

GUIDE TO THE SENSE OFFICES, 101 PENTONVILLE ROAD

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INTRODUCTION

This guide explains the layout of the Sense Offices, 101 Pentonville Road, London (The Building). Directions between the building and nearby Tube stations are provided in "Routes to the Sense Offices", supplied separately.

We describe the immediate location of the building in terms of the local street network before giving an overview of the building itself. A description of the building, floor by floor indicates the location of each room and facility within the building. Separate sections, describe rooms and facilities, as appropriate, including directions from the lift.

An index of facilities is included for completeness.

OVERVIEW

The building is rectangular in shape with the longer axis running east/west and the shorter axis north/south. The services (lift, stairs and most of the toilets) are within a Service Area at the east end of the building, whilst the fire escapes some toilets and kitchen facilities are at the west.

The building has three levels: Lower Ground (the meeting rooms), Ground (main entrance, Reception, Library and Chief Executive Officer's Department) and First (Fund Raising and PR departments).

All meeting rooms and offices are reached via a spinal corridor, which runs west through the middle of the building from the Service Area.

COLOUR SCHEMES

Each floor has its own colour code: Lower Ground – green, Ground – blue and First – yellow. There's a strip about 1.5 metres high on the walls of the service areas, including the floor indicator (LG, G or 1) in white, opposite the lift.

The carpet at Lower Ground level is green, petrol blue at Ground and First floor levels. There's a black nosing between the carpet and speckled cream, vinyl floor at each level. The vinyl floor denotes a walkway, whilst carpet is used in meeting rooms and office areas.

The walls are magnolia, whilst pillars are deep blue at Ground Floor level and yellow at First. Furniture and doors are cherry wood, door frames and other woodwork are white. Light switch covers are dark grey with white switches.

Desks are in pods of four or more with individual screens. The screens between desks within a pod are two-toned, the lower section is bright blue whilst the upper is bright yellow.

The details of signage were to be finalised at the time of our survey, however, fire exit signs are illuminated green, at eye level. Toilet signs are black on silver and tactile. Doors to rooms will have tactile signs

LOCATION

The building is on the south side of Pentonville Road between Penton Rise (to the west) and Claremont Square (to the east). Details of routes to and from the building are described in "Routes to the Sense Offices", supplied separately.

ENTRANCES AND EXITS

There is one recognised entrance/exit, known as the Main Entrance. The only access to/from the rear (south side) of the building is via a fire exit to the car park. People would make their way from here to the Main Entrance via either Penton Rise or Claremont Square. This car park is to be used as an exercise area for Guide Dogs, rather than a car park.

The main entrance to the building is from the south side of Pentonville Road. You can enter via five steps, going south from pavement level into Reception, or use the ramp. The ramp leaves west from a point beside the foot of the steps then turns back east to meet the top of the steps. There's a disabled persons parking space to your left (east of) the foot of the steps.

You enter Reception via automatic sliding doors. The Reception desk is to your right (about 2 o'clock). The desk forms a quarter circle in the far right-hand (southwest) corner of this space. There's a lowered section for wheelchair users, approximately in the middle of this desk.

The secure doors in front of you (south) lead into the Service Area at Ground Floor level. There's a card reader to your right (west) of the doors at wheelchair height. These doors can also be opened by staff at Reception.

The door to your right (west), beyond Reception, leads into the Library. You would, however, normally reach the Library via the main corridor and Breakout Zone, rather than via Reception.

The Ground Floor Service Area

You enter from Reception via secure doors facing south.

Near (North Side

doors from Reception

Left-Hand (East) Side, Going South

lift

banister, leading west at the foot of the steps towards the Middle Landing
single step, up east
wall

Right-Hand (West) Side, Going South

push double doors to corridor
disabled persons toilet

Far (South) End

kitchen

The Kitchen

You enter facing south.

Near (north) Side

entrance

Right-Hand (West) Side

units with sink and water heater

Far (South) Side

worktops with windows

Left-Hand (East) Side

under construction at the time of our survey

The Lift

There's a single call button at each floor on the right-hand (south) side of the door frame. The floor level is shown in Braille and embossed print, whilst the button itself is square with a raised, round centre.

The lift has spoken announcements: "Lower Ground Floor, Meeting Rooms", "Ground Floor, Main Entrance" and "First Floor".

Inside the Lift

The control buttons are on the right-hand (south) side, about a metre beyond the door. The level select buttons are in a column, from the top: 1, 0 and -1. There's a row of three blank squares above this column and a blank square to each side of each button. It is intended that the blank squares beside the buttons will be annotated "First", "Ground" and "Lower Ground" in embossed print and Braille. We suspect these will be abbreviated to "1" "G" and "LG", respectively. Below these is a row of buttons with embossed symbols, from left to right: "Close Doors", "Alarm" and "Open Doors". There's a mirror on the back (east) wall and a hand rail on the left-hand (north) side.

