

Wheelchair access to and within this building is not recommended without assistance.



THE UNIVERSITY OF EDINBURGH

Minto House

A GUIDE TO ACCESS AND FACILITIES



Minto House
20-22 Chambers Street
Edinburgh
EH1 1JZ

0131 650 4124

<http://www.ed.ac.uk/maps/buildings/minto-house>

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Alternative Format

If you require this document in an alternative format (e.g. large print) please contact the Estates and Buildings Department or email david.casey@ed.ac.uk, telephone 0131 650 2470 or write to:

Estates and Buildings

The University of Edinburgh
Design Group Office
11 Infirmery Street
Edinburgh
EH1 1NP

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Personal Emergency Evacuation Plan

Note:

A Personal Emergency Evacuation Plan (PEEP) is required for all staff and students unable to self-evacuate in an emergency. Provision for staff/students/visitors who are unable to self-evacuate is the responsibility of the organiser of the class/lecture/event/meeting. While the School is responsible for preparing this, staff and students requiring assistance should confirm the evacuation arrangements.

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Disabled Access Guide for Minto House



Introduction

Minto House was built for extramural medical classes in 1878, on the site of William Adam's 1738 house for Gilbert Elliot Lord Minto. The building now serves as a teaching facility for Architecture and Art students.

Minto House is a secure building which requires a valid university smartcard to access. Visitors are therefore advised to arrange access with their host prior to arrival.

Location

Minto House is located within what is referred to as the **Central Campus** of the University of Edinburgh which is well served by public transport. The building is within approximately a quarter of a mile of the city centre and is within approximately one mile of the main student residences at Pollock Halls.

The nearest railway line is at Waverley Station in the city centre.

The nearest bus stops are located on Chambers Street within approximately 100 metres of Minto House. The number 35 Lothian bus service stops on Chambers Street and numerous other services stop on South Bridge (see map on the following page). Details of timetables are available from Lothian Buses, from their offices within the city and online from: <http://www.mybustracker.co.uk>.

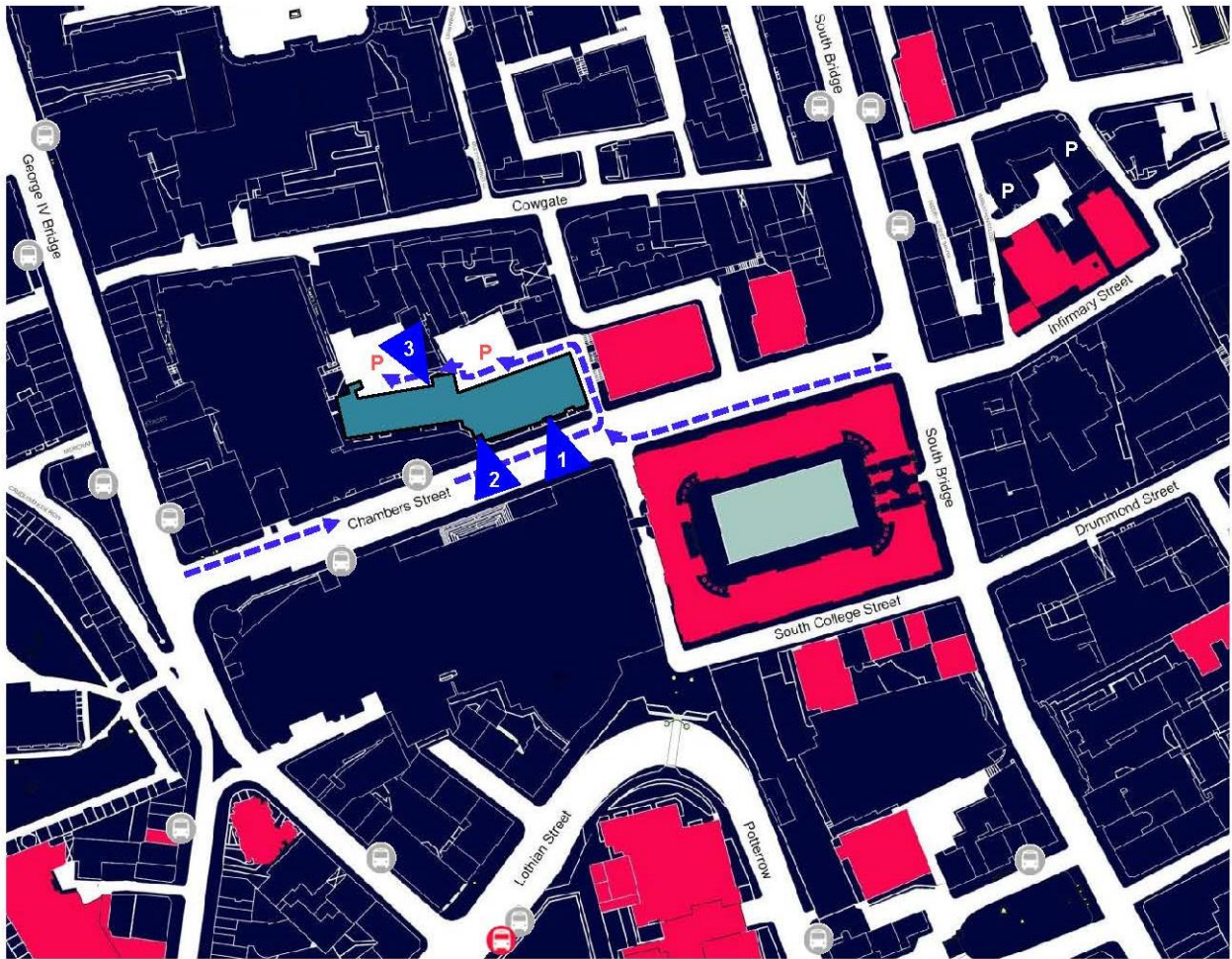
Persons arriving by vehicle can access one of two university permit holder car parks which are located to the rear of Minto House, or alternatively, there is City of Edinburgh Council parking located along Chambers Street (see map on the following page).

