Building Contact: Jeane Bonner
Email: jeane.bonner@glasgow.ac.uk
Tel: ext 6090
Office: School of Social & Political Sciences, Adam Smith Building, Room 905
Hours: 9.30am-5pm, Mon/Tue/Wed/Thu/Fri

For academic or PG Admin enquiries please contact your supervisor or the relevant PG admin.

Building Maintenance
Please report any problems to Kat. This includes things like blown light bulbs, jammed locks, blocked plumbing, wobbly furniture etc.

Common Room & Kitchen: Room 107
Feel free to use the kettle, fridge, microwave, crockery, cutlery, filtered water dispenser (spare plastic cups are in the wall cupboard opposite the door), coffee machine if you can figure it out, and seating. Please do you own washing up and don’t leave things to go off in the fridge!

Fire Alarm
The alarm is tested most Tuesday mornings between 9.30 and 10am. Outside those times, if you hear the siren please evacuate as quickly as possible and assemble off the road in the area between Lilybank House and the Adam Smith Building.

IT Support
The PCs and printers in your offices are supported by the Social Sciences IT team. To report a fault or submit any other kind of IT support request, please use the Self Service Helpdesk: www.gla.ac.uk/services/it/helpdesk/ or call extension 4800.

Mail: opposite room 206a
Mail addressed to you in Lilybank House will be sorted into the lower shelves of the dark grey metal cupboard in the corridor to the right of the entrance hall. Look in the pigeonhole for the first letter of your surname. Items too large for the pigeonhole will be left on top of the cupboard.

Pull Printing: Common Room
Pull Printing: Please use the link below for further information on how to access pull printing.
http://www.gla.ac.uk/schools/socialpolitical/staffinfo/printers/

The Multi Functional Devices (MFDs) are operated by scanning your University of Glasgow ID card or logging in with your GUID and password. These machines allow you to print, scan and photocopy at no cost.
Post Graduate Research Students can obtain ID cards from The Student Services Enquiry Team. Please use link below for further information:

[http://www.gla.ac.uk/students/enquiries/](http://www.gla.ac.uk/students/enquiries/)

**Paper** is stored in the MFD rooms but if supplies run low, e.g. fewer than five boxes, please contact the Purchasing Officer, Jane Grant, e-mail [jane.grant@glasgow.ac.uk](mailto:jane.grant@glasgow.ac.uk).

**Shredder: Room 321**
The shredder is located by the window. Please switch off after use.

**Recycling Bins**
While not all of them are labeled so, the white recycling bins are for *mixed* recyclables, so as well as paper they can also take cans and plastic bottles.

**Security**
The main entrance must be kept locked between 5pm and 9am on week days and all day at weekends. If you enter or leave during those times, please lock both doors behind you.

If you are the last to leave the building after opening hours, please set the security alarm using code **2220**. The control panel is the small white box in the entrance hall, on the same wall as the big notice boards, and instructions are printed on it. If you are first to arrive in the morning or at the weekends, the control panel will beep when you enter the building and you will need to enter the same code to unset it.