NEW LIBRARY BUILDING
10 COLLEGE PARK, BELFAST
BT7 1LR

BUILDING USERS GUIDE

Prepared by QUB Estates Dept.

QUEEN'S UNIVERSITY BELFAST

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Building Users Guide

Introduction

As part of the Estates Department's commitment to ensuring a smooth transition to your new building we have produced this document to give important information to all building users.

This guide has been written by the Estates staff and design team responsible for the work on your building, and forms an integral part of the handover of the project.

The Building Users Guide is intended to give building occupants, relevant information relating to the safe use of lighting, power, data, phone etc and specialist items of equipment. The guide also provides details relating to Health & Safety and general University policies.

This guide also includes evacuation procedures and what to do in the event of faults.

Revision 0 – August 2009

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SECTION 1

GENERAL

1.1 DETAILS

a) Address

The building address is:
10 College Park
Belfast
BT7 1LR

b) Location

The building is located at College park /College Park East which is to the rear of the Main Site close to the top of Botanic Avenue.

c) Description of building

The new Library Building is a new 4 storey building constructed primarily of red brick with feature sandstone detailing and expansive aluminium curtain walling and windows. The main entrance to the building is highlighted by way of the library tower which sits to the west of the building with aspect toward the Seamus Heaney Library.

d) Parking

Limited parking is available on QUB property for permit holders only.

QUB staff parking permits are available (fee applies) from the Estates Department. Where no current permits are available the applicant will be placed on a waiting list.

e) Bike storage

Persons travelling to QUB by bicycle can secure their bikes at any of the designated cycle parking facilities located across the Estate. No bicycles of any kind are permitted within any University buildings. Bicycles are left at the owner's risk, should not be locked to any railings or other decorative features and should be secured using an approved lock.

Secure cycle parking facilities are now available at the new Library, the Peter Froggatt Centre and the Ashby building. Shower and changing facilities are available for staff who cycle to work and they are located in the Basement of the new Library. For further information on all cycling related issues, please email transport@qub.ac.uk

f) Smoking areas

Smoking is not permitted in any premises occupied or utilised by University staff, students and visitors or in University vehicles, nor is smoking permitted on any part of the University campus externally, except in a number of designated areas. The smoking shelter which is located in the main car-park area is a designated smoking area.

1.2 EMERGENCY & EVACUATION

a) Emergency Actions

In the event of an emergency seek assistance and/or raise the alarm as soon as possible.

Action on discovering a fire:

- Sound the alarm by activating the nearest fire alarm manual call point (red break glass). The alarm may also activate automatically where heat and smoke detectors are installed.
- Contact the security control room via the emergency number, ext 2222 to inform them of the fire and to obtain assistance.
- Attempt to put out the fire using portable fire extinguisher but only if it is safe to do so (see fire extinguisher section).
- Make your way out of the building and report to the assembly area.

In the event that First Aid is required:

Call for help and contact your nearest First Aider. A list of available First Aiders and their contact numbers will be on display in your Department's Reception Area.

b) Evacuation Procedures

The fire alarm is a loud two-tone siren. In some areas there are also red flashing strobe lights to assist those with impaired hearing.

On hearing the fire alarm - immediately leave the building by the nearest available safe exit. The lift should not be used as a means of escape.

Your nearest available means of escape are via the main staircases, which lead to the building exits which are clearly signposted.

On leaving the building go directly to the Assembly Area in the Botanic car-park and remain there until given further instructions. Do not return to the building until you're told to do so.

Please make yourself familiar with the fire action notices which are displayed at the fire alarm manual call points.

c) Evacuation Procedures for persons with disabilities

If you have a disability which would mean that you need assistance with evacuating the building or you have any concerns about your ability to evacuate the building (without the use of the lifts) then you should contact:

- Paul Brown (Ext 1045) from the Equal Opportunities Unit if you are a member of staff; or

- Disability Services (Ext 2727) if you are a student.

A Person Emergency Evacuation Plan can then be developed which will suit your needs.

d) Fire Precautions

Fire Doors protect escape routes from smoke and fire and should not be compromised or kept propped open at any time. Escape routes must be kept clear from any obstruction or storage. Floors and walkways should not be used for general storage.

To facilitate disabled access through the building a number of fire doors are left open during normal operation on magnetic holdback locks. These doors are located throughout the building on corridor areas and carry the sign 'Automatic Fire Door Keep Clear'.

Extinguishers are provided for fire fighting only and must never be used for propping open fire doors.

Never obstruct the ventilation of electrical equipment particularly by storing items on top of computer monitors. All items of electrical equipment should be switched off when not in use especially at night and weekends.

Switch off all lights and close all doors and windows when leaving the office in the evening. Avoid storing combustible materials near sources of heat.

d) Contact numbers

Estates Department	ext 3010
Security Office	ext 5099
Fire Officer	ext 1112 – David Hollywood
Asst. Fire Officer	ext 5311 – Peter Sefton
Building Evacuation Controller	ext 6222 – Trevor Lyttle
Building Liaison Officer	ext 6222 – Trevor Lyttle
Asst. Building Liaison Officer	ext 6322 – Christine Carrothers

Staff contact details can be found on the QUB website: www.qub.ac.uk/contacts

1.3 HEALTH & SAFETY

a) General H&S Guidelines

General Health & Safety information, including the University Health & Safety policy, can be found on the QUB website.

b) Contact Numbers

Your local management should be contacted, in the first instance, regarding any Health & Safety issues. Further advice can be sought from Occupational Health & Safety Service on ext 3674 regarding any Health & Safety issues or concerns including, but not limited to:

- Safety inspections, training and information
- Risk assessments
- Safety signs
- Personal protective equipment
- Hazardous materials, etc.

c) Building Specific Items

The Health & Safety file (for use of estates services' staff) for your building is located in the maintenance office in the Works Department with the QUB maintenance staff. This file is used to aid in the ongoing maintenance of the building and is constantly updated as required.

d) COSHH and Storage

The Control of Substance Hazardous to Health regulations (COSHH) gives guidelines for the storage and usage of certain prescribed items. Your COSHH supervisor is Trevor Lyttle (Ext 6222) and all queries regarding hazardous substances should initially be addressed to him.

Any hazardous or potentially harmful materials marked with an appropriate orange warning label must be stored in line with recommendations from the University Environmental Manager on extension number 5005.

e) Working with Computers

Your computer and work station should be organised to enable you to work safely and comfortably, please consult the guidance that is available on the Queens' website. Some staff may have visual impairments or experience visual difficulties when viewing display screens. Eye sight testing is available for all staff using computer equipment via the University Safety Service.

f) **Office equipment**

Do not attempt to repair or modify any electrical equipment. Please report these problems (and other maintenance related matters) to your Building Liaison Officer who can be contacted through the Resource Management Office (Ext 6222) Be aware of the dangers associated with the operation and maintenance of certain office equipment e.g. photocopiers, printers, lektrievers or guillotines which may cause electric shock or injury.

