



**Thomas  
Ashton  
Institute**

# Visitor Information

Core 1W

6th Floor Engineering Building A

University of Manchester

M13 9PL

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*The Thomas Ashton Institute is committed to creating an environment where diversity is celebrated and everyone is treated fairly, regardless of gender, gender identity, disability, ethnic origin, religion or belief, sexual orientation, marital or transgender status, age, or nationality.*



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# Find Us

**Thomas Ashton Institute for Risk and Regulatory Research**

**Core 1W**

**6th Floor Engineering Building A**

**Grosvenor St Entrance**

**University of Manchester**

**M13 9PL**

## **Travelling by Train**

Engineering Building A is a 15 minute walk from Manchester Piccadilly. Visitors can also take the 147 bus, from station stop D. The bus is free for those with a UoM id card. Cash or card payments can also be made.

## **Travelling by Car**

The nearest car park to Engineering Building A is:

Manchester Aquatics Centre Car Park

Booth St East

Manchester

M13 9SS

<https://goo.gl/maps/desM1tHeGCHBBD4bA>

# Contact the Team

Darren Clement:

+44(0)161 529 4138

[Darren.clement@manchester.ac.uk](mailto:Darren.clement@manchester.ac.uk)

Helen Kreissl:

+44(0)161 529 4137

[Helen.kreissl@manchester.ac.uk](mailto:Helen.kreissl@manchester.ac.uk)

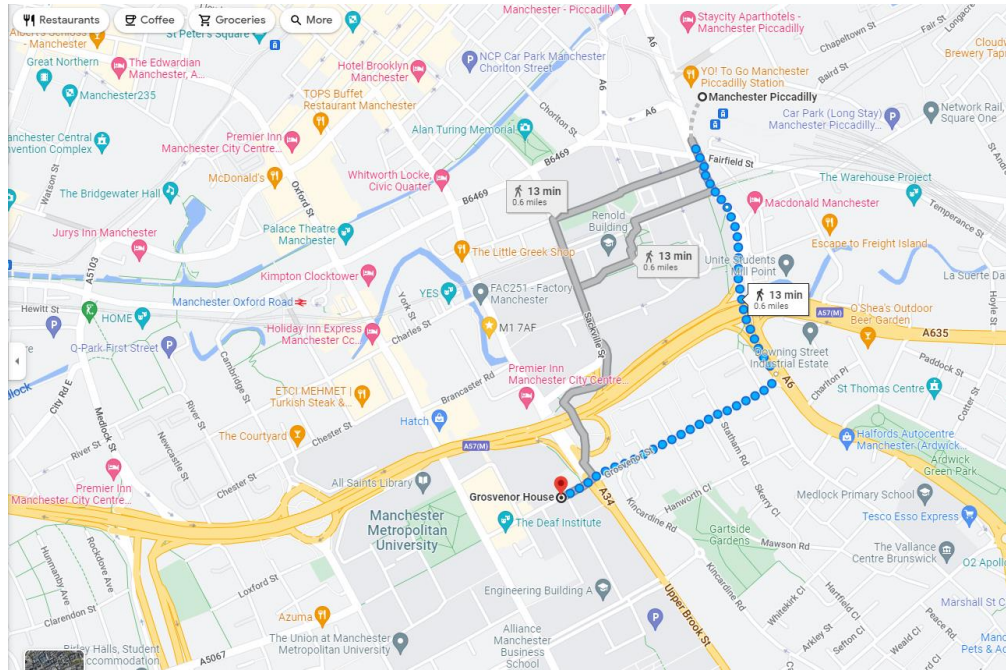
Vicky Turner:

+44(0)161 529 4140

[Victoria.turner@manchester.ac.uk](mailto:Victoria.turner@manchester.ac.uk)

General email: [ashton@manchester.ac.uk](mailto:ashton@manchester.ac.uk)

# Directions



[Map from Manchester Piccadilly to Engineering Building A, Grosvenor St Entrance](#)



**Thomas Ashton Institute for Risk and Regulatory Research**  
Core 1W  
6th Floor Engineering Building A  
Grosvenor St Entrance  
University of Manchester  
M13 9PL

