

# Key Contacts List

Office/Service	Location	Tel/Email
Chaplaincy	Park House Lodge opposite J J Thompson Lab	8797 chaplaincy@reading.ac.uk
Communications	Whiteknights House Rm 301	8408 communications@reading.ac.uk
Counselling	Carrington Building Rm 106	4216 counselling@reading.ac.uk
Disability Office	Carrington Building Rm G03	8921 disability@reading.ac.uk
E&F Maintenance Help Desk	Estates and Facilities	7000 fm-help@reading.ac.uk
Health and Safety	J J Thompson Rm 110	8888 safety@reading.ac.uk
Human Resources	Whiteknights House Rm 110	8751 hroperations@reading.ac.uk
Insurance	Whiteknights House Rm 201	8309 insurance@reading.ac.uk
Institution-Wide Language Programme	Humanities and Social Sciences Building (HumSS) Rm 204	6983 IWLP@reading.ac.uk
IT Services	Help-counter 1 <sup>st</sup> floor main Library	6262 its-help@reading.ac.uk
Library	Whiteknights	8770 library@reading.ac.uk
Medical Centre	Northcourt Avenue	0118 987 4551 bw-pct.Uscripts@nhs.net
Music	Blandford Lodge	5256 music@reading.ac.uk
Occupational Health	Contact via Human Resources	8635 occupationalhealth@reading.ac.uk
Payroll	Whiteknights House Rm 110	8751 hroperations@reading.ac.uk
Pensions	Whiteknights House Rm 110	7121 pensions@reading.ac.uk
Procurement	Miller House	8305 procurement@reading.ac.uk
Reading Film Theatre	Palmer	7151 rft@reading.ac.uk
Research & Enterprise	Whiteknights House Rm 201	8628 RES@reading.ac.uk
Room Booking	Carrington 207	6506 rooms@reading.ac.uk
Security	Whiteknights House, north entrance, ground floor.	7799 6300 (emergency only) securitycontrol@reading.ac.uk

<b>Office/Service</b>	<b>Location</b>	<b>Tel/Email</b>
Senior Common Room	Park House	5097 j.a.carter@reading.ac.uk
Sports Park	Queen's Drive entrance	8799 sport@reading.ac.uk
Staff Development	People Development, Whiteknights House Rm 102  CQSD, Whiteknights House Rm 207 (T&L only)	6113 peopledevelopment@reading.ac.uk  7097 Cqsd-tandl@reading.ac.uk
Venue Reading	Park House	5657 info@venuereading.com