

## The situation as it stands – 11 to 12 Trumpington St

| <b>Ground Floor</b>     | <b>Size</b>       | <b>Function</b>   | <b>Inventory</b>  | <b>Personnel</b>                                      |
|-------------------------|-------------------|---|---|---|
| Reception Area          | 4m23<br>x<br>2m80 | Welcoming students and visitors to the building. Phone switchboard and information centre.                    | 2 computers, safe, shelving, cupboard, 2 desks, 6 chairs                | 2 Assistant staff                                     |
| Reprographics room      |                   | Houses all our photocopiers and publications equipment. Used by CUSU, TCS, Varsity, and open to ALL students. | 4 photocopiers, a boiler, laminator, 2 bins, table                      | N/A   |
| Archive Room            |                   | Storage for our old publications, past copies of TCS, campaigning material, paper, and equipment.             | Shelving and storage furniture including filing cabinets and cupboards. | N/A   |
| Casework/Phoneline Room |                   | Use by CUSU Caseworkers, and 3 student-run helplines.   | 4 chairs, desk, shelving , cabinets for each phoneline.                 | Used by approximately 10 people on a part-time basis. |
| Toilet                  |                   | For use by ground and first floor.  | Toilet, basin, shelves  | N/A   |
| Kitchen                 |                   | Preparation of staff meals, snacks & hot drinks.  | Fridge, sink, work surface, shelving                                    | N/A   |

|            |  |   |  |            |
|------------|--|---|--|------------|
|            |  | <b>Storage of food.</b>   |  |            |
| Staff Room |  | <b>Mail room for CUSU Mail Service, and are for use by staff during breaks.</b> | <b>Table, 2 chairs, mail sorting shelves</b> | <b>N/A</b> |

| <b>Annexe</b>           | <b>Size</b> | <b>Function</b>  | <b>Inventory</b>  | <b>Personnel</b>   |
|-------------------------|-------------|--|---|--|
| <b>RAG Office</b>       |             | <b>Office for Cambridge RAG administration, meetings and organisation.</b> | <b>3 tables, 2 chairs, 2 computers and shelving</b>   | <b>Full-time RAG president and part-time RAG Chair and Central Committee of 20</b> |
| <b>RAG Storage Room</b> |             | <b>Storage/Archives for RAG</b>  | <b>Shelving and storage for RAG raiding, carnival and college RAG resources. Archived material.</b> | <b>N/A</b>   |

| <b>First Floor</b>                                   | <b>Size</b>                 | <b>Function</b>  | <b>Inventory</b>  | <b>Personnel</b>                               |
|--|-----------------------------|--|---|--|
| <b>President</b>                                     | <b>3.9m<br/>x<br/>3.8m</b>  | <b>Meetings, work, first-stop for most visitors.</b>                       | <b>Desk, Computer, cupboard, shelving, sofa, easy chair, two extra chairs</b> | <b>CUSU President</b>                          |
| <b>Services Officer &amp; Entertainments Manager</b> | <b>3.8m<br/>x<br/>4.50m</b> | <b>Administration, meetings and work. Storage of promotional material.</b> | <b>3 desks, 4 chairs, 4 filing cabinets, shelving, 1 table, 2 computers</b>   | <b>Services Officer Entertainments Manager</b> |
| <b>Financial</b>                                     | <b>4.2m<br/>x</b>           | <b>Administration and storage of all CUSU's</b>                            | <b>2 desks, shelving, 2 filing cabinets,</b>                                  | <b>Financial Administrator &amp;</b>           |

|   |                              |  |  |  |
|---|------------------------------|--|--|--|
| <b>Administrator &amp; Business Manager</b> | <b>4.05m</b>                 | <b>financial paperwork and information.</b>  |  | <b>Business Manager</b>  |
| <b>Publications/TCS Room</b>                | <b>3.85m<br/>x<br/>3.87m</b> | <b>Use by CUSU for publications and publicity, and TCS for production of weekly paper.</b> | <b>5 computers, 4 tables, 7 chairs, 2 sets of shelving, 1 large printer, 2 bins, low table</b> | <b>TCS Editorial team, CUSU sabbaticals, staff &amp; part-time executive</b> |

| <b>Second Floor</b>                                     | <b>Size</b>                | <b>Functions</b>  | <b>Inventory</b>   | <b>Personnel</b>  |
|---|----------------------------|---|--|---|
| Varsity Publications LTD Business/Administration Office | <b>3m96<br/>X<br/>2m80</b> | <b>Administration and business matters concerning Varsity Ltd</b> | <b>2 desks, shelving, filing cabinets, 2 chairs, 2 computers</b> | <b>Varsity Business Manager and part-time assistant staff</b> |
| Varsity storage room                                    |                            | <b>Storage for equipment</b>                                      |  | <b>N/A</b>  |
| CONTACT   | <b>3m80<br/>X<br/>2m75</b> | <b>Only offices of CONTACT, student charity.</b>                  | <b>2 desks, computer, 2 chairs</b>                               | <b>1</b>  |
| 2 Publications Rooms for Varsity                        | <b>4m10<br/>X<br/>4m30</b> | <b>Production of weekly student newspaper.</b>                    |  | <b>Approximately 20 part-time Editorial team members</b>      |
| Toilet  | <b>2m80<br/>X<br/>0m96</b> | <b>Serves second floor.</b>                                       | <b>Toilet, basin.</b>  | <b>N/A</b>  |

| <b>Third Floor</b>                     | <b>Size</b>                | <b>Function</b>  | <b>Inventory</b>  | <b>Personnel</b>  |
|--|----------------------------|--|---|---|
| <b>Women's Officer</b>                 | <b>3m80<br/>X<br/>3m85</b> | <b>Administration, meetings and confidential support from the Women's Officer and base for the Women's Union</b> | <b>Desk, computer, 7 chairs, shelving, sofa and 3 cabinets</b>  | <b>Women's Officer</b>  |
| <b>Academic Affairs Officer</b>        | <b>3m90<br/>X<br/>4m30</b> | <b>Administration, meetings and Education Network meetings with faculty reps and JCR Academic Officers</b>       | <b>5 Desks, 2 filing cabinets, 2 computers (one for p/t exec usage), 7 chairs and 2 filing cabinets</b> | <b>Academic Affairs Officer &amp; Part-time executive members</b> |
| <b>Welfare &amp; Graduates Officer</b> | <b>4m<br/>X<br/>4m10</b>   | <b>Administration, confidential advice and support and Welfare Network Meetings with JCR Welfare Officers</b>    | <b>5 desks, computer, 3 storage cabinets, shelving, 7 chairs and a sofa</b>                             | <b>Welfare &amp; Graduates Officer</b>                            |
| <b>Access Officer</b>                  | <b>2m30<br/>X<br/>3m90</b> | <b>Administration, meetings and organisation of Target and Access schemes</b>                                    | <b>Computer, desk, 4 chairs, shelving.</b>  | <b>Access Officer</b>   |