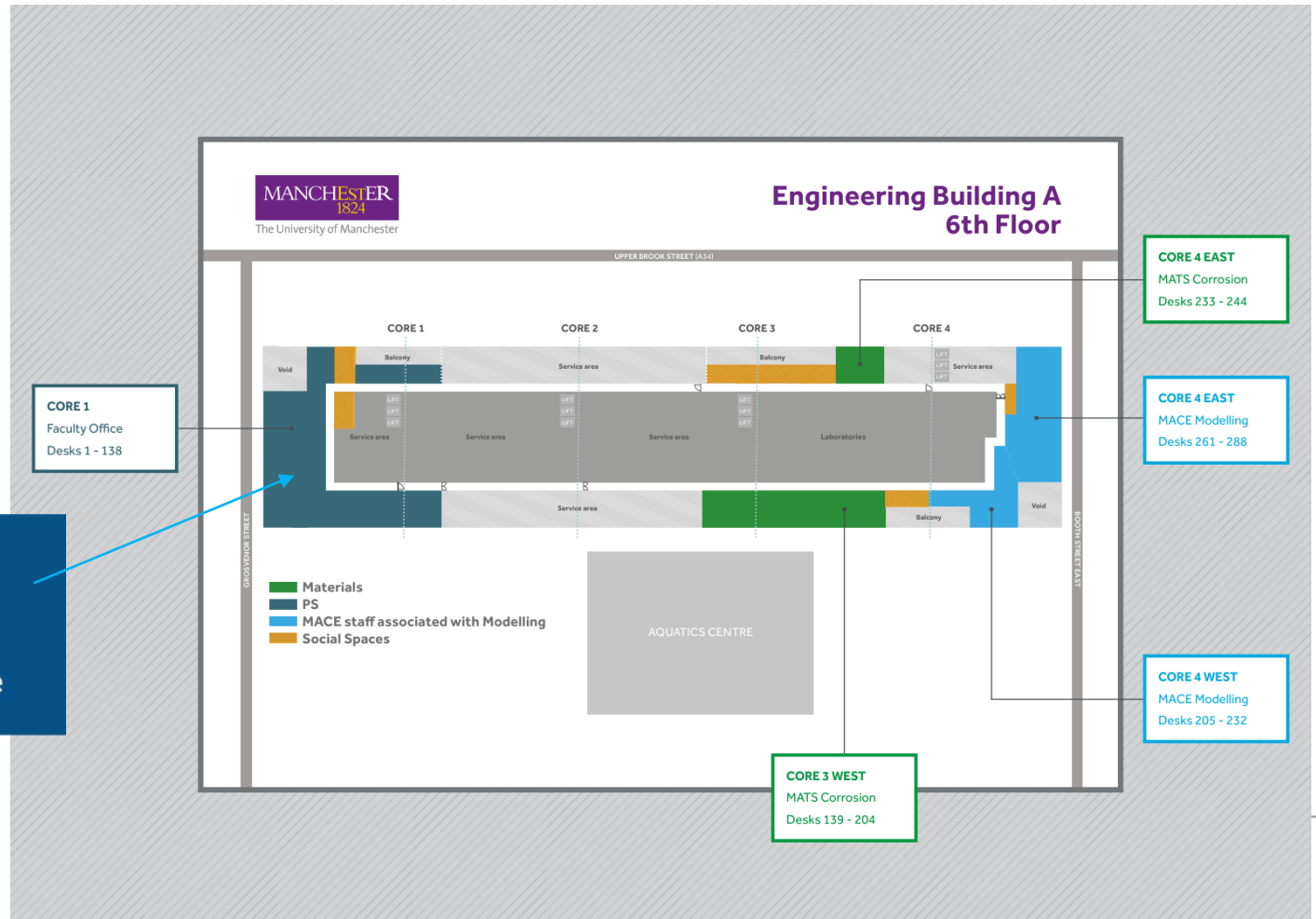
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# 6<sup>th</sup> Floor

A floor plan of the Basement, Ground, First and Second floors of Engineering Building A and the Second floor of Engineering Building B can be found via our [Digital Maps](#), and towards the end of this document.

Access to the 6<sup>th</sup> Floor is restricted to UoM staff and entry is by swipe card.

To arrange access, please email [ashton@manchester.ac.uk](mailto:ashton@manchester.ac.uk)



# Building Opening Times

General access to the new home of Engineering and Materials is now from 7:00am to 7:00pm, Monday to Friday.

For FSE staff and students, access will be further extended to 10:00pm, Monday to Friday and on weekends and bank holidays from 8:00am – 10:00pm.

Your University pass will automatically be enabled to enter and re-enter the building during these extended hours of operation. Please note that access at these times is through the Booth Street East (Aquatic Centre) entrance only.

Between 7pm – 10pm it is possible for non-FSE pass holders to exit via Booth Street East/Grosvenor Street, but not to re-enter the building(s).

Any medium or high risk activity, lone or late working requires a risk assessment and prior approval via your Head of Dept, once completed Head of Depts then need to notify [tellMECD@manchester.ac.uk](mailto:tellMECD@manchester.ac.uk)

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# Visitor Swipe Cards

Swipe cards for Visitors can be collected from the Core TAI team.

Cards must be signed in and out each day.

They can be used to gain access to the 6<sup>th</sup> floor.

Any unoccupied desk on the 6<sup>th</sup> floor can be used from 10:30 onwards. Meeting pods can be used at any time if they are free.

The 6<sup>th</sup> floor board room is a bookable space, any can't be used without a confirmed booking in place. Please ask the core team to make a booking on your behalf.

# Process for meeting visitors

A central meeting point can be found on the Ground Floor adjacent to the Rumford Street entrance (Core Four). This is well signed from the main entrance (Booth Street East). Visitors should be advised to make their way to the meeting point at a pre-agreed time.

It is also recommended that you provide your contact information should any issues/delays arise.

From the meeting point, guests should be escorted to the space your meeting/event is taking place.

After the event/meeting has ended, please escort the individual(s) back to the Meeting Point.\_\_\_\_\_

# Catering Outlets



**Collaborate, Ground Floor  
Engineering Building A**



**Connect Café, Second Floor, Engineering  
Building A**

# Toilets & accessible change space

Standard & accessible toilets can be found on every floor. Accessible toilets are located near the lifts in each core of the floor

A baby change room can be found on the Ground Floor.

An accessible change space can be found on the ground floor, The facility is located to the right from the Grosvenor Street Entrance

Accessibility information about the facilities in each can be viewed online at:

<https://www.accessable.co.uk/the-university-of-manchester/access-guides/engineering-building-a#8748549b-5fcc-0447-93b2-ba5bc3f53c7f>



# Ground Floor Welfare & First Aid Room

A dual function Welfare Room and First Aid Room is located on the Ground Floor of Engineering Building A for use by all staff and students. The room is equipped with facilities including:

- medical grade bed;
- comfortable chair;
- fridge;
- power;
- sink;
- lamp with adjustable lighting;
- first aid kit.

As a welfare facility, the space can be used by staff and students as a:

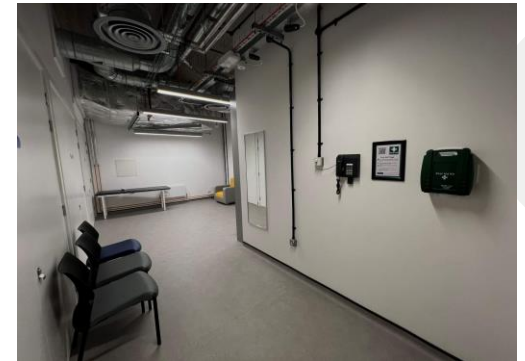
- rest space;
- quiet space;
- expressing/breastfeeding space (please note refrigerated storage facilities are not currently available in this space).

