

MINUTES

BioEscalator Operations Meeting

Wednesday 5th December 2018, 10:00 am - 11:00 am

MS Teams – Online Meeting



Attendees present: MOA, PepGen, Theolytics

1. Updates on the minutes from previous meeting

- a. Deliveries system is working well.
AP1: Rachel to circulate updated packaging procedure document
- b. Parking
 - i. Claire to chase Dee's annual parking permit
 - ii. £20 for off-peak parking permit – 4:00pm – 7:00am & Weekends

AP2: Claire to add instructions about applying for off-peak permit to 'how to apply for parking permit' document.
- c. Both main innovation building doors still not working out of hours.
AP3: BioEscalator team to report this to Andy Darley.
- d. Khwaja said tenants should report any snagging issues to reception as soon as they arise.
AP4: Reception to send email out to tenants advising that the bike shed is not yet operational and are waiting for Andy Darley (FM Manager) to let us know when it is.
- e. Khwaja reminded tenants to sign in and out of the out of hour's book.
AP5: Khwaja to make document explaining contractor procedure.
- f. Plug sockets, soap dispenser etc. have been requested to Andy Darley. Waiting for quotes.
- g. Khwaja discussed PAT testing. PAT Testers will invoice companies directly. Should begin in the New Year. Tenants asked Khwaja to give as much notice as possible to them in regards to when the PAT testing will be taking place.
- h. Tenants agree they would like to have various communal email addresses
 - i. Please see item 11 for more information.
- i. Outgoing mail
 - i. Only option for outgoing mail is the 9:30am collection from the distribution team. We are still waiting for the source of funds codes to be created by Edwin. Rachel has emailed Edwin to ask where he is in the process.

2. Air handling

- a. Theolytics brought up that labs are too hot. Khwaja said MACE are aware of the issue, and that we have complained to them several times now. We are trying our best to get this issue resolved.
AP6: Claire and Khwaja to get in contact with MACE to get an update on the air handling issues, and then Reception will pass the information onto the tenants when we get a reply.

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- b. Tenants made aware to think about the amount of equipment to size of room ratio.

3. Contractors entering labs

- a. Contractors must have tenant's permission to enter their lab.
AP7: Khwaja to talk to contractors about this, as they have been going in without asking.
- b. Khwaja to escort contractors to labs.

4. Lab waste

- a. Bushra will move blue bin to the end of the corridor by the big room (2nd floor)
- b. Khwaja reminded tenants to make sure nothing sharp is sticking out of the bin liners, as they will not be collected.

5. Cryogen Freezer

- a. Khwaja said the freezer should arrive next week.

6. Biological lab – Lights and Wi-Fi box

- a. PepGen brought up the lighting in the Biological lab does not turn off automatically. Khwaja said this has already been reported.
- b. PepGen brought up the Wi-Fi box in the Biological Lab is on the floor. Pete Said they will be put up on the ceiling, now the appropriate parts have been delivered.
- c. Plugs in labs to be fixed by MACE. Should begin in the New Year. Extensions leads are going to be offered in place. They must be kept off the floor.

7. Safety shower

- a. Tenants are concerned about there not being a safety shower on our floors. Khwaja said that Novo Nordisk have one. Khwaja said the building was designed as a biological lab area, so chemistry should be limited.

8. External vents – 2nd floor

- a. Theolytics brought up that there are no external vents on the 2nd floor to extract bad smells.
AP8: Khwaja to discuss with tenant in further detail at a later time/date.

9. Calpendo

- AP9: Pete will look into extending the booking time scale, so we can book 12 months in advance.*
- a. Tenants need to start using Calpendo to book the Lab Facilities, Meeting rooms, Hot Desks etc. Reception or Pete can help show any tenants that are unsure on how to use Calpendo.

10. BioEscalator - group email accounts

- a. Pete to make 3 separate communal emailing accounts.
 - i. Keeping BioEscalator – Announce (for BioEscalator staff to send announcements to tenants)
 - ii. Creating:

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- a. BioEscalator – Social
(For everyone, with an opt. out option)
- b. BioEscalator – Lab (For lab staff)
- c. BioEscalator – Operations (For everyone, with an opt. out option)

Action Point	Assigned to	Progress
AP1: circulate updated packaging procedure document	Rachel Barrett	Complete
AP2: Claire to add instructions about applying for off-peak permit to 'how to apply for parking permit' document.	Claire Shingler	Complete
AP3: BioEscalator team to report this to Andy Darley.	Khwaja Islam	Complete
AP4: Reception to send email out to tenants advising that the bike shed is not yet operational and are waiting for Andy Darley (FM Manager) to let us know when it is.	Reception	Complete
AP5: Khwaja to make document explaining contractor procedure.	Khwaja Islam	Complete
AP6: Claire and Khwaja to get in contact with MACE to get an update on the air handling issues, and then Reception will pass the information onto the tenants when we get a reply.	Claire Shingler Khwaja Islam	Complete
AP7: Khwaja to talk to contractors about this, as they have been going in without asking.	Khwaja Islam	Complete
AP8: Khwaja to discuss with tenant in further detail at a later time/date.	Khwaja Islam	Complete
AP9: Pete will look into extending the booking time scale, so we can book 12 months in advance.	Peter Jones	Complete

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