The Stairs

The stairwell is near the southeast corner of the building, between the Lower Ground and First Floor levels. There are three landings in this stairwell which we'll identify as the Lower, Middle and Upper landings.

The Upper Landing is at First Floor level, however, the Middle Landing is above Ground Floor level and the Lower Landing is above the Lower Ground Floor.

Note, in particular, that you reach the stairwell from Ground Floor level via steps to the Middle Landing.

Colour Scheme

Stair nosings are black, risers are grey, treads are vinyl speckled cream and hand rails are white. There's black, tactile matting at the top and foot of each set of stairs.

To Reach the Middle Landing

From the Ground Floor, locate the banister jutting out beyond the lift, go round the end of this, up one step going east, onto a platform, then turn right (south). Go up seven steps, going south, to the Middle Landing of the stairwell. There's a hand rail to each side of these seven steps and on the east and north sides of the platform.

The Middle Landing

This is where stairs from the First and Lower Ground floors arrive, to the east of this landing, whilst the steps to the Ground Floor leave from the west side.

From the top of the steps from the Ground Floor, we have:

Near (West) Side, Going North

gap leading west to stairs to Ground Floor, going down north
banister

Left-Hand (North) Side

wall (side of lift shaft)

Far (East) Side, Going South

stairs down towards Lower Ground Floor
stairs up to First Floor

Right-Hand (East) Side

door to toilets

The Middle Landing Toilets

You go through a door leading south into a corridor leading east with a light switch on the left-hand (north) side and doors to three toilets on the right-hand (south) side.

The Stairs to the Lower Ground Floor

There's a hand rail on the right-hand side as you go down.

You go down six steps, going east, turn right (south), go down five steps, going south, turn right (west) and go down six steps, going west to the Lower Landing.

The Lower Landing

This space includes a fire exit and Braille printer room. From the foot of the steps from the Middle Landing, we have:

Near (East) Side, Going South

stairs from Middle Landing
door into storage area including Braille printer

Left-Hand (South) Side

push bar fire exit

Far (West) Side

wall

Right-Hand (North) Side, Going West

banister continues to corner
short passage towards stairs to Lower Ground Floor

You go down nine steps, going north, to the Lower Ground Floor.

To Reach the First Floor

There's a hand rail on your left as you go up. From the Middle Landing, go up five steps, going east, turn left (north) and go up five steps, then turn left again (west) and go up five steps to the Upper Landing, which is at First Floor level.

The Upper Landing, from the Top of the Stairs from the Middle Landing

Far (West) Side, Going South

door from Service Area

windows

door to disabled persons toilet and shower in recess

You enter the recess then turn left (south) for the toilet door.

Left-Hand (South) Side

wall

Near (East) Side, Going North

door to toilet

banister

stairs down

Right-Hand (North) Side

wall

The Ground Floor Corridor

Right-Hand (North) Side, Going West

door to Post Room, handle on left

wall juts out, bulkhead

door to Facilities Office, door on right-hand (east) side leads behind Reception

windows

gap into Children and Adult Services Department

vinyl walkway towards Breakout Zone

carpet floor resumes

walkway north to Fire Exit Lobby

West End

door to store room

Left-Hand (South) Side, Going West

A row of square pillars runs along the south side of the corridor, adjacent to the nosing between the vinyl and carpet flooring. Storage units will be placed between each pillar and the south wall.

wall

recess to HR Office

first pillar

recess to Finance Office

second pillar

Chief Exec's Department with windows facing south and a pod of desks

third pillar

wall juts north with storage units on west side of this space

Chief Exec's Office

The Lower Ground Floor Service Area, from the Lift

Near (East) Side, Going North

hand rail continues horizontally from foot of stairs

lift

wall

bar, quarter circle in northeast corner

Left-Hand (South) Side, Going West

foot of stairs

door to toilets

The Lower Ground Floor Toilets

You enter a short corridor facing south.

Left-Hand (east) Side

wall

Right-Hand (West) Side

two doors to toilets

Far (South) End

door to disabled persons toilet and shower

Far (West) Side of Service Area, Going North

wall with colour coded strip
push double doors into corridor
doors angled northeast/southwest, into Meeting Room 1

Right-Hand (North) Side

door to kitchen

This kitchen, between the doors to Meeting Room 1 and the Bar is for use by Facilities staff.

The Lower Ground Floor Corridor

There's a green strip, at floor level along each side of the corridor.