This room has open access and is available for use during building operating hours Monday – Friday, 8:00am – 6:00pm.

A vacant / occupied sign on the outside of the Welfare Room indicates if the room is available for use and is lockable from the inside using a thumb turn lock.

Staff and students are encouraged to complete the anonymous sign in sheet to monitor usage.

If you find the Welfare room is in use when you arrive, there are a variety of other welfare facilities across campus - you can find these via the [interactive campus map](#).



# 3<sup>rd</sup> Floor Welfare & First Aid Room

A additional welfare and first-aid room has **opened for staff and PGRs**. It can be found on the Third Floor, in Core One. The room is non-bookable and can be used for:

- breastfeeding/expressing;
- a rest space;
- a quiet space for wellbeing.

The room is lockable and is fitted with blinds for enhanced privacy, a bed, chair, fridge and dimmable light available inside.

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# Quiet room – Core Four, Fifth Floor

A designated quiet room has recently opened on the Fifth Floor, to provide colleagues with a space for concentration, reading and writing.

There's no need to reserve a space, with desks available on a first come first serve touchdown basis.

When in the space please be mindful of keeping noise and disturbance to a minimum and note that this is not a space for holding meetings or taking virtual or audio calls.

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# Active Travel

There are over 65 shower and changing facilities available to use across main and north campus.

**A map of active travel facilities can be found at:**

[https://www.google.com/maps/d/viewer?mid=1\\_hWGXBnG02vjY4dLD7qSfK-C8VA&usp=sharing](https://www.google.com/maps/d/viewer?mid=1_hWGXBnG02vjY4dLD7qSfK-C8VA&usp=sharing)

## Active Travel Hub outside Engineering Building A

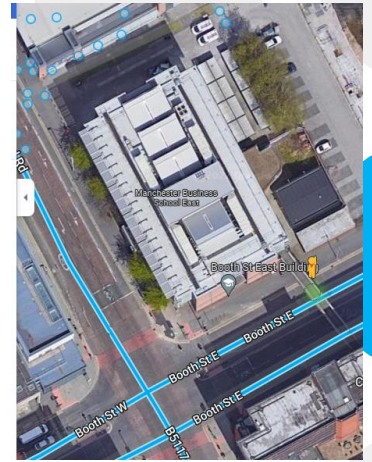
The Active Travel Hub is a dedicated bike store area, this is situated close to the Booth Street East entrance, in the back cube near the Manchester Business School East.

There are over 100 bike racks available, plus shower and storage facilities. To request access to the Active Travel Hub, please contact the Access Team at [accesscontrol@manchester.ac.uk](mailto:accesscontrol@manchester.ac.uk)

In addition to the six showers and changing facilities located in the Active Travel Hub and a further four showers and drying space on the Ground Floor of Engineering Building A, our new workspace offers more secure showers and changing facilities to colleagues.

There are four showers, one accessible shower and a secure drying space for all staff located on Floor 3 of Engineering Building A and one shower and changing room facilities on Floors 4 and 5 respectively.

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# Drying room – Core One, Third Floor

Found next to the Third Floor welfare facility, the drying room is a purpose built space for active travellers.

The room is maintained at a higher temperature and fitted out with lockers to store and dry any wet clothes throughout the working day.

Shower facilities are under construction and scheduled for completion before September 2022.

For alternative shower facilities, colleagues are encouraged to use the Active Travel Hub outside the Booth Street East entrance. To request access to the hub email [accesscontrol@manchester.ac.uk](mailto:accesscontrol@manchester.ac.uk)

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# Spaces

Informal meeting spaces are located across the workspace floors and offer a range of environments – from open booths and comfortable chairs to semi-enclosed spaces.

These spaces are non-bookable and can be used for a host of different meetings – from 1:1s to online calls with headsets.

The semi-enclosed spaces are suitable for semi-confidential meetings and conversations as they are made from sound dampening fabric and are designed to prevent sound travel.

More open spaces would be suitable for routine and non-confidential discussions.

There are breakout and social spaces on each floor, with the largest social spaces on Floors 4 and 5.

These spaces are suitable for taking non-confidential meetings and online calls as well as breaks and socialising.

The spaces are opposite the kitchenettes, making it incredibly convenient to go for lunch or a coffee break.



Meeting rooms along with Meet & Teach spaces throughout Engineering Building A & B can be booked via [Resource Booker](#).

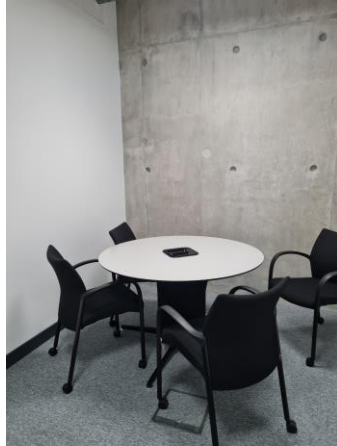
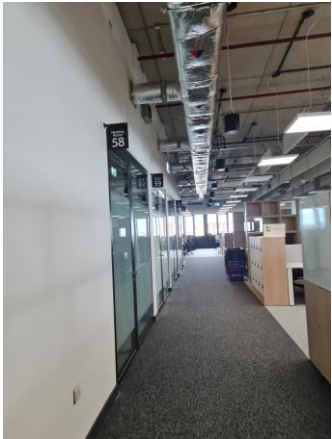
Information on room locations, capacities and AV availability for different room types is available via our [Space catalogue](#) or via the [estates room catalogue](#)

