Welcome to
The Triangle, Oxford

NESC
The Triangle
Roosevelt Drive
Oxford
OX3 7XP

Tel: 01865 740601
The Triangle – Induction to the building

Access/Security

Between 7.00 am and 8.00 pm you will be able to enter and exit the building via the front entrance reception area. You will require a key fob which will be issued to you within the first few days of your start date (please note that Temporary Staff will still have to gain access via the receptionist). The key fob gives you access through the secure door in the small foyer area. From here you can access reception, meeting rooms and toilets on each floor freely.

Outside of these hours if you wish to enter the building please contact University Security on 01865 287500. You will need to produce identification before gaining entry to the building.

If you are working late you will need to contact/notify Security on 01865 287500.

Cleaning

Cleaning is provided by a contractor, DF Williams, this is managed through Oxford University Facility Services. Please contact Reception if you have an issue you would like to raise with regards to the cleaning. Cleaning will occur 5.30pm and 7.30pm daily.

Cleaners will only clean desks that are free of clutter and paperwork. Confidential and sensitive information should not be left unattended on desks and it makes the cleaners’ jobs easier if you routinely clear your desk before going home each evening.

First Aiders

You will be notified of the first aiders as soon as you start at The Triangle.

Fire Alarm System

The fire assembly point is in the car park at the front of the building. Attached is a plan of the fire evacuation routes. Please make sure you familiarise yourself with your nearest exit and fire extinguishers. The fire alarms are tested every Monday morning at 8.30am.

Fire Wardens

There are two fire wardens on each floor. These will be notified to you on starting at The Triangle.
Kitchen/Refreshment Areas

The kitchen/refreshment areas are equipped with cupboards, fridge, microwave, and hot water points. Milk will be delivered daily.

The cleaners will wipe down the work surfaces and tidy the kitchen at the end of the day. It will help to keep the kitchen/refreshment areas clean and tidy if all staff would rinse their cups and put them away before going home.

There is a staff canteen at the Rosemary Rue Building, opposite the Triangle, which can be used by staff at The Triangle. They serve hot/cold snacks, soup, sandwich’s, baguettes, breakfast items also. Opening times are 8.30 to 4.00 Monday to Friday.

Lighting

We do expect that if you are the first in or last out on your floor that you turn the lights on or off appropriately.

Air conditioning

Each office has its own air conditioning unit and the last person out of the office each night is responsible for turning the unit off.

Meeting room bookings

The diary for meeting room bookings is kept in the reception office.

Parking

Parking at the Triangle is organised by way of permits that the University of Oxford issue and bookable through reception (01865 740601). There are very few parking spaces at the Triangle and at present these are accounted for. Every year in July allocation of permits is reviewed.

Parking permits **MUST BE ARRANGED IN ADVANCE.**

Around the University site controlled parking conditions are in force, travel wardens and clampers operate.

Photocopiers

There are 2 photocopiers, one on each floor these are both black and white, but vary in size. Should an engineer be required please notify Reception.

Printers and fax locations

Upon starting you will be set up with a printer that's close to your location.
Procurement/Requisitioning

Stationery is ordered on a Monday. If you require anything outside of the normal stationery order, please see Vicky Beal, PA to Postgraduate Dean.

Projector kits

In the lecture room there are facilities for presentation/video conferencing. Should you require any additional equipment, please inform Reception.

Post Arrangements

Oxford University Post Room will collect mail from the ground floor reception at 4.30pm. If you are expecting a delivery please inform reception. Late franked or stamped mail will need to be taken over to the University Rosemary Rue building across the road. If you are expecting a delivery please inform Reception.

Rubbish / recycling / confidential waste

The cleaners will empty all offices bins and the bins in the kitchens and the toilets. There are recycling and confidential waste facilities. There are green recycling bins on each floor at either end of the building. If you have confidential waste please place this in a red sack which can be obtained from Reception.

All waste is handled by Oxford University Facility Services.

Stationery ordering

To order stationery please order through Vicky Beal – PA to Dr Bannon.

Telephones and voicemail

The main telephone number (reception) is 01865 740601. Please set up your voicemail following instructions and take note of other facilities available over the telephone system, including teleconferencing, desk. You will still need to dial ‘9’ for an outside line.

Toilets

There are men’s and ladies' toilets on each floor, including one disabled toilet on the ground floor.

Shower Facilities

The Triangle has shower facilities available on the ground floor for staff use.
Bike Racks

The Triangle has cycle racks behind the building for staff who cycle.

Video Conference Systems

There is one video conference system built into the ground floor lecture meeting room.

Any queries about the building in general, please ask Vicky Beal Tel: 01865 740605 in the first instance.

Attached:
  - Fire evacuation procedures
  - Fire escape routes

FIRE PROCEDURES – The Triangle

If you DISCOVER a fire:

- Operate the nearest Fire Alarm.
- If appropriate, use a fire extinguisher on the fire but do not put yourself at risk.
- If possible, close all doors near to the fire.
- Leave the building as promptly as possible by the nearest safe exit and join your department at the Fire Assembly Point located in the car park at the front of The Triangle.
- Do not delay your exit by going out of your way to collect personal belongings.
- Remain at the Fire Assembly Point with your department until you have been advised by a Fire Brigade Officer, a Fire Warden that it is safe to return to the building.

Notes

There are Fire Wardens on each floor who will check to ensure that all personnel and visitors have been evacuated. Disabled people will receive assistance from dedicated Fire Wardens.

All staff and their visitors should gather in their respective portfolios at the Fire Assembly Point.