

Student Services Centre

Environmental Guide



Welcome to the Student Services Centre. This guide has been produced by the University of Cambridge Environment & Energy team to promote understanding of the environmental features of the building:

Key features include:

- Both the new and old wings are predominately naturally ventilated to reduce reliance on mechanical systems; provide local user control; and give more contact with the external environment
- Lighting is low energy LED, generally with automated controls
- The New Wing has an array of photovoltaic solar panels on the roof
- Showers are provided in the basement to encourage cycling to the New Museums Site
- The New Wing roof has an area of wildflower planting to encourage biodiversity
- Solid masonry walls in the old Arts School, and exposed concrete surfaces in the New Wing, help soak up heat during the day; reducing reliance on environmentally harmful refrigerant systems
- The historic Exams Hall entrance was saved and re-used for the New Wing

Winter heating

New efficient gas boilers supply heat to the radiators. The thermostat and timer settings are centrally controlled to achieve 20-21°C in accordance with University policy between 8am and 6pm during the heating season. Radiator valves allow some local adjustment and turning them down when leaving a room empty will save energy. In communal areas if you are experiencing problems with heating please contact the Student Services Centre Support Team (SSCsupport@admin.cam.ac.uk) so any problems with system controls can be investigated.

We recognise people have different temperature preferences and settings are always a compromise between individual needs. Individuals who prefer cooler conditions might consider requesting a workstation nearer the windows; whilst central areas are more suited to those who prefer it warmer.

To conserve gas please consider wearing an extra layer in winter. Please also note that a request to heat a space out-of-hours will mean having to heat the entire Wing.

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Fresh air

Spaces are naturally ventilated where possible. In the old Arts School this is generally via traditional sash windows. Please note that some of the high level sashes have sockets so they can be raised and lowered using a pole.

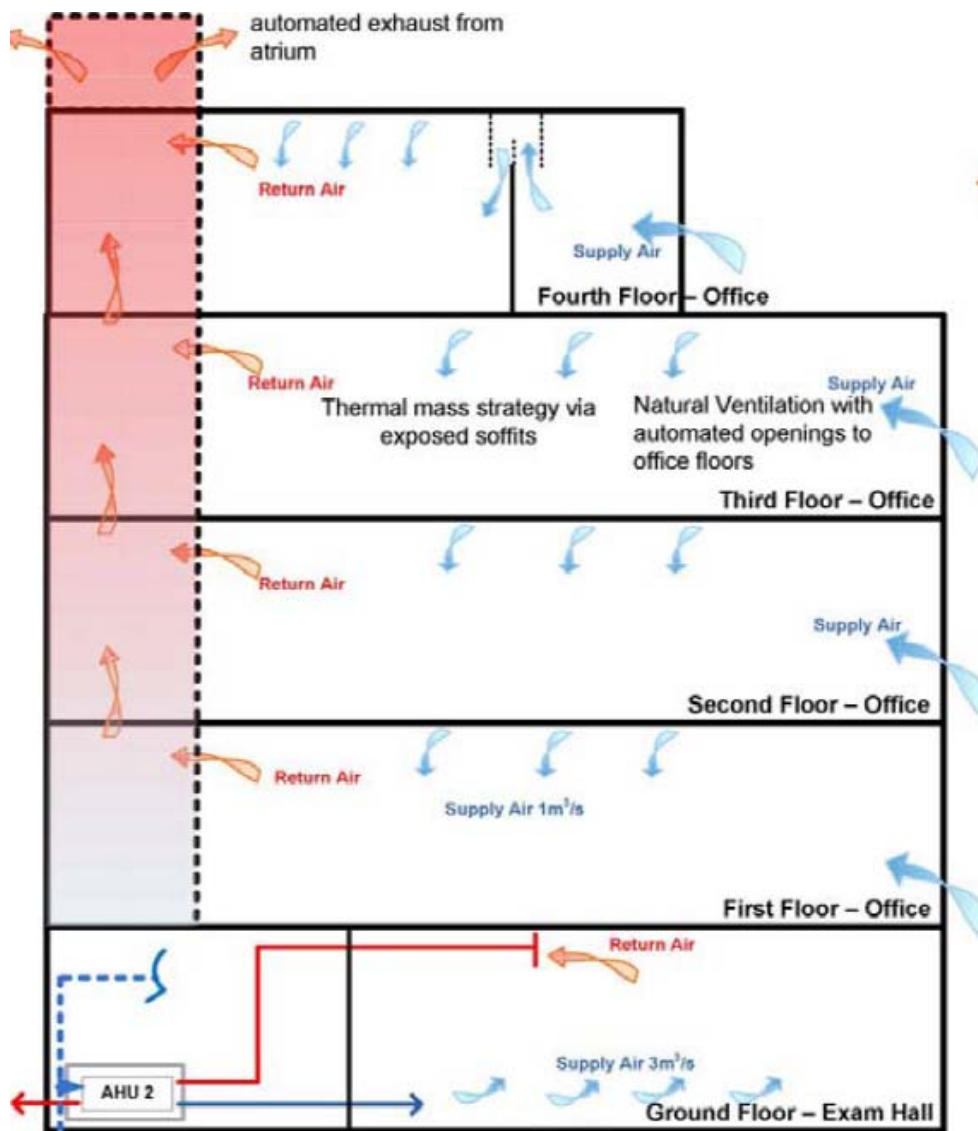
In the New Wing many of the rooms are provided with high level automatic vents that will begin opening if internal temperatures climb above 22°C or carbon dioxide concentrations exceed 1000 parts per million.