Lecture Theatres are block booked for teaching and any booking requests need to be made by email@ [cts@manchester.ac.uk](mailto:cts@manchester.ac.uk)

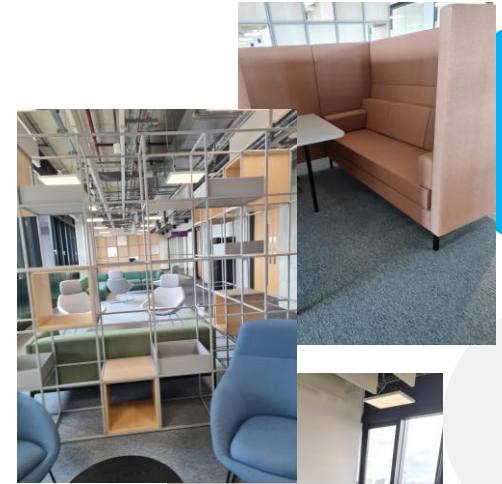
To book the ground floor events space (GA.042), please email: [tellme@dsm.ac.uk](mailto:tellme@dsm.ac.uk)

Please email [ashton@manchester.ac.uk](mailto:ashton@manchester.ac.uk) to discuss any room requirements.

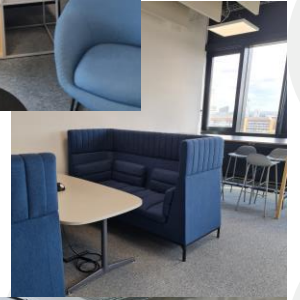
# 6<sup>th</sup> Floor Meeting Rooms & Workspaces



Meeting Rooms 58 – 64  
4 person rooms  
Privacy Glass  
Wi-Fi access



Touch Down  
Meeting spaces  
Wi-Fi Access



Board Room  
6A.001N  
Wi-Fi access  
Lectern  
Screen  
Camera  
Microphones  
Speakers



# Kitchenettes

There are 3 kitchenettes on each floor. These are located in the central core opposite the workspace and are situated close to a social space.

All kitchens provide a dishwasher, microwave, sink, kettle, and cleaning materials.

Mugs, Tea and Coffee are available from the TAI core team – please provide your own milk if required.

Please wash anything you use and return it to the TAI team

# Printing points

There are printing points located on each floor providing Xerox multifunctional devices that can print, scan, and copy.

Colleagues will need to bring their ID cards to access these facilities.

Visitors should speak to Helen Kreissl to arrange any printing.

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# Fire Safety and Emergency Response

The fire alarm system is found throughout every building and is maintained by Facilities Maintenance and Compliance.

A weekly fire alarm test for MECD Buildings takes place every Wednesday at 10:30am.

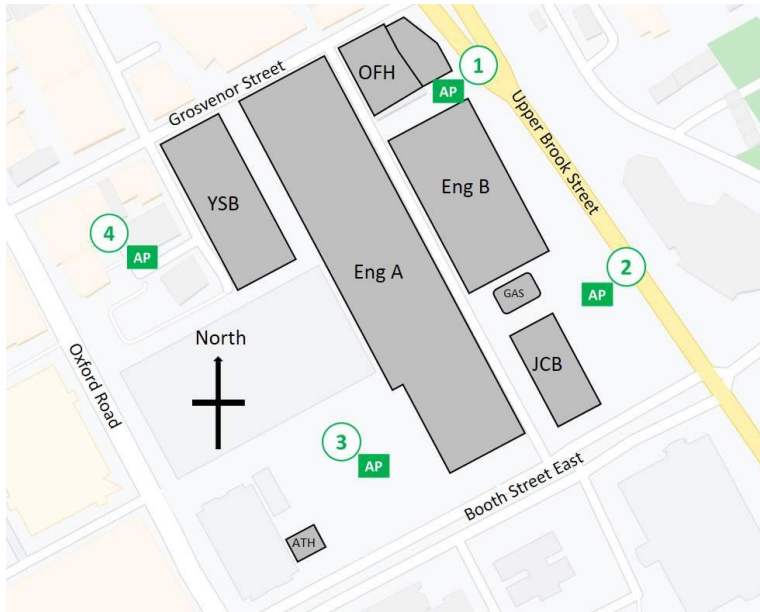
## Actions on hearing a fire alarm

- If appropriate, make sure your work area is safe without incurring delay
  - Shut windows and doors and start an orderly exit
  - Follow the green fire exit signs and make your way calmly and quickly to the nearest safe staircase.
  - Follow the direction of Evacuation Marshals or Faculty staff
  - Look out for your colleagues. Are they with you? Does anyone need help?
  - Descend the stairs carefully (do not use the lifts) and exit the building
  - Make your way to a Fire Assembly Point
  - Report any issues to the Assembly Point Coordinator
-

# Fire Assembly Points

There are four fire assembly points which can be used in case of an emergency:

1. Outside the rear of Oddfellow's Hall
2. Outside the James Chadwick building
3. Outside the main entrance on Booth Street East
4. Across the road from the York Street



## AED Defibrillators

There are currently two AED Defibrillators spread across York Street Building and Engineering Building A.

A map of all defibrillators can be found online:

<https://www.manchester.ac.uk/discover/maps/interactive-map/?defibrillators>

# MECD Stores

## Opening times and procedures

In the new home of Engineering and Materials, the Stores can be found on the Ground floor of the York Street Building.

**University of Manchester**  
**York street building Store**  
**Grosvenor street**  
**M1 7HL**

Tel: 0161 529 4922

## Counter service

8:00 am - 4:00 pm Monday to Friday.

Requests for stock items required from our Stores can be emailed to: [mecdstores@manchester.ac.uk](mailto:mecdstores@manchester.ac.uk)

Requests will be processed usually within the same day for staff. If requests are made before 3pm. Requests received after 3pm will be delivered the following day.

