

Guidance for staff from CCF member organisations who wish to use the David Attenborough Building

Please see below some useful information outlining the facilities and services available to staff from CCF and its member organisations.

Bookable working space	A dedicated work-station for CCF member organisations is located in the Library on the 3 rd floor. This must be booked at least 24 hours in advance via Reception – see contacts below. Also see “use of meeting rooms” below.
Flexible non-bookable working space	There are various work-stations in the building that are not bookable but can be used on a first come, first served basis and these include: <ul style="list-style-type: none"> • 1st floor: Common Room, informal space available in clusters of two and four seats • 3rd floor: breakout space outside the library
Use of meeting rooms	Large meeting rooms (Large Seminar Room, Weston Seminar Room, Manatee room) can be booked if the purpose of the meeting is to collaborate with staff from CCI partner organisations. A small meeting room (normally the Baobab meeting room adjacent to the Common Room on the first floor) can be used for working purposes and for meetings for the sole use of staff and volunteers from CCF member organisations for periods of up to two hours. Meeting rooms will be bookable via CCI Services reception.
Internet Access	Please request a WIFI access code from Reception (contacts below)
Telephones	You may use the phone in the Baobab meeting room, but we kindly ask that you restrict your usage to domestic phone calls only.
Printing	Unless you hold a building access card, you will not be able to print in the building. However, we appreciate that sometimes you really need to get something printed – if so, please ask Reception to assist you.
Tea / Coffee	You are welcome to help yourself to tea and coffee facilities in the Common Room. These facilities should not be used for entertaining for large groups. If you are convening a meeting in the building and require refreshments, please ask Reception for further guidance.
Use of other Shared Areas in the building	There are a number of shared areas in the building including the Common Room (1 st floor), the Library (3 rd floor), breakout spaces (all floors), and courtyards (3 rd floor). Please feel free to use these areas.
Lighting, heating and windows	Lights will turn on / off automatically. Windows will open automatically, based on temperature and CO ₂ conditions in the room. If you wish to control the windows in the room automatically, please use the white switch marked “window” on the wall. All windows revert to automatic mode after one hour.
Fire alarm	If a loud continuous alarm sounds, please evacuate the building immediately at the nearest exit and head towards the Downing Site Lawn, off Pembroke Street. There are 30 trained Fire Wardens in the building who will help evacuate the building and direct you to the Muster point.
Need any other help?	Reception: Georgina, Alison or Shriti - 01223 331300 (31300 from any phone in the building), reception@cciservices.co.uk Facilities: Ben or Terry - 01223 331292/331357 CCF: Humphrey Crick – 07500952465, chair@cambridgeconservationforum.org.uk