Local controls allow override of the vents for a period of one hour. Please do not start using these controls without first speaking to the Student Services Centre Support Team. If there is a persistent ventilation problem it is better to address the root cause by adjusting the Building Management System software.

Pressing 'O' on the override will result in the vents opening slightly (please note there is a delay of about 20 seconds before this happens). Pressing 'O' again causes the vents to open further. Pressing 'C' will cause the vents to close entirely. Please note the override will not work if it is raining; the outside temperature is too cold; or wind speed is too high.



In the open plan office areas the automatic vents encourage air to be drawn across the space and into the atrium via louvres that are hidden behind the slatted timber grilles.



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Summer operation

The building has been designed to avoid mechanical cooling where possible. This saves energy and also minimises reliance on refrigerants (most refrigerants have a very high global warming impact if they escape).

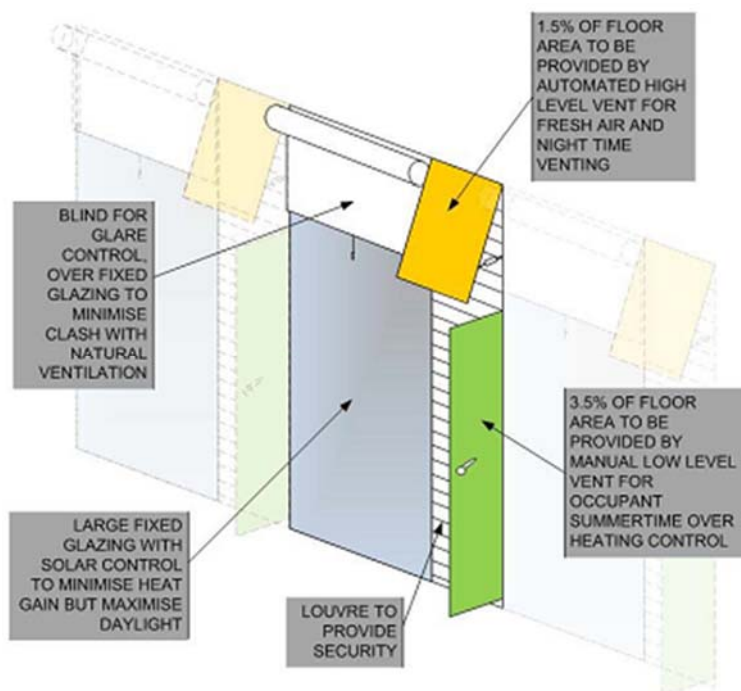
To keep the building comfortable in summer concrete surfaces have been left exposed to help soak up heat. In hot weather the automatic vents in the New Wing will open at night to flush the concrete with cool air so it acts as a natural store of 'coolth'.

In the older parts of the building heavy masonry walls and high ceilings also help slow the rate of heat build-up.

You can help reduce the risk of over-heating in the following ways:

- Open the windows/vents wide in the early morning to flush the space with cool air
- Close down the openings when the outside air temperature is higher than inside to try and retain 'coolth'.
- Drop the blinds as soon as direct sunlight starts to enter the room

Computer simulation suggests that internal temperatures should not exceed 28°C for more than 1% of working hours. It is recognised that this could mean some discomfort during a heatwave; in these rare situations the University encourages flexible working practices.