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## Finding York Street Stores

The York Street Stores is based on York Street, off Grosvenor Street, adjacent to Engineering Building A

# Post and other Deliveries

The following guidance sets out the process for sending and receiving mail and deliveries to your new workspace. Please take the time to familiarise yourself with the process to ensure the timely delivery to your workspace.

## Incoming letters and parcel deliveries (Royal Mail)

Incoming mail and small packages should be addressed to:

Engineering Building A  
The University of Manchester  
Oxford Road  
M13 9PL

*For colleagues working in other buildings (e.g.. James Chadwick Building, York Street Building, Oddfellows Hall), you should replace “Engineering Building A” with your building name.*

Letters and small packages (i.e. sent via Royal Mail and not through a delivery service) will be delivered to signposted postal points which can be found on each workspace floor – 6A.001M (Kitchenette). If expecting any mail or small packages, please check your nearest postal point for these.

## Sending letters and smaller parcels

Letters or small packages should be taken to your nearest drop-off point - 6A.001M (Kitchenette). Please ensure items are appropriately packaged or placed in an envelope with their delivery address clearly marked, including any additional labelling (e.g.. special delivery, Deltec) as appropriate.

Outgoing mail will be collected on a daily basis by House Services and taken to York Street Building Stores, for sorting and onward delivery.

## Receiving and sending larger parcels

*Delivery of larger items will be receipted to York Street Stores and should be sent to the following delivery address:*

FAO [Your name]  
The University of Manchester, MECD,  
York Street Building Stores,  
Grosvenor Street,  
Manchester,  
M17HL

Upon receipt you will receive an e-mail notification which will enable you to arrange a drop-off to your workspace.

Outgoing large parcels should be correctly addressed and labelled (e.g. using Deltec labels, courier information) and taken to your nearest postal point. The House Services Team will take these items to York Street Stores for onward delivery

If you have any questions around management of deliveries and mail, please contact [tellMECD@manchester.ac.uk](mailto:tellMECD@manchester.ac.uk)

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# iProc Orders and Non Royal Mail parcel deliveries

## iProc orders

Requisitioners using iProc to purchase items, will see that the above York Street Building address has been programmed as our standard, please ensure your name has been added to any orders so this finds its way to your nearest postal point.

## Receiving and sending hazardous substances (guidance for technical colleagues)

Colleagues receiving inbound deliveries of hazardous substances will be contacted by Stores. These items must be collected and receipted on iProc from York Street Building Stores.

Please note that deliveries/disposals should be managed in accordance with the University's procedures for logging hazardous substances. Further details on this process (via LabCup) is available on [StaffNet](#).

To send hazardous substances from the University, contact [fse.safety@manchester.ac.uk](mailto:fse.safety@manchester.ac.uk) in the first instance, for advice on next steps, which will be dependent on the nature of the item.

## Non Royal Mail parcel deliveries (e.g.. Amazon Logistics, Evri, DPD etc)

Delivered to YSB – address as follows –

FAO [Your name]  
The University of Manchester, MECD,  
York Street Building Stores,  
Grosvenor Street,  
Manchester,  
M17HL

Receipted and you'll be contacted

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# COVID-19 Safety Information

The safety and wellbeing of our staff, students and visitors remain our highest priority. We have a number of measures in place to help keep everyone safe, including guidance on testing and travel.

## Visitors

Please complete this anonymous short survey if you test positive for COVID-19 within 2 days of visiting the University Campus or cultural institutions: [Visitor self report survey](#)

## University of Manchester Students or Staff

If you test positive for COVID-19, or you are self isolating, please complete this short survey: [Staff\\_Student Self Report](#).

More information for staff can be found online: [Campus Management](#)