Personal electrical appliances e.g. heaters, toasters and kettles may be brought into the building only if approved by the Head of School/Department and have been tested for electrical safety (PAT testing).

g) **Out of Hours Working**

Out of hours working must be authorised by your Head of School/Department and a risk assessment carried out. Security must be notified of your out of hours working, where appropriate ext. 5099. Security may escort you from the building if you believe you are in danger. Note: electronic doors may be released by pressing the green button located beside each door. In an emergency, or in the event of failure of the release button, activation of the green break glass will release the door.

h) **Lifting and Carrying**

Caution should be taken when lifting and carrying objects such as reams or boxes of paper and you should ensure that anything lifted is within your own capability. Heavy objects must not be lifted unless you have been specifically trained and are capable of doing so.

Anyone with any previous back problems or who may be pregnant should not lift or carry any heavy items under any circumstances. Take care not to create a lifting hazard for others by over filling waste bags and bins and heavy items should not be stored at high level storage.

i) **Accident and Reporting**

All accidents including near misses must be reported to your immediate line manager and entered in the Departmental Accident Book.

SECTION 2

ENERGY EFFICIENCY / ENVIRONMENTAL

2.1 ENERGY CONSERVATION

Energy conservation within the Queens Estate is the responsibility of all users of the buildings. We are committed to reducing the amount of energy that we use and as a consequence new and refurbished buildings are designed with this in mind.

All the energy saving methods used in building design are only effective with the co-operation of the building users. Getting into good habits regarding energy use should be on everyone's list of priorities. With that in mind, there are 10 key facts/actions:

1. Day lighting – even with our weather it is still possible to take advantage of the daylight at most times of the year. Open your blinds and turn off the lights.

2. At night time and weekends turn off all lights, computers, photocopiers etc., this could lead to a 30% energy saving.

3. Do not have radiators on and windows open.

4. Do not use supplementary heaters (unless authorised) – they could be unsafe and/or cause problems on the power network.

5. Switch off any appliance or item of equipment that is not being used, do not leave on standby.

6. Instead of using the lift – walk – it is good for you will save energy.

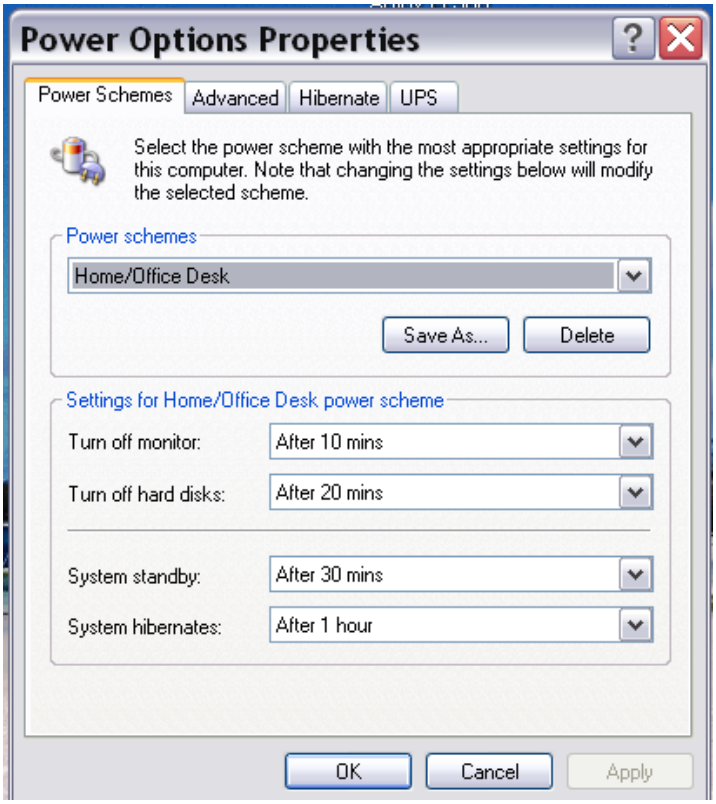
7. Think before you print or copy, un-necessary printing wastes energy and paper.

8. When buying electrical items choose 'A' rated energy efficient items only.

9. Turn off taps when not in use

10. Set up the power setting on your PC to automatically turn off your screen etc when not in use (see below)

All these item can be easily adopted and everyone doing a little bit can make a big difference.



The power settings on your PC can be altered by right clicking on your desktop and choosing properties. Then Screensaver > Power > Power Schemes and change the setting to match those above.

2.2 WASTE DISPOSAL

The University, through the Estates Department, has arrangements in place to facilitate the disposal and/ or recycling of various waste streams generated across the University.

Waste Disposal Guidelines have been produced and are available for reference on the Estates Department's website (within the Environmental Services section). These guidelines should be used as a reference for disposal and/ or recycling of the University's main waste streams.

Any queries regarding waste management should be addressed to the University's Environmental Manager on extension number 5005.

2.3 QUB ENERGY POLICY

The latest version of the Queens University Energy policy can be found on the QUB internet. All users are recommended to read this policy and any questions can be addressed to the energy manager, Tony Schmidt, on extension 1098.

SECTION 3

BUILDING

3.1 GENERAL

a) Building Design

Objectives

The key design objective of the new Library project was to build a central, high quality library in support of research, learning, and teaching. This new environment integrates Library services, Media Services, Information Services and Computing.

Central to the design philosophy for the new Library was the development of a sustainable, environmentally friendly, low energy building. The glazed south facade, combined with the internal interlinked multi-storey atria spaces provide the necessary conditions for a low energy, naturally ventilated main library space. The south facade is designed and detailed with a highly integrated automated façade comprising windows, ventilators and internal sun shading devices which control glare and heat build-up within the building.

The building footprints are L-shaped, forming a courtyard between the new Library and the adjacent Mathematics building at the north-east corner of the site. The courtyard acts primarily as a light-well into the office accommodation on the north side of the Library. A multi-storey open atrium acts as the public hub of the Library building, helping orientate users whilst providing natural light into the centre of the building and facilitating the natural ventilation through the Library spaces. A central public stair greets the building users at the main entrance and provides easy way-finding up to the subject collections on the upper floors.

Basement: The basement houses the majority of mechanical and electrical equipment for building services as well as a small area for general storage.

Ground Floor: Both Library Phase 1 and Library Phase 2 are entered at ground floor level. With respect to the new Library the most public and accessible area of the building lies at each side of the main entrance. A café and extended hours Internet area are located to one side and an extended hours reading room to the other. The café is entered from outside the book security zone, while the reading room is entered from within the main library space during the day and from outside the book security zone at night. Beyond the book security point, a lobby and exhibition space provide a formal introduction to the library. From here the user may approach the central information and transaction desk, the most important interface with library staff. The transaction desk is located at the end of the four storey atrium. The atrium organises a wide variety of user services at ground level, and affords a visual connection between the major collection and reader spaces on floors above. Secondary service points are located along this atrium spine; these include the Computer Help Desk, combined Language Laboratory, Learning and Teaching, and Media Services Desk, and the Media and Technology Support Desk.

Upper Floors: The internal organisation of the upper subject collection floors are in accordance with the subject disciplines as they occur in the sequence of the collection. The first level houses mainly Humanities and Special Collections, the second level Social Sciences, and the third level Science and Engineering. Help Desk locations are located at the same relative position on all floors. Public areas of the subject collection floors are located to the south and west, maximizing the views to Botanic Gardens and the campus. Staff spaces are concentrated to the north and east. Reader spaces are located against the exterior walls to take advantage of light and views, whereas the book-stacks are located more centrally.

