

# BECTU

## VISION

# Visual Accessibility Guide

This visual guide is designed to help you find your way around BECTU Vision's base at Festival Business Centre.

### FRONT OF THE BUILDING

BECTU Vision is located at 150 Brand Street, Glasgow. The path to the main entrance from Brand Street is level and is constructed of slab paving.

Entry to the building is via a buzzer entry system. The button to call reception is on the silver panel on the right-hand side of the door. The door is a pull door and is operated by reception on the inside of the building.



### BACK OF THE BUILDING

At the right-hand side of Festival Business Centre, you will find the car park for tenants, along-with two disabled parking bays. This entrance is visible under the blue signage in the centre of the building. The button to call reception is on the silver panel on the right-hand side of the door. The door is a pull door and is operated by reception on the inside of the building.

The lift can be accessed via a side door at the entrance to the car park. This door is only for accessing the lift and has to be opened manually from inside the building. Please inform the BECTU Vision team in advance if you require access to the lift.



## RECEPTION

The main entrance to the reception desk is level access. The reception desk is staffed from 0900-1300, and 1400-1700. All guests are required to sign the visitor's book at the reception desk upon entering or leaving the building.



## LIFT

The building has a lift which is accessible via the side door at the entrance to the carpark. The lift can be used to access all floors of the building. Visitors should contact BECTU Vision in advance to arrange access to the lift.



## STAIRS

Stairs to the first floor are accessed via a wooden door. There are handrails on each side of the stairs. There are 21 steps (split by 1 landing) in the staircase from the ground-floor to the first floor.



## GROUND FLOOR

The ground floor is made up of the Reception, 3 meeting rooms (Skye, Iona, and Arran), a kitchen, and Male, Female and Accessible Toilets. There is a water fountain available to the right of reception.

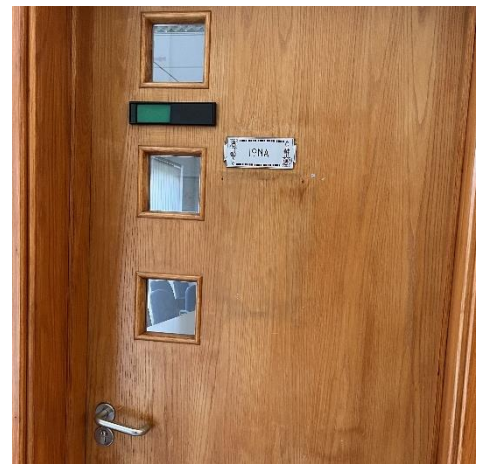
The accessible toilet is to the right-hand side when you enter the building from the main entrance. Male and Female toilets are to the right of reception.



Iona Meeting room is to the left-hand side when you enter the building from the main entrance and has a maximum occupancy of 8 people.

Arran Meeting room is to the right-hand side when you enter the building from the main entrance and has a maximum occupancy of 8 people.

Skye Meeting room is to the left of the reception desk and has a maximum occupancy of 16 people.





## FIRST FLOOR

The door to access the stairs to the first floor are to the right of the reception desk, and on the left-hand side. This is a push door. There is a wooden door at the top of the stairs to access the first floor and this is a pull door.

The first floor is made up of BECTU Vision and other offices, 2 meeting rooms (Islay & Jura), 2 kitchens, and Male, Female and Accessible Toilets.

Male & Female toilets are adjacent to the top of the stairs. An accessible toilet is available on the first-floor accessibility route.



The BECTU Vision office is accessed via double-doors to the right, at the top of the stairs.

Islay & Jura Meeting rooms are accessed via double-doors to the right, at the top of the stairs and another right through double doors.



Islay has a maximum capacity of 16 people. Jura has a maximum capacity of 16 people.

Islay and Jura as a large, combined space have a maximum capacity of 26 people seated, 50 people standing.



## **FIRE ALARMS**

The building fire alarm is tested every Tuesday at 12.30pm. You are not required to leave the building during the fire alarm test.

If the fire alarm sounds at any other time, the muster point is at the back of Festival Business Centre car park. A member of the BECTU Vision team will escort you out of the building.

Please notify BECTU Vision in advance of visiting if you need assistance to evacuate the building in the event of an emergency. Visitors are required to complete a Personal

Emergency Evacuation Plan (Peep) form should they require assistance to evacuate the building in the event of an emergency.