Wheelchair users and persons with mobility difficulties can access Minto House at the secondary entrance which is located to the front of the building, or alternatively, at an entrance which is located to the rear of the building (see map on the following page). Wheelchair access to and within Minto House is not recommended without assistance and is currently by arrangement prior to arrival.

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Minto House Location Map



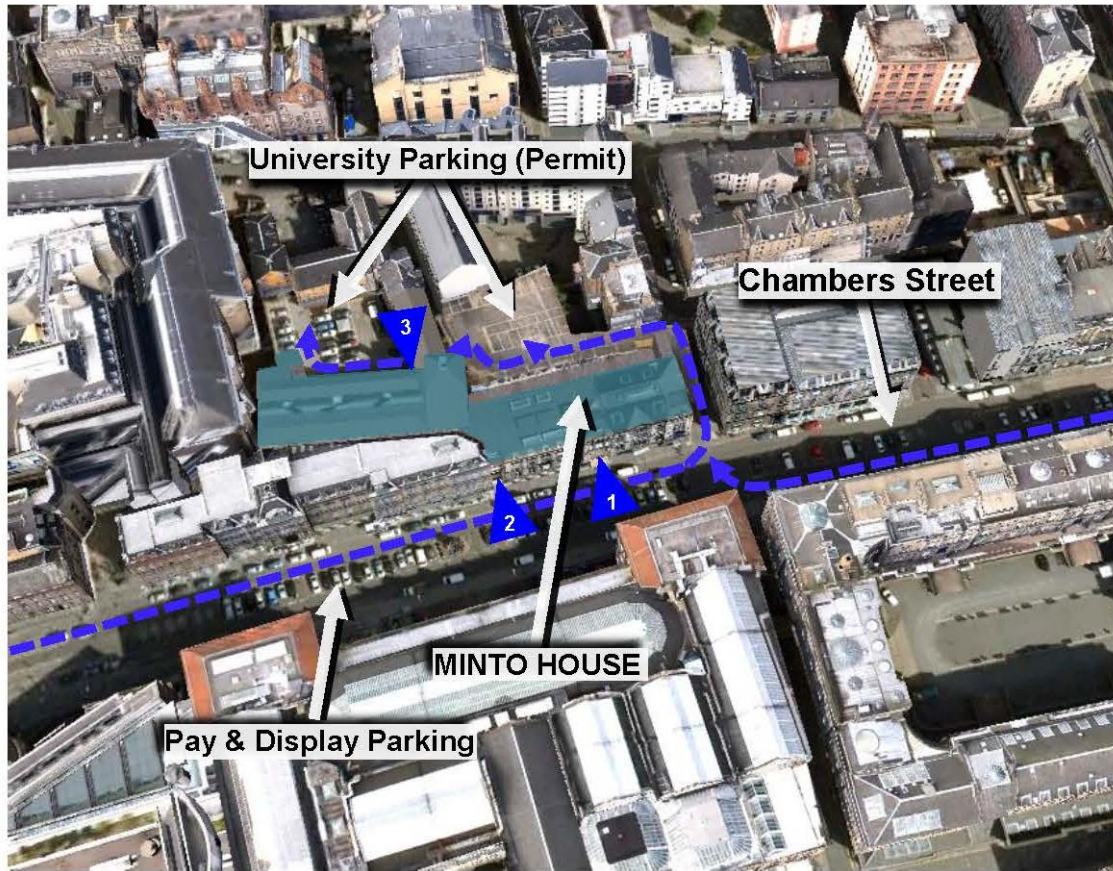
Key

-  MINTO HOUSE
-  University Shuttle Bus Stop
-  Public Transport Bus Stop
-  Vehicle Access Routes Local to Minto House
-  University Parking (Permit)
-  Main Entrance Access Point (Steps)
-  Secondary Entrance Access Point (Ramp or Steps)
-  Rear Entrance Access Point (Level Externally, Ramp Internally)

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Minto House Perspective View



(Google Earth, 2010)

Key

-  MINTO HOUSE
-  Vehicle Access Routes Local to Minto House
-  Main Entrance Access Point (Steps)
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Parking

Within the Central Campus there are numerous parking spaces. Anyone wishing to park within a university bay must display a valid parking permit. This includes staff, students, visitors and contractors.

There are two university car parks located off Chambers Street, to the rear of Minto House (see location map).



Car park entrance/exit

The car park surfaces comprise granite setts, which is not well suited for wheelchair users, but is negotiable with care.



Car park 1



Car park 2

If you do not hold a valid permit and require use of a university bay, it is recommended that contact is made with Transport & Parking prior to your journey (see contact information page).

There are numerous City of Edinburgh Council 'pay and display' parking bays located along Chambers Street within close proximity of Minto House.

