

MINUTES

BioEscalator Operations Meeting

held on Wednesday 6th February 2019, 10am-11am in meeting room 1 & 2 at the BioEscalator Innovation Building

1. Updates on the minutes from previous meeting

a. Air handling

i. Temperatures all okay?

ii. Controlling the temperatures

Contractors have been round and set all the temperature points to 21 degrees. Please let the BioEscalator Team know if the room is consistently too hot or cold, so we can ask them to alter the set points. Theolytics lab is still being investigated. Lab coats have been moved to see if the uncovering of the sensor works. Windows and doors being open can also effect the room temperature.

b. Contractors entering labs without permission. Sorted?

The BioEscalator team should be told in advance by Andy Darley if there are any contractors coming to do work. Once Andy Darley tells us, then we can ask for permission from the tenants.

Contractors should announce to tenants what work they are doing when they enter the lab. Anyone wondering around who does not have permission to be there should be reported to the BioEscalator team.

c. Bike Shed

Lock should be fitted next week.

2. House keeping

a. Fridges

i. Making sure expiry dates on food that is brought in is kept an eye on.

Please keep an eye on expiry dates of food.

b. Washing up

People not washing up is still a big issue.

Make sure you are washing up after yourself and your visitors.

We are enquiring as to whether we can pay the cleaners a bit more to wash up anything left over in the mornings. Claire is speaking to Andy Darley about that.

Sending a blanket email around to tenants reminding them to wash up was deemed as not a productive idea.

c. Meeting room tidiness

Please keep the meeting rooms tidy as well i.e. clean up mugs etc. after your meeting is finished.

3. Guest Wi-Fi

a. New system

There is now a new system in place for visitor WI-FI.

There is a folder in reception with a sign in sheet for each company.

The visitor should sign in on the relevant company sheet.

The log in credentials for the WI-FI are on the top of this sheet.

This has been implemented due to issues with some guests Wi-Fi access due to locked down PCs and also so we can better manage who is using the Wi-Fi.

4. Autoclaves

- a. **Bags to be filled half way**
- b. **Glassware to be labelled with company name**
- c. **Glassware and things that need to be autoclaved should be put in a box and then on the trolley.**

Khwaja said they are getting longer trays for the autoclaves.

Items to be autoclaved should be put in a closed box on the trolley.

It was brought up that 1L glassware could be knocked over when left in the corridor.

Tall beakers must fit into a closed box or taken straight down to the services lab.

The autoclave's maximum is 1L.

MOA brought up the cooling time out on the autoclave, which means you cannot open the door for a period of time.

Please let Khwaja know if this happens.

Khwaja to look into the timing and will talk to the engineers to find a way to turn off the alarm, without having to fully shut down the autoclave.

A new policy for the autoclave has been sent to tenants who came to this meeting.

They should circulate it to their teams.

If you would like a copy, please ask reception to forward you one.

This was implemented as the autoclave was being turned on when it wasn't full.

You can bring your items at 10am and 2pm and Khwaja or Bushra will run them through the autoclave for you.

5. PAT Testing

- a. **27th Feb**

88p per appliance

Laptops, chargers etc. should be checked.

Please let Khwaja know if there are any experiments that may take place on the 27th Feb, so he and the engineer can work around that.

They will be going into the labs and offices.

6. Use of BioEscalator Parking

- a. **Booking parking spaces in advance if possible OR Call Reception to check availability**

If you need to request a parking space on the day that you are wanting to park, please call reception instead of emailing. This way we will respond straight away.

7. Any other business

Upstairs now the button has been moved, we are looking into getting another bench to add to the pod seating in the corridor to make a full set, as at the moment, one only has one bench.

In regards to the pod seating:

The pod seating is to be used for short informal meetings, they are not meant to be used as an extension of an office.

If you are not using the pod seating, please take your stuff with you, so they can be used by other tenants.

If you need extra space outside of your office, speak to reception about hiring a hot desk or hire a meeting room.

MOA brought up that there should be signage to distinguish where areas are “clean” and “dirty” Reception will make signs, and Khwaja will put them where necessary.

A lid will be put on the yellow bin to help contain items.

A question was raised as to whether we could change the access for the goods lift from a key fob to SALTO card access.

BioE team will discuss with Andy Darley.

Khwaja and Bushra to make an SOP for bins, clean areas etc.

Email and communications:

The BioEscalator team will not be using WhatsApp to communicate to the tenants.

They will use the BioEscalator announce email.

Tenants can continue to communicate together via WhatsApp.

Pete to create an email list for lab managers.

Next meeting will be Wednesday 6th March 2019, 10am-11am, in meeting rooms 1 and 2.