Forum User Guide

Contents

Address

The address of the Informatics Forum is:

Informatics Forum
10 Crichton Street
Edinburgh
EH8 9AB

Reception Phone number – 0131 6515661

Access to the Forum

The main entrance, and reception, is open from 8.30 a.m. to 5.30 p.m., Monday to Friday.
All entrances are swipecard operated. Please ensure you carry your swipecard at all times.

Any visitors entering out of hours should notify their host and will need to be collected personally by him or her from one of the entrance doors. Visitors leaving the building after hours should be accompanied to the exits by their host.

NB The emergency team are not available after normal working hours, but the emergency telephone number (2222) is still effective. Since it alerts security staff who are on radio call but may be remote from this building, it must be understood there may be some delay in getting help. **When working alone in the department after normal hours, in the interest of your own safety, you should complete the 'sign in and out book' at reception.**

Car Parking

University car parks and information about the permit types valid for use in them:
https://www.ed.ac.uk/transport/parking.

The University manages in excess of 30 car parks spread across five different sites. In order to park in a University car park you must display a valid permit. There are a variety of different permit types available and the type determines the car parks you may park in.

George Square has many pay as you go parking bays for cars and motorcycles.

Children and young people under the age of 16 visiting the Forum must be accompanied at all times by an adult. Children should be discouraged from running along corridors or making unnecessary noise, especially in shared offices, out of respect for fellow forum users. The Forum is not a child friendly environment and we are a Research Building.

Coffee and Tea

Coffee and tea can be obtained all day. There are several coffee points and pantries throughout the building. They have separate taps for cooled and near boiling water, a coffee filter machine and in the pantries a microwave oven and fridge. You are expected to clean up after yourselves and keep the areas tidy. A limited amount of milk is provided, but only for use in standard teas and coffees.

Display Screen Equipment

A DSE assessment can be carried about online via the Cardinus system – see more details at: www.inf.ed.ac.uk/safety/policy/dse.html

If you prefer, a DSE risk assessment form will be sent to you to complete and return. You will be contacted about any points raised on this form and a DSE assessment at your desk will be arranged accordingly.

E-Mail lists

A complete list of all **Informatics mailing lists** is available at lists.inf.ed.ac.uk.

inf-general@inf.ed.ac.uk is used for unofficial communication and is not for official or academic announcements.

inf-people@inf.ed.ac.uk is for messages to Informatics occupants of the Forum.

Emergency

In case of emergency call 2222. Give your location (room number) and the nature of the accident.

Events

If you are responsible for organising an event in the forum please ensure you add as much information as possible to the room booking system so that others (reception and servitors in particular) know what the event entails and what assistance may be required.

Ensuring all catering is cleared away after the event is the responsibility of the organiser. Make sure this is done either by yourself or by the catering supplier.

Please see the 'Health and Safety' section of this guide for a link to risk assessments and other relevant information.

Fire Evacuation procedures

Make yourself aware of your nearest Fire Evacuation Exit.

Fire alarm testing is carried out once a week on Thursdays at 11.30am.

If you should hear the alarm any time other than this, please make your way out of the building and gather at the designated meeting point outside the building. The lifts will automatically disable and descend to the ground floor (should you be in one at the time of the alarm).

A link to the Informatics buildings fire stewards can be found here: http://web.inf.ed.ac.uk/infweb/health-safety/fire-stewards

First Aid

There is a first aid room on the Ground floor (G.11). The keys are held at Reception. Additionally, there are first aid kits in a drawer in every coffee point.

The Forum Reception and all admin offices hold a current list of First Aiders. Posters are also displayed on each level showing this information. http://web.inf.ed.ac.uk/infweb/health-safety/first-aiders

Health and Safety

Health and Safety information for Informatics can be found on our intranet: http://web.inf.ed.ac.uk/infweb/health-safety. Accidents no matter how small, should be reported to the Health and Safety Manager, Dave Hamilton email: dch@inf.ed.ac.uk

You can find an online accident reporting form here: https://www.wiki.ed.ac.uk/display/AIS/home

Heating and Ventilation

See the manual from the architects: http://web.inf.ed.ac.uk/sites/default/files/atoms/files/informatics_forum_heating_and_ventilation.pdf. Our heating is on from 8.00am to 5.00 pm Monday to Friday, standard.

After hours and during the weekend the heating can be switched on for an hour per time by pressing the "heating system 1hr timed extension" switches that can be found on every floor in the corridors. There is one in the corridor leading from the atrium coffee point to the offices in the NW corner and one in the SE corner on every floor. For an image of the switch, see the manual from the architects above.

Hot Desks

There are currently 18 hot desk in the Forum: 6 desks in 2.19, 6 desks in 3.19, and 6 desks in 4.18. Please do not leave your personal belongings on the desks as these desks should be available for anyone who needs them on the day.