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# Ground Floor Map



GROUND FLOOR



# 2<sup>nd</sup> Floor Map

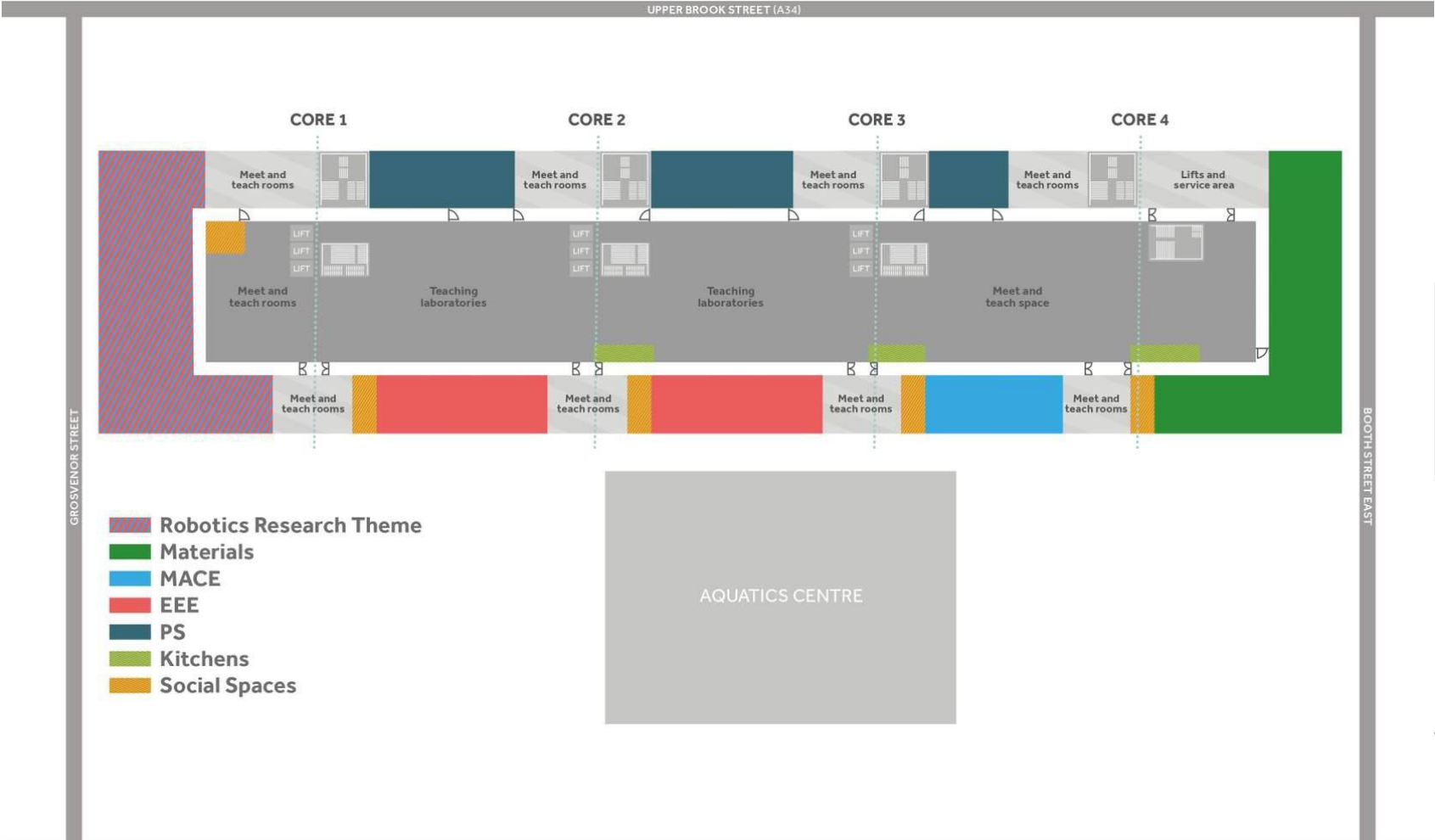


SECOND FLOOR

# 3<sup>rd</sup> Floor Map



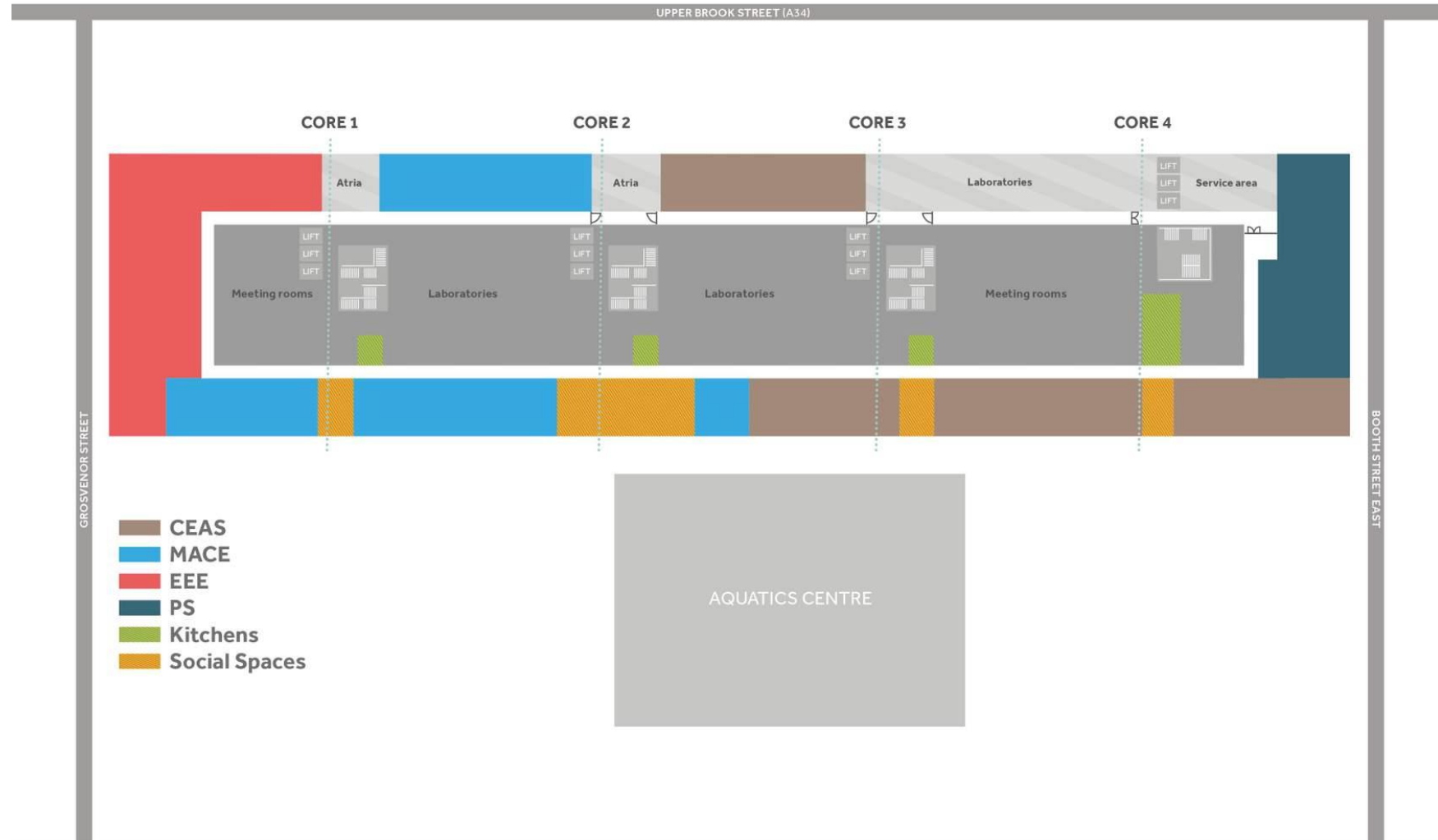
## Engineering Building A 3<sup>rd</sup> Floor



