

14 Pier Walk

Building Induction



The Building Management team

Building Manager

Nikki Price

Mobile: 07803 280564

Building Support Manager

Jo Bowry

Mobile: 07720 702371

Building Support Manager

Beverley Reyes

Mobile: 07702 996794

The East BM Team can also be contacted via email on EastBMTeam@tfl.gov.uk



Facilities Service Centre

For general enquiries and requests for day to day maintenance and repairs contact the TfL helpdesk.

The helpdesk is staffed 24/7 and can be contacted on:

External dial: 0207 0275792

E-mail:

Facilities.Helpdesk@tube.tfl.gov.uk



14 Pier Walk reception



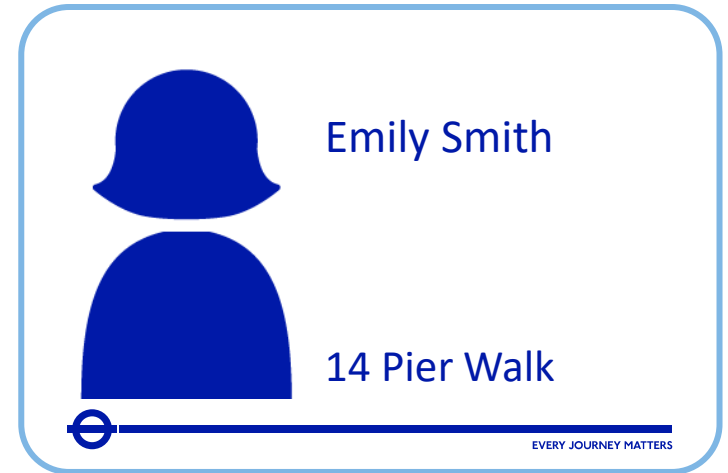
14 Pier Walk reception

- Reception is open and staffed 24/7
- Anyone without a Building Pass will be asked to sign in at the reception desk
- Everyone will be required to sign in on entry to the ABM Office
- Reception desk is equipped with an induction loop
- Reception phone number is: 020 3054 4101/2/3
- Please inform the reception desk of visitors you are expecting by email – 14PierWalkReception@tfl.gov.uk
- All visitors must be picked up from reception and escorted at all times, including when leaving the building



Building Passes

- You need a building pass to enter/exit building
- If you don't have your pass you must sign in as a visitor
- All passes should be worn on site
- If you lose your pass report it to TfL Helpdesk.
- You can apply for a new/replacement pass via the TfL helpdesk



