Macquarie University

Sydney Australia

18 Wally's Walk

Building Users Guide (BUG)

17 June 2022

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2 Introduction and Objective

This Building Users Guide (BUG) (abbreviated version) has been prepared to enable occupants to understand the high-level design of the building and explains some of the functions of the building so that they are used correctly.

3 Key Building Personnel

The following are details of key personnel involved with the operational management of the building:

Name	Position	Telephone number	Email address
Gina Lewis	Asset Manager	9850 7185	Gina.lewis@mq.edu.au

For all building maintenance, service issues or to report a problem, the building occupants should lodge a service request via the Macquarie University BEIMS online.

4 Building and Systems

4.1 Building Features

The 18 Wally's Walk refurbishment included a significant refurbishment of a 5-storey building previously used as a Library. The refurbishment included fit out to Level 1, 2 and 3 and partial fit out works to the ground floor. The refurbishment provides a new administrative hub in the centre of the university with a mix of offices, meeting rooms and open workspaces available. Ample staff amenities are provided across the refurbished floors with kitchens, parents room/first aid room, quiet pods, and breakout spaces. Outdoor amenities are provided by way of Café on the ground floor.

The refurbishment included a new building façade which has increased the thermal properties of the building as well as providing means of shading.

The building maximises views to the outdoors for occupants and building users. This improves the indoor environment by reducing eyestrain and providing a connection with external environment.

4.2 Floor and Levels Occupations

Ground Floor

- Partial refurbishment to building entry.
- Construction of new Wally's Coffee & Toasties.
- Construction of new outdoor terrace area.

Level 1,2 & 3

- Open Plan offices.
- Meeting rooms.
- Kitchens
- Parents Room and First Aid Room.
- Quiet pods and breakout spaces.
- Large Conference Rooms (Level 1)
- Commercial reheat kitchen (Level 1)

The two lifts in the building are also being replaced. It is forecast that these works will be complete by end September 2022 (with one lift always in operation during these works).

4.3 General Building Access for People with Disabilities

The building has been designed to accommodate suitable access for staff, students and visitors with disabilities. The features include:

- Level access is provided to the Ground Floor from Wally's Walk and Lower Ground Floor from the Central Courtyard.
- DDA Compliant lift provides access to all floors.
- Accessible WCs.
- Accessible doorway openings with min. clear opening of 850mm.
- Hearing Augmentation System's to all meeting rooms (receivers are available on the Ground Floor if required).
- Accessible outdoor amenities on the ground floor western terrace

4.4 Fire Safety Strategy

Due to the large floor plates the compartmentation of the building is managed by a series of fire walls and shutters. The location of these items are;

- Level 2 West (Top of circulation stair).
- Ground Floor West (bottom of circulation stair)
- Ground Floor East – (Top of circulation stair)
- Fire Rated wall & doors on Level 1 which segregate the east and west parts of the building.

4.5 Egress Provisions

The provisions of egress for the subject building are summarised as follows:

- Three fire stairs service floor's one & two. One stair in the east side of the building and two in the west side.
- One fire stair services Level three and the roof area.
- Two circulation stairs are provided to both the west and east parts of the building but are not fire isolated.
- Egress from Lower Ground Level is direct to open space via the available exits on the lower ground floor approximately four.
- Egress from Ground Level is direct to open space (Wally's Walk);
- Egress from Level 1 and 2 is available via the fire stairs and which discharge to open space on Ground & Lower Ground Floor.
- Egress from Roof is available via the fire stair which discharges to Lower ground floor out to the loading dock.

Emergency Evacuation Plans have been installed through the fit out for your familiarisation.

The ECO (Emergency Control Organisation) that are our wardens and first aid officers are all trained in the egress pathways and will assist in your evacuation. If they are not there for some reason then please do not wait to be asked to leave the building. Follow the audible instructions associated with the alarms and assist anyone who may need it on your way out. Please let any other wardens know that your area has been cleared on your way out.

Do not re-enter the building until instructed to by the Building Warden or Security.

4.6 Mechanical Systems (Heating, Ventilation and Cooling System)

4.6.1 Summary

In accordance with the University's Guidelines for internal design conditions, the temperature within the fit out has been designed to be between 21 and 24 degrees, with a relative humidity of 55%.

The temperature is managed through the campus Building Management System (BMS) and cannot be manipulated from the building.