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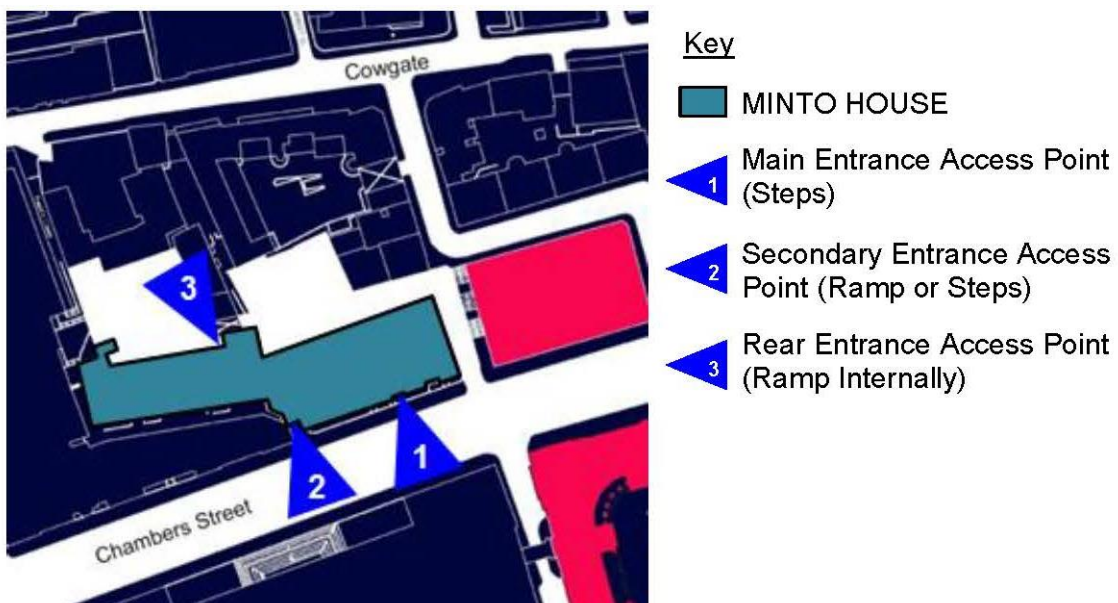
Chambers street is suitably surfaced for wheelchair users but there are limited drop kerbs to the adjacent footpaths and access from some of the bays along this street to the adjacent footpaths is via a busy road.



Chambers Street 'pay and display' parking

Outside Access

Minto House has three entrances.



Access point map

There is currently no wheelchair access at the main entrance. Access at the main entrance is via four steps which do not incorporate handrails, contrasting nosings or a tactile surface at the top/bottom. The main entrance door is double width, is manually operated, opens outwards and precedes an inner door which meets the same criteria. The inner door is secure and requires a university smartcard to access; there is a swipe card access point located before and to the right of the inner door.

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There is a disabled call point located at street level to the left of the main entrance, which can be used to gain assistance.



Main entrance

Wheelchair access is possible at the secondary entrance and at the entrance which is located to the rear of the building.

Wheelchair access to the secondary entrance is via a ramp which is of a steep gradient and incorporates a handrail to one side. The secondary entrance door is double width, is manually operated, opens outwards and precedes an inner door which meets the same criteria. Please note that both leaves of the inner and outer doors require opening to permit the passage of a wheelchair. The outer door is secure and requires a valid university smartcard to access; there is a swipe card access point located immediately before this door on the left.



Secondary entrance

Wheelchair access to and within this building is not recommended without assistance.

The entrance located to the rear of the building is wheelchair accessible with assistance from the aforementioned university car parks and from the front of the building. Please note that access to this entrance from the front of the building is in excess of 100 metres and is via a vehicle access route which comprises granite setts. If you intend to access Minto House via this entrance please **pay due care and attention for moving vehicles**.

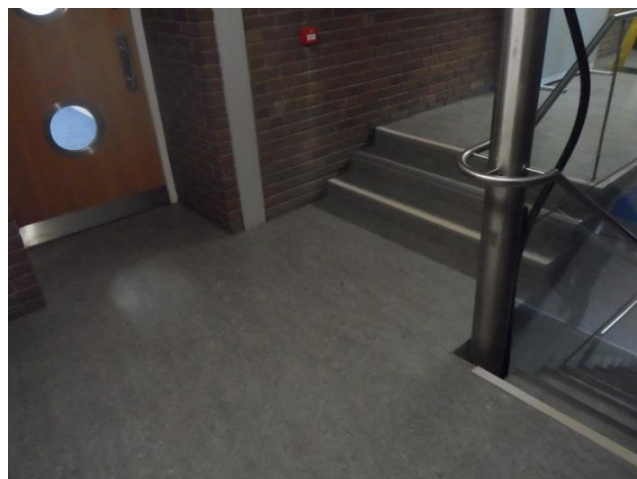
The rear entrance door is secure and can only be opened from the inside. If you intend to use this entrance it is therefore recommended that **contact is made with the main reception to arrange access prior to your journey** (see contact information page).



Rear entrance access point

Internal Access

Upon entering Minto House at the secondary entrance, access to the ground floor is down via three steps.



Steps

A temporary ramp can be made available at these steps to enable wheelchair access. If you require use of a temporary ramp it is recommended that contact is made with the main reception prior to arrival (see contact information page).

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Upon entering Minto House at the rear entrance door, there is a shallow ramp located within the building.



Shallow ramp

There is an Art & Architecture Library located over part of the ground and basement floors of Minto House (see floor plans). The main entrance to the library is located on the ground floor and there is a secure staff entrance located on the basement floor. The staff entrance can be used by wheelchair users and persons with mobility difficulties to access the basement floor of the library. If you are a wheelchair user or have mobility difficulties and require access to the basement floor of the library, it is recommended that contact is made with the library reception to arrange access prior to your journey (see contact information page).

There are several heavy doors and a number of changes in gradient at basement floor level (see basement floor plan).

The second floor of Minto House has an upper and lower level, between which, a stairlift provides wheelchair access (see stairlift section).

Reception

There are two receptions and a servitors office within Minto House. Please note that the servitors office is currently unmanned.

Main Reception

- The main reception is located approximately 50 metres from the secondary entrance, via three corridor doors and either three steps or a temporary ramp (see floor plans).
- The main reception is located approximately 60 metres from the rear entrance door, via five corridor doors and a lift.
- The main reception is suitable for approach by wheelchair users.
- There is no induction loop.

Wheelchair access to and within this building is not recommended without assistance.

- Lighting levels are good.