# 4th Floor Map



## Engineering Building A 4th Floor

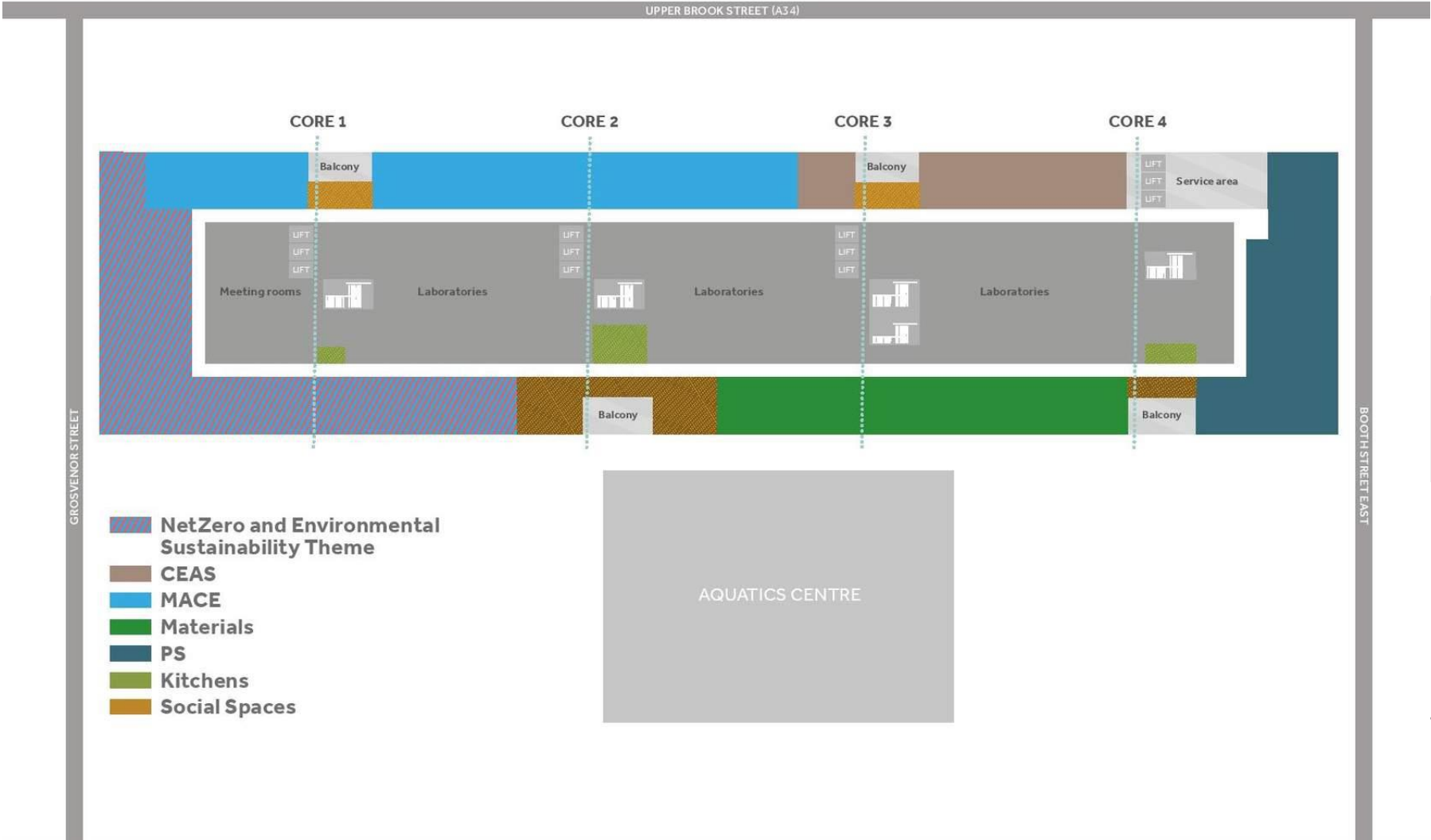


# 5<sup>th</sup> Floor Map



The University of Manchester

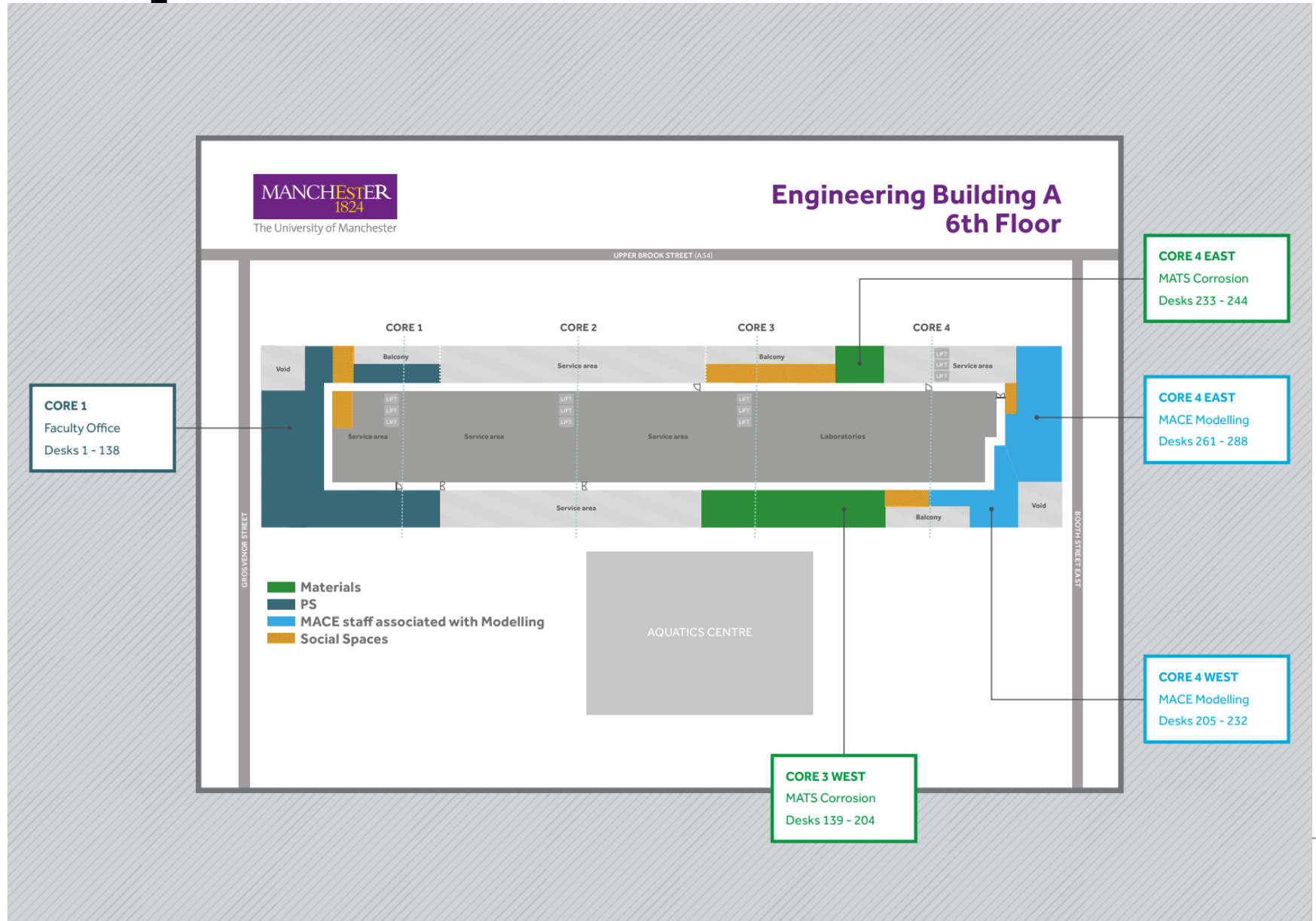
## Engineering Building A 5th Floor



# 6<sup>th</sup> Floor Map

Thomas Ashton Institute  
for Risk and Regulatory  
Research

Core 1W  
6th Floor Engineering  
Building A  