The new Library provides a variety of reading spaces to accommodate a full range of study, from quiet, contemplative, individual, scholarly pursuit to dynamic, collaborative, group study and learning. Group study and teaching rooms are distributed throughout the building permitting communal group activities to be acoustically separated from the quiet study areas.

Roof Area: In concurrence with the low energy design of the new Library, the major internal plant spaces necessitate external roof-mounted plant such as chillers and air handlers. This plant has been grouped into consolidated areas set back from the edge of the building to reduce visibility from street level and set behind screens which limit impact with respect to more distant views by presenting a building skyline unified in form and colour. The acoustically designed plant screens also attenuate the noise emissions from the external plant.

b) **Structural information / restrictions**

The building is designed to surpass the structural requirements expected or specified at the time of design. If any users have any concerns regarding the suitability of the structure for any change in use or planned new equipment then they should contact the Building Liaison Officer or the Estates Department.

c) **Operational information**

Operating Hours:
The new Library operating hours for 2009/2010 are detailed within Section 5 of this document.

The new Library Building includes an Extended Hours reading room which on occasion will be open 24 hours. Full details of operation hours are detailed within Section 6.

Permitted use of the new Library:
The facilities within the new Library are for the exclusive use of QUB staff and students and those in possession of a valid library permit.

The general public are not permitted within the new Library building. The general public are however permitted to use the Café attached to the new Library building.

Food & Drink:
Students and staff are only permitted to consume food and drink within permitted areas of the building.

An email lounge with vending machines and access to the Café facilities, is provided for students. Food and drink are not permitted to be taken beyond these identified areas.

Staff tea rooms and lounges are provided throughout the staff zones of the building and are identified on the Building Drawings within Section 5 of this document.

3.2 MAINTENANCE

a) **Programmed**

The Estates Services department carry out planned preventative maintenance on all essential installations.

From time to time remedial works, which are deemed necessary following planned maintenance visits, may cause temporary disconnection of supplies, services or a loss of coverage. Appropriate notice will be given and individuals should contact their Building Liaison Officer or the Estates Department should there be any queries.

During the periodic full-scale cleaning operation to the internal high-level glazing elements, there may be some requirement to re-position selected items of furniture within the atrium and the south bay readers spaces.

b) **Defects/Other works required**

By design, the building should present no restrictions in the daily operations of staff and students. If however something does go wrong with the building or any item within the building, the details of the fault should be highlighted to the Building Liaison Officer, who will relay the fault to the Estates Department via the online system.

Such problems include door and window problems, the presence of cracks in walls, ceiling etc, problems with water and heating supply or any electrical services.

c) **Portable Appliance Testing**

There is a requirement to carry out regular testing of all portable electrical appliances in all areas of the University. The responsibility for this lies with the school/department and should be done in line with the Portable Appliance Testing Policy.

Any queries relating to the testing of any appliances should be forwarded to your Building Liaison Officer.

There is a requirement to carry out regular testing of all portable electrical appliances in all areas of the University. The responsibility for this lies with the school/department and should be carried out in line with the Portable Appliance Testing Policy.

d) **Spillages**

Any spillages or leaks should be reported immediately to the staff at the Borrower Services desk on the ground floor who will be able to contact the cleaning staff. Alternatively you may report the issue to your Building Liaison Officer (Ext 6222) or the Estates Help Desk (Ext 5152).

3.3 INSTRUCTIONS

a) **Windows**

Care should be taken when opening the windows. Use both hands if possible and apply windows locks where fitted. Any defects on window locking systems must be reported immediately to your Building Liaison Officer.

It is everyone's responsibility to ensure that all windows should be closed when leaving the building.

b) **Doors**

Signage on doors indicates which direction they open. Care should be taken that you do not open a door onto someone else on the other side.

A number of 'double swing' doors are located on the interfaces between private staff areas and the public zones. These doors are access controlled and can open in both directions and care should be taken upon approach as a person could be about to open the door in their direction of travel.

c) **Disabled Facilities**

Various facilities are included within the building to accommodate users with disabilities and impairments.

Able bodied building users should however bear in mind that from time to time wheelchair users will require additional assistance.

All appropriate toilets are fitted with disabled alarms which, once operated, will sound a buzzer and light at the toilet. These alarms can be isolated inside the toilets.

The fire alarm system is equipped with disabled refuge call points. These are positioned in 'areas of relative safety' for wheelchair users to communicate with anyone involved with evacuating the building. All wheelchair users should familiarise themselves with the location of these areas around the building.

Stair climber units, which can be used to evacuate a person whilst still seated in their wheelchair are located on the third floor of stairs 1, 4 and 5. A group of Library staff and the Universities Security personnel have been trained in the operation of these units.

Automatic door openers have been installed on the entrance doors to the building. Where possible, corridor fire doors are left open during normal operation with the use of magnetic holdback devices to facilitate access.

A deaf alerter system has been installed. This will inform people who have been issued with pagers of the activation of the fire alarm system. Should you have a need to avail of this facility please contact:

- Paul Brown (Ext 1045) from the Equal Opportunities Unit if you are a member of staff or;
- Disability Services (Ext 2727) if you are a student.

Audio induction loops have been installed in the lifts, and the reception and help desks. Further information on these systems is included in section 4 of this document.

d) **Reporting problems**

If there are any problems with any aspect of your building, or you have any concerns, then you should contact your Building Liaison Officer (details in section 1.2) in the first instance, or the Estates Department.

In order to speed up the solution of your problem the following information will be required:

- Building name
- Your name, room number and location of problem (if different)
- Nature of problem
- Suspected cause of problem

3.4 SECURITY

Staff & students should be aware of their own security and that of others, including belongings, at all times. All building users should bear the following points in mind:

- Challenge unknown person if in restricted areas. Give directions and help to direct them to the appropriate person or area
- Lock doors that can be locked when possible
- Don't let anyone unknown to you follow you through an access controlled door
- Ensure any valuable items are locked away or taken with you
- Do not write down access codes
- Staff are required to wear their ID at all times whilst in the building

Any queries or concerns in relation to security should be addressed to your Building Liaison Officer in the first instance, or the Estates Department Security Manager who may be contacted on extension 5005.

SECTION 4

BUILDING SERVICES

4.1 INTRODUCTION

a) **Description of rationale behind project.**

The building services installations include the following:

- Lighting & emergency Lighting
- General Electrical Power
- Data and Telecommunications Network (including wireless I.T. network)
- Audio Visual Equipment
- Fire Alarm
- Lift
- Access Control System & Disability Access controls
- Heating
- Plumbing Services
- Ventilation and Air Conditioning
- Smoke Ventilation System
- Gas suppression system
- Automated solar control
- Exitguard system
- Public address system
- Induction loop system
- Door Alerter
- Door hold open services

The services have been designed to provide an environment that is safe, functional, comfortable and energy efficient for the users of the building.

b) **Specific design considerations**

The building services design for the building was carried out in line with the appropriate British Standards, Industry Standards and best practice guides at the time of design. Where reasonably practicable potential health & safety problems were designed out of the installation. This makes the building as safe as possible for all the occupants and service staff, while maintaining the functionality.

c) **Reporting problems**

If there are any problems with any building services item, or you have any concerns, then you should contact your Building Liaison Officer (details in section 1.2) in the first instance, or the Estates Department.