Right-Hand (North) Side, Going West

windows
wall
door to Meeting Room 2
windows
door to Meeting Room 3

Left-Hand South Side, Going West

windows
door to Meeting Room 4
windows
door to Meeting Room 5
door to Meeting Room 6

West End, Going North

door to Meeting Room 7
fire exit door, to Lower Ground Fire Exit Lobby
service area, for Facilities staff only

The First Floor

You come out of the lift into an open plan area. The corridor leading west is replaced by a vinyl floored walkway which will be divided along the middle by a row of storage units. This will leave 1.2 metres of vinyl walkway to each side. We'll call these the South and North walkways.

There's a row of pillars along each walkway, just off the vinyl, in the carpet area. These pillars are coloured yellow.

The Fund Raising Department is beside the South Walkway, whilst the PR Department is beside the North.

The Service Area, from the Lift

Near (East) Side, Going South

lift
wall juts west with

South Side

call button
fire alarm
light switches

Continuing East Side

door towards stairs

Left-Hand (South) Side

tea point

Far (West) Side, Going North

door to two-person meeting room, light switch on left (south of) the door
walkway leading west
carpet area

The tea point has a window on the south side, a sink on the east and worktop on the west. Above the drainer is a Zip water heater.

The South Walkway, Going West

The pillars are about 30 cm south of the vinyl walkway.

first pillar
pod of six desks, almost reaching the walkway
second pillar
pod of six desks
third pillar
pod of six desks
fourth pillar
pod of six desks
fifth pillar
pod of five desks
sixth pillar

door to Fund Raising Director's Office, set back (south)

West End

storage units

door to tea point in recess

North Side of Recess

door to toilets

this tea point has a fridge on the left-hand (south) side, worktop on the far (west) and sink on the right-hand (north).

If you go through the door leading north, the two toilet doors are on the north side of this small corridor which leads west.

The North Walkway, Going West

From the lift, the nosing continues west, then north and west again. The storage units will start between the first pillars. This is a wider office area, so desks don't reach the nosing.

pod of seven desks

first pillar

pod of six desks

second pillar

pod of six desks

third pillar

pod of seven desks, still north of the nosing

The Director of CSI's Office occupies the northwest corner of this space, you enter facing north.

The wall juts out further with a door into a storage area and photocopier in the west side.

fourth pillar

The walkway ends in front of the west wall with a bulkhead jutting east.

There's carpet floor between the walkway and the wall). Move left (south) and follow the wall west towards the door to the Radio Interview Room, which you enter facing west.

As you follow the right-hand (north) wall, beyond the Radio Interview Room, you pass a push bar fire door leading north, into the Fire Exit Lobby. Beyond this is a service area, leading west, for Facilities staff only.

The Fire Exit Lobby

Overview

This is located near the northwest corner of the building and is distributed across all three levels. This facility is combined with the fire exits from flats above the Sense offices.

Ground Floor Level

To Reach

From the lift, continue to the end of the corridor and turn right. You enter via a push bar door going north and continue (north) down nine steps, going north to the exit door. A switch to your left (west) of this door opens it, you leave onto Pentonville Road. On the west side of the lobby at Ground Floor level is a refuge (short passage), leading left (west) as you go towards the top of the steps.

Lower Ground Floor Level

To Reach

From the lift, continue to the end of the corridor, following the left-hand (south) side. The door in front of you is to Meeting Room 7, move to your right to locate the fire exit door. You go through the push bar fire door, facing west.

You can turn left (south) up four steps, going south, push bar fire door on right (west). You go through this, turn left through a further door, leading south into the rear car park. If you turn right (north) you go up four steps, going north, towards the fire exit door onto Pentonville Road.

First Floor Level

To Reach

From the lift, follow the Right-Hand (North) Walkway to the end then follow the right-hand wall left then right before you reach the fire door. You go through a push bar door leading north into the fire lobby.

Far (North) Side, Going East

stairs up, not of concern
stairs down

You go down eight steps, going north, turn left (180 degrees, south), go down 15 steps, going south. You're now at Ground Floor level. Turn left (180 degrees, north) and go down nine steps, going north. The door onto Pentonville Road, with the switch to the left, is in front of you.

Meeting Rooms 1 to 3

Overview

This is one large room which can be divided into three by sliding partitions. Meeting Room 1, (the eastern section) can be reached via the Lower Ground Service Area, whilst the other two sections are reached via the corridor.

Each room will have, as standard, four large tables and twelve chairs. The carpet is green. Bulkheads in the north and south walls denote where the room can be divided.