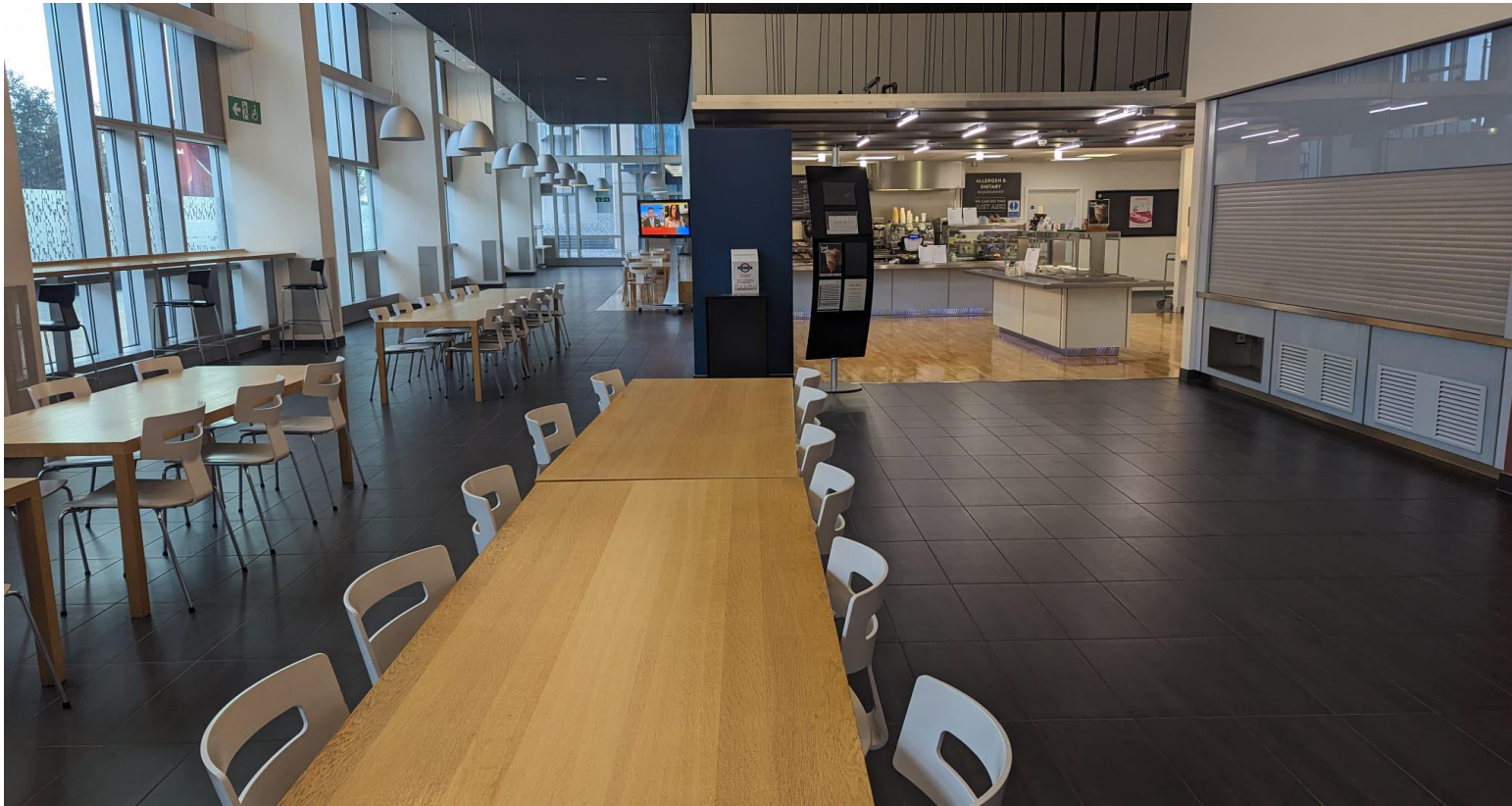
Office facilities

- Mens, womens and accessible washrooms on every floor
- Kitchenette
- Print hubs
- 3 Meeting rooms and boardroom bookable via calendar:
 - UK_PW.Meeting_Room_1
 - UK_PW.Meeting_Room_2
 - UK_PW.Board_Room
 - UK_PW.Board_Room
- Meeting room pod for ad hoc use



9 Welfare facilities

- Pier Walk Restaurant is open on Ground floor, Monday to Friday 07.30 – 15.00
- 07:30 – 11:00 (Breakfast) 12:00 – 14:30 (lunch) still opened between 11:00 – 12:00 and 14:30 – 15:00 for coffee.



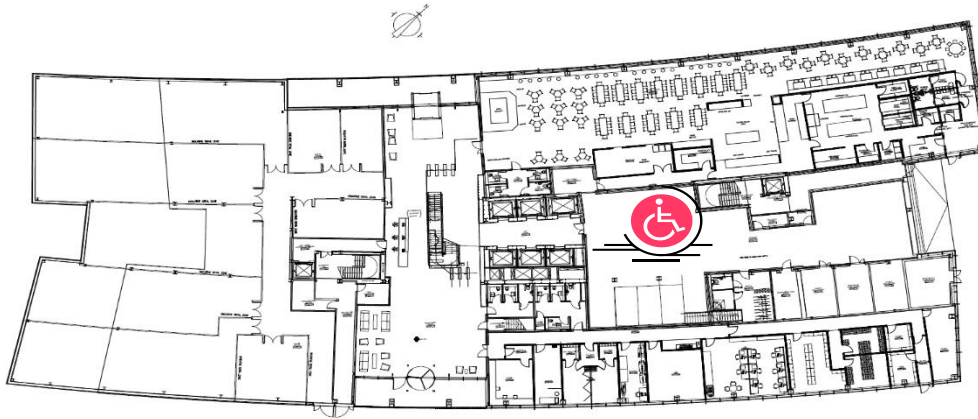
Welfare facilities

- Shower and changing room facilities on the Mezzanine floor
- Basement & Mezzanine floor cycle racks and lockers for cyclists/runners
- Faith room is open to all on the Ground floor
- Roof terrace – 7th floor. Open Monday to Friday 07.00 to 19.00hrs

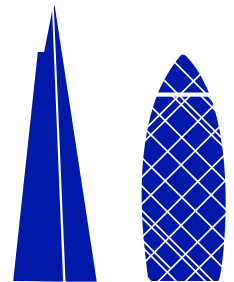
First Aid room – Ground floor, all first aiders have access



Bicycle Parking

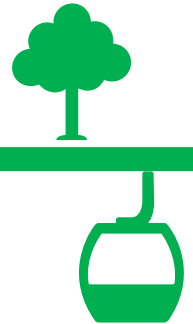


- 30 cycle racks on the Mezzanine floor.
- 4 ladies, 9 gents shower facilities available on Mezzanine floor, with adjacent changing and locker facilities. 1 accessible shower/changing facility on Ground floor