In order to speed up the solution of your problem the following information will be required:

- Building name
- Your name, room number and location of problem (if different)
- Nature of problem
- Suspected cause of problem

4.2 LIGHTING

a) **Description**

Energy efficient fluorescent lighting is provided throughout the building.

Staff Offices:
All lighting to staff offices is locally switched within each room. Two switches are provided in most rooms to allow some lights to be switched off when they are not needed.

Other staff areas:
Lighting to staff corridors is also located by way of automatic presence detectors and a number of staff areas, such as those within the larger shelving areas, have the lighting controlled by automatic presence detectors. The detectors cover various zones within each room and the lighting will be activated as a person moves into each zone. After a predetermined time without anyone being detected within a zone the lights will be automatically switched off.

Public areas:
Lighting to the main 'open plan' public spaces within the building, including the subject collection spaces and reader spaces, is fully automated. The lighting within these areas is controlled by a mixture of automatic presence detectors and lighting automatically controlled by the Building Management System.

Special collections reading room:
The special collections reading room lighting is of bespoke specification to the requirements of this space. The low energy fittings can take up to 15 minutes to gain full luminosity after being switched on. The operation of these lights is by way of a key switch operated by the Special Collections staff.

Teaching / seminar rooms:
The teaching rooms are fitted with a manual dimming facility. The controls appear as indicated below and are generally located within the dado trunking adjacent to the Audio / Visual controls.

Manual dimming control

Outside lighting:

During normal opening hours, the external lighting is controlled automatically to switch ON when it is dark and OFF again at midnight to minimise energy consumption. There is, however, a facility to override the controls from the reception desk should this be necessary. The ON hours can be extended as required by the operation of the building by arrangement with the Estates Department (Ext 5005).

b) **Location of equipment**

The lighting is fed from distribution boards located in dedicated risers throughout the building. These areas are locked and should only be accessed by Estates personnel and contractors. These distribution boards contain the protective devices which will disconnect the supply to the lights in the case of a fault or for maintenance. Staff and students should not access these boards but should contact the Building Liaison Officer if there is a problem.

c) **User instructions**

Where normal control of lighting is available it is switched via the wall mounted switches which are normally located immediately inside the doors to each room. The user should switch on only those lights which are required for the task at hand. Once not required, the lighting should be switched off.

Users should familiarise themselves as to the locations of switches in corridors, etc. and all lighting should be switched off in the evening before leaving the building.

As a general note, many of the lighting systems throughout the building are controlled by PIR / movement detectors and in these cases you may not be able to locate a switch.

4.3 EMERGENCY LIGHTING

a) Description

The emergency lighting is designed to come on only in the event of a mains failure in one area. The emergency lighting consists of self-contained light fittings which are normally off, and includes ceiling mounted 8w fluorescent lights and exit signs.

1: Exit sign

2: Stand alone emergency light:

3:Suspended light

Predominantly, the emergency lighting is integrated within the general light fittings and will not be discernable from the general fittings (see 3 above). In some isolated instances there are a number of stand alone emergency light fittings (see 2 above). Each emergency light fitting has a battery pack in it which is regularly checked and tested. When there is a loss in power supply these emergency lights automatically switch on using the supply from the battery.

b) Location of equipment

The emergency lighting takes a power supply from the same distribution boards as the general lighting. This supply charges the batteries in the light fittings. This charging of the emergency lighting is signified by a red LED on the side of the emergency light fittings.

These distribution boards are located in dedicated risers throughout the building. These risers are locked and should only be accessed by Estates personnel and contractors.

c) User instructions

There is no requirement for staff and students to get involved with the emergency lighting installation. The installation is tested in line with the relevant British & European Standards.

4.4 POWER INSTALLATION

a) Description

The power is distributed through a network of trunking and conduit to feed the wall and floor mounted socket outlets and other fixed appliances.

Typical floor box unit

Typical wall mounted socket

The power distribution boards are located in the electrical risers and plant rooms and contain all the protective devices which are in place to ensure that the electrical supply to any circuit or board is disconnected immediately upon detection of a fault.

If users require any alteration to the power installation they should contact their Building Liaison Officer in the first instance.

b) Location of equipment

Fed by the main switch board, the power distribution equipment is located in the same risers and plant rooms as the lighting equipment. The power outlets are located within rooms and offices to give maximum flexibility to the end users.

If users require any alteration to the power installation they should contact their Building Liaison Officer in the first instance.

c) User instructions

There is little requirement for user interface with the general power system. That said, each user should familiarise themselves with the positions of sockets etc. around their normal working area so that they can be disconnected if required.

4.5 DATA/PHONE INSTALLATION

a) **Description**

The data network installation comprises fixed connection points and wireless access points connected to data hub rooms in the Library Building. The data installation provides a dedicated link between each outlet and the data hub room. The hub room and outlet are linked via a CAT5e cable which provides high speed access to all data on QUB servers.

Telephones in the new Library Building are voice over internet protocol (VOIP) type. With this system, special telephones are used that connect to the data network to provide enhanced functions. In general, the right hand side of the dual outlet is for telephone connection and the other side is for computers or printers etc.

The data / phone system is maintained and serviced by Information Services and more information can be obtained from the QUB Telecommunications Manager, Kristen Neeson on extension 3049.

b) **Location of equipment**

There is a hub room located within the north and south sections of the building on each floor. Access to these rooms is restricted to authorised personnel only. The data outlets are wall mounted either directly on the wall or contained within dado level trunking. WIFI signal generators are located throughout the building to provide wireless connectivity.

Typical WIFI signal generator

c) **User instructions**

There is little need for any user intervention with the data system. If an unexpected fault occurs then any queries should be addressed to the Building Liaison Officer, in the first instance.

If a building user requires a data outlet to be 'made live' they should contact the Information Services helpdesk by filling in a QF22 form (available online) or on extension 3760 or advisory@qub.ac.uk. Alternatively, you can go to/contact the IS helpdesk.

You will need to give the outlet number which is available immediately above the data outlet connection.

Standard telephone / data outlet

New phone connections can be arranged by emailing telephones@qub.ac.uk quoting the outlet number, location and details of the person intended to use the line.

Telephones in the new Library building share the data network. Telephone faults should be reported to the switchboard by dialling 0 from a working phone.

4.6 FIRE ALARM

a) Description

The fire alarm is designed to provide early warning of a fire situation to allow safe exit for all occupants and to protect the contents of the building. The fire alarm system consists of automatic detectors, break glass units (red in colour), sounders and other ancillary items which are employed to limit the damage or injury which can be caused when a fire starts.

b) Location of equipment

The fire alarm equipment is located throughout the building. The main panel is located in the main entrance lobby.

Fire alarm panel

Inside fire alarm panel

In the event of a fire alarm being raised, the main ventilation system in the building automatically switches off, corridor doors that are normally held open on magnetic hold-open devices will close, the gas supply to the heating system is isolated and the magnetic locks on the main entrance doors will be released.

c) **User instructions**

If you discover a fire you should immediately raise the alarm so that other people can exit the building safely. The system is designed so that you are never more than 30 metres from a red manual call point.

Automatic smoke detector with sounder

Fire alarm call point

If you have to raise an alarm the call point is activated by pressing the centre of the glass. This will either be white or clear. This glass is designed so that it will break easily without causing injury. The sounders will operate within a few seconds of the glass being pressed. The sounders will emit a two-tone sound when in operation.