The Exam Halls and Lecture Theatre are mechanically cooled. Here the densely packed number of occupants mean there are refrigerant systems to cool the air before it enters via the low level grilles.

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Lighting

In most spaces motion sensors cause the lights to turn on, they will dim or turn off if no movement has been detected for some time. Software allows the length of time delay, light intensity and detector sensitivity to be adjusted if necessary.

For energy efficiency many of the lights that are close to windows are linked to daylight sensors and will automatically dim down when there is sufficient daylight. This means raising blinds when there is no sun-glare will save electricity.

Meeting spaces with AV facilities have manual switching; please remember to switch off when you leave.

Recycling and waste

The University has a 'dry mixed recycling' scheme across all departments. See the labels on the 'Mixed recycling' bins for what they can take. As a general rule, only wood, polystyrene, tissue paper and crisp packets need to go into the general waste bin, as well as 'mixed materials' items such as windowed sandwich boxes. Food waste bins will be available in tea points and common room for food and other compostables.

Paper placed in confidential waste is collected regularly by a specialist for secure destruction. The resulting paper residue is sent for recycling.

The University Counselling Service collect pens and crisp packets for recycling. There are containers for these at the main reception.

Do not place any dead batteries, toner cartridges or electrical items in any of the bins. Please hand these in to reception who will arrange safe disposal. Collection for recycling is arranged by the maintenance team by raising a task on the Facilities Service-Desk. Collection, disposal and reclamation is then made via a specialist sub-contractor.

A free online re-use portal called 'WarplT' is available for sharing usable, but unwanted items across the University. See www.environment.admin.cam.ac.uk/warplT

For lots of advice and guidance on waste disposal and recycling please visit:
www.environment.admin.cam.ac.uk/recycling

If you have any queries regarding waste and recycling please email the University Environment & Energy team at environment@admin.cam.ac.uk

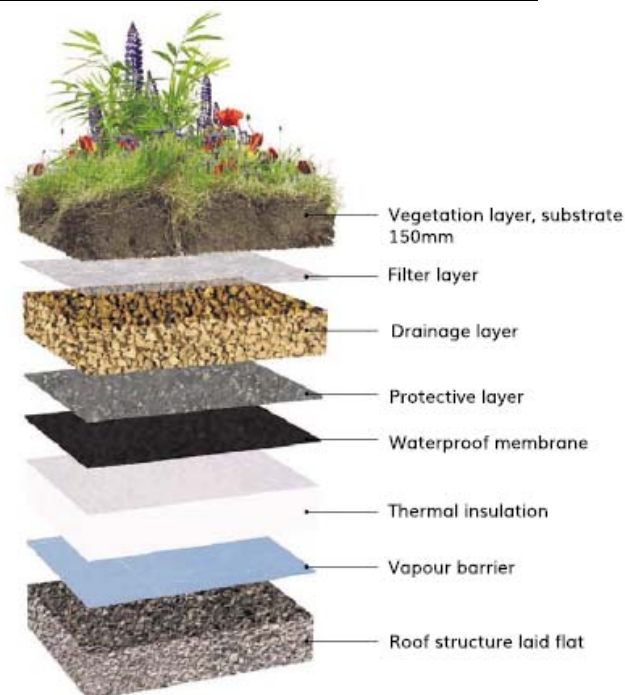
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Biodiversity

The new roof includes an area of habitat designed to promote the insect life necessary to encourage birds and bats to visit the site. It includes:

- An area of thin soil sown covered with clay roof tiles reclaimed from the old Arts School. This is sown with a wildflower and meadow grass mix and will be left largely to its own devices.
- A thicker area of soil is planted with yarrow, maiden pink, autumn crocus, Bowden lily, sedum, thyme, primrose, sempervivum and a variety of grasses
- Untreated native hardwood logs with ends drilled to provide nesting holes for solitary bees.
- Small ephemeral pools lined with pebbles to provide places for birds to drink and bathe.



Travel

For advice on travel options for University staff please visit www.environment.admin.cam.ac.uk/travel

If you have any queries or suggestions regarding travel please contact the Student Services Centre Travel Co-ordinator.

By Bicycle

In addition to surface level parking there will be cycle parking in the basement of the old Arts School Building. This includes lockers for folding bicycles and clothing lockers. The basement also contains showers for staff.

The New Museums Site also contains University pool bikes (some with electric boost) that can be booked by staff during the day. For more details see www.environment.admin.cam.ac.uk/what-are-we-doing/travel/get-cycling/pool-bikes or email Travel@admin.cam.ac.uk.

