

# The Hub, UCC

## Building User Guide



The Hub Exterior (PhotoCredit: O'Donnell TuomeyArchitects)

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## 14.0 Introduction

Welcome to the Hub. The Hub creates a new and exclusive social dynamic at the centre of the campus, which will facilitate learning communities, networking and student interaction, internationalization, and student friendly service provision.

Located at the heart of our campus, the building will be a key enabler for the UCC Academic Strategy by providing new places for creativity, innovation, and collaboration across disciplines in a supportive environment. It will directly contribute to Goal One of UCC's Strategic Plan by supporting the creation of "a seamless student-centred administrative, academic and extracurricular experience".

This Building User Guide aims to provide a simple and quick reference for occupants of the Hub, explaining how the building, and its facilities operate on a day-to-day basis and who to contact in case of a problem or emergency. It describes the systems that have been employed and how they work, so that users can optimize the efficiency of the building and ensure a safe, healthy, and comfortable working environment. The building provides the following Hub Spaces:

### 1.2 Hub Spaces

Room	Booking for Staff	Booking for Students
<b>Consultation/Study Rooms</b> (16 no. on Ground, 1 <sup>st</sup> and 2 <sup>nd</sup> Floors of Hub) <sup>1</sup>	These rooms are not available to staff.	<a href="#">Student Room Bookings Portal</a>
<b>Áine Hyland Room</b> <sup>2</sup> Ground Floor (G12)	<a href="#">Room Bookings</a>	Can request to book through academic department.
<b>The Atrium Ground Floor</b> (G13)	<a href="#">Student Experience Office</a>	<a href="#">Student Experience Office</a>
<b>The Maker Space</b> <sup>2</sup> Ground Floor Room (G46)	<a href="#">Room Bookings</a>	Students can put in request to book through their academic department
<b>The Global Lounge</b>	Open public space	
<b>The Shtepps Auditorium</b> <sup>2</sup> First Floor (1.72)	<a href="#">Room Bookings</a>	Bookable through <a href="#">Clubs &amp; Societies</a> or <a href="#">Students' Union</a>
<b>Group Study Rooms (4</b> No. 3 <sup>rd</sup> Floor (3.03-3.06) <sup>1</sup>	These rooms are not available to staff.	<a href="#">Student Room Bookings Portal</a>
<b>Student Life Meeting Room</b> Third Floor (3.01)	This room is not available to staff.	Bookable through <a href="#">Clubs &amp; Societies</a> or <a href="#">Peer Support</a> or <a href="#">Students' Union</a>
<b>Dr. Dora Allman Room</b> <sup>2/3</sup> Fourth Floor (4.04)	Contact Room Bookings	Contact relevant academic department or <a href="#">Clubs &amp; Societies</a>
<b>Dr. Lucy E. Smith</b> <sup>2</sup> Fourth Floor (4.01)	<a href="#">Room Bookings</a>	Contact relevant academic department or <a href="#">Clubs &amp; Societies</a>



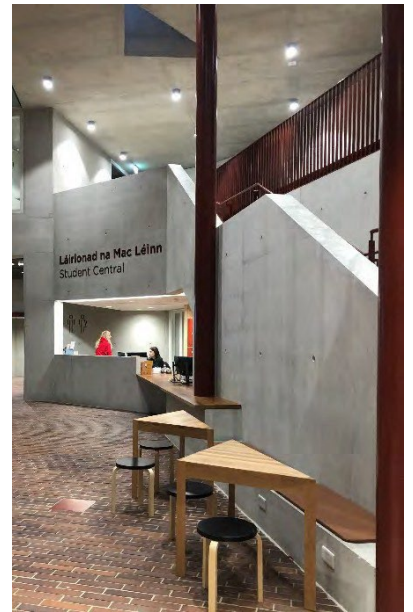
#### Notes

1. Consultation/Study/ and Group Study Rooms are open for booking by students from 18:00-22:00 on weekdays and from 09:00-22:00 on weekends.
2. There are 5 rooms in the Hub that can be booked as meeting or teaching rooms by staff and students. See the table for details of how these rooms can be booked.
3. There are specific criteria for governing bookings of the Dr. Dora Allman Room. This room cannot be booked directly through the online room booking system. Instead, staff can contact Room Bookings via email/phone to make enquiries re availability.

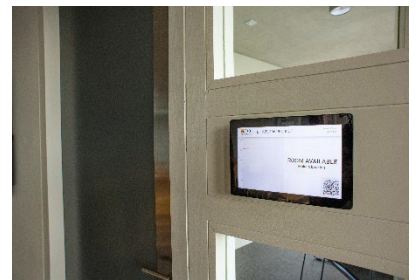
## 1.2 Student Services in the Hub include

Service	Location
• <a href="#">Campus Radio (UCC98.3FM)</a>	Ground Floor
• <a href="#">First Year Experience Coordinator</a>	Ground Floor
• <a href="#">Quercus Talented Student Programme</a>	Ground Floor
• Reception Desk	Ground Floor
• Roots Café	Ground Floor
• <a href="#">Scholarships Office</a>	Ground Floor
• <a href="#">Student Central</a>	Ground Floor
• <a href="#">Student Experience Office</a>	Ground Floor
• <a href="#">Student Media</a>	Ground Floor
• <a href="#">Clubs &amp; Societies</a>	First Floor
• <a href="#">Budget Advice</a>	First Floor
• <a href="#">Disability Support Service</a>	First Floor
• <a href="#">Mature Students Office</a>	First Floor
• <a href="#">Peer Support</a>	First Floor
• <a href="#">Student Assistance Fund</a>	First Floor
• <a href="#">UCC ACCESS Programme</a>	First Floor
• <a href="#">Career Services</a>	First Floor
	Second & Ground Floors

There is a webpage on the UCC website dedicated to the Hub ([The Hub Web Page](#)) which includes an FAQ about the building, and Section 10 of this guide provides a list of key relevant contacts. Questions and feedback about the Hub, and services within it are welcome and valued. For any general comments or queries about the building please contact the Reception Desk, located on the ground floor of the building.



Student Central (PhotoCredit: O'Donnell Tuomey Architects)



(Photo Credit: Stephen Bean, Film Services, UCC)



The Atrium (PhotoCredit: O'Donnell Tuomey Architects)

## 2.0 General Building Information

### 2.1 Building Location

The UCC Hub is located on Main Campus off College Road, it comprises the restored protected Windle building plus a new 5-storey extension to the west of the original building. The Hub is located between the Main Quadrangle and the Kane Building.

Please see Floor Layouts in Section 11.0 of this document.

### 2.2 Access and Visitor Arrival

#### 2.2.1 Access for Students and Employees

Access to the Hub is via the main entrance door under the canopy and via the western entrance on the Kane building side. The building is opened between the hours of 08:00am – 10:00pm everyday throughout the year with the exception of public holidays.

There are a limited number of access-controlled doors in the building. The relevant staff have been provided with access cards. If a new access card is required, please contact your Department/School.

#### 2.2.2 Out of Hours / Lone Working

The building will be closed outside of occupation by UCC General Services. If access to the Hub building is required out of hours, please contact General Services, contact details in Section 10.0

#### 2.2.3 Visitor Access

Visitors are welcome to use the Hub during opening hours. The reception team located in the Atrium near the main entrance, are the main point of contact.

