

Chiswick Redevelopment Update

Restaurant and Coffee Shop Open

Our convivial new dining space and servery area – renamed W4 - are now open on the first floor! In addition, our great new coffee shop has opened on the first floor. We hope you will enjoy the new space. Please do send any feedback or comments about W4 and the coffee shop to standardsmakers@bsigroup.com. The opening hours are as follows:

W4

08.00 to 10.00 – breakfast

12.00 to 14.00 – lunch

Coffee Shop

07.30 to 15.00 – hot and cold drinks and pastries

New BSI Reception Desk

Our new BSI reception desk, located on the first floor, is now open. Our colleagues are there between 08:00 and 17:00 and are happy to help. Please feel free to ask them for assistance if needed.

New Access Procedures

With the opening of our new BSI reception desk on the first floor, we have implemented our new access procedures because there are new access gates for some BSI floors. Please continue to collect your building access pass from the ground floor reception and come up to the first floor to exchange it for your BSI access pass. And why not grab a hot drink in our new coffee shop while you're there! Please note that on some BSI floors (e.g. first floor), where there are new gates, you tap your card on the reader but on other floors, that do not yet have the new gates / system, you continue to swipe. Eventually access to all BSI floors will be via the new access gates and the access to the meetings rooms on the 5th floor will also eventually use the tap system. If you are at BSI outside the hours of 08:00-17:00 you will need to collect / return passes with security.

Multi-faith Prayer Room

Our new multi-faith prayer room is now located on the first floor, just to the right as you head towards the lift lobby. This is available to guests between 08:00 and 17:00

Fifth Floor Refurbishment

The work on 5th Floor East has begun and we are working towards the timeline as outlined here below.

Refurbishment Planned Timelines

...making excellence a habit.™

26 September – 5th floor east planned to re-open for meetings

NB: During this time 5th floor west will remain open but the work on the east wing may cause some noise or minor disruptions. Please also note that the lift lobby is a work in progress but is perfectly safe to pass through.

5th Floor West

4 November – planned last day for committee meetings

26 December – 5th floor west planned to re-open for meetings

We have done our best to ensure that committee meetings during these times are accommodated elsewhere and we hope to keep disruption to the rest of the fifth floor to a minimum during the works. Please also remember that there are meeting facilities available in our Hemel Hempstead offices and that committee members also have access to our WebEx services. Please see further information about these alternative facilities here following. If you have any questions, concerns or comments about the refurbishment work please e-mail: standardsmakers@bsigroup.com.

Additional Meeting Facilities

WebEx Service for Committee Members

As mentioned in previous communications this year, we have been working to provide a WebEx service specifically for you when conducting standards work in the absence of a BSI employee.

Many standards meetings take place outside the BSI Chiswick meeting centre and/or with no BSI employee present so this has been established for Committee Members and project team members working with BSI committees (TC's, SC's and drafting groups) to have the facility to host WebEx meetings.

If your secretary will be present during your meeting and you wish to have web conferencing as a tool to use during the meeting you should contact your secretary who has access to a separate WebEx service.

If there will be no BSI employee present during your meeting and you are interested in utilising this new service please send an email at least 7 days prior to the meeting date, with WebEx in the subject field, direct to ecommittee.support@bsigroup.com giving the following details:

- Date of the meeting
- BSI contact (secretary/content developer/project manager)
- Full name
- Contact details (phone/email address)

The eCommittees support team will then create an account for the meeting and email the details directly to the requester with a brief overview on using the WebEx facilities (setting up meetings, etc.)

If you want to know more, eCommittees support can also be contacted on 020 8996 6333.

Alternative committee meeting venue

BSI offices, Maylands Avenue, Hemel Hempstead are now able to offer meeting facilities to our committees and a tour of the test facility can also be incorporated with prior arrangement

All rooms have projection and teleconferencing facilities; one room that can hold 30 in boardroom style and 60-70 in cinema style and four others that can hold max 10 people.

Tea, coffee, water and biscuits will be provided as in Chiswick and, as there is no restaurant facility on site, a sandwich/buffet lunch will also be provided as part of the meeting facility.

...making excellence a habit.™

Exact numbers of attendees, car parking places and any special dietary requirements will be required one week prior to the meeting so there will need to be a slightly different pre-meeting information requirement that your secretary will need if you wish to use the facility.

Our Hemel offices are very near the M1 with easy access by a car with ample parking spaces. The Hemel train station is about half an hour from Euston and from Milton Keynes. A taxi from the station is approximately £8.50. There is also a local bus that runs from the station and stops outside the Hemel offices and takes approximately 20 minutes.

If you are interested, please contact your committee secretary / the committee service centre in the first instance.

Tour of test facility

The Hemel facility has testing of the following on site which may be of interest.

- PPE e.g. head protection, eye protection, firemen's breathing equipment
- Fire related – e.g. alarms, extinguishers, emergency lighting
- Construction products such as windows, doors, pipes, ladders
- Glass and vehicle window screens