

80 CHARLOTTE STREET



LONDON, W1T 4QS

Hello,

We are looking forward to welcoming you at Arup, 80 Charlotte St.

Please find below some information regarding your upcoming visit.

If you need anything further while you are in our office, please speak to our reception team or your Arup host.

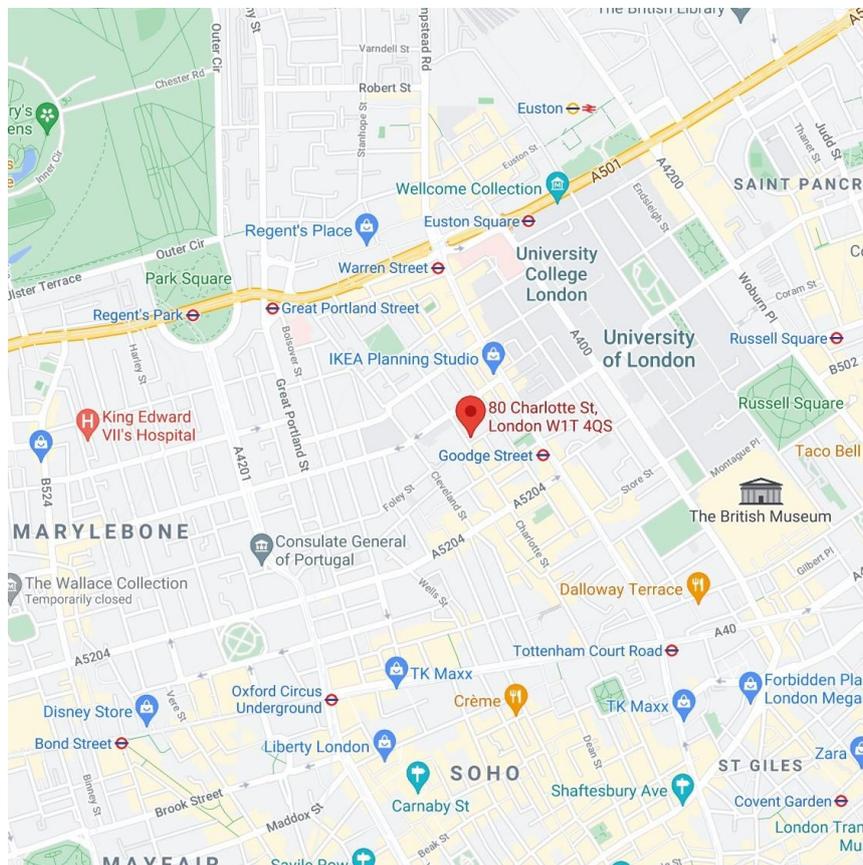
We hope you enjoy your visit!

On arrival

Please report to the main Derwent Reception to check-in.
The team can print your QR code for you, in case you haven't received it via email.
The Arup reception team will greet and escort you to your meeting location/host.

Our location

Click the map below which will take you give you directions straight to our office.



Guest Wifi

Network: Nyquist-Guest
Username: visitor.wireless
Password: CircularEconomy!