### 2.3 Communal & Shared Spaces

#### 2.3.1 Open Plan Offices

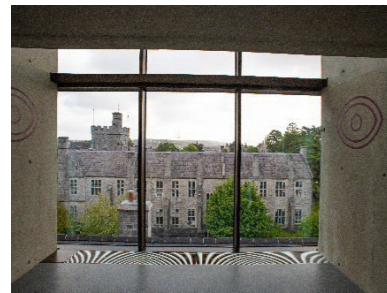
There are open plan offices located on the ground, first and second floor levels. These are occupied by UCC staff. These are shared working spaces, so please be respectful of others when working in or passing through these areas.

#### 2.3.2 Consultation / Study Rooms (16 Bookable Spaces)

There are 16 study rooms located throughout the building. These are available for students and can be booked out of hours by UCC students to organize meetings or study sessions. There are screens located externally on each consultation room to show booking schedule. The rooms have AV screens white boards and sockets. These rooms are bookable on electronic booking system via [Student Room Booking Portal](#). Please do not occupy these rooms if they have already been booked by others.



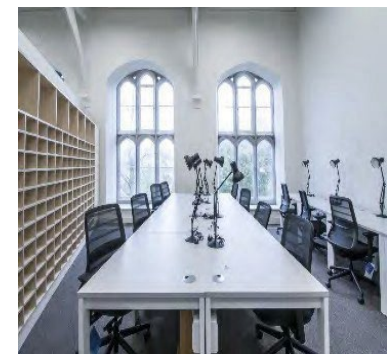
The Hub (Photo Credit: O'Donnell Tuomey Architects)



UCC Campus from Hub Viewing Window on 4th Floor (Photo Credit: Stephen Bear, Film Services, UCC)



Lucy E. Smith Room (Photo Credit: Stephen Bear, Film Services, UCC)



Hub Open Plan Work Space (Photo Credit: Interactive Interiors)

### 2.3.3 Group Study Rooms (4 Bookable Spaces)

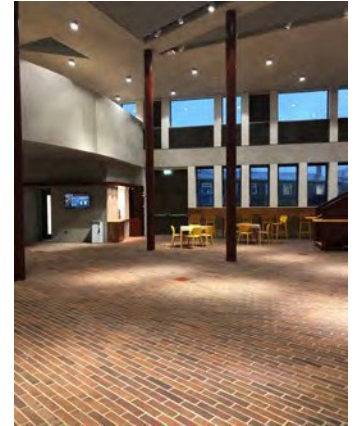
There are four larger group study rooms located on the third floor. Each of these rooms has an AV screen, white board, and sockets. These can be booked by UCC Students on the electronic booking system via [Student Room Booking Portal](#). There are screens located externally on each room to show booking schedule. Please do not occupy a Group Study room if it has already been booked.



Hub Meeting Room (Photo Credit: Interactive Interiors)

### 2.3.4 Learning Spaces

There are seven larger multifunctional bookable spaces; these include the Atrium, the Áine Hyland Room, the Maker Space, the Shteps, the Student Life Meeting Room, the Dr Lucy E. Smith Room and Dr Dora Allman Room. Please see table on page 2, and the map guides at the end of this document for details of how to book these rooms.



TheAtrium(PhotoCredit: O'Donnell Tuomey Architects)

### 2.3.5 The Atrium

The Atrium is a flexible space where furniture can be changed out to facilitate functions as required. It is available for use by students and staff, and can be booked through the [Student Experience Office](#).

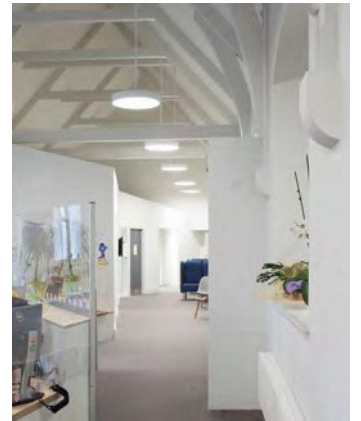
### 2.3.6 Kitchen Facilities

There is a coffee dock in The Atrium

There are small tea points 1st & 3rd Floors for communal use, with the following facilities

- Sink
- Fridge
- Water boiler, providing a constant supply of boiling water
- Microwave

These are communal spaces so please ensure you leave the area clean and tidy.



Hub Corridor (PhotoCredit: Alice Clancy O'Donnell Tuomey Architects)

The tea points are not equipped with ventilation for cooking food and therefore, apart from the microwaves, no other cooking facilities are provided or permitted in the building.

### 2.4 Security

There is a security presence on campus 7 days a week from 07:00-23:30. During office hours there is a General Services Operative located in the Hub. UCC's Main Security Hut is located adjacent to the College Road entrance. Contact information for the Security Team can be found in Section 10 of this document.



Hub Office Space with Kitchen Facilities (Photo Credit: Interactive Interiors)

### 2.4.1 CCTV

CCTV is present throughout the hub building. The role of CCTV is to provide a safe and secure environment for all staff, students, and visitors, and is used to assist in the detection of crime, public disorder, and anti-social behaviour within or around the building.

For any queries relating to building security, please contact [General Services Office](#) of this document.

### 2.5 Disabled Facilities

The Hub is a Building Regulations Part M compliant building, with the following provision:

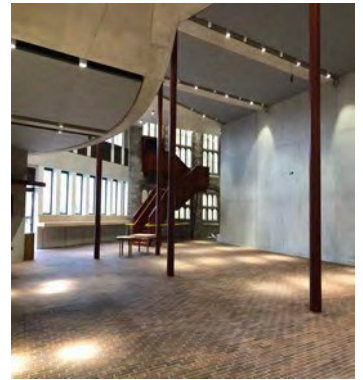
- Flat entrance to the building, with automatic doors
- Automatic doors on main circulation routes
- Part M compliant lifts to all floors
- Changing Places facility at Ground Floor Level.
- Disabled changing facility
- Disabled toilets on all floors
- Disabled refuge area in case of emergency evacuation in stairwells on all floors

#### 2.5.1 Disabled Toilets Alarm System

There are pull cords within each of the disabled toilets, which when pulled will signify to the main reception that assistance is required. If the cord has been pulled in error, there is a reset button within each toilet, which when pressed, will cancel the alarm.

### 2.6 Smoking

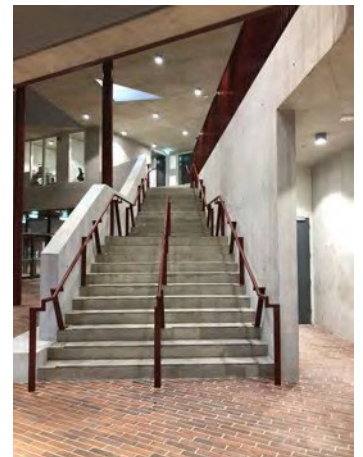
In accordance with the law, smoking is prohibited in the Hub. UCC policy does not allow smoking adjacent to the building.



Atrium (Photo Credit: O'Donnell Tuomey Architects)



Atrium (Photo Credit: O'Donnell Tuomey Architects)



Atrium Staircase (Photo Credit: O'Donnell Tuomey Architects)



### 3.0 Building Environment

The UCC Hub is a state-of-the-art building, with low carbon and low energy use design features. These include:

- Solar shading brise soleil to the south and west elevations to reduce heat gains in the summer
- Use of natural ventilation strategies instead of air conditioning
- A design which achieves maximum daylight levels, reducing the use of artificial lighting,
- Innovative led lighting technology to reduce lighting energy consumption
- Exposed thermal mass in combination with secure night-time ventilation to assist with summertime overheating control.

#### 3.1 Heating

There are four different heating systems provided throughout the Hub building. These are all fed from the fifth-floor plantroom which utilizes the district heating system to provide heating. There is backup gas fired boilers to facilitate out of hours usage when the district heating is unavailable.

