

Living Places Exchange Operational Manual

Building 42, Ground Level

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Introduction

The Living Places Exchange (Ground Floor, Building 42) is a physical stage for RMIT's Living Places Plan - guiding our future in place. It is a platform for an evolving ecology of ideas that will help realise the Plan, showcasing a rotating selection of RMIT's learning, teaching and research with real world impact on shaping our places. As well as providing drop-in sessions for the University community to learn more about the Living Places Plan, RMIT staff can apply to use the space for small curriculum inclusions, meetings, talks or workshops that are connected back to the Living Places Plan.

For more information, visit the [Living Places Plan](#) website.

Space Proposals

Proposals to use the space must demonstrate alignment to minimum one of the Living Places Plan Goals. To submit a proposal, please complete the [online form](#).

Room Facilities

The Living Places Exchange is a flexible, "raw" space rather than a fully serviced function venue. Event organisers are responsible for arranging all setup and operational requirements, with the exception of moving the exhibition displays.

- Capacity: 30 seated, 50 standing
- 3 folding tables (seats 6 per table)
- 1 table on wheels (seats 6)
- 30 stackable red chairs
- Toilets located on ground floor in the far-left corner.
- MoCoW (Mobile Computer on Wheels)

Accessibility

Entry is via Cardigan Street. To exit, press the green button on the left-hand side. If required, users may use the doorstops provided to keep doors open.

Access to the building will be provided via Property Services Group, as required.

- Step-free access is available to the ground floor via the main entrance and throughout the space.
- Doors to the Living Places Exchange are manual but will be propped open as weather permits.
- Accessible toilets are located on Level 2, Room 101 and Level 3, Room 101 in Building 94 (23 Cardigan Street, Carlton).
- The closest accessible parking bays are located on the opposite side of Cardigan Street, between Victoria Street and Essex Place.
- Seating is available within the space.
- Guide and assistance dogs are welcome.

- If have any questions about accessibility or would like to request adjustments, please contact: LivingPlacesPlan@rmit.edu.au

Refer to the RMIT [City Campus Mobility Map](#) for detailed access information.

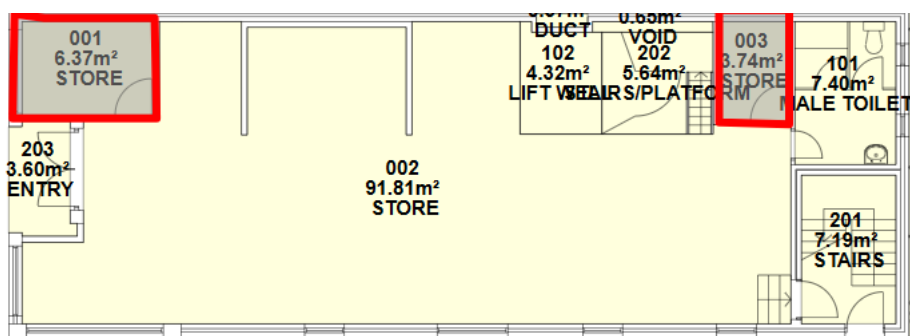
Room Usage Guidelines

- Exhibition displays **must not** be moved. If you need to move them out of the way for your activity, please specify this in your proposal. Property Services Group will manage this and reinstate the displays after the event.
- Tables and chairs must remain within the room.
- Any furniture brought into the space must be returned to its original location.
- Event organisers are responsible for their own setup and pack-down.
- Heating and cooling, and lighting controls are located at the rear of the building near the stairs to Level 1. Please ensure all are turned off when you leave.

Set Up/Pack Down Requirements

Please ensure you book time before and after your meeting to set up and pack up the room.

- Turn MoCoW off
- Leave the room tidy
- Dispose of all rubbish
- Wipe down tables with the wipes provided
- Stack chairs in the storage rooms (as marked on the image below)



Room AV and Technology Resources

- The space is Wi-Fi enabled.
- A Mobile Computer on Wheels (MoCoW) is available.
- Any additional AV requirements must be arranged by the event organiser.

MoCoW Set Up

Laptop and Connection Requirements



- Any Mac or Windows laptop can connect using **USB-C or HDMI**, depending on available ports.
- Ensure you bring the **appropriate adaptor** if your laptop does not have the required port.

Microsoft Teams Use

- Plug in your laptop.
- In Microsoft Teams settings, select:
 - **Camera:** Logitech Camera – logi3
 - **Microphone:** Logitech
 - **Speaker/output:** ViewSonic or Logitech
- Ensure **both cables from the loom** are connected to the laptop.

Microsoft Teams Requirements

- A **USB-A port** is required to use Microsoft Teams with the Logitech Rally.
- If your laptop does not have a USB-A port, a **USB-A to USB-C adaptor** must be used.