Main reception

Library Reception

- The library reception is located approximately 30 metres from the secondary entrance, via two doors and either three steps or a temporary ramp (see floor plans).
- The library reception is located approximately 40 metres from the rear entrance door, via three doors and a lift.
- The library reception is suitable for approach by wheelchair users and is recessed.
- There is an induction loop.
- Lighting levels are good.



Library reception

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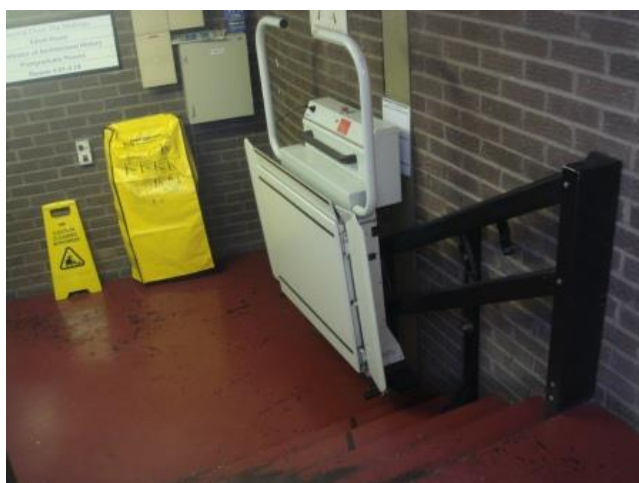
Lift

The basement, ground, first and second floors are accessible by lift. The third floor is only accessible by stairs.

- The lift is located approximately 35 metres from the secondary entrance, via a corridor door and either three steps or a temporary ramp (see floor plans).
- The lift is located close by the rear entrance door.
- The lift call points and car controls are within reach of wheelchair users.
- The control panel does not have braille markings.
- The lift has an alarm and emergency telephone.
- There is contrast between the lift wall and floor surfaces.
- There is no audible announcer.
- The lift does not contain a mirror.
- The lift car interior does not have handrails.
- The lighting level in the lift is good.
- The lift doors do not have pressure sensors.

Stairlift

A stairlift provides wheelchair access between the upper and lower levels of the second floor (see second floor plan).



Stairlift

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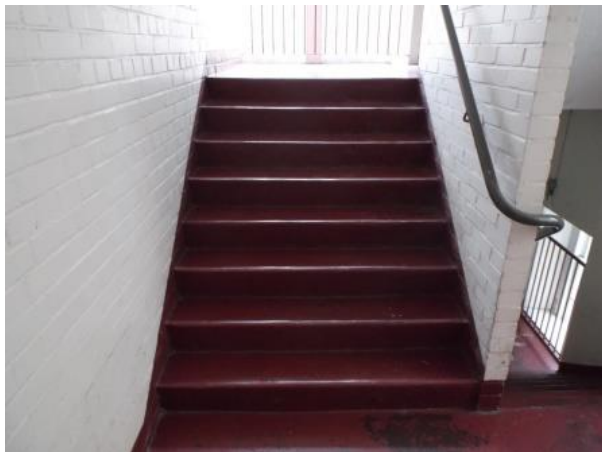
- The stairlift requires a key to operate.
- The key for the stairlift is held by the Workshop Technician.
- The platform is operated manually.
- There are control panels located on the landings at the top and bottom of the stairlift (see basement floor plan).

If you intend to use the stairlift it is recommended that contact is made with the main reception or the Workshop Technician prior to arrival (see contact information page).

Stairs

All floors are accessible by stairs.

- Due to the age of the building some of the stairs do not have colour contrasting nosings.
- The stairs have a handrail.
- The lighting level in the stairwells is fair.
- There are emergency call points, evacuation chairs and evacuation refuge areas in some stairwells (see floor plans).



Stairs

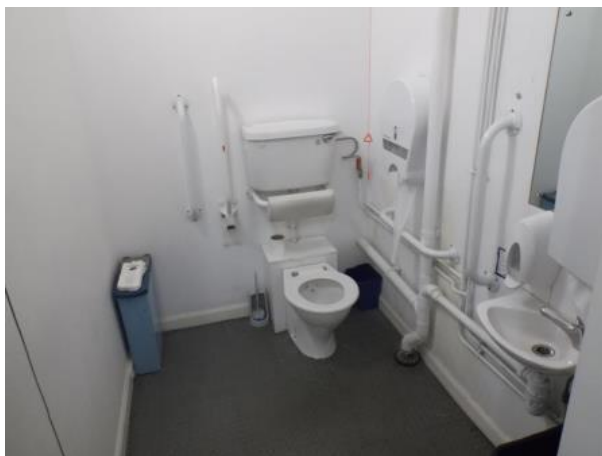
Toilets

There are accessible toilets located on the basement, ground and second floors (see floor plans). Please note that wheelchair access to the ground and second floor accessible toilets is unsuitable without assistance.

- Wheelchair access to the second floor accessible toilet is via a stairlift.

Wheelchair access to and within this building is not recommended without assistance.

- There is limited manoeuvring space located before the ground floor accessible toilet.
- There is left hand lateral transfer space in the basement floor accessible toilet and there is right hand lateral transfer space in the ground and second floor accessible toilets.
- There is good manoeuvring space in the basement floor accessible toilet and there is limited manoeuvring space in the ground and second floor accessible toilets.
- There is no emergency pull chord alarm in the second floor accessible toilet.
- All accessible toilet doors open outwards.
- The width of the accessible toilet doors is suitable for wheelchairs.
- There are suitable dropdown and support rails for transfer.
- The tap types are lever operation.
- There are no coat hooks.
- The contrast between the grab rails and walls is not good in the basement and ground floor accessible toilets.
- The contrast between the grab rails and walls is fair in the second floor accessible toilet.
- The contrast between the walls and floors is good.
- The lighting level in the cubicles is good.



