

Magdalene College Cambridge

The Housekeeping Supervisors and Seamstress Offices (Benson D Basement) Accessibility

Location and Access Path

Where is the facility located in College?

- The Housekeeping Supervisors and Seamstress offices, as well as the Maintenance office and the Head of Housekeeping office, are all located within the connected Benson D and E basement in the Lutyens block within the Village.
- To access this Benson D Basement office you will need to follow the path from Magdalene Street, accessible by using either the Mallory Gate (Manual opening), Benson Gate (Manual opening) or Benson Cycle Gate (Automatic opening). All gates open inwards.
- To access this office, follow one of three paths from the above entrances, all of which are paved with slabs.
 - From Mallory Gate follow the path straight across the Village past the Mallory staircases to the Lutyens block (Benson A - E.) Turn left and follow the Lutyens block along until you reach the entrances for Benson D or E. If accessing via the Mallory Gate there are no steps until you reach the entrance of Benson D.
 - If accessing from either Benson Gate, taking the most direct route you will need to step down 3 steps. From both gates follow the path straight across the Village to the Lutyens block (Benson A – E); about halfway down the path you will find 3 steps. After these steps continue straight to the Lutyens building, turn right, and follow the block along until you reach the entrances for Benson D or E.
 - Step 1 measures at 26cm high and 49cm deep, step 2 measures at 25cm high and 52cm deep. The final step measures 23cm high, taking you to the flat path level.

What is the path or pavement condition?

Path is paved, some paving slabs are cracked and loose making them uneven.

Is the path flat or sloped? Is there a ramp?

The path is flat, some raised and uneven paving slabs. Depending on access route there are some steps to navigate and a slight slope to the path in accessing from the Mallory Gate.

What does this path give access to?

Path gives access to facilities in the Village and the Lutyens block – mainly consisting of Fellows and Student accommodation. Benson D/E staircases within the Lutyens Block gives access to the Maintenance, Housekeeping offices (including the seamstress), Computer Office and student laundry.

What does the building entrance at Benson D or E consist of?

One small step up to automatic door.

What is the clear width of the gate/door opening?

1.06m.

Is a key card required for access?

No.

Is there a bell or buzzer?

No.

If the staircase entrance is outdoors, is there any weather protection?

Yes, recess into entrance doorway.

Once you have entered Benson D/E, how many stairs are there to access the basement offices?

There is 1 step into Benson D/E entrance, then to access the basement there is a flight of stairs containing 9 steps.

Where are the stairs after you enter the building?

Stairs to the basement are to the right if entering from Benson D and to the left if entering from Benson E.

What is the height and depth of one step?

- Entrance step measures at 1.45m deep at widest point and 25cm high.
- Treads on stairs measure at 40cm deep and 29cm high.

What are the floors accessible by stairs, and how many stairs are there?

9 steps down to basement, 9 steps up to the 1st floor, 9 further steps to the 2nd floor and 9 to the 3rd floor (student accommodation).

Is there a landing?

A landing separates each set of stairs measuring 3m².

Are the steps clearly marked?

Steps are wooden and can be hard to see in the dark (Maintenance installing staircase lighting summer 2021 to all Benson A-E staircases).

Are there handrails?

Handrails are part of the banister on one side – no further handrails.

Is there a lift available?

No lift available.

Is the access path well lit?

Access path is not well lit, lighting level is low.

Access to Main Office Entrances

Is the indoor corridor in the basement sufficiently wide enough to allow wheelchair users to pass (150cm+)?

Corridor is 1.18m wide at narrowest point, 1.85 wide at widest point.

Are there any tight turns?

Yes, on approach to office entrance.

Are there any doors in the corridor?

No doors in corridor.

Is there any directional or locational signage for this facility?

Signage for Housekeeping Office Benson D is located on the door, which is mostly open.

Where is the Seamstress Office in relation to the Housekeeping Supervisors' Office?

- The Seamstresses' office is only accessible via the Housekeeping Supervisors' office in Benson D Basement; all access measurements will apply.
- The Seamstresses' office entrance is 6.56m from the entrance to the Housekeeping Supervisors' office, and the door measures at 84cm wide.

