Welcome to the Whittle Laboratory

Access to the Laboratory
Your University card will be programmed to open the front door. If you need to come in to the Lab and the sign in the window to the left of the door indicates that the building is unoccupied, **do not enter** unless you have a code for the alarm. 4th year project students cannot have a code and are only allowed in the building between 8AM and 5PM.

In/Out Boards
The boards are located in the reception area. Names of MRes and PhD students will be on the board, but you are not required to use them at the moment.

Support Staff:

Chief Technician – John Saunders
John is in charge of the workshops and deals with purchasing equipment, the alarm system and risk assessment forms among many other things.

Deputy Chief Technician – Dominic Basham
Dominic organises the technicians work schedules, if you need technician help he is your first point of contact.

Computer Officer – Jordi Gomez
Jordi deals with all computer/IT requirements/queries.

Senior Administrator – Juliet Teather
Juliet is responsible for the general administration of the laboratory

CDT Administrator – Sara Horsfield
Sara deals with administration for the MRes/CDT course.

Senior Academic Staff

Dr Nick Atkins
Professor Bill Dawes
Dr Chez Hall
Dr John Longley
Professor Rob Miller
Professor Graham Pullan (Lab Director)
Dr Andrew Wheeler
Dr Liping Xu

Safety
You will be issued with a copy of the Lab Safety Document, please take time to read it.
https://whittle-intranet.eng.cam.ac.uk/SafetyPage   (you'll need your Raven password to log in).

When leaving the lab, please check the screen to ensure you aren't leaving someone in the lab alone. If only one other person is in the lab, you will both have to leave at the same time.

Security
Everyone entering the lab must use the screen in reception to check in and also must ensure they use the same system to check out when they leave.

Windows and doors must not be left open in empty offices, it only takes a few seconds for someone to reach in and steal a laptop, etc.

For those people who have alarm codes – if you are the last person in the lab and need to set the alarm, this can be done even if LEDs on the separate unit are displayed, showing open doors etc. Please check the areas noted and then set the alarm even if the lights are still displayed. Do not leave the building unprotected.

Tea and Coffee Breaks / Kitchen
Official break times are 11.00 and 16.00. These breaks are a really important part of the lab and whilst they aren't the same pre-lockdown, nevertheless you will be welcomed and it's a great opportunity to get to know people. At other times you can help yourself to coffee or tea from the kitchen.   Please note the local rules regarding maximum occupancy and cleaning.

Please bring food with you for the day – you will not be able to use the kitchen to prepare food at this time. A microwave is available for reheating food you have brought with you.

Stationery etc
Pens, paper and other items of stationery can be found in the stationery cupboard near the photocopier. If you cannot find what you are looking for ask Juliet. Please let Juliet know if you use the last of anything in the cupboard.

Post
There are two wire baskets in the reception area (under the in/out boards).
1. Blue pouch – for all mail to go to the Engineering Department (Trumpington Street). This is collected on Tuesday and Thursday mornings.

2. The wire basket to the right is for mail to any other part of the university. This is collected daily.

Parking
Students are not allowed to park cars at the Whittle Lab.

Library
There is a wide collection of relevant reference books in the Whittle Lab Library. Please write the details of any book you borrow in the borrowing book. Theses of previous Whittle Lab students are situated in the bookcase in the corridor next to the Parsons Room.

Seminars
Everyone in the Lab takes part, and 4th year project students are welcome to attend. At the moment we have one seminar per week – Fridays at 1.00pm (via Zoom). The first 10 minutes is for lab announcements, so please make every effort to join.