4.6.2 Air Conditioning to meeting rooms

Movement sensors are located in the meeting rooms. When activated they activate the cooling or heating in these spaces. When the space is unoccupied these sensors will deactivate the cooling or heating thus reducing energy usage. The period of inactive detection is 30 minutes.

4.6.3 After hours switches

Throughout the fit out, after hours switches have been provided to turn on the air conditioning after hours. The panel for the out of hours switch is shown below. Please note that this panel cannot change the temperature in the area even though it looks like it can.

To turn on the air conditioning after hours, press the top right hand button that says override and then press again when it says done. This will turn the air conditioning on for one hour.

4.7 Electrical Services

4.7.1 Lighting and Associated Controls Systems

Energy efficient fluorescent and LED based lighting were used to ensure general efficiency and low maintenance of the lighting installation. All lighting was designed to meet the requirements of AS 1680 suite of standard and compliance with the National Construction Code & Section J for energy efficiency.

An intelligent lighting control system installed throughout the building is providing low energy consuming solution. The system is comprised of a series of lighting control modules, passive infrareds (PIR) and absence detection devices, optimised to suit the zones of lighting control and to reduce energy consumption.

The facility includes lighting control strategies for various types of rooms and spaces. The strategies include combinations of local isolating switches, multi-gang switch panels, and automated lighting controls through occupant detection.

Battery operated emergency lighting will automatically switch on in the event of a power failure/shut down. This lighting will only operate for a maximum of 90 minutes. Power failures in the building will hence require a full evacuation to take place despite laptops still functioning on battery power and daylight entering the building.

Intended Operation of the Lighting System

Open Office Area's - The C-Bus/DALI dimmable lighting is controlled by presence motion sensors. Motion sensors are located throughout the space. Once the sensors have detected motion, the lights will be turned on to 100% brightness for a period of 30 minutes.

Offices - Dimmable lighting is controlled by a local push button switch and absence motion sensor. Push button switch panels are located at the opposite the entry to the room. The switches can be used to turn the lights on, off and dim. Motion sensors are located within the room.

Once the lights have been turned on by the switch, the sensor will become active and will turn the lights off after a period of 30 minutes.

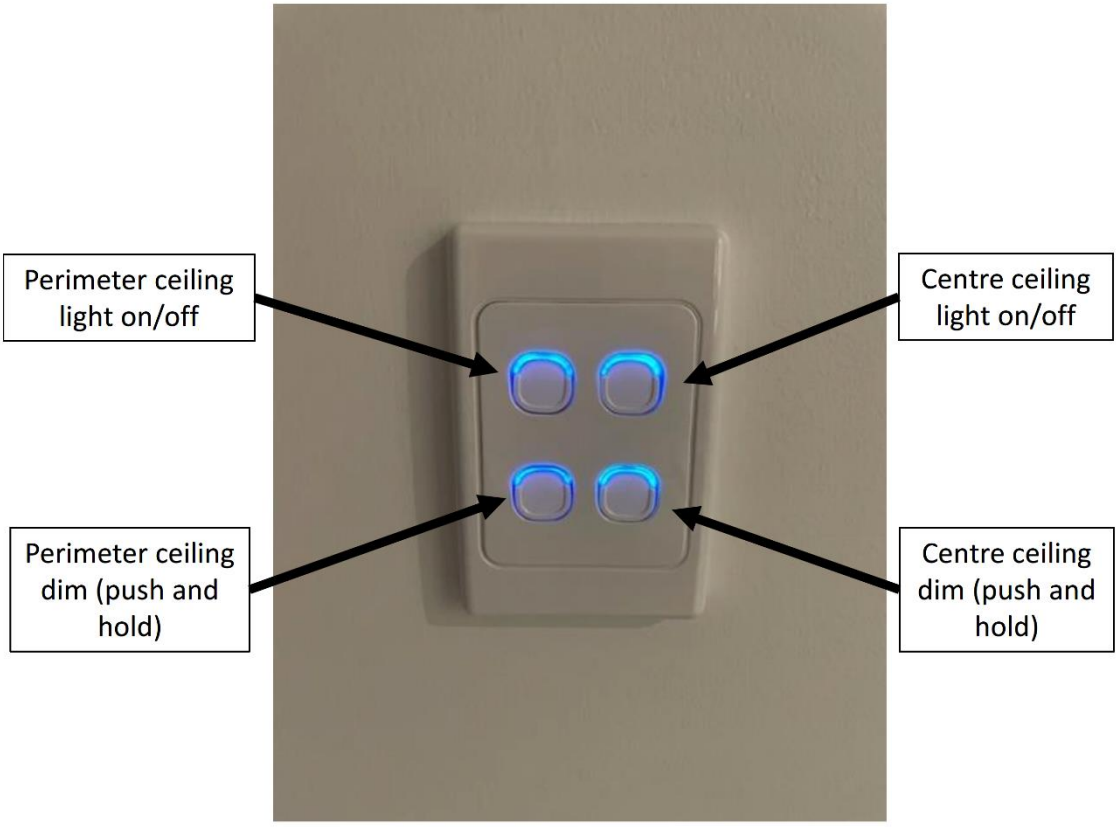
Corridors - The Dimmable lighting is controlled by presence motion sensors.
Motion sensors are located throughout the space. Once the sensors have detected motion the lights will be turned on to 100% brightness for a period of 30 minutes. T