In addition, the following will occur:

- Red flashing lights will be activated on building exterior
- All passenger lifts will return to ground floor and remain at this location
- Automated opening vents within the stairwells will be activated.
- Any deaf alerter devices will be activated

If the main panel is making a beeping noise when you enter the building you should report this to the Building Liaison Officer as a fault.

The fire alarm is regularly tested and logged by the Building Liaison Officer or someone appointed by them. This will cause the alarm to sound. This test should happen weekly and details of it should be sought from the Building Liaison Officer.

A disabled refuge call system is provided in the building for use by people with disabilities.

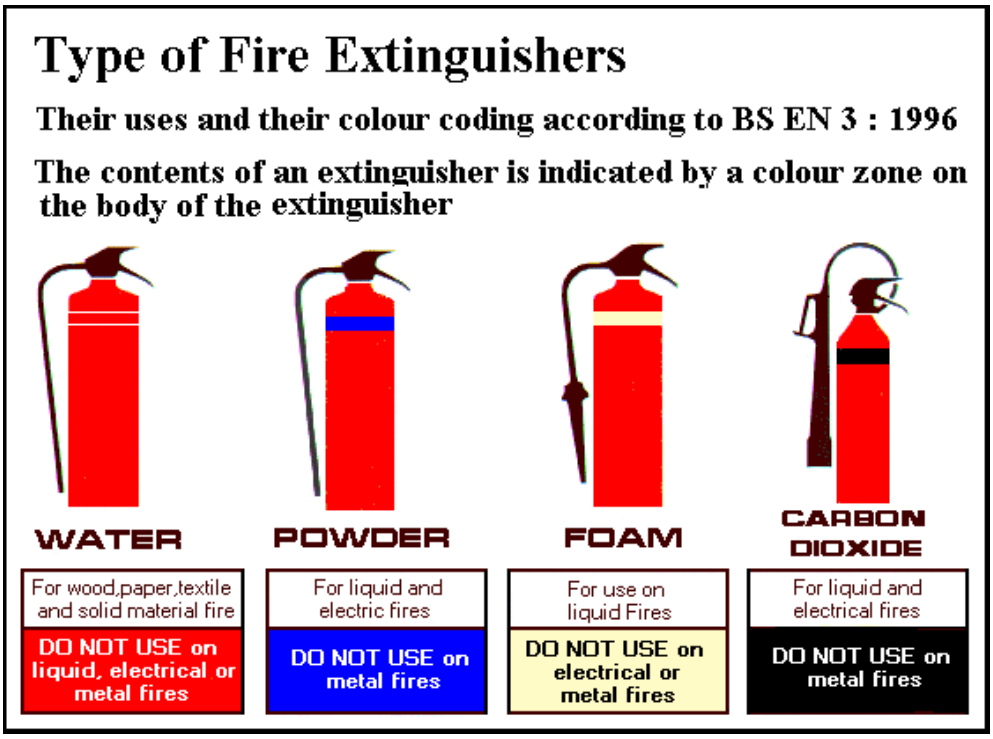
The system comprises a main control unit located at the front entrance lobby and a number of call speech units located at protected stair landings. In the event of someone being unable to negotiate the stairs in the event of a fire, the person should remain in the protected area and press the call button. This will alert the fire evacuation officer who will arrange for the person to be assisted when leaving the building.

Disabled refuge call control unit

Disabled refuge call speech unit

d) **Fire Fighting Equipment**

Fire fighting equipment/extinguishers are supplied at various locations around the building. The use of the fire extinguishers is not generally recommended on anything other than very small fires. The correct type of extinguisher must be used. Fire extinguishers can be identified by the coloured band on the red canister. The diagram below gives a guide on what sort of extinguisher should be used.



Building users should familiarise themselves with the locations of the fire extinguishers and the restriction on their use. The label on the extinguisher will detail the sort of fire it should be used on.

4.7 GAS SUPPRESSION SYSTEM

a) Description

The gas suppression system provides a means of fire prevention my means of flooding the fire risk area with a fire retardant gas. Once the fire threat has been removed the area is vented with fresh air.

A gas suppression system is installed within the following rooms:

Computer machine room 01:215
Special collections store 01:207

b) Location of equipment

The gas suppression system is activated by detectors placed within the room. These detectors are fully automated and require no user intervention. For security and safety reasons the supply and distribution mechanism equipment for all gas suppression systems is located in a secure location.

c) User instructions

Staff occupying rooms with a gas suppression system will be fully inducted as to the operating procedures of the system.

With system in automated mode:
When a gas suppression sensor is activated the general firm alarm will be triggered. When a second sensor is activated the gas suppression warning bell and flashing red light will be triggered. After a delay of 30 seconds to allow staff to vacate the room the gas discharge will be activated.

At any point before the gas is discharged the system can be silenced and reset as normal if required.

Gas suppression warning bell

Gas suppression warning light

Gas discharge unit

With system in manual mode:

When the system is in automatic mode the automatic smoke sensors will not discharge the gas.

The system can only be activated by pressing the 'manual release' button on the panel. When this button has been pressed with the system in manual mode, the discharge sequence will begin and the general fire alarm will be activated and the gas suppression warning bell and flashing red light will be triggered. After a delay of 30 seconds to allow staff to vacate the room the gas discharge will be activated.

At any point before the gas is discharged the system can be silenced and reset as normal if required.

4.8 ACCESS CONTROL SYSTEMS AND DISABILITY ACCESS CONTROLS

a) Description

The security access control is intended to restrict access, at certain times, to authorised people only.

Access control points are: general staff areas at interface points with public zones; library basement; computer machine room 01:215; special collections store 01:207; special collections reading room; limited access storage 02:207.

b) Location of equipment

For security reasons the control equipment for all access control items is located in a secure location. The items of control equipment which require user interface are located at each appropriate door.

c) User instructions

During normal opening hours, the main entrance doors to the Library Building will be open. Outside of these hours personnel (who have access privileges) must present their access card within a few centimetres of the keypad or key in their access code to release the locking mechanism. The same procedure should be followed when entering or leaving other access controlled areas. The external rear door may be released by pressing the green 'press to exit' button which is located to the left of the door.

During normal opening hours wheelchair users can access or leave the main entrance doors of the building by pressing the push-pad with the wheelchair symbol at the main entrance door. This will power the door open using an overhead door opening unit and hold it in the open position for a predetermined time. Outside normal working hours, wheelchair users (who have access privileges) should present their access card at the keypad first and then press the wheelchair button to open the doors.

Overhead door opening unit

Staff access is also available (for those with access privileges) by way of the rear entrance accessed from the service yard adjacent to the QUB Works Department on Rugby Road. The first point of access control to these doors is a personnel gate adjacent to the Library service yard and staff should present their access card in the aforementioned manner. Access at these doors is restricted at all times by the access control system.

Access control keypad

Green exit push button

All access controlled doors which are on escape routes are automatically set to the unlocked state when the fire alarm is activated to allow quick and safe exit. In the unlikely event that the locks do not release automatically during an emergency, a green break glass unit is provided to release the locks.

Door emergency release break glass

Disabled access push pad

Push pads intended for wheelchair users still remain operational at all times except during power outage.

Note: Access through the rear entrance door and outside normal working hours on the main entrance doors has been restricted to those who require it for operational reasons (as defined by your senior management team).

