CCIServicesLimited

Use of the CCI Campus by CCF and its member organisations

Use this guidance document to:	
✓ Understand the facilities and services available to staff from CCF and its member organisations in the CCI Campus	

Bookable working space	A dedicated workstation for CCF member organisations is located in the Library on the 3rd floor and should be booked at least 24 hours in advance via **link**.
Flexible non-bookable working space	There are various workstations in the building that are not bookable but can be used on a first come, first served basis and these include: • 1st floor: Common Room, informal clusters of two and four seats • 3rd floor: breakout space outside the library
Use of meeting rooms	3 x large meeting rooms (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 next to the Common Room, 1st floor) can be used for working purposes for the sole use of staff and volunteers from CCF member organisations for periods of up to two hours. All rooms bookable via **Reception**
Internet Access	Please request a WIFI access code from **Reception**
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	Please feel free to use the various shared areas in the building including the Common Room (1st floor), breakout spaces (all floors), and courtyards (3rd floor). **Library (3rd floor):** Staff of CCF and its member organisations have reference only access to the library collections. You can search the **collections online**. The training programme provided by the Library is also open to staff of CCF and its member organisations. Priority is given to CCI partner staff based at the CCI Campus, but where space is available, workshops will be advertised via the CCF events listing and newsletter 1 to 2 weeks beforehand.
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 manually, please use the white switch marked "window" on the wall. All windows revert to automatic mode after one hour.
Fire alarm	Fire alarm testing takes place on Friday mornings at 08:30. If the alarm sounds outside of that time please evacuate the building immediately via the nearest exit. The Campus has trained Fire Wardens who will assist with the evacuation and direct you to the Muster point, located on the Downing Site Lawn.
Need any other help?	**Reception:** Daria, Alison, Ashleigh, Shriti, 01223 331300, reception@cciservices.co.uk **Facilities:** Ben, Tim - 01223 331292/331357 **Library:** Lizzie, 01223 331322, lizzie.sparrow@cciservices.co.uk **CCF:** Humphrey Crick – 07500952465, chair@cambridgeconservationforum.org.uk