Facility

What are the dimensions of the room?

18.4m².

Is there step-free access within the room?

There is one step at the entrance into the Housekeeping Supervisors' Office (Benson D), this is highlighted with yellow hazard warning paint and measures at 25cm high.

Is there ample room for a wheelchair user to manoeuvre?

Ample space to manoeuvre if in the middle of the room, however there is office furniture around the edges of the room. If accessing the Seamstresses' office, there is not ample room to manoeuvre.

Is the reception area clearly visible from the entrance?

Yes.

Is the desk staffed? Is there a bell to attract attention?

Desk staffed during office hours unless busy on-site – Housekeeping office can be contacted via email or telephone.

Is there step-free access to the desk?

Yes.

Is there a hearing assistance system available?

No.

Is there any water availability?

Drinking water available from kitchenette facility.

Does this area play background music?

No.

Where are the nearest public toilets?

Communal toilets can be accessed in Benson D staircase on the first floor accessible by stairs.

Communal Seating and Equipment

Is there is seating available for the visitor?

Seating is available if required.

Are there designated spaces for wheelchair users?

There is no assigned designated space; however space is available for wheelchair users.

Is any of the furniture fixed? If so, where?

Fixed kitchenette to back of room.

Is there clear manoeuvring space between furniture and equipment?

Yes.

What type of chairs are available?

Armchairs with and without armrests.

Is there any other furniture?

N/A all other furniture is for office/staff use.

The Head of Housekeeping Office (Benson E Basement)

Location and Access Path

Where is the facility located in College?

- The Head of Housekeeping office, as well as the Maintenance office and the Housekeeping Supervisors office, are all located within the connected Benson D and E basement in the Lutyens block within the Village.
- To access this Benson E Basement office you will need to follow the path from Magdalene Street, accessible by using either the Mallory Gate (Manual opening), Benson Gate (Manual opening) or Benson Cycle Gate (Automatic opening). All gates open inwards.
- To access this office, follow one of three paths from the above entrances, all of which are paved with slabs.
 - From Mallory Gate follow the path straight across the Village past the Mallory staircases to the Lutyens block (Benson A - E.) Turn left and follow the Lutyens block along until you reach the entrances for Benson D or E. If accessing via the Mallory Gate there are no steps until you reach the entrance of Benson D.
 - If accessing from either Benson Gate, taking the most direct route you will need to step down 3 steps. From both gates follow the path straight across the Village to the Lutyens block (Benson A – E); about halfway down the path you will find 3 steps. After these steps continue straight to the Lutyens building, turn right, and follow the block along until you reach the entrances for Benson D or E.
 - Step 1 measures at 26cm high and 49cm deep, step 2 measures at 25cm high and 52cm deep. The final step measures 23cm high, taking you to the flat path level.

What is the path or pavement condition?

Path is paved, some paving slabs are cracked and loose making them uneven.

Is the path flat or sloped? Is there a ramp?

The path is flat, some raised and uneven paving slabs. Depending on access route there are some steps to navigate and a slight slope to the path in accessing from the Mallory Gate.

What does this path give access to?

Path gives access to facilities in the Village and the Lutyens block – mainly consisting of Fellows and Student accommodation. Benson D/E staircases within the Lutyens block gives access to the Maintenance, Housekeeping offices (including the seamstress), Computer Office and student laundry.

What does the building entrance at Benson D or E consist of?

One small step up to automatic door.

What is the clear width of the gate/door opening?

1.06m.

Is a key card required for access?

No.

Is there a bell or buzzer?

No.

If the staircase entrance is outdoors, is there any weather protection?

Yes, recess into entrance doorway.

Once you have entered Benson D/E, how many stairs are there to access the basement offices?

There is 1 step into Benson D/E entrance, then to access the basement there is a flight of stairs containing 9 steps.

Where are the stairs after you enter the building?

Stairs to the basement are to the right if entering from Benson D and to the left if entering from Benson E.

What is the height and depth of one-step?

Entrance step measures at 1.45m deep at widest point and 25cm high. Treads on stairs measure at 40cm deep and 29cm high.