4.9 LIFT INSTALLATION

a) Description

There are 3 lifts installed in your building:

1. 2 no. general use passenger lifts
2. 1 no. staff lift

b) Location of equipment

The main passenger lifts are located within the main lobby and serve all floors. The staff lift is located within the staff area at the east of the building and serves all floors.

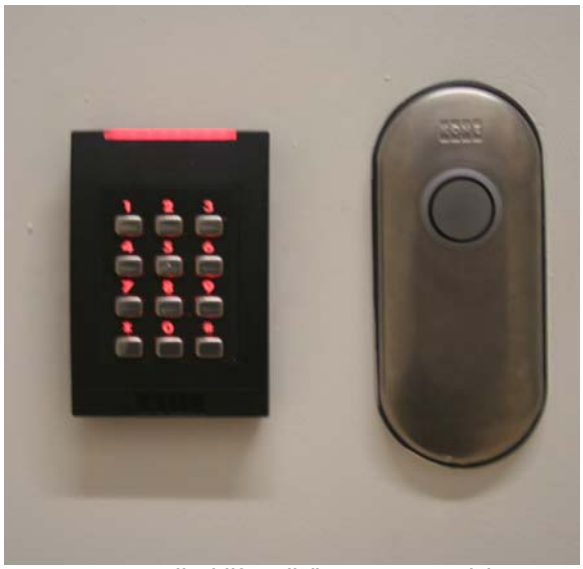
All lifts in Queens University are regularly inspected and maintained.

c) User instructions

Generally:
In order to call the lift, the user should press the button on the landing outside for the direction of travel required. When the lift arrives the door will open automatically and the user can enter the lift and pres the destination floor.

Basement floor only:
In order to call the Library Phase 1 staff lift from the basement level, personnel should present their access card within a few inches of the keypad to release the locking mechanism prior to pressing the lift call button.

Typical lift call button



Access controlled lift call (basement only)

d) **Emergency procedures**

If the lift stops unexpectedly and the doors do not open, do not try to force the doors open as you may have stopped between levels. The emergency call button should be pressed and held for about 5 seconds. You will be in immediate contact with the security office and they will be able to advise you on what course of action is required.

The passenger lift should not be used during a fire alarm situation. The lift control systems are interfaced with the fire alarm system so that it will not allow the lift to be called. If you are in the lift when the fire alarm system is activated the lift will automatically return to ground level without calling at any other floors. You should exit the building immediately without returning to collect any of your belongings.

4.10 HEATING

a) Description

There is one boiler plant area within the library building. The heating system is zoned so that the building can be efficiently maintained at a comfortable temperature.

The heating system is controlled and monitored by the Building Management System to ensure a comfortable indoor environment is maintained.

b) Location of equipment

The boiler plant area is located within Basement Plant Room 0B:010. There should be no requirement for any user intervention with the boiler plant areas. If an unexpected fault occurs then any queries should be addressed to the Building Liaison Officer, in the first instance.

c) User instructions

The majority of staff offices are fitted with radiators. Users can control their local environmental conditions to make it more comfortable, if required. All radiators are fitted with thermostatic valves.

Typical radiator with TRV

These can be set anywhere between ‘off’ and fully ‘on’ to achieve a better temperature in the room, by twisting the valve according to the coloured indicators – red for hotter and black for colder. The lowest the thermostatic valve should be set to is for frost protection, this is designated by the asterisk symbol on the valve.

Should the room temperature prove to be too high or too low however, these valves can be adjusted as required by maintenance personnel by contacting your Building Liaison Officer.

A number of staff and public spaces are fitted with trench heaters. The trench heaters are controlled by the Building Management System and there should be no requirement for any user intervention with the controls.

At no time should anything be placed over the trench heaters. If an unexpected fault occurs then any queries should be addressed to the Building Liaison Officer, in the first instance.

Typical trench heater

4.11 WATER SERVICES

a) Description

Hot and cold water is distributed to sinks and wash hand basins throughout the building.

Mains water is available at the sink unit at each staff lounge throughout the building. A water boiler is located within each staff lounge throughout the building. This unit stores water at close to 100°C and should only be used for tea and coffee making. Hot water for washing up etc. should be obtained from the hot water tap. Hot and cold water are also available within all toilet areas.

b) Location of equipment

The hot water is generated by dedicated boilers within the plant areas. There are hot water controls on all taps in the toilets which limit the temperature of the hot water coming out to avoid scalding. Building users should not try to alter this device but should contact their Building Liaison Officer if they think attention is required.

c) **User instructions**

Staff common rooms:
A concealed water boiler is provided in the staff common room for making tea / coffee. The water boiler comes on at 8:00am each morning and switches off at 6.00pm each evening. Water is dispensed by pressing the button on the top of the tap. The water dispensed by this unit is very hot and users should be careful not to scald themselves when using it.


Water boiler tap

Concealed boiler

<u>Toilet areas:</u>
The wash hand basins to toilet areas have a single tap which provided pre-mixed water at a temperature suitable for hand washing.

These units are controlled by sensors which activate the taps when the presence of a person is detected.

The toilets in the building have flush mechanisms that operate by sensing presence. To flush the toilet simply move your hand close to the button on the panel behind the toilet (there is no need to press on it).

4.12 VENTILATION

a) **Description**

Ventilation to typical staff offices and associated spaces can be achieved by opening the windows and glazed ventilators.

Mechanical ventilation is provided to a number of internally located staff offices and associated spaces through floor grilles.

Mechanical ventilation is also present within the following multiple occupancy spaces: Multipurpose room 0G:028; User Training 0G:025; User Training 0G:033. Mechanical ventilation is also installed to the computer hub rooms and toilets.

Mechanical supply ventilation is present within User Training 0G:048; Language Lab 0G:089 Language Lab 0G:090. Cooling within these spaces is provided by a chilled beam system.

The general spaces throughout the library building, occupied by both staff and students, receive ventilation primarily through natural ventilation, with supplemental mechanical back-up.

b) **Location of equipment**

The mechanical ventilation units serving the building are located within the rooftop plant enclosures. There are two types of unit; one for supplying fresh air and one for extracting stale air. The system is controlled automatically by the Building Management System and requires no user intervention.

Extract ventilation is provided in the toilets to extract smells. These fans are controlled to switch on and off automatically at set times each day.

Staff office and associated spaces:
Manual ventilation to the majority of staff offices and associated spaces is provided by way of manually operated windows and ventilators.

A number of internal staff offices and associated spaces receive ventilation by way of floor grilles installed within the access floor system. This ventilation system is fully automated and controlled by the Building Management System.

Multiple occupancy rooms with mechanical ventilation:

The mechanical ventilation within multiple occupancy rooms is a fully automated and controlled by the Building Management System. When the fans are switched on, fresh air is drawn into the room through the high-level wall or ceiling mounted intake grilles or through the floor grille system. Stale air is extracted via the high-level wall or ceiling mounted extract grilles.

Typical wall mounted grille

Typical ceiling mounted grille

The chilled beam system is installed at high level and concealed within the suspended ceiling system.

Typical floor grille

Concealed chilled beam

General public spaces:

The natural ventilation to the public spaced is controlled by a fully automated window system which controls all opening and closing of the windows within these spaces.