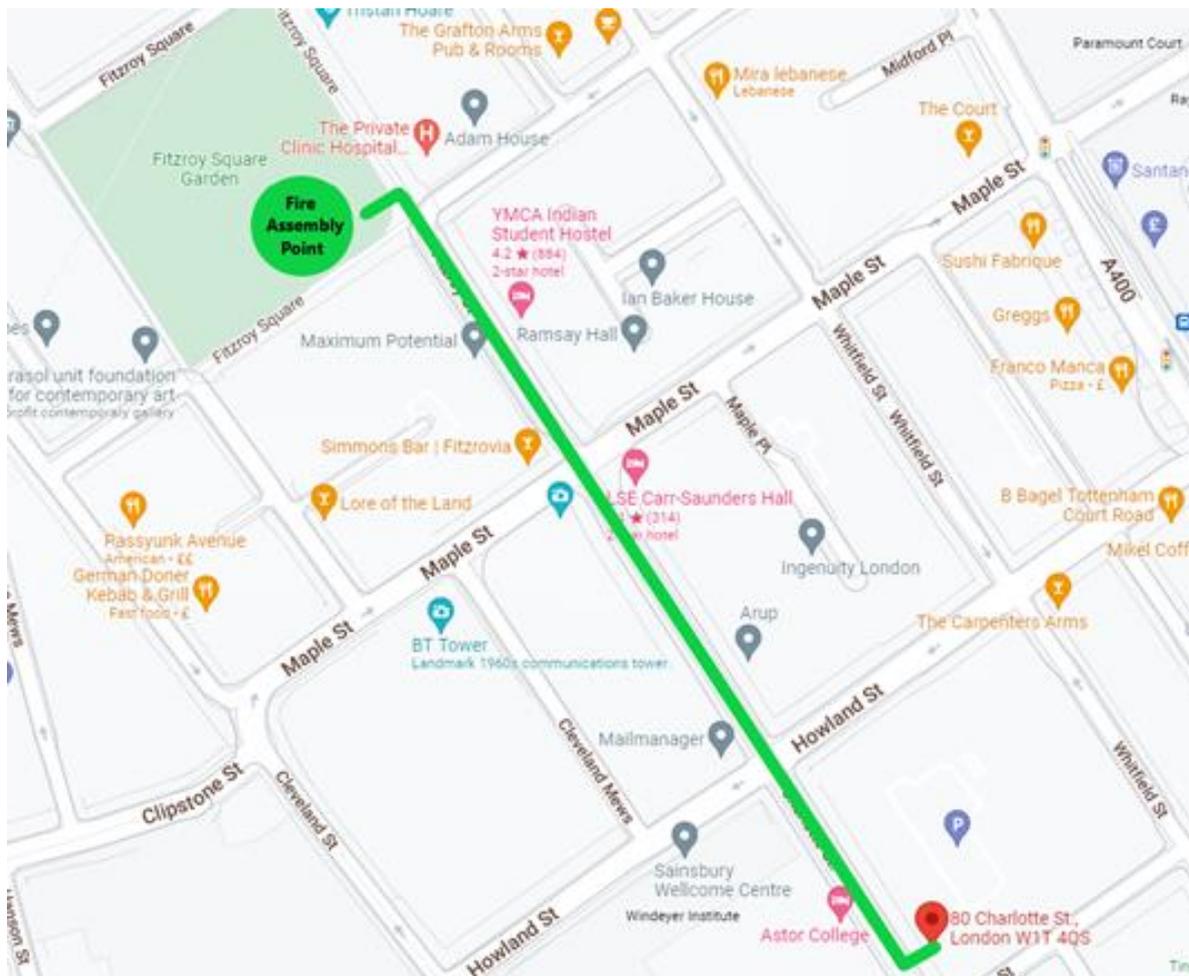
Site Safety Information

Fire/Emergency Alarms

The fire alarm is tested every Friday at 4pm. If you hear an extended alarm at this time, or hear an alarm at any other time, please follow the emergency procedure as follows.

Leave the building with your host via the nearest designated emergency route. Proceed to the emergency assembly point (see map below). DO NOT attempt to use the lifts. DO NOT re-enter the building unless instructed to do so by your Arup host or by our authorised personnel.

If you need assistance to evacuate the building in the event of an emergency, please inform your host prior to/upon arrival.



First Aid

If you are injured/ill whilst on our premises, or have any medical conditions which you think we should be aware of, please inform your host and/or reception.

Near Miss/Incident/Accident

In the event of a near miss/incident/accident, please inform your Arup host and/or reception.

Security

This building is covered by recorded CCTV.

Recycling

We ask our guests to recycle their waste appropriately. All our waste receptacles have clear guidance signage in place. Please ask your host or the reception team if you have any queries.

Smoking

We have a no smoking policy throughout all our buildings. Please ask your host and/or reception for directions to designated smoking areas.

London Office Useful Contacts

Facilities Management Team: 0207 755 3535

Reception: 0207 755 4006

Security: 0207 755 5800

Health & Safety Coordinator: 0207 755 3802