Display Monitors

There's a display monitor on the west wall of Room 3, on the north and south walls of Room 2 and a movable display on the north wall of Room 1.

Lighting Control Panels

These are configured with a column of four horizontal switches to select the lighting level, a gap then two more switches below these.

From the top: 100%, 75%, 50% and 25%. Below these is on/off followed by a manual dimmer, left-hand part is decrease, right-hand is increase lighting.

In Room 3, there are two further switches below these, the upper switch is open partition between rooms 2 and 3, the bottom one is close.

Whilst the partitions are closed, this control panel only controls lighting in Room 3, if they're open, it will control lighting in Room 2 as well and also Room 1, if the partitions between rooms 1 and 2 are also open.

The lighting panel for Room 2 also has the partition control switches for the partitions between here and Room 1. If the partitions are open, the lighting controls apply to both rooms.

The control panel for Room 1 only affects this room.

Location

These rooms are on the right-hand (north) side of the Lower Ground Floor corridor.

To Reach

Leave the lift and either bear right (2 o'clock) for the doors to Meeting Room 1, or continue forward into the corridor. Meeting Room 2 is the first door on your right, whilst Meeting Room 3 is the second.

Layout

South Side, Going East

lighting control panel
door from corridor
bulkhead, Room 2
display monitor
lighting control panel
door from corridor
bulkhead, Room 1
windows

Southeast Side, Going Northeast

lighting control panel
doors from Service Area

East Side

wall

North Side, Going West

wall with retractable display monitor
bulkhead, Room 2
wall with display monitor
bulkhead, Room 3
wall

West Side

wall with display monitor

Meeting rooms 4 to 7

Overview

These are smaller than meeting rooms 1 to 3. Unlike rooms 1 to 3, each room is self contained with a simple on/off light switch.

Location

Rooms 4 to 6 are on the left-hand (south) side of the Lower Ground Floor corridor, whilst Room 7 is at the far (west) end.

To Reach

Leave the lift and continue forward into the corridor. Meeting Room 4 is the first door on your left, Room 5 is the second and Room 6 is the third. Continue to the end for Room 7. As you reach the wall, the left-hand door in front of you is to Room 7.

Note that the door to your right of this leads to the fire exit.

Meeting Room 4

This is a smaller room than rooms 1 to 3, with two tables and eight chairs. You enter via a push door facing south, the light switch (on/off) is behind the door on the right-hand west wall.

There's also an air conditioning switch, though this is normally centrally controlled by Facilities staff. There's natural light through high level windows on the south side.

Meeting Room 5

This is the same as Meeting Room 4, except that the air conditioning switch is on the left-hand (east) wall.

Meeting Room 6

This room is smaller than rooms 4 or 5. The light switch is behind the door, on the right-hand (west) wall. There's a round table with four chairs.

Meeting Room 7

This is a similar size to Room 6. You enter facing west. The door is hinged on the left and the light switch is behind the door, on the left-hand (south) wall.

The Breakout Zone

Overview

This is a kitchen where staff can prepare lunch, etc.

Location

This is off the right-hand (north) side of the Ground Floor corridor, beyond the Children and Adult Services Department.

To Reach

Leave the lift and continue forward into the corridor. Follow the right-hand side, beyond the end of the wall and locate the first vinyl walkway leading right. The pull door is facing you.

Layout

You enter facing north.

Right-Hand (East) Side

two doors into Library

Far (North) Side

breakfast bar with windows

Left-Hand (West) Side

kitchen units

The Children and Adult Services Department

Location

This is on the right-hand (north) side of the Ground Floor corridor, beyond the Facilities Office.

To Reach

Leave the lift, continue forward into the corridor and follow the right-hand side, past two doors till you reach the end of the wall then turn right beyond the desks.

Layout

This is a carpeted area off the corridor with:

Right-Hand (East) Side

desks

Far (North) wall, Going West

recess

bulkhead with fire alarm button

central desks running south

recess

bulkhead with fire alarm button

Left-Hand (West) Side

edge of carpet, vinyl walkway towards Breakout Zone

The Library

Overview

This area contains four staff desks, two quiet study desks and shelving for reference materials.

Location

This is on the north side of the building, between Reception and the Breakout Zone.

To Reach

You're encouraged to go through the Breakout Zone, rather than through Reception.

Leave the lift, continue forward into the corridor and follow the right-hand side, past the end of the wall. Continue to the first vinyl walkway on your right, turn right and continue through the pull door into the Breakout Zone. Turn right here into the Library.

Layout

You enter from the Breakout Zone, facing east.

There's a vinyl walkway leading east with carpet floor to either side.

