

# Full guide to office closures for impacted staff

This document is for staff members whose usual on-campus office accommodation is closed or restricted during planned building closures.

The document contains information on alternative buildings that staff can use, how to book a desk and where to find facilities and support.

## Related resources in addition to this guide:

- [Office and desk booking link](#)

## IMPORTANT INFORMATION

If you are working in an unfamiliar building during the closure period, please familiarise yourself with the fire evacuation routes and assembly points.

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# 1. Which buildings can I use whilst my normal office is closed?

Six buildings are available to impacted staff wanting to work on Campus during a closure period and whose usual on-campus office is closed.

- **Market Square Building** - located next to the Market Square shops and is accessed via the Information Centre/ Vanburgh Reception entrance. [See the location on the University map.](#)
- **The Professional Services Hub Offices within the Library** - located within the Morrell Building in the University Library, located over the footbridge from the Market Square shops. [See the location on the University map.](#)
- **Church Lane Building** - located on the Science Park across from the Boiler House chimney. [See location on the University map.](#)
- **Ron Cooke Hub** - located on Heslington East. [See location on the University map.](#)

These Buildings are modern buildings, with good accessibility and amenities. Details for each building are included in this guide, including the types of office and desk spaces available and how to book them.

**Important- if you are working in an unfamiliar building during the closure period, please familiarise yourself with the fire evacuation routes and assembly points.**

## 2. What are the building opening hours & how do I access the building?

### The Library

The main Library on Campus West consists of the Morrell, the Fairhurst and the Burton buildings. All office spaces within the building are open in line with the [Library opening hours](#).

Staff can book a range of workspaces within offices in the **Fairhurst Building** (accessed via the main Morrell building entrance and then turning left and following signage). See section 3 for what is available and how to book.



If you are not a regular user of the building, card access for this building can be requested by completing this [google form](#).

You can also visit the Library Helpdesk to add Kaba access to your staff card.

Once this is on your card, the card will also need to be **validated** on each separate day that you come into the building. You can then validate your card on subsequent days by tapping your card at points either at the Fairhurst staff entrance to the rear of the building (your card validates as you use it to enter the building), or on the ground floor of the Fairhurst building, next to the link which connects the building to the JB Morrell Library.

### Types of work spaces & offices available in the Library

There are a range of staff-only rooms and desks available to book in private offices on the first and second floors in the Fairhurst Building, from single desk offices, to offices for up to six people.

Offices LFA106-LFA114 are located on the first floor of the building, to the right of the Creativity Lab. They are accessed via a separate door with **LFA 148 on the sign outside**. This will lead you into a corridor, off which you will find the individual rooms.

You **must have Kaba access** to enter the bookable library rooms. Please see section 2 for details on how to have Kaba access added to your staff card in the Library.

## Image of entrance to Offices LFA106-LFA114



## Example of a bookable office in the Fairhurst Building



## Market Square

Access to Market Square is via the Information Centre building entrance, through the round, glass vestibule, or via Student Hub entrance next to the NISA shop.

If entering via the Information Centre entrance, please use the wooden doors to the stairwell on



the right - do not go through the sliding doors into the Information Centre. Offices are located across three floors.



Offices are unlocked between 8am and 6pm Monday to Friday. Access outside of these hours is by staff card and will require a security alarm code.

If you are not a regular user of the building, card access for this building can be requested by completing this [google form](#).

Alarm Codes are requested by emailing Security Services at [admn716@york.ac.uk](mailto:admn716@york.ac.uk).

## Types of work spaces & offices available in Market Square

Workspace is available across a number of private offices over three floors in Market Square. Desks 102-107 are on the first floor. Desks 202-211 are on the second floor, desks B02-B43 are at basement level.

### First floor

- MSD/102 desks 1- 14- individual desks in shared office
- MSD/ 103 desks 1-7- seven desk in a small room
- MSD/ 105 desks 1-7
- MSD/ 107 desks 1-7
- MSD/ 210 desks 1-7
- MSD/ 211 desks 1-6
- MSD/ 202 boardroom with capacity of 15 people
- MSD/ B02- interview room
- MSD/ B03- huddle space
- MSD/ B35- Pod
- MSD/ B43 (Create Space)

### Example of a room with multiple bookable desks in Market Square



## Church Lane



The Church Lane building is unlocked between 8.00am-6.00pm.

Card access will be required to access internal spaces that are available via the desk booking system.

Card access for this building can be requested by completing this [google form](#).

Should you have any access problems the School Support team manning reception will be able to help. Reception will be manned during the following times:

**w/c 16 December:** Monday-Thursday: 9am-5pm, Friday: 9am-4pm

**w/c 23 December:** Unmanned

**w/c 30 December:** Unmanned

Should you have any access problems whilst the reception is unmanned you should contact [Campus Safety](#) in the first instance.

