For SOAS to comply with fire safety regulations, users must sign in and out when they enter and leave the building.

There are three study spaces in the building, on the lower ground, first and second floors. The Doctoral School Section, Registry offices are on the third floor.

When students leave their workstations other than for the shortest periods, they must turn off the computer, and either place their belongings in a locker or remove them from the building. Belongings left at workstations will be removed periodically and placed in the Doctoral School office for collection. Please do not block work stations or put your possessions at risk.

There are two lockable noticeboards in the building: on the ground floor and in the common room on the lower ground floor. Notices must be placed in these and not stuck to walls. To use the ground floor notice board, contact the Doctoral School Coordinator (doctoralschool@soas.ac.uk); for the lower ground board, please contact the Research Students’ Association (researchsoc@soas.ac.uk).

The no smoking policy throughout the building extends to adjacent outside areas.

Bicycles should be locked in the bicycle racks down the steps from the pavement in the outside basement. Bicycles should not be attached to the street railing.

There are 200 lockers on the lower ground floor exclusively for students’ use. Lockers are allocated each year on a ‘first come, first served’ basis and students must provide their own padlock.

There are three meeting rooms in the building. The room numbers are GSL10 (lower ground floor), GSG03 (ground floor) and GS303 (third floor); if you want to book one of them, first check availability on the timetable website, and then contact the Doctoral School Coordinator (doctoralschool@soas.ac.uk) to book. External users may be accommodated on a case-by-case basis to hold events that involve SOAS research students. When permitted, the names of non-SOAS users must be provided to the Doctoral School Coordinator who will authorise entrance to the building.

The tutorial and conference rooms (on the lower ground and third floors) may be used for ad hoc private study or small group discussions if not already booked. Because it is in use for PhD vivas, the meeting room (ground floor) may be used only if pre-booked. Please keep conversation low outside the meeting room if you think a viva is going on.

The first floor study space is designated a silent area. Quiet conversation is permitted in the other spaces.

Students should ensure fridges are kept clean by removing out of date items, and keep sink areas tidy by washing up their own crockery and cutlery. Periodically, and with notice, the cleaners will empty and clean the fridges.