The following heating systems are used in the building.

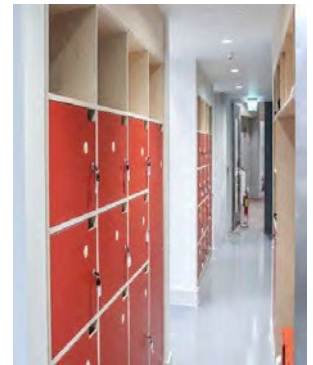
- Radiators – in the Windle Building and on the perimeter of the ground and first floor of the new extension
- Under floor heating for the Atrium
- Radiant Panels in the Shteppe
- Trench heating on the second, third and fourth floors of the new extension.

The set point temperature and the heating periods for the heating system are controlled via the Building Management System (BMS) and are determined in accordance with university protocols. The set point temperature is managed by the Building and Estates Office. The set point temperature in all occupied spaces is measured using temperature sensors that feed back to the BMS system. This allows for all heat emitters in each zone to be controlled independently.

Thermostatic mixing valves are fitted to the radiators located in circulation areas, which allow for minor adjustments.

Due to the high thermal mass of the building from exposed concrete the heating will take time to respond to any changes in the set point temperature.

Please ensure that you do not block convector grilles and radiators with anything (clothing, bags, books, or furniture).



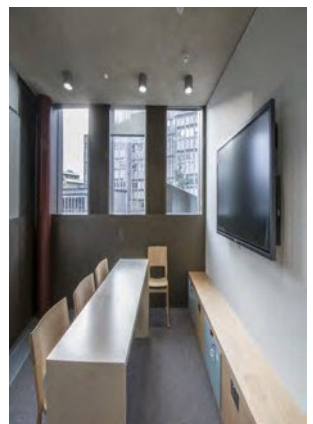
Hub Interior (Photo Credit: Interactive Interiors)



Hub Office Space (Photo Credit: Interactive Interiors)



Hub Interior (Photo Credit: Interactive Interiors)



Hub Interior (Photo Credit: Interactive Interiors)

## 3.2 Ventilation

### 3.2.1 Natural Ventilation

The Hub project is primarily a naturally ventilated building with dedicated mechanical ventilation provided for toilets and printers. The Windle Building and the ground and first floor offices of the new extensions are ventilated via manually openable windows. The Atrium and upper floors are ventilated through actuated louvres to control the indoor environment.

The manual openable windows can be controlled by the occupants to maintain a comfortable indoor environment. Please open the windows as and when required. Please ensure you close all windows when you leave for the day. For security reasons, this is particularly important on the ground floor.

The actuated windows and louvres are controlled via the BMS (Computerized Building Management System). There is a temperature and carbon dioxide sensor located in each space that are used to determine the position of the louvre. The louvres will open if the temperature or carbon dioxide exceeds pre-determined levels, the actuators will open gradually to maintain the indoor environment.

For increased comfort levels a rocker switch is provided to manually override the BMS system. The rocker switch is labelled with a “Windows” tag for clarity, press the rocker switch up and hold to determine the position of the louvre. It should be noted that if rain is detected that the louvre openable amount is reduced to limit the potential for water ingress.

### 3.2.2 Mechanical Ventilation

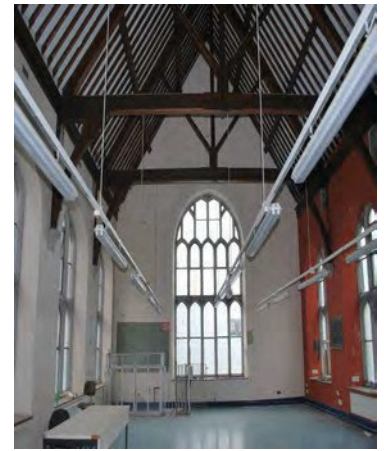
Mechanical ventilation is provided for the toilets and printers via a combination of heat recovery units and extract fans. These are controlled via time clocks on the BMS system.

A dedicated extract system is provided for the Maker Space area. This is also controlled via the BMS to maintain the indoor environment. Depending on the usage in the space a boost button has been provided to ramp up the ventilation for a period of time. This can be used to purge the space as required.

An AC system has been provided to the Radio Station rooms providing heating and cooling as required. It should be noted that a local panel is provided to control the system. Users should ensure that the AC system is turned off at the end of the day.

## 3.3 Lighting Controls

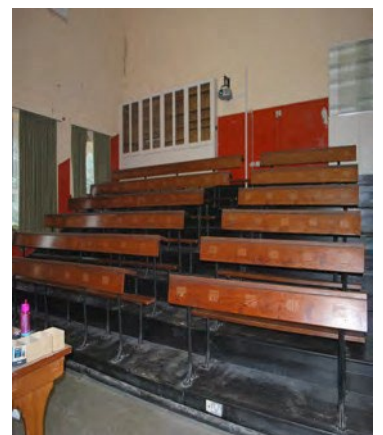
An intelligent central management system (CMS) has been installed throughout the building to provide a low energy solution to artificial lighting. The system is comprised of lighting control modules, passive infrared sensors (PIRS), daylight sensors and retractable switches, optimized to suit the zones of lighting control and to reduce energy consumption.



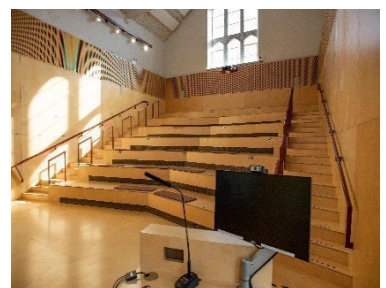
Anatomy Dissection Room Old Windle Building



New interior space in former Dissection Room (Photo Credit: Interactive Interiors)



Lecture theatre Old Windle Building



Sheppes Auditorium on site of former lecture theatre (Photo Credit: Stephen Bean, Film Services, UCC)

### 3.3.1 Absence Detection

Apart from the areas listed in 3.3.2 below, the lighting throughout the building works using absence detection. When you enter the space, use the light switch to turn on the lights. The switch can be used to turn the lights on or off, and also to dim the lights if required. If the room remains occupied the lights remain on. If there is no activity detected after a set period, the lights will automatically switch off. When you next enter the room, you will need to use the light switch again to activate the lights.

With the floor plate of the open plan areas, adjacent to the façade, daylight linking is provided. This will modulate the LED lights up / down around an adjustable set-point and will switch off the lights if the ambient daylight levels are sufficiently high.

### 3.3.2 Passive Infrared Lighting

In storerooms, WC areas and spaces without windows, the lighting is controlled via PIRs. These turn the lights on automatically once presence is detected. When presence is no longer detected, the lights will turn off after a pre-set period.

## 3.4 Water Management

Local isolation valves are provided at each outlet and throughout the system to assist in maintenance of the domestic water systems. If there are any issues with the water services, please contact the Buildings & Estates Helpdesk at [BEReception@ucc.ie](mailto:BEReception@ucc.ie).

### 3.4.1 Cold Water System

The cold-water systems have been designed to minimize water use within the building. Measures include:

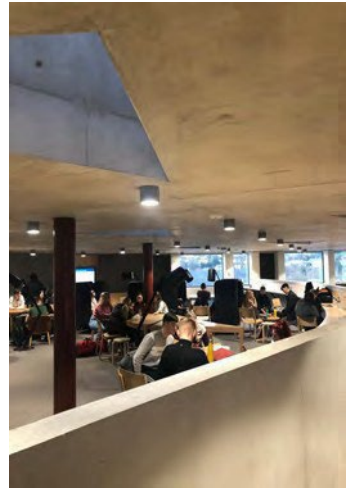
- Dual Flush WC's,
- Isolation valves to prevent water flow when the areas are unoccupied
- Incoming water is metered for abnormal usage detection.