Expected Outcome

Once connected, you will be able to:

- Select **Logitech Rally** as the camera and speaker
- Display your **laptop screen** on the room display

Screen Adjustments

Use the **left-hand side arrow buttons** on the *control panel to raise or lower the screen.

Press the **power button** to turn the screen on or off.

**Please note only the arrow buttons on the left-hand side control panel function for screen height adjustment. All other control panel functions are inactive.*

Technical Support

If troubleshooting is required, contact IT Support on 9925 8000 or submit a ticket via the [ServiceNow Portal](#). Please specify the issue and whether priority support is required.

Catering

Catering is permitted and must be arranged by the event organiser.

Catering is to be purchased from RMIT's approved Catering Panel, which can be found at:



[Catering panel](#)

When planning your event, consider RMIT's [Sustainable Events Guide](#) for best practice.

First Aid

Closest first aid kits are located in:

Building Number	Level	Room	Note
71	02	003	Contains Epipen/Anapen & Ventolin Inhaler + Spacer
71	02	011	
94	02	008	
94	02	036	
94	02	044	

Closest defibrillators are located in:

Building Number	Level	Room
51	02	207
51	08	207
51	06	207
51	04	202
57	07	201
57	05	004
57	05	004
57	02	401
57	05	207
57	01	006
57	01	202

94	02	201
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If you require assistance, please contact RMIT Security. All RMIT security staff are trained in first aid.

Emergencies: +61 3 9925 3333 (business hours)

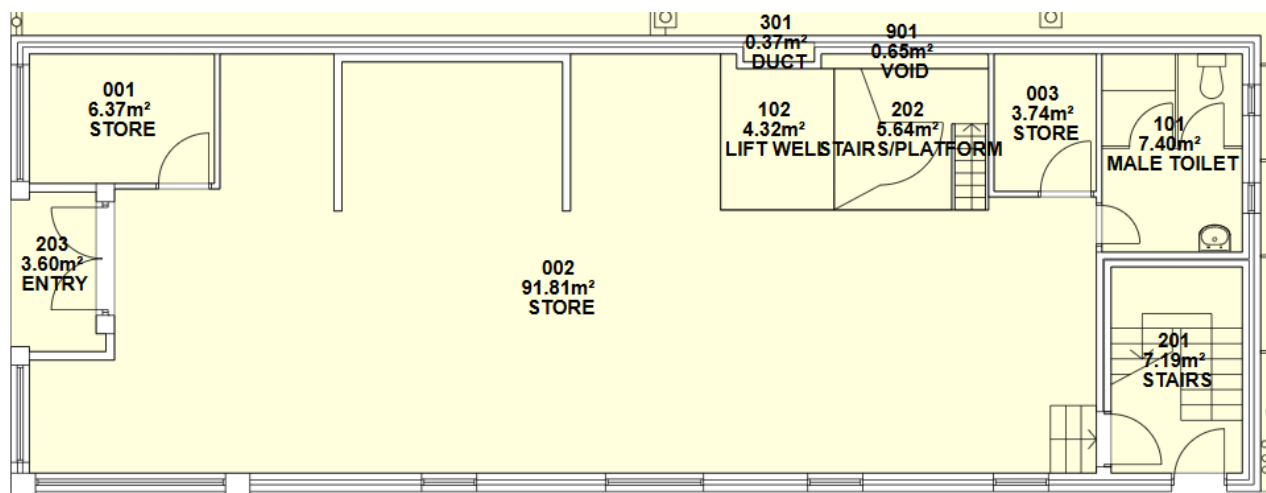
Non-emergencies: +61 3 9925 2051 (business hours) or +61 3 9925 3895 (after hours)

Contact campus security:

- [Campus security website](#)

For more information, see [First Aid - RMIT University](#)

Floor Plan



Property and Maintenance

If an issue with property or requirement for maintenance is identified, a ticket must be raised with Property Services Group.

Information regarding Maintenance and Service Requests can be found on [Submit a maintenance or service request](#).

For building-specific enquiries, contact the Facilities Manager, Craig Baker.

Email: craig.baker@rmit.edu.au

Number: +61399257406



Feedback or enquiries

For feedback or general enquiries, contact: LivingPlacesPlan@rmit.edu.au

Level 1 Access

Guests are not permitted to access Level 1. The stairs are non-compliant with RMIT safety standards and pose a safety risk.

Street Sign

Place the Living Places Exchange sign outside the door, in the undercover entrance area when a drop-in session is running. Do not place the sign on the footpath. After the session, please bring the doorstops and sign back inside.

Alcohol Policy

If your event involves alcohol, please ensure it complies with RMIT's Alcohol Policy:

<https://policies.rmit.edu.au/document/view.php?id=98>

Please reach out to LivingPlacesPlan@rmit.edu.au if you require any further assistance.