What are the floors accessible by stairs, and how many stairs are there?

9 steps down to basement, 9 steps to the 1st floor, 9 further steps to the 2nd floor and 9 to the 3rd floor (student accommodation).

Is there a landing?

A landing separates each set of stairs measuring 3m².

Are the steps clearly marked?

Steps are wooden and can be hard to see in the dark (Maintenance installing staircase lighting summer 2021 to all Benson A-E staircases).

Are there handrails?

Handrails are part of the banister on one side – no further handrails.

Is there a lift available?

No lift available.

Is the access path well lit?

Access path is not well lit, lighting level is low.

Access to Main Office Entrance

Is the indoor corridor in the basement sufficiently wide enough to allow wheelchair users to pass (150cm+)?

Corridor is 1.18m wide at narrowest point, 1.85m wide at widest point.

Are there any tight turns?

Yes, on approach to office entrance.

Are there any doors in the corridor?

No doors in corridor.

Is there any directional or locational signage for this facility?

Signage for the Housekeeping Office Benson E is located just outside the door on the left door is open during office hours.

Facility

What are the dimensions of the room?

3.41m² accessible space behind counter.

Is there ample room for a wheelchair user to manoeuvre?

Due to the layout of the room it is not possible to manoeuvre within the room.

Is the reception area clearly visible from the entrance?

Yes.

Is the desk staffed? Is there a bell to attract attention?

Desk staffed during office hours unless busy on-site – Housekeeping office can be contacted via email or telephone.

What is the height of the reception desk/counter?

Counter height is 1.04m and is located 1.01m from the doorway.

Is there step-free access to the desk?

Yes.

Is there a hearing assistance system available?

No.

Is there any water availability?

Water dispenser in Benson E Housekeeping Office.

Does this area play background music?

No.

Where are the nearest public toilets?

- Public toilets are available in Benson E basement, these are accessed by card use (limited access.) The doors must be pulled outwards and there is limited space inside to manoeuvre. Cubicles are separated by full length doors which must be pushed open inwards, again the space inside is limited.
- Communal toilets can be accessed in Benson D staircase on the first floor accessible by steps.

Communal Seating and Equipment

If there is seating available for the visitor, how is this seating used?

Seating is available if required.

Are there designated spaces for wheelchair users?

There is no assigned designated space; due to the layout of the room space is not readily available for wheelchair users.

Is any of the furniture fixed?

Counter is fixed.

Is there clear manoeuvring space between furniture and equipment?

No.

What type of chairs are available?

Armchair and sofa with and without armrests.

Is there any other furniture?

N/A all other furniture is for office/staff use.

The Maintenance Office including Head of Building Services Office (Benson D/E Basement)

Location and Access Path

Where is the facility located in College?

- The Maintenance office, as well as the Housekeeping Supervisors office and the Head of Housekeeping office, are all located within the connected Benson D and E basement in the Lutyens block within the Village.
- To access this Benson D/E Basement office you will need to follow the path from Magdalene Street, accessible by using either the Mallory Gate (Manual opening), Benson Gate (Manual opening) or Benson Cycle Gate (Automatic opening). All gates open inwards.
- To access this office, follow one of three paths from the above entrances, all of which are paved with slabs.
 - From Mallory Gate follow the path straight across the Village past the Mallory staircases to the Lutyens block (Benson A - E.) Turn left and follow the Lutyens block along until you reach the entrances for Benson D or E. If accessing via the Mallory Gate there are no steps until you reach the entrance of Benson D.
 - If accessing from either Benson Gate, taking the most direct route you will need to step down 3 steps. From both gates follow the path straight across the Village to the Lutyens block (Benson A – E); about halfway down the path you will find 3 steps. After these steps continue straight to the Lutyens building, turn right, and follow the block along until you reach the entrances for Benson D or E.
 - Step 1 measures at 26cm high and 49cm deep, step 2 measures at 25cm high and 52cm deep. The final step measures 23cm high, taking you to the flat path level.

What is the path or pavement condition?

Path is paved, some paving slabs are cracked and loose making them uneven.