When necessary a mechanical extract and intake system supplements or replaces the automated window system. The primary mechanical systems to these spaces are located within the high-level atrium glazing, at the third floor of Library Phase 1 above the atrium acoustic wall, and to each area of high level roof glazing above the reader spaces along the south of the building overlooking Botanic Gardens.

Typical bank of automated windows

Localised reader spaces throughout the public spaces also receive additional mechanical ventilation through the floor grille system.

c) **User instructions**

Manual opening windows and ventilator units

Windows are opened by way of a traditional handle moved through 90 degrees.

The glazed ventilator units are operated by way of a pole attachment which has been issued to staff. The pole attachment should be connected to the ventilator opener winder catch which is visible to the top corner of the ventilator unit.

Typical ventilator pole attachment

Mechanically ventilated spaces within public spaces:

The mechanical ventilation to these spaces is fully automated and controlled by the Building Management System and there should be no requirement for any user intervention with the controls. If an unexpected fault occurs then any queries should be addressed to the Building Liaison Officer, in the first instance.

4.13 AIR CONDITIONING

a) Description

Air conditioning systems are provided in the computer patch rooms and copy rooms throughout the building to provide appropriate levels of cooling and a comfortable operating environment to these high heat gain spaces.

b) Location of equipment

The air conditioning units are mounted either on the ceilings or on the walls of the rooms. The controllers are mounted on the wall close to the door.

Room air conditioning controller


Ceiling mounted air conditioning unit

c) User instructions

The controls are set to control the temperature of the room to 21°C, providing heating or cooling as necessary. Should the user wish to make the room warmer or cooler, the bottom flap of the control unit can be opened downward and the temperature set point and fan speed adjusted.

In order to save energy, the air conditioning unit should be switched off when leaving the room.

4.14 BUILDING MANAGEMENT SYSTEM (BMS)

a) Description

The BMS consists of a number of outstations around the building which are linked together and onto the campus wide BMS network. This allows the performance of the system in your building to be monitored and altered remotely.

b) Location of equipment

The BMS system is mainly located within the plant rooms within the new Library Building. There are a number of sensors located throughout the building to monitor the various applicable environmental conditions.

c) User instructions

There is no reason for any user interface with the BMS. It is a totally automatic system which works within certain parameters which are set with user comfort and energy efficiency in mind.

If you have a general enquiry about the BMS you can email the University Energy Manager, Tony Schmidt on extension 1098 in the Estates Dept.

4.15 AUDIO VISUAL EQUIPMENT

a) **Description**

The main teaching rooms and the group study rooms are equipped with ceiling mounted data projectors and motorised drop down screens.

b) **Location of equipment**

The following rooms are equipped with projectors and screens:
Multipurpose room 0G:028; User Training 0G:025; User Training 0G:033; User Training 0G:048; Language Lab 0G:089; Language Lab 0G:090; Meeting Room 0G:071; Group Study Room 01:036; Group Study Room 02:012; Group Study Room 02:027

AV equipment and motorised screen controls


Motorised drop down screen

A number of plasma screens are also installed throughout the building to both public areas and group study rooms.

The plasma screens in use in public areas provide general information about the new Library and the services provided.

The plasma screens within the group study or teaching rooms are used as teaching aids.

c) **User instructions**

The controls are typically installed at the front of each room and adjacent to the teaching / lecturing station where applicable. The projectors and plasma screens are configured to allow the user to select from different inputs (personal computer, laptop or video/dvd) by pressing the appropriate button.

A drop down screen has been provided in most training and teaching rooms. The drop down screens are activated by pressing and holding the rocker switches provided. When the screens are fully up or fully down the winding motor will stop automatically.

The plasma screens installed within the public areas of the building are controlled centrally and there is no requirement for user intervention.

Typical plasma screen, public areas

Typical plasma screen, group study room

4.16 AUTOMATED SOLAR CONTROL BLINDS

a) Description

The main public spaces throughout the building typically have large expanses of glazing. In order to control heat gain and glare, these areas are fitted with an integrated shading system which controls the amount of daylight entering the building.

b) Location of equipment

The blinds are located typically to the large panels of curtain walling with the north and south reading areas. The blinds are an integral part of the curtain walling system.

Typical automated blind

Light sensors connected to the Building Management System which inform the operation of the blinds are located throughout the building.

c) User instructions

There is no reason for any user interface with the automated solar control blinds. It is a totally automatic system regulated by the Building Management System which works within certain parameters which are set with user comfort and energy efficiency in mind.

In the event of an emergency there is a manual override located at the security desk. Should you feel it necessary to activate the manual override, please contact the personnel at the security desk.

4.17 DISABLED TOILET ALARM

a) Description

A disabled toilet alarm has been installed in all disabled toilets.

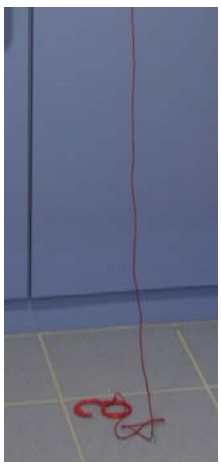
b) Location of equipment

Equipment for activating an alarm is located at each toilet and there is a small indicating panel at the *ground floor security desk.*

Disabled toilet call system panel

c) User instructions

To operate the alarm in the toilet, the red pull cord needs to be pulled. The red pull cord is left long to the floor to aid a person who may have fallen onto the surface. This will operate a buzzer in the toilet, outside the toilet, and at the security desk. The buzzer outside the toilet will also be accompanied by a red indicator above the door. The alarm can be silenced inside the toilet by pressing the reset button next to the light switch.



Emergency pullcord

Alarm Indicator

Reset button

After responding to the alarm it can only be silenced at the toilet by pressing the reset button.

4.18 EXITGUARD

a) Description

An ‘exitguard’ system is provided to deter people from using emergency exit doors instead of the allocated entrance and exit doors under normal circumstances. The system provides a local alarm at the security desk if any of the emergency exit doors are opened.

b) Location of equipment

There is a small panel located at each emergency door to deter people from using the doors as normal exits. These relay any alarm to the main panel at the security desk. If the door is opened then an alarm sounds to alert security staff who need to check the door and reset the system.

Door guard unit

Exitguard reset unit.

Special Collections Reading Room 01:025

There is a fire escape door leading from the Special Collections reading room opening onto Bound Periodicals 01:011. This door is only to be used event of a fire alarm. The door is also alarmed with the Door Guard. In the event that this door is opened an alarm will sound at the Special Collections desk, who will in turn address the issue and reset the alarm. The Special Collections staff have been fully instructed on the operation of the system.

c) User instructions

Should anyone open one of the emergency exit doors an alarm will sound to notify personnel in the building that an emergency exit door ahs been opened. The system can only be reset by first closing the door and then entering a code at the main alarm panel. The Building Liaison Officer and QUB Security personnel retain the security codes.

4.19 BOOK DETECTION SYSTEM

a) Description

There is a book detection system in place to prevent books being removed from the library without authorisation.

b) Location of equipment

There are two specific areas which have book detection facilities installed.

At the main entrance, there are book detectors installed along the exit route. In addition there is also a book detection system installed at the Short Loan area adjacent to the Main Transaction Desk. The book detectors at the main entrance are installed in conjunction with associated turnstiles. Should the book detection alarm be triggered, the turnstile will lock in the closed position.