### 3.4.2 Domestic Hot Water

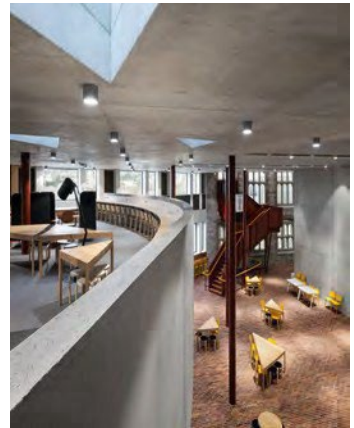
Thermostatic mixing valves are provided at each wash hand basin to prevent scalding. The outlet temperatures have been set during the commissioning of the project. If there are any issues with outlet the temperatures, please contact the the Buildings & Estates Helpdesk ([BEReception@ucc.ie](mailto:BEReception@ucc.ie)).

## 3.5 Building Management System

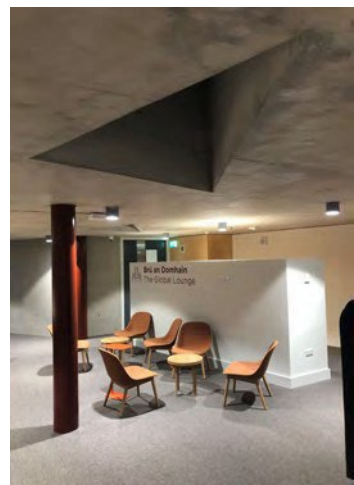
The Building Management System (BMS) controls and monitors the mechanical plant and metering throughout the building. The main BMS head end computer is located in the Buildings & Estates Office on the Main Campus from where it is monitored, and any necessary amendments are made to ensure the required set points are being met.



Global Lounge (Photo Credit: O'Donnell Tuomey Architects)



Global Lounge and Atrium (Photo Credit: O'Donnell Tuomey Architects)



Global Lounge (Photo Credit: O'Donnell Tuomey Architects)



The Atrium (Photo Credit: O'Donnell Tuomey Architects)

## 4.0 Emergency Information

### 4.1 Fire Safety Information

Please familiarize yourself with the fire evacuation procedure, routes, and assembly points for the building. Running Man directional lights and signage is located throughout the building to assist in the case of an emergency. Assembly points at the corner of the West Wing, lamp post at the Northern end of the West wing and at the corner of the Kane building in the paved area.

#### 4.1.1 Fire Alarm

The fire alarm system comprises optical and heat detectors, with an aspiration system in the Shteppe. There are manual call points by all main exits and at strategic points along escape routes.

#### 4.1.2 Emergency Exits & Assembly Points

- Emergency exits are clearly signposted throughout the building.
- Assembly points at the corner of the West Wing, lamp post at the Northern end of the West wing and at the corner of the Kane building in the paved area.
- There are disabled refuge points clearly signposted on each floor
- The lift will halt on the first floor on fire alarm activation.

#### 4.1.3 Refuge Area Alarm System

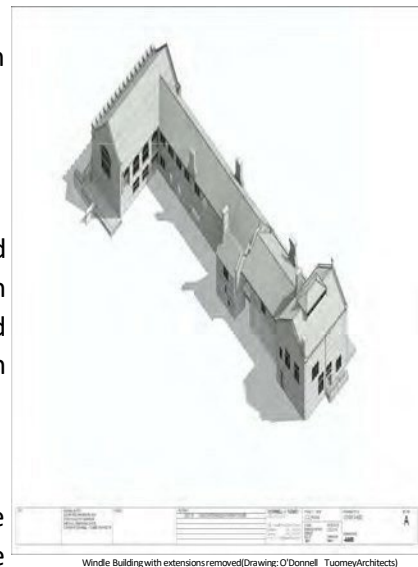
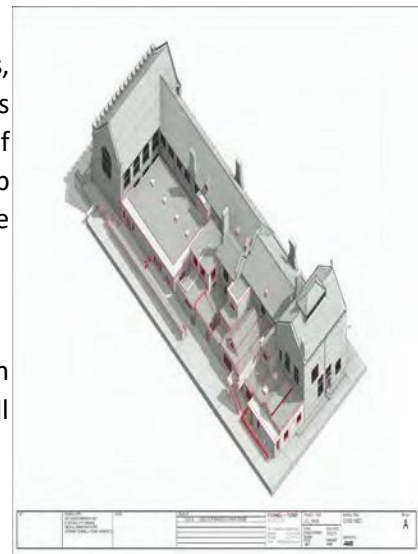
There is a refuge area within each stairwell on each floor above ground level. Anyone unable to evacuate the building immediately during an emergency, should make their way to one of these refuge areas and use the call point. This will allow communication with the person in charge of the evacuation who will organize assistance.

#### 4.1.4 Fire Curtains

To protect occupants from smoke in the event of a fire alarm, a fire curtain will drop across the lift shaft on the ground floor. To facilitate this the lifts will stop at the first floor. Do not attempt to drop or raise the fire curtains. Contact the Buildings & Estates Helpdesk ([Buildings Office Helpdesk <BEReception@ucc.ie>](mailto:BEReception@ucc.ie)) if the fire curtains have been left down for an extended period of time.

#### 4.1.5 Automatic Opening Vents

Automatic Opening Vents (AOV's) are located on all stairwells in the building. On fire alarm activation the AOV's will open to assist in smoke dispersion. If the AOV's are open for a prolonged period of time, please contact the Buildings & Estates Helpdesk ([Buildings Office Helpdesk <BEReception@ucc.ie>](mailto:BEReception@ucc.ie)).



## 4.2 Accident/ Incident Reporting

### 4.2.1 Within Office Hours

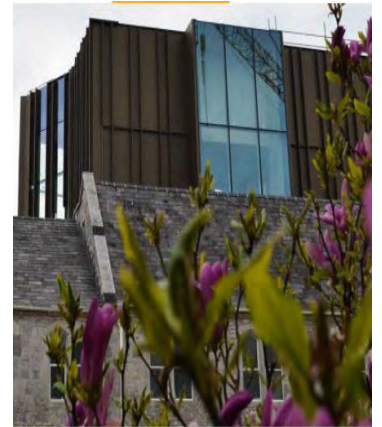
In the event of an accident/incident please contact the Security Reception at the College Road entrance to UCC giving them the location and brief information regarding the incident, and they will contact the Emergency Services or a First Aider as necessary.

If you have to call for an ambulance yourself, please make sure that you inform the College Road Security Reception team immediately so that they are aware and can direct the Emergency Services.

### 4.2.2 Out of Hours

If an incident occurs that required emergency first aid outside of working hours or at the weekend, dial 999 or 112 for Emergency Services

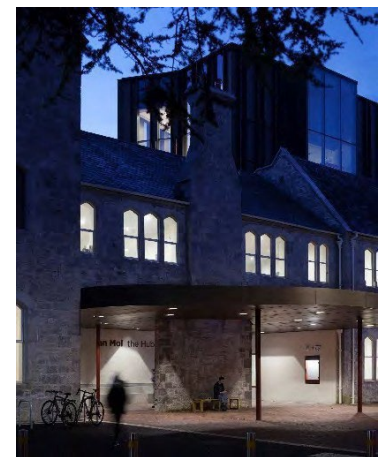
In the event of an emergency, please inform General Services.