Is the path flat or sloped? Is there a ramp?

The path is flat, some raised and uneven paving slabs. Depending on access route there are some steps to navigate and a slight slope to the path in accessing from the Mallory Gate.

What does this path give access to?

Path gives access to facilities in the Village and the Lutyens block – mainly consisting of Fellows and Student accommodation. Benson D/E staircases within the

Lutyens block gives access to the Maintenance, Housekeeping offices (including the seamstress), Computer Office and student laundry.

What does the building entrance at Benson D or E consist of?

One small step up to automatic door.

What is the clear width of the gate/door opening?

1.06m

Is a key card required for access?

No.

Is there a bell or buzzer?

No.

If the staircase entrance is outdoors, is there any weather protection?

Yes, recess into entrance doorway.

Once you have entered Benson D/E, how many stairs are there to access the basement offices?

There is 1 step into Benson D/E entrance, then to access the basement there is a flight of stairs containing 9 steps.

Where are the stairs after you enter the building?

Stairs to the basement are to the right if entering from Benson D and to the left if entering from Benson E.

How far is the entrance of the facility from the top of the stairs?

Approx. 9m.

What is the height and depth of one-step?

Entrance step measures at 1.45m deep at widest point and 25cm high. Treads on stairs measure at 40cm deep and 29cm high.

What are the floors accessible by stairs, and how many stairs are there?

9 steps down to basement, 9 steps to the 1st floor, 9 further steps to the 2nd floor and 9 to the 3rd floor (student accommodation).

Is there a landing?

A landing separates each set of stairs measuring 3m².

Are the steps clearly marked?

Steps are wooden and can be hard to see in the dark (Maintenance installing staircase lighting summer 2021 to all Benson A-E staircases).

Are there handrails?

Handrails are part of the banister on one side – no further handrails.

Is there a lift available?

No lift available.

Is the access path well lit?

Access path is not well lit, lighting level is low.

Access to Main Office Entrance

From the bottom of the basement stairs, what is the distance to the office?

Approx. 9m to Maintenance Office and 15m to Head of Building Services Office (if accessing from Benson D entrance.)

Is the indoor corridor in the basement sufficiently wide enough to allow wheelchair users to pass (150cm+)?

Corridor is 1.18m wide at narrowest point, 1.85m wide at widest point.

Are there any tight turns?

Yes, on approach to office entrance.

Are there any doors in the corridor?

No doors in corridor. Doors into each office that are closed during office hours – knocking on door is the only way to raise attention.

Is there any directional or locational signage for this facility?

Signage for Maintenance Office to the right of the doorway. Signage for Head of Building Services to the left of the doorway.

Facility

What are the dimensions of the room?

15.3m² for Maintenance Office, Head of Building Services not measured.

Is there step-free access within the room?

There is one step into each of the Maintenance Office entrances, this is highlighted with yellow hazard warning paint. Both steps measure at 8cm high and 11cm deep.

Is there ample room for a wheelchair user to manoeuvre?

Due to the layout of the room, it is not possible to manoeuvre within the room.

Is the reception area clearly visible from the entrance?

Yes.

Is the desk staffed? Is there a bell to attract attention?

Desk staffed during office hours unless busy on-site – Maintenance Office can be contacted via email or telephone.

Is there step-free access to the desk?

Yes.

Is there a hearing assistance system available?

No.

Is there any water availability?

No.

Does this area play background music?

No.

Where are the nearest public toilets?

- Communal toilets can be accessed in Benson D staircase on the first floor accessible by stairs.
- Public toilets are available in Benson E basement, these are accessed by card use (limited access.) The doors must be pulled outwards and there is limited space inside to manoeuvre. Cubicles are separated by full length

doors which must be pushed open inwards, again the space inside is limited.

Communal Seating and Equipment

If there is seating available for the visitor, how is this seating used?

Seating is available if required.

Are there designated spaces for wheelchair users?

There is no assigned designated space; due to the layout of the room space is not readily available for wheelchair users.

Is there clear manoeuvring space between furniture and equipment?

No.

Is there any other furniture?

N/A all other furniture is for office/staff use.