Basement floor accessible toilet

Standard male and female toilets are located on all floors (see floor plans).

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Department Locations











<p>Basement Floor</p>	<p>Workshop Research Workshop Rooms 1.01-1.12 Library Staff Entrance Lecture Room 1 Seminar Rooms 1, 2 & 3 Graduate School Office Accessible Toilet</p>
<p>Ground Floor</p>	<p>Main Reception Multimedia Studio McGovern Media Centre Studio 1 Crit Room 1 Rooms 2.01-2.10 Enquiries Room 2.57 Common Room Library Library Reception Seminar Rooms 4 & 5 Rooms 2.51-2.71 Accessible Toilet</p>
<p>First Floor</p>	<p>ACE School Office 2.64</p>
<p>Second Floor</p>	<p>Studio 2 Crit Room 2 Rooms 3.01-3.08 History of Art Staff Offices Studio 3 Rooms 3.51-3.67 Accessible Toilet</p>
<p>Third Floor</p>	<p>The Elliott Room Postgraduate Room Rooms 4.01-4.19 Studios 4 & 5 Rooms 4.51-4.60</p>

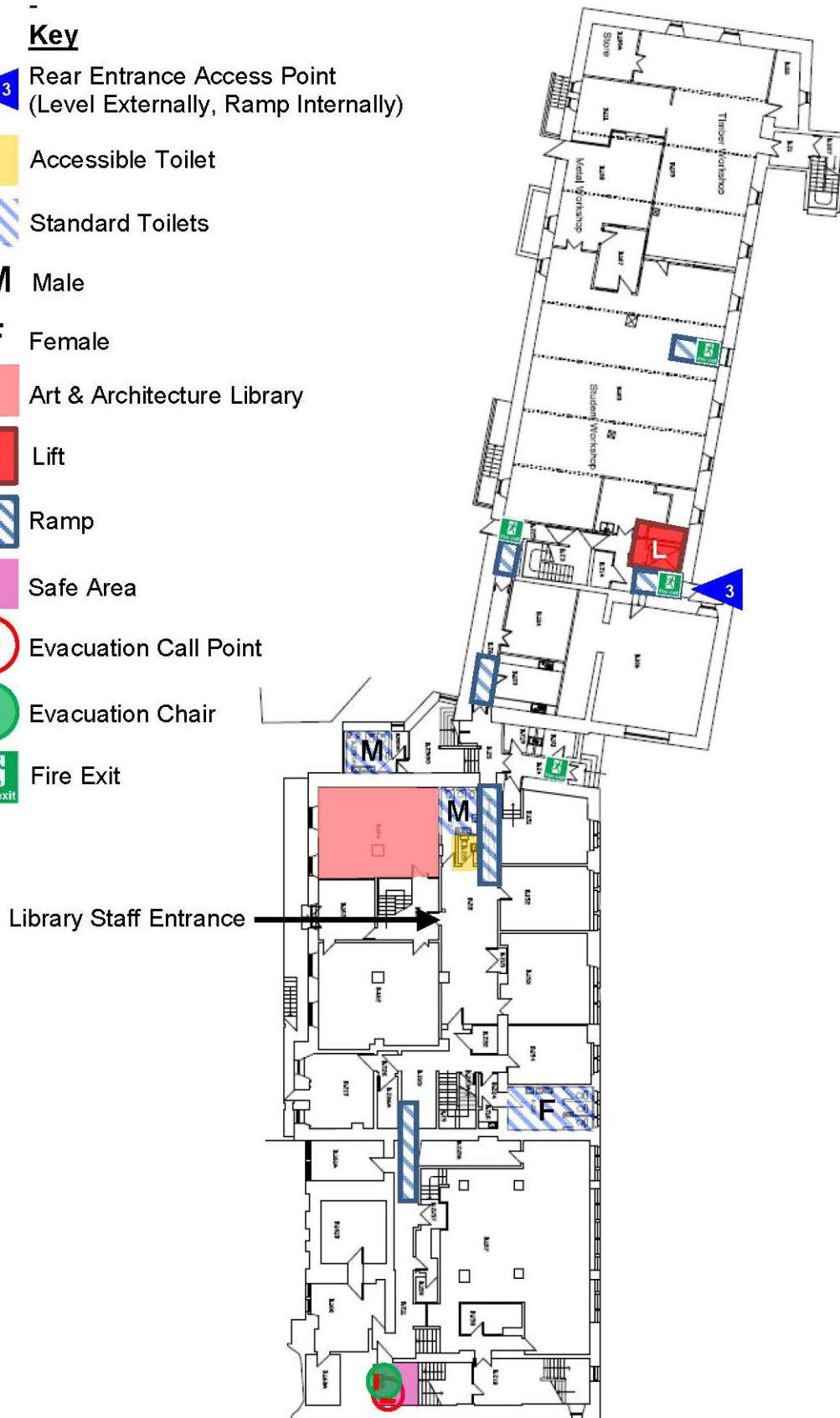
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Floor Plans