Hub Exterior (PhotoCredit: O'Donnell Tuomey Architects)



Hub (Model: O'Donnell Tuomey Architects)



Hub Exterior Twilight  
(Photo Credit: Alice Clancy O'Donnell Tuomey Architects)

## 5.0 Cleaning & Waste Management

### 5.1 Cleaning

Each floor, including the toilets are cleaned daily.

For additional cleaning, toilet consumable replenishments, complaints or enquires please contact the reception desk in the Hub.

### 5.2 Waste Management

General waste and recycling stations for paper, cardboard and plastic are available throughout the buildings. These bins are emptied on a regular basis.

As part of the university's waste reduction programme, you are strongly encouraged to use the recycling stations wherever possible.

#### 5.2.1 Used Toner Cartridges

Please contact the relevant person in your department when cartridges need replacing, spent cartridges should be placed in bins provided throughout the Hub building.

## 6.0 IT & Communications

Wireless connectivity is available throughout the building. Computer, networking problems should be reported to IT Services. Students should contact [sit@ucc.ie](mailto:sit@ucc.ie) {[www.ucc.ie/en/sit/](http://www.ucc.ie/en/sit/)} (Instagram: @uccstudent.it) or phone 021-490 2120. Staff should contact [helpdesk@ucc.ie](mailto:helpdesk@ucc.ie) or phone 021-490 2120.

### 6.1 Power

Power is distributed to individual desks via floor boxes and wall mounted general service socket outlets. Each desk has its own desk mounted power module containing 2 double sockets for electronic equipment (max 3A).

### 6.2 Data

There are two data points provided at each desk position.

### 6.3 Photocopying & Printing

Printers are provided in dedicated ventilated spaces within the open plan office areas, offering photocopying, printing, and scanning facilities. Please follow the instructions from you group administrator on replenishing paper and toner supplies.

### 6.4 Telephones

Telephones in the Hub Building operate through the MS Teams Telecom Platform. Any faults or issues with telephones should be reported to [BEReception@ucc.ie](mailto:BEReception@ucc.ie).



Atrium (Photo Credit: Interactive Interiors)



Atrium (Photo Credit: O'Donnell Tuomey Architects)

## 7.0 Furniture & Fit-Out

The building has been fitted out with high quality loose furniture, which includes a substantial component of flexible furniture. Stackable chairs and foldable tables make the building spaces flexible, meeting building user requirements for larger spaces to accommodate presentations exhibitions and other functional uses. We would request that all building users respect this furniture.

### 7.1 Repositioning of Furniture

The moving of furniture should only be carried out by UCC General Services. Those moving any furniture should be cognizant of current position of the heating elements and the provision of the electrical services. Careless placement of furniture could block these heating elements and could give rise to uncomfortable or even dangerous conditions.

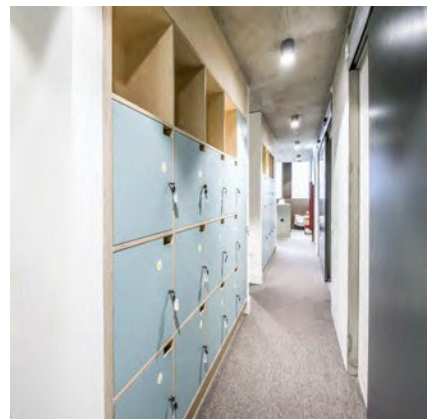
The printers in the offices should not be re-located as dedicated extraction is provided to printer locations.

### 7.2 Fixing Shelves etc. to the Walls

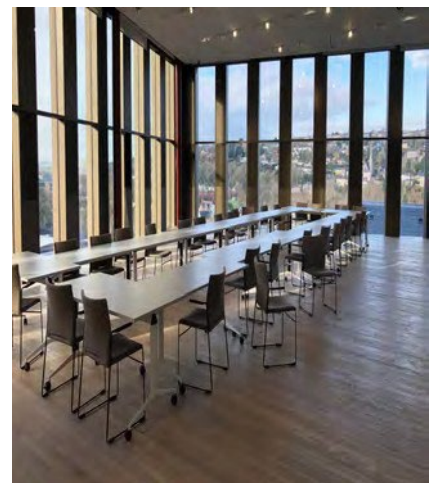
Prior to fixing anything to the walls, such as shelving, noticeboards etc., agreement must be sought from the Buildings & Estates Office. The location needs to be checked to ensure that there are no structural, mechanical, or electrical services or operational issues associated with the proposed fixture. All Works must be carried out by Buildings & Estates.



Hub Office Interior (PhotoCredit: Interactive Interiors)



Hub Interior (Photo Credit: Interactive Interiors)



Dr. Dora Allman Room 4th Floor Hub  
(Photo Credit: O'Donnell Tuomey Architects)

## 8.0 Travel

### 8.1 By Bus

UCC is served by public transport by two City Bus routes (No 205 and No 208), connecting the campus to Cork City Centre via Washington and St Patrick Streets. Bus stops are located on College Road / O'Donovan's Road (Route No 205) and Western Road (Route No 208). For full bus travel plans please visit the Bus Eireann website.

[Cork City Buses | University College Cork \(ucc.ie\)](#)

[Bus Eireann](#)

### 8.2 By Train

Kent station is located on the lower Glanmire road, on the east of the City Centre. For train timetables please visit the Irish rail website. Kent station is approximately a 40-minute walk through the City Centre to the UCC Campus. Commuters can also opt to take the No. 205 bus which operates between Kent Station and UCC. Further information can be found at

[Irish Rail](#)

[Train Services | University College Cork \(ucc.ie\)](#)

### 8.3 By Bike

There are plenty of cycle parking provisions on campus, including some covered racks and shelters. It is recommended that secure bike locks or padlocks are used to protect your bicycles and scooters

Alternatively, there are Transport for Ireland bikes for hire are located at the Gaol Cross entrance to UCC and various other sites around the city. See [www.bikeshare.ie](http://www.bikeshare.ie) for details of how to sign up for this service.

### 8.4 By Car

#### 8.4.1 Park and Ride

There are three Park & Ride sites that serve the campus.

1. Pouladuff road (Near the N40 South Ring Road, Togher exit)
2. Dennehy's Cross (PCB sports grounds, single shuttle services only)
3. Black Ash (near N40, at Kinsale Rd roundabout, Term only)

These Park & Ride facilities provide parking and a fast frequent bus ride to the campus.

#### 8.4.2 On-Site Parking

Parking on site is extremely limited. Only members of staff who hold a staff ID card may park their cars on site, during the working day (Monday- Friday, 08:00-17:00). UCC promotes a car-pooling scheme for full-time members of staff where if you register for car-pooling you are guaranteed a parking space up to 10:00am. For more information, please visit [UCC Car-Pooling](#). Electronic Vehicle charging facilities are located across UCC. Details for signing up to this service can be found at [www.ucc.ie/en/greencampus](http://www.ucc.ie/en/greencampus).