Institutes Level Offices

Institute Admin Support office - Level 2, room 2.34
AIAI (from 1st December - Formerly CISA) - Artificial Intelligence and its Applications Institute
ANC – Institute for Adaptive and Neural Computation
IPAB - Institute for Perception, Action and Behaviour
ICSA - Institute for Computing Systems Architecture

Institute Admin Support office – Level 4, room 4.37
ILCC – Institute for Language, Cognition and Computation
LFCS - Laboratory for Foundations of Computer Science

Keys

Once you have moved into a room in the Forum, you can pick up your office key from:

Staff Keys - Informatics HR department Room 5.39, during your induction

Student Keys - IGS 3.42

Visitors Keys - Reception

Kitchen

The professional kitchen on the ground floor can only be booked by caterers who hold the necessary compliance certification.

Lockers

Lockers are available for your personal use on three floors of the Forum:

Ground floor, 2nd floor and 4th floor. Keys are held at Reception which you will be required to sign for, and pay a deposit.

Mail

Parcels can be delivered to the Forum reception if you are based in the building, but please ensure that the sender puts your contact name, room number and a telephone contact number on the address label. Reception WILL NOT accept responsibility for any items that go missing, nor parcels for anyone not based in the Forum.

Registered letters will only be signed for if the name of the person is clearly stated. Any deliveries which require further arrangements (eg ID/age verification etc) must be arranged with reception prior to delivery.

Parcels addressed to the Informatics Forum with no other details will be returned to sender.

Parcels which need to be returned should be organised by the sender direct. If being left in reception for collection they should contain all details required including the date, phone number, and courier details to avoid them being refused. Reception is unable to assist in organising these.

Mail is delivered twice a day to pigeon-hole mail boxes by the Forum Servitor. Mail is uplifted twice a day from the wire out tray on top of the pigeon holes. Internal mail goes into internal mail envelopes, official mail has to be stamped before it goes out. Personal mail should be stamped, put in the trays, and the servitor will collect it and send with the other mail.

Maps

Location of Central University Buildings:

http://www.ed.ac.uk/maps

Medical Centre

http://www.health-service.ed.ac.uk/Contact_Us.shtml

It is advisable to register with a G.P. and Dentist.

Noise levels

Please keep noise levels from personal headphones or loud talking on the phone etc., to a minimum out of respect for your fellow office users. There are pods located on Levels 1-4 where calls of this nature can be made/taken. Please also be considerate when talking in the corridors, especially in larger groups, your colleagues will be working close by and this may be distracting.

Parcel Posting

Please contact your level admin office and they will arrange this service (work related only) with City Sprint or similar.

PAT testing

All electrical equipment must be PAT tested before it can be used in the Forum, this includes personal laptops, phone chargers etc.

Pets

Pets are not allowed in the Forum with the exception of Guide Dogs.

Plants

Plants are discouraged in the Forum for several reasons; there are Health and Safety implications when watering them near electrical equipment and they often have infestations of mites which can be difficult to control.

Phones

Please be respectful if making local personal calls on the Forum telephones. Making overseas personal calls is not allowed.

If you wish to make a skype call (or similar) on your mobile phone or laptop, there are small acoustic booths on Levels 1-4 (within the print room area) for this purpose.

Printers and Photocopiers

There are cloud printers provided on each floor, see: http://computing.help.inf.ed.ac.uk/printing-where

Reception

Reception is manned between the hours of 8.30am and 5.30pm when the building is open. Visitors should report there on arrival and sign in.

Reporting issues and requesting items

Email forum-issues@inf.ed.ac.uk if you have any issues or requests. Alternatively: building-issues@inf.ed.ac.uk.

Room Booking System

Meeting Rooms and resources can be booked by the Level Admin offices (level1admin@inf.ed.ac.uk; level2admin@inf.ed.ac.uk; level3admin@inf.ed.ac.uk; level4admin@inf.ed.ac.uk) or also via Forum Reception at infrec@inf.ed.ac.uk

If you are a CDT student please contact your CDT administrative staff to help you with this.

These rooms will be allocated by number of attendees expected and availability.

We have several non-bookable informal meeting spaces close to each coffee point in the Forum. In addition, Mini Forums 1 & 2 can be used but on occasion these two areas can sometimes be booked out for an event. As far as possible, only one should be booked out at a time allowing Forum users access to the other for their recreational use. The Roof garden is also available for your enjoyment when Mini Forum 2 is not booked out to any events.

Poster Boards

Poster boards can be booked through the Forum Receptionist. Please allocate a little time to build up these poster boards as the servitorial staff may not be able to assist you due to other duties.

Showers

Unisex showers are located on the following floors.

Ground Floor –   Z29
2nd Floor   -   2Z14
4th Floor   -   4Z14

Please provide your own towel and soap products, removing these items on a daily basis. Failure to do so may mean they are thrown out when checks are made at the end of the week.

Staff Telephone lists

A list of Forum users with staff profile, email addresses and phone numbers can be found on the link below:

http://www.inf.ed.ac.uk/people/telephone.html

Stationery

Stationery and other office supplies are available from the Printer rooms on levels 1-5. Should you have any special requests for items of stationery, please let your level office know.

Transport from and to the Forum

See the information supplied by the University: https://www.ed.ac.uk/transport

Vermin

Please be very careful when storing any foodstuff in your office or desk pedestal. Containers must be sealed. We do have regular pest control visits but your help in keeping vermin at bay is essential to a clean working environment.

Water

Cooled and (near) boiling water is available in both pantries on each level for your use. Water from the cold taps in both the kitchens and pantries is potable.