hot beverage-making facilities are available on the second floor immediately above the restaurant/dining area.

Portering Services/Mail

- A number of strategically placed pigeon holes are provided throughout the building;
- University staff provide mail and general portering services throughout the building;
- Incoming mail is available for collection from pigeonholes in the QMRI Level 0 post room or at any one of several local post sorting and collection areas within the building;
- There is one collection of outgoing mail between 14:30 to 15:00 daily. Please leave mail in the appropriate trays in your department;
- Outgoing mail will be charged to the appropriate centre/section via a UoE issued Post Stamp – internal mail has no charge; and
- Departments are responsible for arranging to post via Recorded Delivery but this mail will be uplifted by the Porters.

Domestic Services

The main cleaning of the building is by UoE Domestic staff and removal of general waste is carried out at times intended to minimize any inconvenience to occupants. There are also two uplifts of general waste during the day.

26.4.2 Laboratory coats, theatre scrubs and other items of personal protective equipment must not be worn in areas where food is being prepared or consumed (or in offices and meeting rooms *etc*).

N.B. All requests for *ad hoc* requirements, repairs *etc* should be made *via* senior laboratory managers in the first instance and then referred *via Archibus* by appointed staff or QMRI Reception.

26.5.1 INSTITUTE FOR REGENERATION AND REPAIR (IRR):

Catering

- Fridge, microwave oven, kettle and drinking water services are situated in on the first-floor break-out area of IRR(N) and at other locations around the building; and
- Restaurant facilities are provided on the first-floor of IRR(S) providing hot meals, sandwiches and drinks.

Laboratory coats, theatre scrubs and other items of personal protective equipment must not be worn in areas where food is being prepared or consumed (or in offices and meeting rooms *etc*).

Portering Services/Mail

- Pigeon holes for incoming mail are located on the ground floor close to Reception;
- University staff provide mail and general portering services for the building;
- There is one collection of outgoing mail between 14:30 to 15:00 daily. Please leave mail in the appropriate trays in your department;
- Outgoing mail will be charged to the appropriate section; and
- Items for recorded delivery should be taken to the main Reception desk.

Domestic Services

The main cleaning of the building and removal of general waste is carried out at times intended to minimize any inconvenience to occupants. There are also two uplifts of general waste during the day.

26.5.2 Laboratory coats, theatre scrubs and other items of personal protective equipment must not be worn in areas where food is being prepared or consumed (or in offices and meeting rooms, *etc*).

N.B. All requests for *ad hoc* requirements, repairs *etc* should be made *via* senior laboratory managers to the Buildings Manager (on Ext. 50 9520).

26.6.1 USHER BUILDING

Catering

- Fridges, microwave ovens, Zip taps are situated in the Kitchens and Village Greens around the building; and
- Café 1898 on the ground floor provides pastries, hot meals and drinks.

Portering Services/Mail

- Incoming mail arrives at Usher Reception. Neighbourhoods are responsible for collecting mail from Usher Reception for their area.
- There is one collection of outgoing mail at approximately 11:30 daily. Neighbourhoods to deliver their outgoing mail to Usher Reception.
- Outgoing mail will be charged to the appropriate centre/section via a UoE issued Post Stamp – UofE-internal mail incurs no charge; and
- Neighbourhoods are responsible for arranging post via Recorded Delivery but this mail will be uplifted with the outgoing mail.

Domestic Services

The main cleaning of the building is by UoE Domestic staff, and removal of general waste is carried out at times intended to minimise any inconvenience to occupants.

26.7.1 Energy Conservation: The University's energy budget in recent years has been around £6.5M *per annum*. This is found at the expense of core academic and other support activity. University buildings on the Edinburgh bioQuarter campus consume large amounts of electricity, gas and water. Colleagues can contribute to savings by applying some simple rules:

- Switch lights off when out of the room for any significant period, and turn off all lights, including those serving communal areas, at the end of each working day;
- Turn off all non-essential and unutilised PCs and supporting hardware when the area is unoccupied for any significant period of time. Leaving equipment on “standby” still costs the equivalent of 20% of our annual collective consumption;
- Seek out “standby” indicator lights, and switch off all non-essential and unutilised equipment when the area is not occupied;
- Unplug transformer adaptors used to recharge cell-phones or to supply pH meters *etc*, when these are not in use – even when apparatus is not actually connected to these, they do draw an electricity supply, they do heat up, and they do represent a fire risk.

- When fume hoods are not actively in use, keep the sashes lowered to reduce fan activity and help retain fumes within the hood;
- If you are last to leave a building or corridor or room (including Lecture Theatres and Seminar Rooms), make sure that lights are off and doors and windows are closed to keep heat in;
- Wherever possible, procurement managers will try to source equipment with lower energy on-costs, and laboratory managers will review working practices to see whether energy and/or water consumption can be reduced in teaching and research activities; and
- Faulty lighting, over-heating or leaking taps *etc* should be reported to the Buildings Manager *via* senior laboratory managers (see below for contact details).

26.8.1 Further Information: Further information on building services may be obtained from Building Managers.

Last reviewed/updated: 30th July, 2025