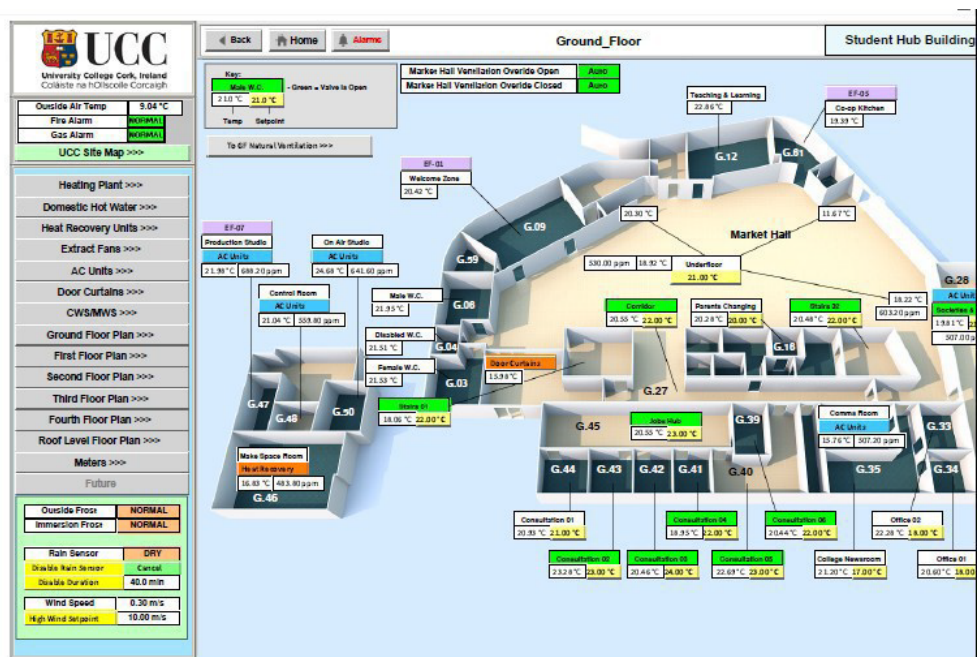
## 9.0 Sustainability & Energy Conservation

### 9.1 Environmental Strategies Employed

The manufacturers of the equipment and furniture in the building all have good sustainability policies. The building is designed to a BREEAM Excellent standard. BREEAM is the Building Research Establishment Environmental Assessment Method – the leading and most widely used environmental assessment method for buildings.

UCC has employed energy and environmental strategies through the following design and management initiatives in the UCC Hub building.

- The publication of this Building User Guide. This guide ensures that all building users and occupants are aware of the environmental and energy strategies put in place by the design team and the optimum working conditions for these systems.
- An electronic Building Management System is installed to regulate heating controls and much of the lighting is sensor-controlled.
- The building has been designed to maximize views of the outdoors for occupants and building users with all occupants being close to a clear window. This improves the indoor environment by reducing eyestrain and providing a connection with the external environment.
- Paints, carpets, adhesives, and sealants used in the building have been selected carefully to minimize emissions typical of these materials to ensure no adverse impact on occupant health.
- Electrical sub-metering has been incorporated into this building to provide information for users about the distribution of energy use so that high use areas can be identified and addressed accordingly to save both energy and money.
- Energy efficient LED lighting has been employed in all parts of the building to reduce lighting energy consumption. This lighting has been fitted with presence detector controls to ensure that it is turned off at night and at times when areas of the building are not in use.



BMS Graphic: Ground Floor The Hub

- Cycling facilities have been provided with the building to encourage cycling as a preferred mode of transport and reduce environmental impact.
- Water meters have been installed, which will aid the management of water consumption. Water efficient fittings have been used in the toilets to minimize day-to-day water usage.
- Facilities have been provided to maximize operational recycling and therefore reduce waste going to landfill.
- Hot and cold-water services are controlled through occupancy sensors to prevent unnecessary water usage and leaks.
- Brise soleil have been provided to the south and east facing rooms to prevent overheating during operating hours.

## 9.2 What you can do to help

- Only switch the lights on as and when necessary, as the electricity generated to power the lights results in significant emissions of CO2 into the external atmosphere.
- Ensure lights are switched off when you leave the space, or at the end of the day.
- Avoid leaving windows open at night during wintertime both for security purposes, and to prevent heat loss that could make spaces cold the following day.
- Ensure that PCs, printers etc. are not left on unnecessarily and have any energy saving features turned on, as this will prevent your space overheating.
- Report any faults that could lead to energy wastage, such as overheating, leaking taps, lights that are always on etc., to [BEReception@ucc.ie](mailto:BEReception@ucc.ie).
- Any faults or issues with telephones should be reported to [BEReception@ucc.ie](mailto:BEReception@ucc.ie).
- If you have a comment or suggestion for how the building can be more energy and waste efficient, please do get in contact with the Green Campus team to explore further (<https://www.ucc.ie/en/greencampus/>).

## 10.0 Key Contacts

Department	Contact Details	Query
<b>Maintenance Department</b>	<a href="mailto:BEReception@ucc.ie">BEReception@ucc.ie</a> Extension 2480 (490 2480)	<ul style="list-style-type: none"> <li>• General faults</li> <li>• Heating/Lighting queries</li> <li>• Maintenance requests</li> </ul>
<b>Health &amp; Safety Officer</b>	<a href="mailto:healthandsafety@ucc.ie">healthandsafety@ucc.ie</a> Extension 2817 (490 2817)	<ul style="list-style-type: none"> <li>• Emergency procedures information</li> <li>• Health and safety concerns</li> </ul>
<b>Utilities Supervisor</b>	UCC General Services <a href="mailto:gsto@ucc.ie">gsto@ucc.ie</a> Extension 2266 (490 2266)	<ul style="list-style-type: none"> <li>• Cleaning and waste management queries</li> <li>• Seminar, Teaching and Meeting room re-configurations options</li> </ul>
<b>Security Officer</b>	UCC General Services <a href="mailto:gsto@ucc.ie">gsto@ucc.ie</a> Extension 2266 (490 2266)	<ul style="list-style-type: none"> <li>• Building access and visitor cards</li> <li>• General security issues</li> </ul>
<b>Main Reception</b>	Reception – Building Entrance	<ul style="list-style-type: none"> <li>• General enquiries</li> </ul>

## **11.0 Training**

### **11.1 Training**

Details of the proposed content and suggested suppliers of any training and/or demonstrations Building Safety File (Building Operation File) – can be accessed on request from Buildings & Estates Office - Buildings Officer

#### **Safety File Reference Numbers (SFRN)**

**(SFRN) 2.08** As Built Drawings

**(SFRN) 2.09** Builders Operations & Maintenance

**(SFRN) 2.10** Electrical Operations and Maintenance

Schedule of Equipment, Operating Procedure, Gen. Electric, Lighting, Security, IT Services, Fire Alarm, Certs, Maintenance, As Built Drawings, Cable Schedule, and Demonstrations & Training.

Under the guidance of Engineering Services Manager & Deputy Services Manager, all relevant Mechanical & Electrical personnel from the Buildings and Estates Office have witnessed and been trained in all relevant electrical systems. Since building occupation in 2019, they have fine-tuned systems to ensure optimum operation and energy usage.

### **11.2 (SFRN) 2.11 - Mechanical Operation and Maintenance**

Schedule of Equipment, Operating Procedures, Manuals Test Certs, Maintenance Schedules, As Built Drawings, Demonstrations & Training

Under the guidance of Engineering Services Manager & Deputy Services Manager all relevant Mechanical & Electrical personal from the Buildings and Estates Office have witnessed and been trained in all relevant electrical systems. Since building occupation in 2019, they have fine-tuned systems to ensure optimum operation and energy usage. The Building Management System has been witnessed by the Universities Energy Manager at Buildings & Estates Office. Since building occupation in 2019, and in conjunction with BMS provider the systems have been fine-tuned, to ensure optimum operation and energy usage.