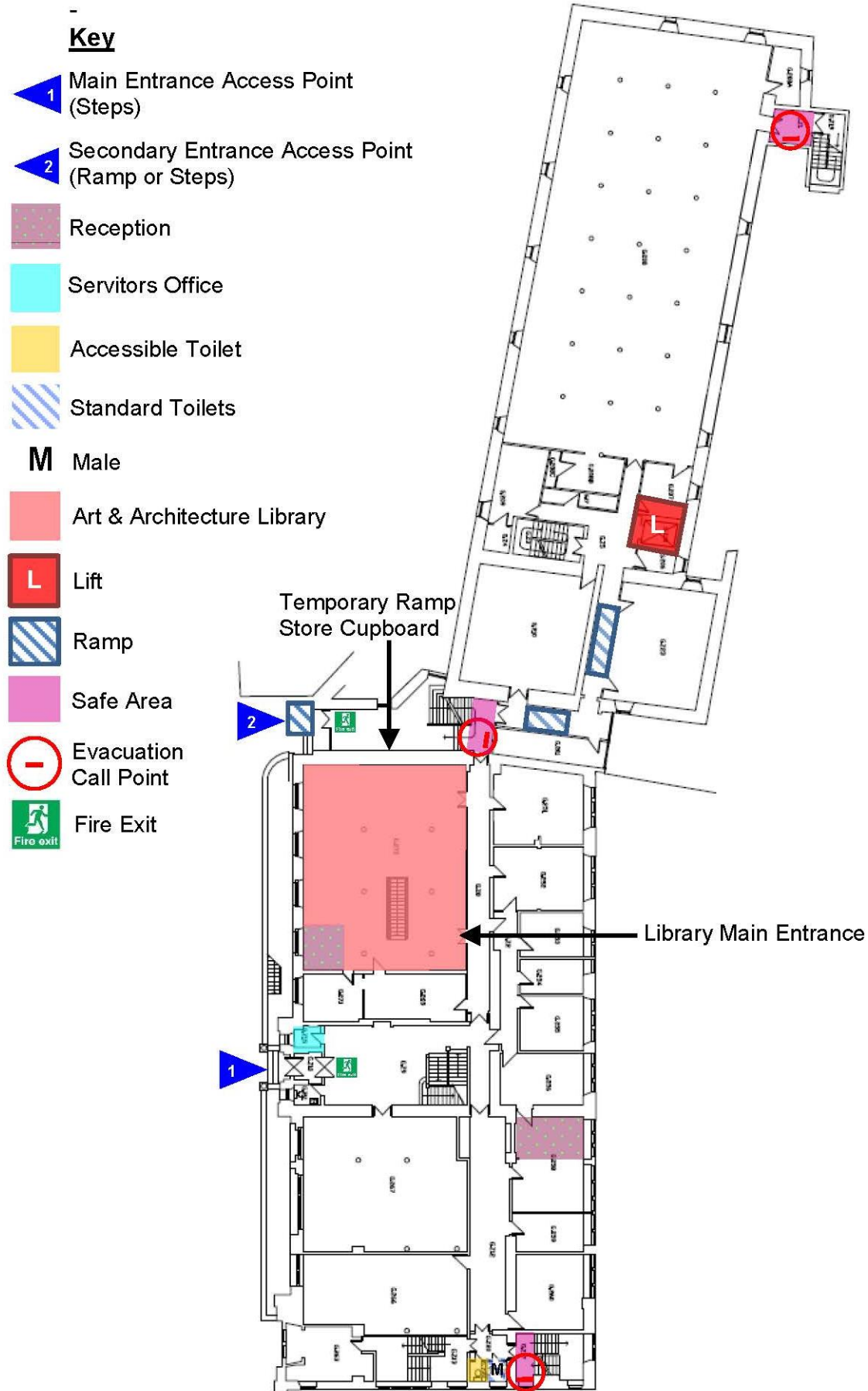
Key

-  Rear Entrance Access Point
(Level Externally, Ramp Internally)
-  Accessible Toilet
-  Standard Toilets
- M** Male
- F** Female
-  Art & Architecture Library
-  Lift
-  Ramp
-  Safe Area
-  Evacuation Call Point
-  Evacuation Chair
-  Fire Exit



Minto House - Basement Floor Plan

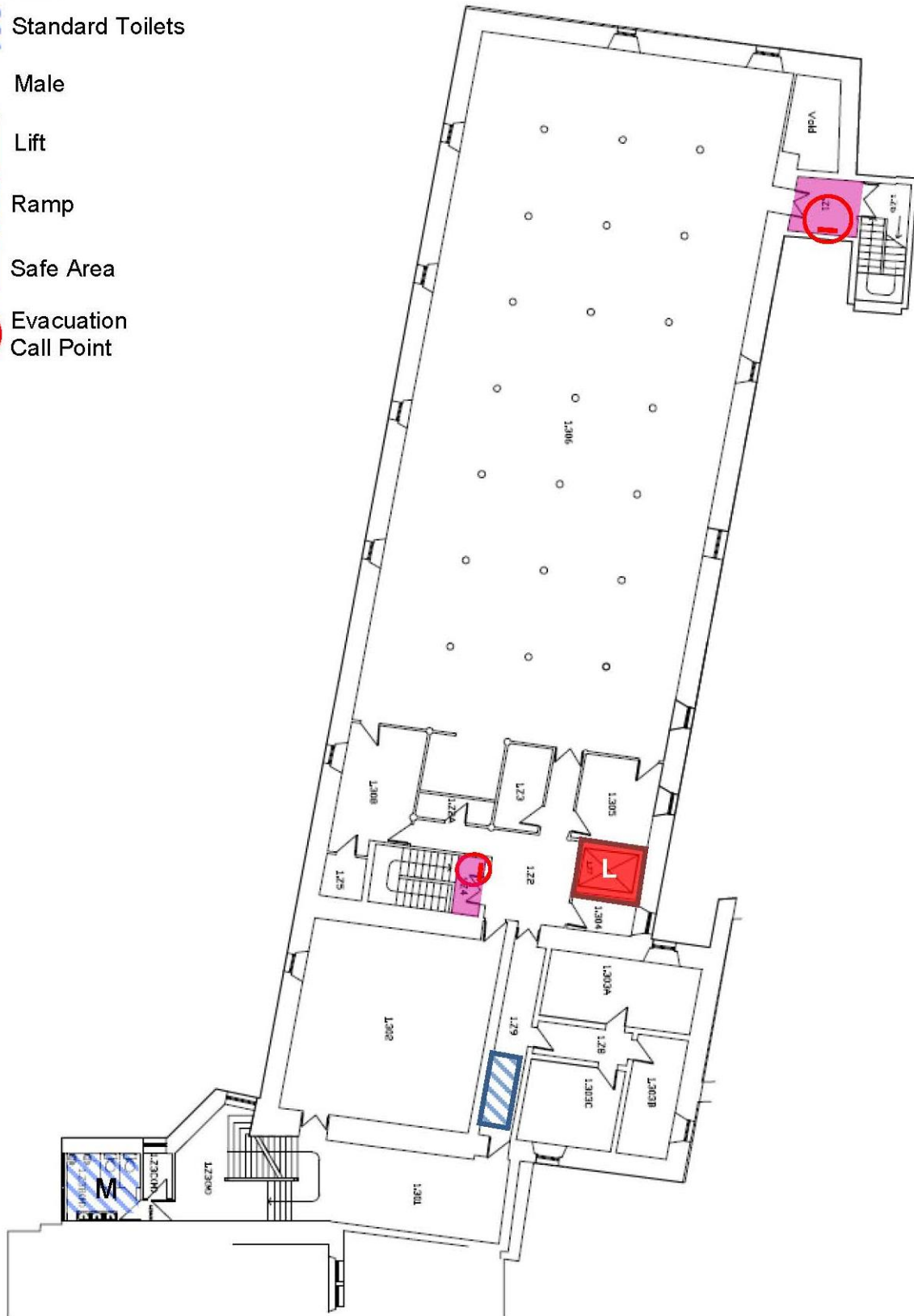
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Minto House - Ground Floor Plan











