



**Estates
Division**

Welcome to Centre Building

KNOW YOUR BUILDING – GENERAL FEATURES



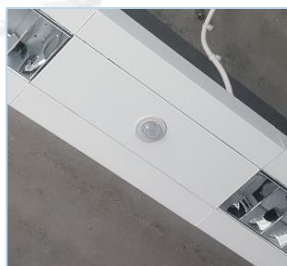
Smoke detection

These sensors are linked to the fire alarm system and alert building users if evacuation is necessary.



Sprinkler head

Building sprinkler system responds to alerts of possible fire. Do not interfere with these as doing so will cause activation.



Presence sensors (control lighting)

These sensors will detect movement and adjust area lighting accordingly.



KNOW YOUR BUILDING – TEACHING FLOORS



Ventilation grilles

Fresh air is supplied through these grilles.



Acoustic clouds

These help to control noise levels (or sound reverberation).



Water fountain and bottle filler

**Drinking water is available on teaching floors.
We encourage building users to make use of
the water fountains.**

Located outside: B1.15, G.08, 1.17, 2.13



Floor boxes

**These are strategically placed around the
building. They offer access to underfloor
services and are for Estates FM
maintenance use only. Not for student use.**

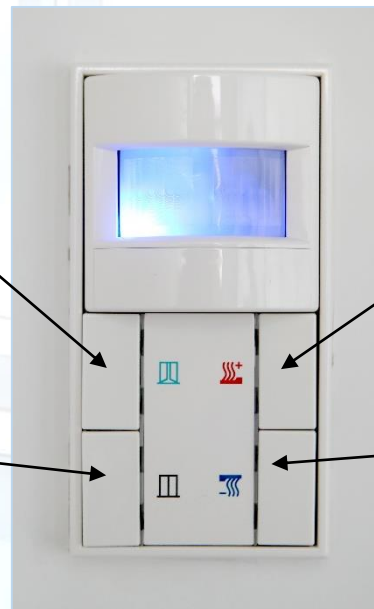


KNOW YOUR BUILDING – TEMPERATURE AND LIGHTING

Natural ventilation control

When you first enter the office the top window panel, if open, will automatically close. To open the top window for ventilation press and hold the green button on the room controller for 5 seconds, a short press will stop the window mid-point.

Press and hold the black button to close the window, a short press will stop the window mid-point.



Heating control

Press the red button once, twice or three times to increase temperature in 1°C increments up to a maximum of 3°C above a setpoint.

Press the blue button to reduce temperature in the same manner down to a maximum of 3°C below a setpoint.

Lighting control

1 = 100%
2 = 75%
3 = 50%
4 = 100%
0 = off



Arrows allow manual adjustment of the lighting levels.



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KNOW YOUR BUILDING – SECURITY



Maxxess lock

Swipe your LSE card to access/egress the building outside the core business hours. Access levels vary for different members of LSE.



Office Salto lock

Office locks are programmed to 'locked' status. Hold your Salto fob against the reader located above the handle to release the lock.



Accessible toilet alert system

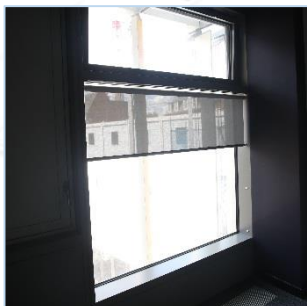
This is managed by Security. Please call Security on 020 7955 6200 if you notice a prolonged activation.



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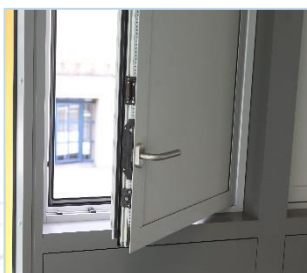
KNOW YOUR BUILDING – WINDOWS & BLINDS



Window Blinds

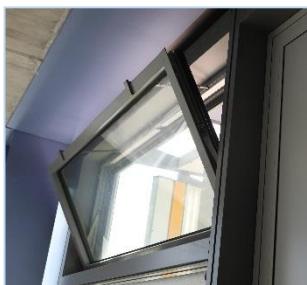
To close: pull the blind down and hook both sides into the brackets at your preferred height.

To open: pull the blind down gently and guide the blind back into the roller.



Manually operated window panel

These windows can be opened and closed manually by turning the handle.



Automatic window panel

These open and close automatically and respond to internal temperature sensor. See ventilation/heating panel for further information on how to manually control.



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Pin board

The grey surface is your pin board. The blue panel is acoustic baffle (helps absorb sound). It should not be used as a pin board.



Zip tap

Designed to provide boiling water for hot drinks. The tap requires combined thumb/finger operation.



Floor boxes

These are strategically placed around the building. They offer access to power services.



Floor grilles

**Office heating is supplied through these grilles.
Do not cover the grilles as it will disturb the supply to your office.**