General users have been given access via The Hub Website to The Building User Guide. Most of the systems in the building are fully automated. However, where these are manual component e.g., Thermostatic controls to radiators, operation of windows overriding BMS controls on windows users have been trained re operations.

### **11.3 (SFRN) 3.02 - Services Description (See Building Safety File)**

With reference to emergency procedures for the building – first response is by the Colleges General Services Supervisors and operatives and regular fire drills are undertaken by the Universities Fire Safety Officer. All building users undergo regular safety training – the following courses are made available by the Universities Health and Safety Office - Ergonomics, Fire Safety, Manual Handling, Fire Evacuation Procedures, Fire Marshall & Fire Extinguisher Courses.

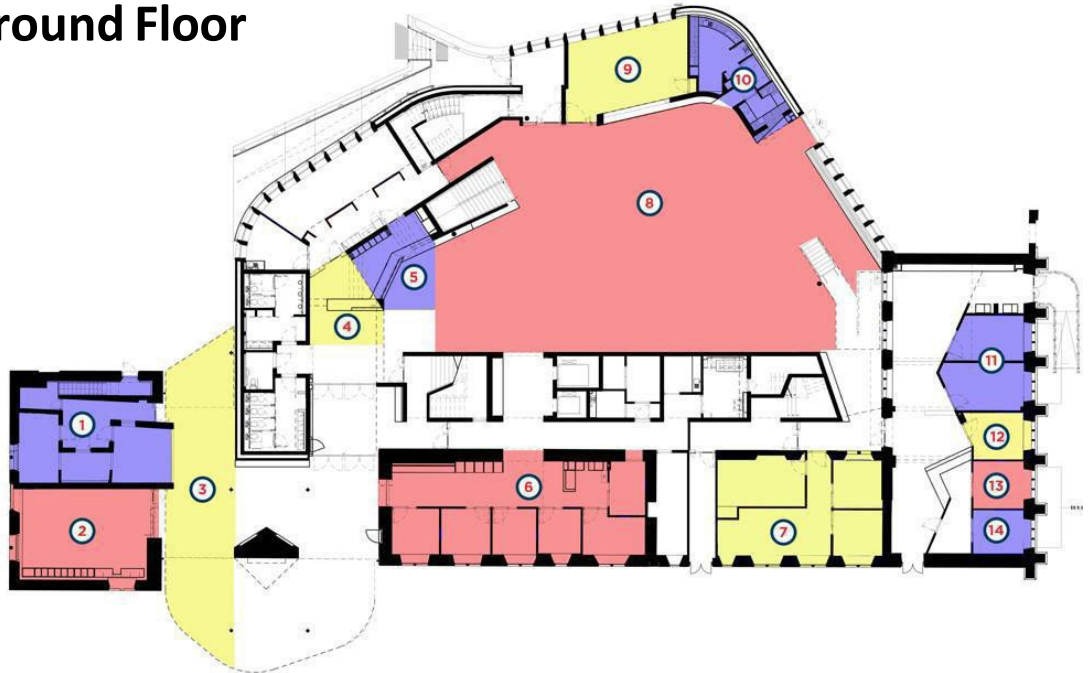
## 12.0 Links & References

Organisation	Website
The Carbon Trust	<a href="https://www.carbontrust.com/">https://www.carbontrust.com/</a>
Climate Action and Low Carbon Development (Amendment) Act 2021	<a href="https://www.gov.ie/en/press-release/9336b-irelands-ambitious-climate-act-signed-into-law/">https://www.gov.ie/en/press-release/9336b-irelands-ambitious-climate-act-signed-into-law/</a>
Construction Industry Research & Information Association	<a href="https://www.ciria.org/">https://www.ciria.org/</a>
Engineers Ireland	<a href="https://www.engineersireland.ie/Professionals">https://www.engineersireland.ie/Professionals</a>
Environmental Health Service	<a href="https://www.hse.ie/">https://www.hse.ie/</a>
Health & Safety Authority	<a href="https://www.hsa.ie/">Home - Health and Safety Authority (hsa.ie)</a>
Irish Green Building Council	<a href="https://www.igbc.ie/">https://www.igbc.ie/</a>
Royal Institute of the Architects of Ireland	<a href="https://www.riai.ie/">https://www.riai.ie/</a>
Sustainable Energy Authority	<a href="https://www.seai.ie/">https://www.seai.ie/</a>

All further technical details required by the FM team or Management to include operation and maintenance manuals, is available in the Project Safety File (Building Operation File) available at Buildings & Estates Office through Buildings Officer.

# 13.0 Internal Floor Layouts

## Ground Floor



### Bookable Spaces on Ground Floor

The Maker Space (G46) **Area 2 on Map**. Staff book via [Room Bookings](#). Students can request to book this room through their academic department.

#### **Area 6 on Map (G39-G44)**

1. [Career Services](#) from 09:00-18:00 Monday to Friday.
2. Available for Student Bookings from 18:00-22:00 on weekdays and from 09:00-22:00 on Saturdays and Sundays. Book via [Student Room Bookings Portal](#) <sup>1</sup>

Áine Hyland Room (G12) **Area 9 on Map**. Staff book via [Room Bookings](#). Students can request to book this room through their academic department.

The Atrium **Area 8 on Map**. Contact [Student Experience Office](#).

### Student Services & other spaces on

- 1 on Map - [UCC Campus Radio \(UCC 98.3FM\)](#)
- 3 on Map - Windle Way
- 4 on Map - Hub Reception
- 5 on Map - [Student Central](#)
- 6 on Map - [Career Services](#)
- 7 on Map - [Student Media](#) <sup>2</sup>
- 10 on Map - Roots Cafe
- 11 on Map - [Student Experience Office](#)
- 12 on Map - [First Year Experience Coordinator](#)
- 13 on Map - [Scholarships Office](#)
- 14 on Map - [Quercus Talented Students Office](#)

### Notes

1. These rooms are available for student bookings between the hours of 18:00-22:00 on weekdays and from 09:00-22:00 on Saturdays and Sundays. They may be booked for up to 2 hours at a time and up to 7 days in advance.
2. Student Media includes production of the [Motley Magazine](#) and the [UCC Express Newspaper](#).

# First Floor



## Bookable Spaces on First Floor

6 x No Consultation/Study Rooms (1.01-1.06)  
**Area 16 on Map** Students book via [Student Room Bookings Portal](#)<sup>1</sup>

Shteppe Auditorium (1.72) **Area 15 on Map**. Staff can book via [Room Bookings](#) and students may book via [Clubs and Societies](#) or [Students' Union](#)