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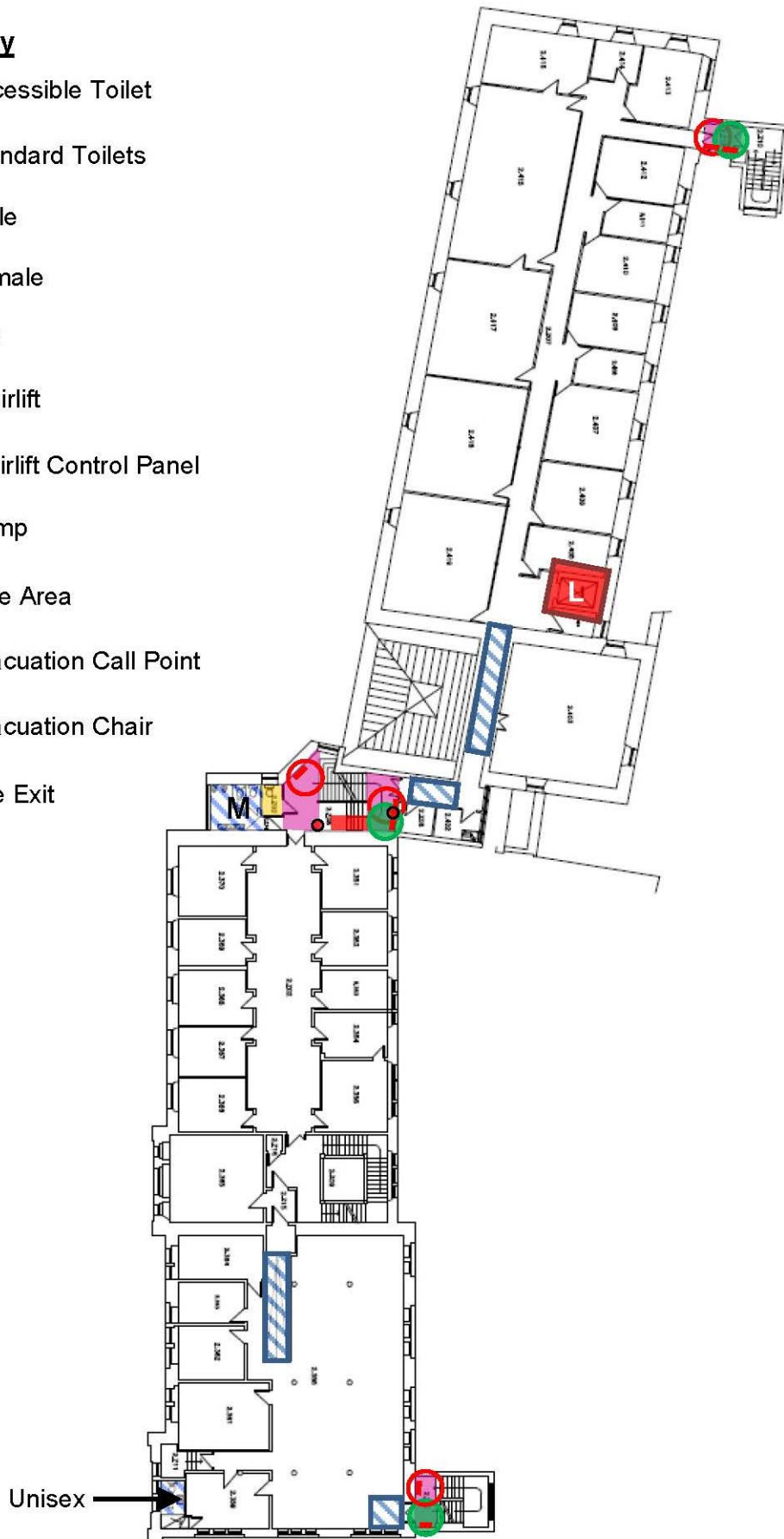
- Key**
-  Standard Toilets
 - M** Male
 -  Lift
 -  Ramp
 -  Safe Area
 -  Evacuation Call Point



Minto House - First Floor Plan

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- Key**
-  Accessible Toilet
 -  Standard Toilets
 - M** Male
 - F** Female
 -  Lift
 -  Stairlift
 -  Stairlift Control Panel
 -  Ramp
 -  Safe Area
 -  Evacuation Call Point
 -  Evacuation Chair
 -  Fire Exit



