

MINUTES

BioEscalator Operations Meeting
Wednesday 7th August 2019, 12:00-1:00pm
Meeting room 1/2 at the BioEscalator Innovation Building

1. Updates on the minutes from previous meeting

a. Electrical works update

- i. Khwaja has been in contact with the tenant companies who will be effected by the electrical works coming up. They will also need to shut down the ground floor corridor, the Hub, toilets, and manager's office for 30 minutes. This may also effect the meeting rooms. When Khwaja agrees the actual date with Dornan he will let all tenants know.

b. Lockers

- i. Please make sure that you are putting personal belongings in lockers.
- ii. Rachel will email office managers with the number of allocated keys that their company has yet to claim.
- iii. FM Lockers

2. New starter's/Leavers procedures

- a. New starter's/leavers procedure document has been sent to Office Manager's
- b. Quick summary:

New Starter's - BioEscalator Reception must be notified no less than 14 days before the new employee's start date with Full name, start date, end date, company email address, and if they have a current University card that will be valid from their start date.

Leavers – BioEscalator Reception must be notified no less than 5 days before the employee's last day. Leaver's University card and locker key must be returned to Reception on their last day by the Office Manager.

3. Parking

- a. If you have an unexpected issue (e.g. child care) or an emergency and you need to use one of the visitor parking spaces for the day, please always check with Reception, even if Calpendo is showing a free space. Reception opens at 9am, so requests for parking on the day will not be confirmed until after this time.

The best course of action is:

- i. Check Calpendo system to see if there is a space free
- ii. Drive into work
- iii. Go to Reception at 9am and explain the situation, and we will do our best to accommodate you.

Tenant staff should not confirm to each other, using the Calpendo system alone, that a visitor parking space is available, as this information may be false.

- b. Visitor parking spaces are for visitors only, or for unexpected/emergency situations for tenants/staff. If you have any staff working on a temporary basis that require a parking space, please talk to Claire Shingler.

The next BioEscalator Operations Meeting is **Wednesday 4th September 2019, 12:00-13:00.**

4. Breakfast – Milk

- a. The milk provided by the BioEscalator is for tea and coffee only.
- b. If you would like to bring your breakfast to work, please bring in your own milk for this.

5. Housekeeping

- a. Items are still being left in the sink and are not being washed up and put away.
- b. Please make sure you are tidying up after yourselves and your visitors.

6. Any other business

- a. Air con in Innovation lab 1 cools down at 8pm. Khwaja to look into this.
- b. Sticking doors
 - i. They are on the snag list for MACE to fix.
- c. Inventory list for freezer upstairs. Please let Bushra know what you have in there.
- d. Staff Dress Code
 - i. Please be aware of how you present yourself when at work.
- e. One person from every company must come to the Operations Meeting.

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