The layout of the building is shown in the [building plan](#). As well as showing the location of the offices it also shows where the toilets, kitchens, first aid boxes, printers, stairs and lift are sited.

There is a Health and Safety noticeboard in the main foyer area. For ease of access some key documents are linked below:

[Fire safety, including evacuation plan](#)

[Fire refuge points](#)

[First aid](#)

[Lone Working Outside Normal Hours Policy](#)

[Health and Safety Management Plan \(including risk register\)](#)

Should you require a PEEP please notify [Amanda Camplejohn](#) asap so that we can put one in place.

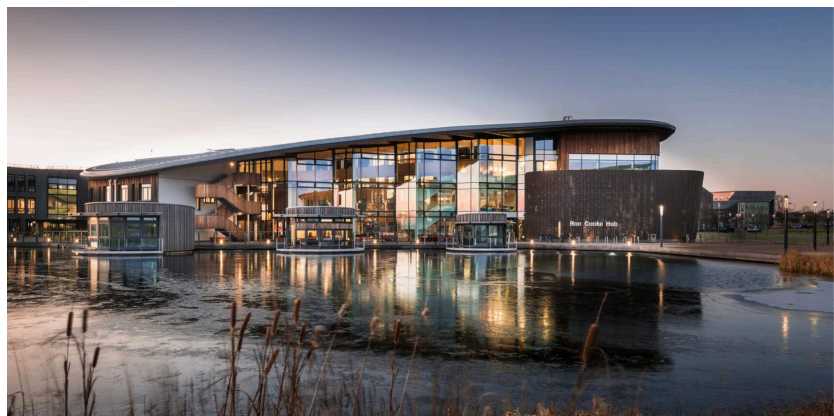
## Types of work spaces & offices available in Church Lane

There is a range of desk space to book within the Church Lane Building, including individual desks, individual and shared offices. Full details of the available space can be found on the [desk booking system](#).

Church Lane is well provisioned in terms of monitors and docking stations and has 136 desks that are available for booking within the building.

## Ron Cooke Hub

The Ron Cooke Hub building is unlocked 24 hours a day, 7 days a week. Please note that between the 25th December to the 1st January only the reception area will be heated as normal.



Card access will be required to access internal spaces that are available via the desk booking system.

Card access for this building can be requested by completing this [google form](#).

## Types of work spaces & offices available in Ron Cooke Hub

There is a range of desk space to book within the RonCooke, including individual desks and shared offices. Full details of the available space can be found on the [desk booking system](#).

### 3. What desks and rooms are available and how do I book?

#### Booking a desk

To book a desk, use the [Desk Booking System](#) to see what desks are available for the date you need. The system will show you the IT equipment available at each desk.

Step-by-step instructions

1. On the landing page, click 'Schedule' from the top bar
2. Select the building that you wish to book a desk in..
3. A calendar view will appear with details of each desk in the location that you wish to book.
4. Scroll to the very top of the page (above the calendar), and select the building where you would like to book a desk from the drop down menu. The calendar view will now display the availability of all desks within the building selected.
5. Hovering over the desk number will display a description of the desk, including the IT equipment available on it and whether it is in a shared or private office.
6. Click on the desk you wish to book
7. In the next window, check the dates and times for your booking, add your name to 'Title of Reservation' and select 'Create' to finalise your booking.

Your booking has now been made and the details can be found under 'Schedule' then 'My Calendar.' Here you can edit or cancel your reservation if needed.

**Please remember to cancel your booking on the Desk Booking System if you no longer need it.**

When you arrive in the building, you will be able to identify the desk you've booked via the individual numbers on the desks themselves.

To book a study space in the Library please use their [study space booking calendar](#).

To book a meeting room please use the Planon system. Please follow the [guidance on how to use the system](#).

### 4. What IT equipment is available on desks?

The types of equipment available in the three designated areas varies.

Fixed PCs or a docking hub and screens to connect your laptop are available in Providence House, the Fairhurst Building (within the Library) and Market Square.

The IT equipment on each desk is indicated on the [desk booking system](#). See [section 3](#) above for how to use the booking system and see available equipment.

## 5. Where are the nearest kitchen and toilet facilities

### The Library

There are two kitchens in the Fairhurst Building, one on the first floor which is open to both staff and students whilst the one on the second floor is for staff only. Both kitchens have a hot water dispenser and microwave. There is a fridge and toaster in the second floor kitchen.

Toilets are available on all floors.

### Market Square

There are kitchens on the basement and second floors; the kitchens have a hot water dispenser, a toaster and a microwave. There are female toilets on the basement and 1st floors of Market Square and male toilets on the basement and second floors.

### Church Lane

There are two kitchens on the ground floor (CL/A/002A which is accessible via the Business Lounge and CL/A/077 which is accessed via the Student Reception area) and three on the first floor (CL/A/101A which is next door to the Boardroom, CL/A/113 located in the Finance Lab and CL/A/135A which is behind the PhD room) All are equipped with a zip tap for hot and cold water as well as having a kettle. There are microwaves in 002A, 101A, 113 and 135A.