Left-Hand (North) Side, Going West

two desks
windows onto Pentonville Road
bulkhead
two smaller, study desks

Near (West) Side, Going South

wall
push double door into Breakout Zone
library shelves

Right-Hand (South) Side, Going East

library shelves
bulkhead, shelves leading north to walkway
two desks

Far (East) Side, Going North

wall with windows

door to Reception
wall

Note that the door to Reception pulls towards you, just off the nosing on the right-hand (south) side of the walkway.

Kitchens

Overview

There are kitchens/tea points throughout the building. Each is equipped with a sink, Zip water heater and other facilities.

The Zip water heaters are located above the sink drainers. Pull the red toggle down to release hot water. There's a tray below this for your mug.

Location

Lower Ground Floor

The kitchen between the Bar and doors to Meeting Room 1 is for Facilities staff only.

Ground Floor

Beside the foot of the steps from the Middle Landing, continue, away from the main entrance, past the foot of the stairs, the kitchen door is in front of you.

The Breakout Zone is in fact a staff kitchen, see the relevant section for details.

First Floor

There are two tea points, one is to your left as you enter the open plan area from the door out of the Upper Landing, whilst the other is at the far (west) end of the Left-Hand (South) Walkway.

Toilets

Overview

Most of these are towards the east end of each floor. Although some are larger, being designed for disabled persons, we understand that toilets are unisex, with no distinction between ladies and gents. These are self contained, with a toilet and basin. There's a disabled persons toilet and shower room towards the east end of the Lower Ground and First floors.

Location

Lower Ground Floor

There are two regular toilets and a disabled persons toilet and shower room off a short corridor beside the foot of the stairs. Turn left (180 degrees) from the foot of the stairs, go through the door in front of you. There are two toilets on the right-hand side of this short corridor, with the disabled persons toilet and shower room in front of you.

Ground Floor

There's a disabled persons toilet in the Service Area, opposite the foot of the stairs from the Middle Landing

There are three toilets on the south side of the Middle Landing, turn right at the top of the stairs from the Ground Floor then go through the door in front of you.

First Floor

There's a disabled persons toilet and shower on the west side of the Upper Landing, turn left from the top of the stairs, turn right into a recess then go through the door on your left.

There's a toilet on the Upper Landing, turn left at the top of the stairs and go through the door on your left, beyond the end of the banister.

There are two toilets at the west end of the South Walkway. Continue to the end and turn right through the door before the tea point. The two toilet doors are facing you.

Index of Facilities and Departments

FACILITY	LOCATION
Bar	On the Lower Ground Floor, in the Service Area, outside Meeting Room 1.
Braille Printer	On the Lower Landing, turn left (180 degrees) from the foot of the stairs.
Breakout Zone	On the Ground floor, see the relevant section for details.
Chief Exec's Department	On the Ground floor, in the third recess on the left-hand side of the corridor as you move away from the lift.
Chief Exec's Office	On the Ground Floor, beyond the third recess on the left-hand side of the corridor as you move away from the lift.
Children and Adult Services Department	On the Ground Floor, the open area to your right of the corridor as you move away from the lift.
CSI Director's	On the First Floor, towards the end of the North

Office	Walkway.
Facilities Office	On the Ground Floor, the second door on your right as you enter the corridor.
Finance Office	On the Ground Floor, in the second recess on the left-hand side of the corridor as you move away from the lift.
Fire Exits	There's a fire exit lobby towards the west end of each floor, see the relevant section for details. There's a fire exit from the Lower Landing, turn left from the foot of the stairs.
Fund Raising Department	On the First Floor, on the left-hand side of the South Walkway as you move away from the lift.
Fund Raising Director's Office	On the First Floor, towards the end of the South Walkway.
HR Office	On the Ground Floor, in the first recess on the left-hand side of the corridor as you move away from the lift
Kitchens and Tea Points	On each floor, see relevant section for details.
Library	On the north side of the Ground Floor, between Reception and the Breakout Zone.
Lift	At the east end of the Service Area on each floor.
Meeting Rooms	There are seven meeting rooms on the Lower Ground Floor, see relevant section for details. There's also an interview room on the First Floor, opposite the door from the stairs.
Photocopier Room	On the First Floor, at the end of the North Walkway.
Post Room	On the Ground Floor, the first door on your right as you enter the corridor.
PR Department	On the First Floor, on the right-hand side of the North Walkway as you move away from the lift.
Radio Interview Room	On the First Floor, at the end of the North Walkway.
Reception	On the Ground Floor, to your right as you enter the building via the main entrance.
Stairs	The main stairs are in the Service Area on the east side of the building, the fire escape is towards the west.
Toilets	On each floor, see relevant section for details