

## MINUTES

### BioEscalator Operations Meeting

Thursday 4<sup>th</sup> April 2019, 12-1pm

Meeting room 1 at the BioEscalator Innovation Building

#### 1. Updates on the minutes from previous meeting

##### a. Dirty/clean areas

- i. Please use the “back” doors when carrying lab equipment, samples etc.  
i.e. not through Reception and not through the door near the pod seating on the second floor.
- ii. Signage is still being investigated

##### b. Lab manager mailing list is now set up.

##### c. Coffee machines

- i. We have ordered extra pods, as they ran out more quickly than was estimated.
- ii. We now have recycle bags for the pods. BioEscalator team will empty the coffee machines of used pods daily.
- iii. If you need to empty the machines, please ask reception for a recycling bag.

#### 2. BioEscalator Operations Meeting – NEW TIME

- a. The operations meetings are held on the first Wednesday of the month from 12pm to 1pm.
- b. Please make sure there is a representative from your company present at this meeting.

#### 3. Social Events

- a. Wine tasting evening – Tuesday 23<sup>rd</sup> April 2019, 4:30 – 7:30pm
  - i. Invites to come. Please rsvp as we really need specific numbers for this.
- b. BioEscalator Launch event
  - i. 18<sup>th</sup> June 2019, 4-6pm – perspective date. Please note in diaries.
  - ii. We would like all tenants to be present for this event.

#### 4. Electrical auditing

- a. Thank you for cooperating with the electrical testing today (04.04.2019)
- b. They will be back next Thursday to finish off.

#### 5. Fire drill

- a. We are expecting a fire drill at some point, possibly after Easter.
- b. We are unsure if we will get to know the date, or if it is supposed to be done without us knowing.
- c. If we do find out the date, we will let tenants know.



**6. New starters in Tenant companies**

- a. Please can you give the BioEscalator team at least a weeks' notice of any new starters joining your company. You can do this by emailing reception.
- b. An email will be sent around next week outlining the procedure for new starters.

**7. Other**

- a. Khwaja to put lab coats in shared labs/facilities.