By Bus

Our Universal bus service links the city centre and railway station with University Sites at Eddington, West Cambridge, West Road, and the Cambridge Biomedical Campus (Addenbrooke's). The nearest stop to the New Museums Site is in Trumpington Street (Pembroke College). **Mobile ticketing** is available and discounts apply for University card holders; show the driver your University card and pay £1 per journey. The timetable can be found online: www.go-whippet.co.uk/wp-content/uploads/2018/09/U-timetable-both-directions-A4-size.pdf

Cambridge has a "Park & Ride" scheme for those travelling from the outskirts of Cambridge into the city centre. Additional details can be found on the following website - <http://cambridgeparkandride.info>.

Stagecoach operates services to the city from around the county. Please visit www.stagecoachbus.com for full details.

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The following site-specific travel guide can be downloaded from www.environment.admin.cam.ac.uk/travel and is regularly up-dated.

TRAVELLING BETWEEN THE UNIVERSITY SITES See overleaf for information on travelling to the Downing site and New Museums site

Central sites

1 Sidgwick site	4 Department of Engineering
2 Old Press/Mill Lane site	5 Department of Chemistry
3 New Museums site	6 Old Schools
7 Downing site	8 University Library
9 Old Addenbrooke's site	

Catch the Bus!

The map below shows the buses which you can take. Plan your bus journey around Cambridge by visiting:

www.cambridgeshire.gov.uk/info/20017/buses

Download **My Bus Trip**, an app which provides passengers with free direct access to real time bus information via their mobile phones:

<http://bit.ly/1hiNdG4>

Hire a car club

Car clubs give you access to a car or van when you need it, perfectly maintained without the hassle or expense of ownership.

Both Zipcar and E-Car vehicles are located across Cambridge (some located in car parking spaces on University sites), for you to use for travel at work purposes. University staff can use the vehicles for travelling at work or for personal use.

Find out more by visiting the Zipcar and E-Car websites.

www.zipcar.co.uk
<https://ecarclub.co.uk/eddington/>

It is estimated that:

- 4,200** University staff cycle to work
- 1,000** University staff walk to work
- 800** University staff travel by bus to work
- 800** University staff car share to work
- 600** University staff travel by train to work

Travel Plan Initiatives

Travel to Work loan

The University's Travel to Work loan scheme can be used to purchase a bicycle and associated safety equipment or a bus ticket with an interest-free loan of up to £2,500.

<http://bit.ly/1HLNo6l>

Travel for Cambridgeshire

Through Travel for Cambridgeshire staff are eligible for 10% discount on season tickets for travel on the Great Northern and Abellio Greater Anglia routes (valid on season tickets purchased with a validity of one month or above). There are also discounts to help members walk and cycle to work including discounts of bicycles, accessories, clothing and cycle training. Find out more online at:

www.tfw.org.uk/rail-discounts

Get on your bike!

Cycle to Work scheme

The national Cycle to Work scheme allows to purchase bicycles and associated safety equipment on a tax-free basis through a salary scheme.

<http://bit.ly/1HLMTrN>

Tax relief

Employees can claim tax relief on 20p per mile for all business journeys made using their own bicycle, through their tax return.

West Cambridge site

All University sites are within cycling distance of each other

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TRAVELLING TO THE DOWNING SITE AND NEW MUSEUMS SITE

Catch the bus!

This map shows some of the bus services you could use to get to Downing site and New Museums site.

Park + Ride!

Drive to one of the five Park & Ride sites located on the outskirts of the city that provide ample parking and a fast and frequent bus ride to the city centre. Plan your bus journey around Cambridge by visiting:

www.cambridgeshire.gov.uk/info/20017/buses

Train + Bus

From the train station you can take the **Universal bus service**.

The service operates every 15 mins Mon – Fri and every 20 mins on Sat.

This bus service is subsidised for University members, just show your card.

Go electric!

Do you have an electric vehicle?

The University allows electric vehicles to charge for free at dedicated charging points across the University. Find out more by emailing:

facman@admin.cam.ac.uk

Get on your bike!