University of  
Manchester  
M13 9PL

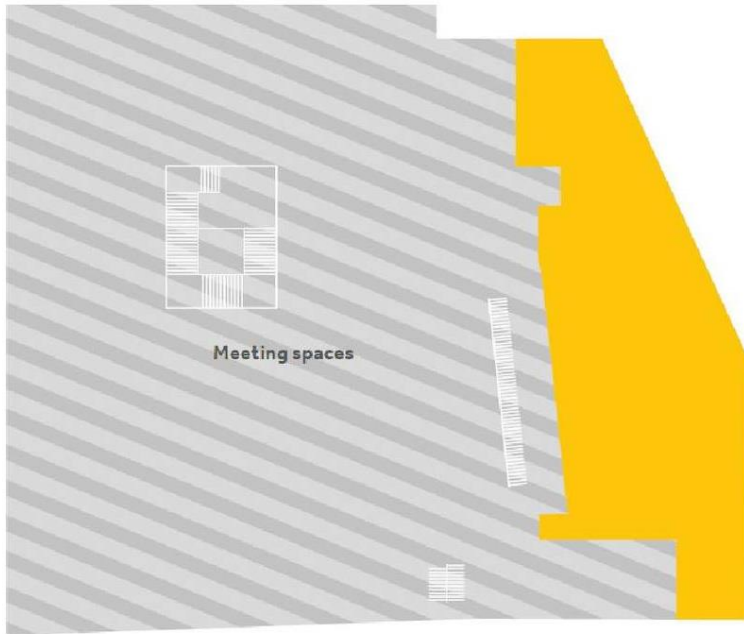


# Odd Fellows Hall



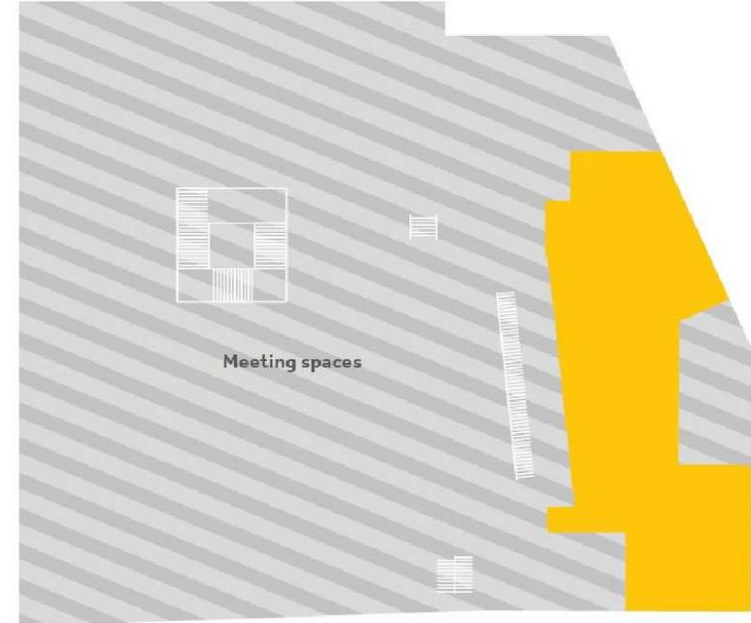
 Institutes workspace

Oddfellows Hall 1st Floor



 Institutes workspace

Oddfellows Hall 2nd Floor



*Thank you for Visiting the Thomas  
Ashton Institute for Risk and  
Regulatory Research*



Thomas  
Ashton  
Institute