Additionally there are two kitchenettes in the first floor agile working area that are equipped with a zip tap.

There is a vending machine on the ground floor. It is located just outside the Link Cafe.

There are female only, male only and all gender toilets on both the ground and first floor. The female only can be found off the student reception on the ground floor and in the Finance Lab on the first floor. The male only are in the Business Lounge on the ground floor and at the side of the PhD room on the first floor. The all-gender are next to the Link Cafe on the ground floor and at the far end of the agile working area on the first floor.

There are three accessible toilets on the ground floor - in the main reception area next to the Business Lounge and either side of the all gender toilets next to the Link Cafe. There are also two accessible toilets on the first floor - one immediately at the top of the stairs on the

right hand side and the other at the far end of the agile working area (opposite the all gender toilets).

## Ron Cooke Hub

Kitchen facilities are available on the first floor of the building and the cafe is available in the main atrium.

## 6. Where are the nearest printers?

### The Library

Printers are available in the Fairhurst Building and JB Morrell Library (including a wheelchair accessible device on the ground floor).

### Market Square

At the end of the second floor corridor.

### Church Lane

There are two printers on the ground floor - one in the student support office (CL/A/078) and one under the stairwell behind the main reception. There are three printers on the first floor - one in the Finance Lab outside CL/A/109, one in the print room at the side of the PhD room (CL/A/136) and one in the kitchenette in the agile working area.

## Ron Cooke Hub

There are three printers located in the Ron Cooke Hub. These can be found in the Atrium, on the Mezzanine and on the 1st Floor.

## 7. Where is the nearest parking

Please be aware all car parks will operate as normal and a valid parking permit will be required unless using Pay and Display. Parking enforcement is in place.

### The Library

Parking is available either at the central car park (near the Market Square shops) or North Car park (off Siwards Way, behind the Library building).

### Market Square

Parking is available at the central car park (near the Market Square shops).

## Church Lane

Parking is available immediately outside of the building, there are also a range of spaces available on the Science Park if there are no available spaces.

## Ron Cooke Hub

There is no parking available immediately outside of the building. Parking is available in the Field Lane or Kimberlow Lane car parks.

## 8. Where do I go if I have a query or need assistance about a building?

**Market Square** - contact [sas-admin@york.ac.uk](mailto:sas-admin@york.ac.uk)

**The Library** - contact [lib-enquiry@york.ac.uk](mailto:lib-enquiry@york.ac.uk) or visit the Library Helpdesk at the main entrance to the Library.

**Church Lane** [Amanda Camplejohn](#)

**Ron Cooke Hub** [act-admin-manager@york.ac.uk](mailto:act-admin-manager@york.ac.uk)

## 9. Which catering outlets are open over this period?

Please see the [Catering outlet opening times](#) on the University website for details of catering outlet opening times.

## 10. Other spaces to consider

In addition to staff offices the following range of suggestions might also be useful to staff to consider:

- To book a meeting room anywhere on campus, please use the Planon system. Please follow the [guidance on how to use the system](#).
- The University library student spaces are open for all to use - booking is optional and there is a mix of both bookable and first come first served space. Please note library spaces are primarily designed for study and are prioritised for students so they may not be suitable for all types of staff work.

Please refer to the zoning information made available in the library building to ensure that you have chosen the right type of space for your needs. If you prefer to [book a 'Study Space'](#), you can do so up to 7 days in advance.

Access to the Library will require a staff card for the turnstiles in the entrance. If you don't have access, you can request it from the Library Helpdesk between 9am and 5pm, Monday to Friday.

Different zones in the Library (please note these zones are also available for students to book and study from):

- Silent Zones in The Burton Library and the third floor of the Morrell. No talking or music through headphones allowed. Food is also not allowed in Silent Zones although you may have bottled water.
- Quiet Zones on floor 0,1 and 2 of the Morrell. Some level of background noise but no group work. Cold food, and hot and cold drinks are allowed in Quiet Zones.
- Studious Buzz Zones on all floors of the Fairhurst. Group study zones and more chatter. Hot food can be eaten in Studious Buzz Zones.

## 10. Health and Safety

There will be less people on campus during the efficiency period, so you should take some simple precautions to safeguard yourself and other users:

- Download the [SafeZone app](#)
- If you open a window, make sure that you close it when you leave (this also stops pigeons and squirrels getting in!)
- Make sure that doors close behind you
- In an emergency (e.g. life-threatening situation or injury) call University Security on 01904 (43)3333 and ask them to call 999
- For non-emergency situations call 01904 (43)4444

## 10. Accessibility

[Access guides](#) are available on the University website that provide relevant information for accessing the Hub buildings.