Get cycling to save money, keep fit and enjoy your commute. The map on the right shows typical cycling times to get to the Downing site and New Museums site, based on a moderate cycling speed of 10 miles per hour, as the crow flies. Plan your route based on whether you want the quietest route or the fastest route using Cycle Streets: www.cyclestreets.net

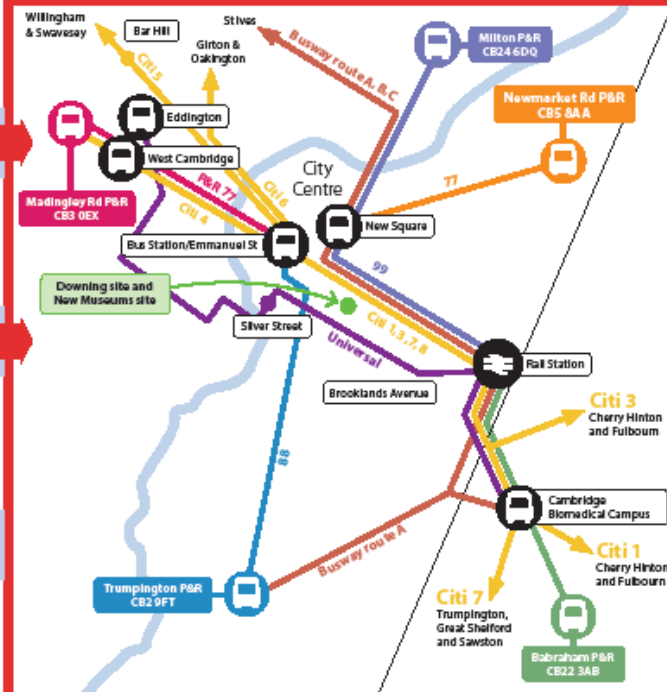
For more information visit www.environment.admin.cam.ac.uk

To access the University of Cambridge map, visit map.cam.ac.uk or download the Visit Cambridge App.



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- Certified as Carbon Neutral
- Uses 100% renewable energy
- Has Absolute Zero-Waste to Landfill



Your guide to travelling to and from the University and between University sites

Downing site and New Museums site



Car Share!

Why not share your car journey to reduce the costs of driving to work? The University has a dedicated website helping you to find other University staff to share your commute with.

How do you start car sharing?

- 1 Register online at www.cam.ac.uk/liftshare.com
- 2 Register your journey to work
- 3 Look for University staff who travel the same route
- 4 Get in touch with them to organise a match!
- 5 If there isn't a match already you will be informed when somebody with your journey registers.

How much would you save from car sharing? Try the fuel saving calculator: www.liftshare.com/content/savings_calculator.asp



Car parking

A permit is required to park in one of the University car parks and spaces are limited to staff who meet the set of criteria. Find out more online at:

www.admin.cam.ac.uk/offices/em/facilities/carparking.html

Park + Cycle!

You can drive to West Cambridge, park in the car park, pick up your bike from a secure cycle locker and continue your journey by bike. To request a parking permit, email:

facman@admin.cam.ac.uk



All information in this leaflet correct at time of printing

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Water

All staff are encouraged to try and save water whenever possible. Water saving measures include aerating taps, automatic shut off on showers, low volume toilet flush, and water efficient dishwashers.

Try to make effective use of the dishwashers; only run them when they are full.

If you see a dripping tap or faulty toilet flush, report it to the Student Services Centre Support Team (SSCSsupport@admin.cam.ac.uk).

Energy

The roof supports an array of photovoltaic panels. These are predicted to generate 32,000kWh of renewable electricity each year.

Energy meters mean that it is possible to monitor the consumption of lighting, plugged in equipment, heating and central building services separately. A reading is automatically logged every 30 minutes and means it will be possible to review consumption patterns.

Ideas for helping the environment

Virtually every aspect of activity across the University has some environmental sustainability impact. As this agenda is so broad, every individual working or studying at the University has a role to play in taking action to reduce their environmental impact during their time at Cambridge; that's the **Cambridge Green Challenge**.

You get involved in the following ways:

Environment and Energy Coordinators

Join your colleagues in our voluntary staff network and provide a focal point for environmental issues in your workplace: www.environment.admin.cam.ac.uk/EECs

Green Impact

Form a Student Services Centre Green Impact team. The University's Environment & Energy team will support you in implementing a range of environmental actions and you can gain recognition at the annual awards ceremony: www.environment.admin.cam.ac.uk/green-impact

Resources

Get environmental messages across using our posters, stickers and more!
www.environment.admin.cam.ac.uk/resources

Find out more and keep up to date

Sign up for a monthly newsletter at: www.environment.admin.cam.ac.uk/greenlines

Twitter [@CambridgeSust](https://twitter.com/CambridgeSust)

Facebook [CUenvironment](https://www.facebook.com/CUenvironment)