Minto House - Second Floor Plan

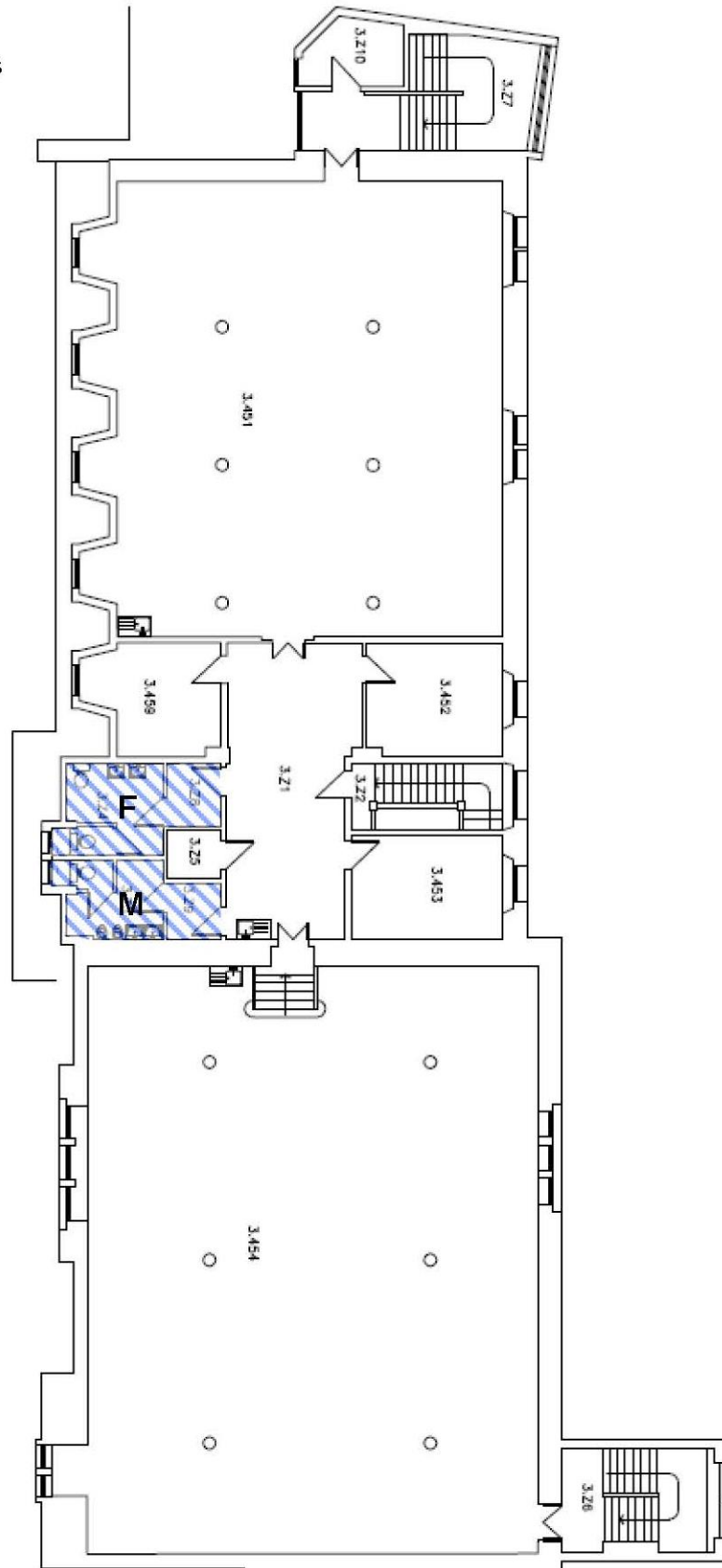
Wheelchair access to and within this building is not recommended without assistance.

Key

 Standard Toilets

M Male

F Female



Minto House - Third Floor Plan

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Opening Hours

Monday	9am-5pm
Tuesday	9am-5pm
Wednesday	9am-5pm
Thursday	9am-5pm
Friday	9am-5pm
Saturday	Closed
Sunday	Closed

24 hour swipe card access is available at the secondary entrance for authorised staff and students.

Main Reception

Monday	10am-4:40pm
Tuesday	10am-4:40pm
Wednesday	10am-4:40pm
Thursday	10am-4:40pm
Friday	10am-4:40pm
Saturday	Closed
Sunday	Closed

The main reception closes on weekdays between 12:30pm & 2:30pm.

Art & Architecture Library

Monday	9am-5pm
Tuesday	9am-5pm
Wednesday	9am-5pm
Thursday	9am-5pm
Friday	9am-5pm
Saturday	Closed
Sunday	Closed

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Contact Information

Main Reception:

0131 650 4124

p.gibb@ed.ac.uk

Workshop Technician:

Malcolm Cruickshank

0131 650 2817 / 0131 651 4265

malcolm.cruickshank@ed.ac.uk

Health & Safety Officer:

Alastair Brown

0131 651 5851

eca.healthandsafety@ed.ac.uk

School of Art:

0131 651 5763

UGArt@ed.ac.uk

History of Art:

0131 650 4124

hstart@ed.ac.uk

Art & Architecture Library:

0131 650 2310

Transport & Parking:

0131 650 9101

transport@ed.ac.uk











University Switchboard:

0131 650 1000

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Links

-  [University Homepage](#)
-  [Campus Maps](#)
-  [Bookable Rooms Guides](#)
-  [Student Disability Service](#)
-  [Edinburgh College of Art](#)
-  [School of Art](#)
-  [History of Art](#)
-  [Art and Architecture Library](#)
-  [Transport & Parking](#)
-  [City of Edinburgh Council Parking](#)

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June 2014