Book detector & turnstile at the main entrance area

Book detector & pass-gate at the Short Loan area

c) User instructions

If a person attempts to carry a book through the book detection system without having checked out the book appropriately, an alarm will be sounded. In addition to this, the associated pass-gate or turnstile will remain closed and not permit further egress from the associated area. Staff should then request that the party concerned present themselves to the associated staff desk.

4.20 PUBLIC ADDRESS SYSTEM

a) Description

There is a Public Address system in place throughout the public areas of the building for the use of announcements to those occupying the student areas of the library.

b) Location of equipment

Public Address speaker units are located throughout the building. These units are typically suspended although there are a number of recessed fittings in areas of suspended ceilings to the public areas.

Suspended Public Address speaker

Recessed Public Address speaker

c) User instructions

There is little need for any user intervention with the Public Address. The system will be operated by authorised staff only.

If an unexpected fault occurs then any queries should be addressed to the Building Liaison Officer, in the first instance.

4.21 INDUCTION LOOP SYSTEM

a) Description

There is a deaf loop induction system in place in the passenger lifts and at the transaction and information desks throughout the public areas of the building to assist hearing impaired users of the building.

b) Location of equipment

An induction loop cable is installed in a concealed location at each information and transaction desk. The cable connects to a concealed loop amplifier that gets its signal from a concealed microphones which are placed in optimum locations at the desks at locations were staff will be interacting with users. The resulting electric current in the loop produces a magnetic field corresponding to the speaker's voice which enhances the ability to hear through a locally present hearing aid.

c) User instructions

There is little need for any user intervention with the induction loop system. The system will be operated by authorised staff only.

If an unexpected fault occurs then any queries should be addressed to the Building Liaison Officer, in the first instance.

4.22 DEAF ALERTER SYSTEM

a) **Description**

A deaf alerter system which will send a signal to a pager on the activation of the fire alarm system has been installed in the building.

b) **Location of the equipment**

The transmitters for the equipment are located in the basement of the building. Pagers have been issued to individuals who it has been established through the Personal Emergency Evacuation Plan process require them.

c) **User Instruction**

There is little need for any intervention with the Deaf Alerter System. All who have been issued with pagers will be instructed in their use.

There is currently no management system in place for the use of pagers by visitors to the new Library.

If a fault occurs then any queries should be addressed in the first instance, to the Building Liaising Officer.

4.23 DOOR HOLD OPEN DEVICES

a) **Description**

To facilitate access through the building a number of fire door are left open during operation by the use of magnetic holdback devices. On activation of the fire alarm the doors automatically close. Doors which operate in this manner have been fitted with a sign: 'Automatic Fire Door Keep Clear'.

Typical magnetic holdback lock and door pad (closed) *(held-open)*

b) **Location of the equipment**

The magnetic holdback devices are fitted on the ground, first, second and third floors on fire doors which are normally located at the end or middle of a major corridor.

c) **User instruction**

In normal operation these doors should be kept open by use of the holdback. If any are found closed they should be opened to 90° and pressed against the holdback unit which should engage with the receiving magnet located on the door leaf.

There is no intervention required in the event of a fire alarm. The magnetic holdback device will release and the doors will close automatically.

If a fault occurs then it should, in the first instance, be reported to the Building Liaison officer.

SECTION 5

OPENING HOURS

5.1 OPENING HOURS 2009 - 2010

The Library at Queen's

	Ground Floor Study Area & Self Service Short Loan	Building	Staffed Services
MONDAY 28 SEPTEMBER – SATURDAY 28 NOVEMBER			
Sunday	12.00pm – 9.00pm	12.00pm – 5.30pm	12.00pm – 5.00pm
Monday - Thursday	8.30am – 12.00am	8.30am – 10.00pm	9.00am – 9.30pm
Friday	8.30am – 8.30pm	8.30am – 8.30pm	9.00am – 8.00pm
Saturday	10.00am – 9.00pm	10.00am – 5.30pm	10.00am – 5.00pm
SUNDAY 29 NOVEMBER – SATURDAY 19 DECEMBER		***24-Hour Opening:*** *Sunday through to Friday*	
Sunday	12.00pm – overnight	12.00pm – 5.30pm	12.00pm – 5.00pm
Monday - Thursday	8.30am – overnight	8.30am – 10.00pm	9.00am – 9.30pm
Friday	8.30am – 8.30pm	8.30am – 8.30pm	9.00am – 8.00pm
Saturday	10.00am – 9.00pm	10.00am – 5.30pm	10.00am – 5.00pm
SUNDAY 20 DECEMBER – MONDAY 28 DECEMBER		***Closed :*** *Thursday 24 – Monday 28 December*	
Sunday	12.00pm – 9.00pm	12.00pm – 5.30pm	12.00pm – 5.00pm
Monday - Wednesday	8.30am – 8.30pm	8.30am – 8.30pm	9.00am – 8.00pm
TUESDAY 29 DECEMBER – FRIDAY 1 JANUARY		***Closed :*** *Friday 1 January*	
Tuesday - Thursday	8.30am – 8.30pm	Closed	Closed
SATURDAY 2 JANUARY – SATURDAY 23 JANUARY		***24-Hour Opening:*** *Sunday through to Friday*	
Sunday	12.00pm – overnight	12.00pm – 5.30pm	12.00pm – 5.00pm
Monday - Thursday	8.30am – overnight	8.30am – 10.00pm	9.00am – 9.30pm
Friday	8.30am – 8.30pm	8.30am – 8.30pm	9.00am – 8.00pm
Saturday	10.00am – 9.00pm	10.00am – 5.30pm	10.00am – 5.00pm
SUNDAY 24 JANUARY – SATURDAY 17 APRIL		***Closed:*** *Friday 2 April – Tuesday 6 April*	
Sunday	12.00pm – 9.00pm	12.00pm – 5.30pm	12.00pm – 5.00pm
Monday - Thursday	8.30am – 12.00am	8.30am – 10.00pm	9.00am – 9.30pm
Friday	8.30am – 8.30pm	8.30am – 8.30pm	9.00am – 8.00pm
Saturday	10.00am – 9.00pm	10.00am – 5.30pm	10.00am – 5.00pm
SUNDAY 18 APRIL – SATURDAY 5 JUNE		***24-Hour Opening:*** *Sunday through to Friday* ***Closed:*** *Monday 3 May*	
Sunday	12.00pm – overnight	12.00pm – 5.30pm	12.00pm – 5.00pm
Monday - Thursday	8.30am – overnight	8.30am – 10.00pm	9.00am – 9.30pm
Friday	8.30am – 8.30pm	8.30am – 8.30pm	9.00am – 8.00pm
Saturday	10.00am – 9.00pm	10.00am – 5.30pm	10.00am – 5.00pm
SUNDAY 6 JUNE – SUNDAY 26 SEPTEMBER		***Closed:*** *Monday 12 July – Tuesday 13 July*	
Sunday	Closed	Closed	Closed
Monday - Thursday	8.30am – 8.30pm	8.30am – 8.30pm	9.00am – 8.00pm
Friday	8.30am – 5.30pm	8.30am – 5.30pm	9.00am – 5.00pm
Saturday	10.00am – 5.30pm	10.00am – 5.30pm	10.00am – 5.00pm

SECTION 6

BUILDING DRAWINGS