Amenities - Lighting is controlled by presence motion sensors.
Motion sensors are located throughout the space. Once the sensors have detected motion the lights will be turned on to 100% brightness for a period of 30 minutes.

Back of House / Storerooms - The standard non dimmable lighting is controlled by 240v presence motion sensors.
Motion sensors are located throughout the space. Once the sensors have detected motion the lights will be turned on to 100% brightness for a period of 30 minutes.

External Areas - Lighting is controlled by automated timer control, sunset to sunrise. A C-Bus head end controller connected to the facilities building maintenance network will be set to automatically control all of the external lighting from sunset to sunrise. 1hr before sunset the lights will turn on to 100% 1hr after sunrise the lights will turn off to 0%

The function of the light switches in the meeting rooms is shown below:



4.7.2 Emergency Escape Lighting and Exit Sign Systems

The emergency escape lighting and exit sign systems are designed to comply with the Australian Standard series AS2293 and the Building Code of Australia.

The emergency escape lighting and exit sign luminaires are self contained units. Each unit contains an integral battery pack and inverter controls.

In the event of a mains power failure, or local power failure, the emergency escape lighting fittings are automatically activated.

The exit signs are illuminated at all times, either by mains power supply or the integral battery pack. This lighting will only operate for a maximum of 90 minutes. Power failures in the building will hence require a full evacuation to take place despite laptops still functioning on battery power and daylight entering the building.

4.7.3 Security Systems

An overall security system is provided to 18 Wally's Walk which provides building perimeter security.

All students, staff members and contractors are provided with an ID Card which also provides them with appropriate levels of access to the building.

Security and access control system to the building perimeter and floor entries. Closed circuit television cameras are provided in the main entry lobby selected perimeter areas, linked to existing MQP network.

Access controlled door locks are fail safe and have their power interfaced to the fire alarm system (at the control cabinets within comms rooms). When fire alarm is activated all doors locks will release.

CCTV system is a network-based system consisting of IP Cameras connected to the MQP Network. Recording of cameras will be on existing recording and storage infrastructure.

4.8 Hydraulic Systems

Hot, cold, boiling and chilled water is provided in the kitchen areas. In accordance with the University design guidelines, the hot water in the kitchen is delivered at a temperature between 60 and 65 degrees. Please be mindful of this when using the kitchen tap with the tap mixer turned all the way to the hot side.

Tempered water (maximum 43 degrees) is provided in the bathrooms.

4.9 Fire Systems

A drencher system has been installed around the façade line of the western side of the building. Care is to be taken by the occupants not to knock these sprinkler heads or hang anything from them.

Hydrants, hose reels and extinguishers are located adjacent to each fire stair and in the lift lobbies of Level 1 and 2. The exact location of these items is shown on the Emergency Evacuation Plans.

Smoke detectors are provided throughout the refurbishment. Thermal detectors are provided in the staff kitchens to ensure nuisance alarms are not encountered.

Lifts are not to be used during a fire evacuation.

4.10 Audio Visual in meeting rooms

The majority of meeting rooms have been provided with a large TV screen and will be provided with a complete video conferencing ability in the near future. In installation of these systems has been delayed by the world wide microchip shortage, and the project is still waiting for confirmation as to when these parts will be delivered to Australia.

In the meantime, occupants are still able to connect their laptops to the TV screens by using the provided HDMI cables. Directions for this connection have also been provided in each of the meeting rooms.

Until the full system has been installed, the hearing augmentation provided in these meeting rooms will not operate.