## Student Services and other spaces on First Floor

**Area 19 on Map** Global Lounge

**Area 20 on Map** [Clubs and Societies](#)

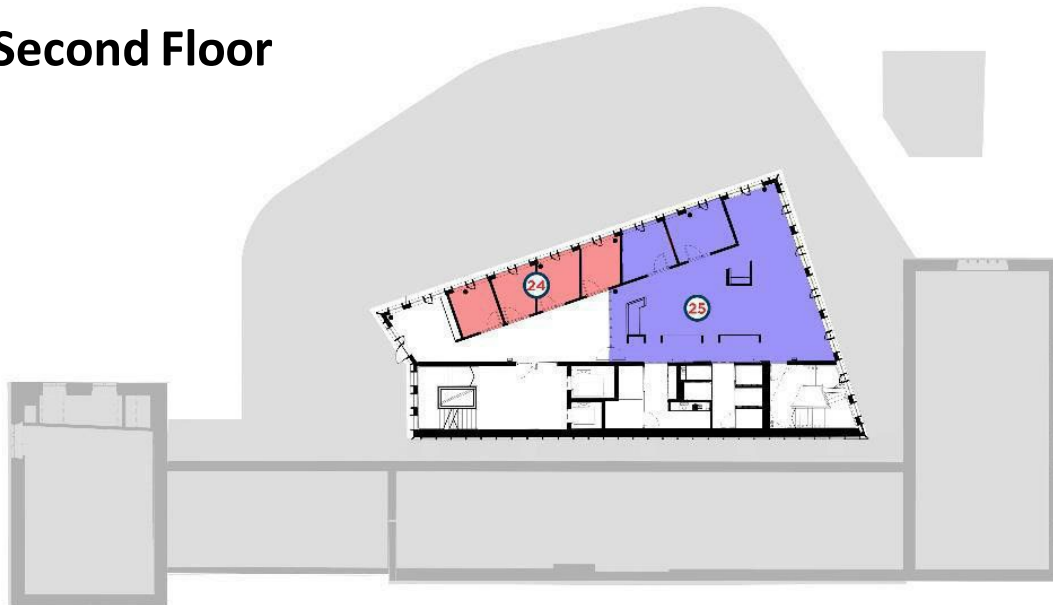
**Area 21 on Map** Access UCC – Comprising [Mature Students Office](#) [Disability Support](#)

**Area 22 on Map** Various Services including [Budget Advisor](#) [Peer Support](#) [Student Assistance Fund](#)

## Notes

1. *These rooms are available for student bookings between the hours of 18:00-22:00 on weekdays and from 09:00-22:00 on Saturdays and Sundays. They may be booked for up to 2 hours at a time and up to 7 days in advance.*

## Second Floor



### Bookable Spaces on Second Floor

4 x No. Consultation/Study Rooms<sup>1</sup>  
(2.02, 2.04, 2.05 and 2.06). [24 on Map](#).

Book via [Student Room Bookings Portal](#)

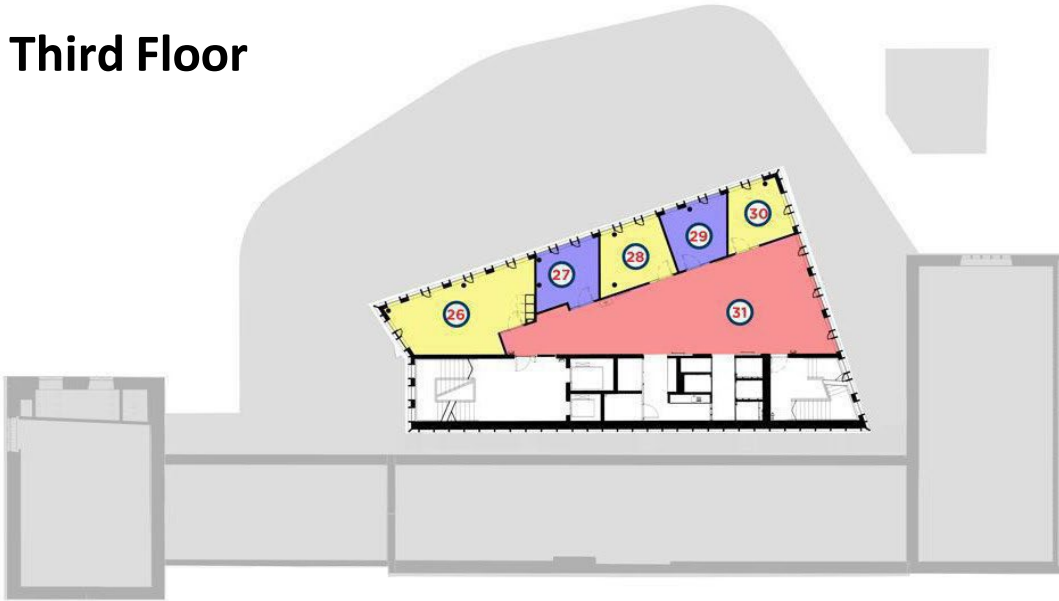
### Student Services and other spaces on the Second Floor

25 on Map - [Career Services](#)

### Notes

1. *These rooms are available for student bookings between the hours of 18:00-22:00 on weekdays and from 09:00-22:00 on Saturdays and Sundays. They may be booked for up to 2 hours at a time and up to 7 days in advance.*

## Third Floor



### Bookable Spaces on the Third Floor

Student Life Meeting Room (Room 3.01) [26 on Map](#)

Students can book through [Peer Support](#) or [Clubs & Societies](#) or [Students' Union](#)

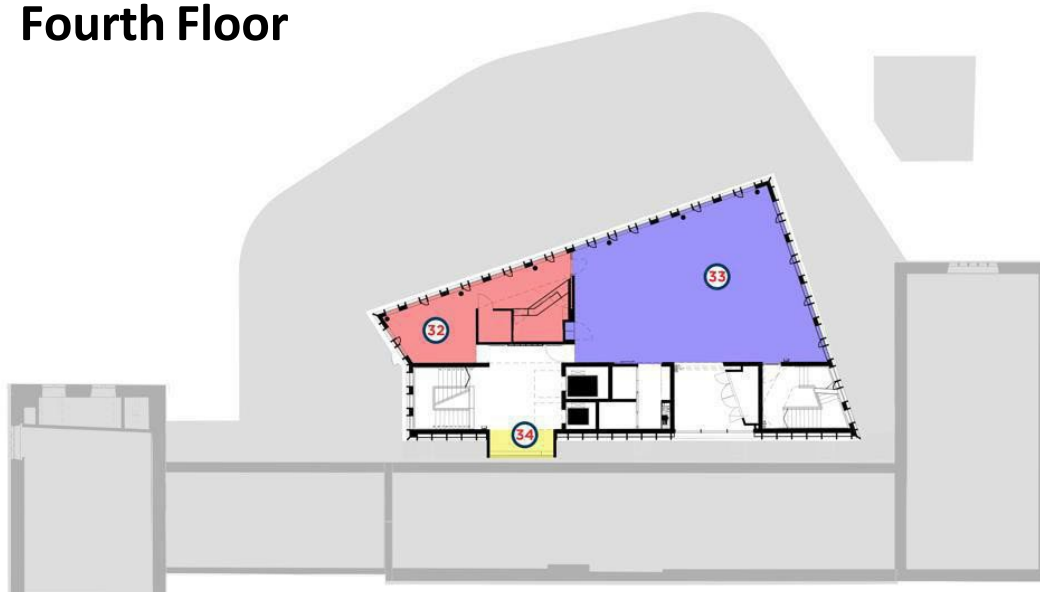
4 x No. Group Study Rooms (3.03, 3.04, 3.05 and 3.06). [27-30 on Map](#). Book through [Student Room Bookings Portal](#)<sup>1</sup>

### Notes

1. *These rooms are available for student bookings between the hours of 18:00-22:00 throughout the week and from 09:00-22:00 on Saturdays and Sundays. They may be booked for up to 2 hours at a time and up to 7 days in advance.*



## Fourth Floor



### Spaces on Fourth Floor

Dr. Lucy E. Smith Room (Room 4.01) [32 on Map](#). Students book through Academic Department or [Clubs & Societies](#). Staff can book via [Room Bookings](#).

Dr. Dora Allman Room (Room 4.04) [33 on Map](#). Staff wishing to book this room should contact Room Bookings. Students should make enquiries through their Academic Department.

Viewing Window [34 on Map](#).

## 14.0 HUB Fire Assembly Points