14 Pier Walk: Environmental

- Recycling points located across the floor for the following waste types.
 - General waste – located at all mini hubs & kitchens
 - White paper – located at all mini hubs only
 - Mixed Recycling - including cans & plastic bottles, mixed colour paper & cardboard - located at all mini hubs & kitchens
 - Food Recycling - goes to composting – located in all floor kitchens
 - Batteries/CD's – receptacles located in main lift lobby mini hubs.
- We encourage energy efficiency by turning off all equipment when not in use, particularly over the weekend.
- Water efficiency is encouraged by turning off taps, do not run them.
- Pier Walk toilets have reduced water capacity in cisterns and rainwater is also collected for use in cisterns also.
- The Building Management team can assist with large electrical recycling.
- For more information on all things Environmental please search the NucleusUK website

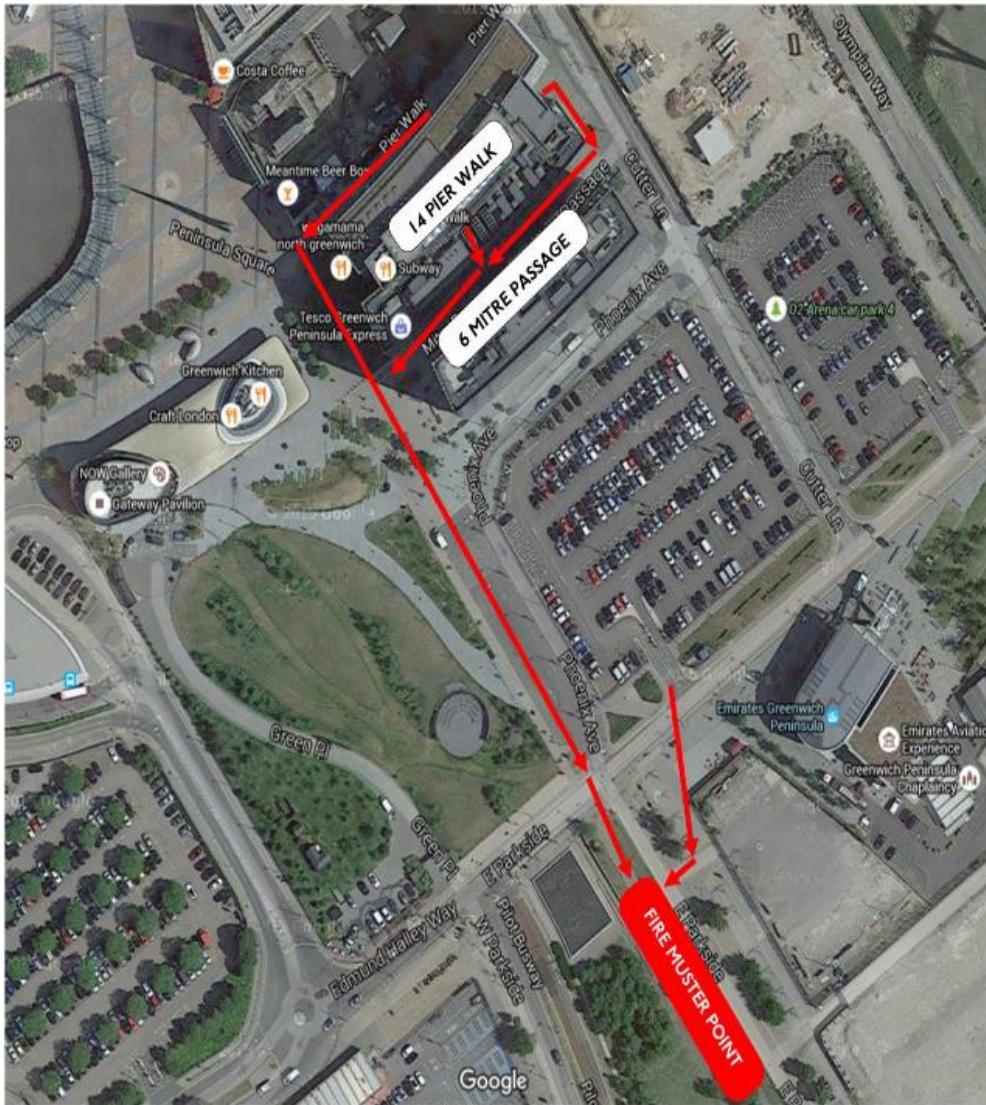


Emergency Procedures

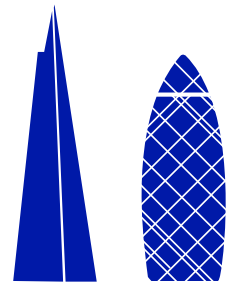
- Fire alarm tests are carried out on every Tuesday at 11:00.
- The fire alarm system is a voice announcement with siren giving clear directions either to await further information or to evacuate the building
- Do not use the lifts and use the stairwells at front and rear of the building
- Please note that the main central stairwell is NOT a safe fire exit route



ASSEMBLY POINT



- Exit building
- Head East towards IFS Cloud Cable Cars (Emirates)
- Congregate on East Parkside



Assembly Point

