

What I need	Who do I go to?
Keys	Mark Wagner
Access to labs	Laboratory Managers BARS system https://bars.shef.ac.uk/sign_in
Access to the KRI	BARS system https://bars.shef.ac.uk/sign_in
Access issues i.e. if you have already registered through the BARS system but your card has not been activated	Mark Wagner Alex Price krotobuildingshardespace@sheffield.ac.uk
Inclusion in KRI emailing list	Mark Wagner
Desk allocation in shared areas (LG50, LG52, F04/5,S10, S12)	Mark Wagner krotobuildingshardespace@sheffield.ac.uk
Reporting accidents	http://www.shef.ac.uk/hs
Fire training (annual)	http://www.shef.ac.uk/hs
Out of hours training (once every three years)	http://www.shef.ac.uk/hs
Booking rooms (KRI rooms available are G18, LG20 and breakout areas)	Online Google Calendar – double click time slot and click on ‘add rooms’. Type in KRI to view available rooms.
Reporting phone line faults	Home departments
Site maintenance and refurbishment	Alex Price
Building infrastructure and safety	Alex Price
Reporting problems in general areas to Estates Helpdesk	Mark Wagner Alex Price krotobuildingshardespace@sheffield.ac.uk
Reporting problems in lab areas to Estates Helpdesk	Laboratory Managers
Laboratory Safety	Laboratory Managers Home department Safety Officers
Health and Safety in shared areas	Alex Price
Marketing and Communications support	Home departments or Faculty
Outreach advice	Home departments or Faculty
PAT testing	Home Departments
Plasma Screen	Mark Wagner
<u>Specific Laboratory areas</u>	
S20	Mark Wagner
S19	Nicola Green
S18	Mark Wagner
G21-G23	Andy Patrick
G25, G28-G29, G31-G33	Emma Wharfe
G26 and G30	Emma Wharfe Andrew Fairburn
G24 and G 27	Andrew Fairburn
LG 53	Fred Claeysens
LG 45	Wei Huang
LG 46	Claire Hurley
LG 44	Mark Rodenburg
LG 42	Andrew Fairburn
Sorby Centre	Peter Korgul
FegTEM	Ian Ross

To be reviewed 30th September 2014