

MINUTES

BioEscalator Operations Meeting
Wednesday 8th January 2020, 12:00-1:00pm
Meeting room 1/2 at the BioEscalator Innovation Building

1. **Electrics**

Approval has been given from the University to do the additional works we have been waiting to do.

T-bars will be added into labs.
Extra sockets in the kitchen area.

2. **Room temperature in the Hub and meeting rooms**

BioEscalator team will work with new facilities manager, Georgina Rudolph, to try and solve the temperature issues in the building. She has previous experience of sorting out another buildings air flow system, so she is hopeful she will be able to fix it.

We will walk Georgina around to meet everyone.

Please continue to report any issues (temperature, broken items etc.) to the BioEscalator team, and we will pass them onto facilities.

3. **Building works**

Builders have taken the panelling down on the 1st floor by the kitchen. The work on the new 1st floor office should be completed by the end of this week, and snagging etc. will start next week.

The basement works are due to finish at the end of February.

There was concern raised about the lighting in the basement, as there are no windows, whether the lighting would be sufficient.

The contractors have assured us that the lighting will be adequate, but the BioEscalator team will keep an eye on this, and review the lighting once the building work is finished.

Daylight bulbs were suggested.

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4. PAT Testing

PAT testing will happen again this year.

The dates for testing are 10th & 13th February.

Anything with a plug should be tested.

BioEscalator will pay for it initially, and tenants will be charged back in their monthly invoice.

They will come to your labs and offices. No equipment will be disturbed.

Please talk to Khwaja for more details.

5. Autoclaves

An issue was raised about the 1st floor autoclave bin being taken for emptying, but not being brought back up in a timely manner. This will be rectified.

The current amount of autoclaving done by Bushra is 3 a day.

The team are trying to keep a good balance of all the jobs they need to do.

To help them, please could tenants refrain from using the autoclaves 1 hour either side of 10:00 and 14:00, as this is when Bushra uses the autoclave.

Please could tenants refrain from putting the autoclave on for 1 bottle.

If it isn't urgent, please use the bench in the autoclave room to put your items on, and wait for Bushra to autoclave at 10:00 and 14:00.

There is a small table top autoclave in innovation lab 1 that holds about 4 bottles, if a single, but urgent, bottle needs to be autoclaved.

6. Tissue Culture Lab

Housekeeping has been reported as not good in the tissue culture lab.

TC hoods are cleaned every Monday by Bushra.

Tenants should clean their hood after they have used it. Do not leave it for the next person booked to do. The practice should be:

- Check the hood is clean.
- Work.
- Clean up after yourself when finished.

A log book may be instated for the TC hoods to record when people have cleaned. This is to be looked into by the BioEscalator team.

The TC lab is replenished by Bushra every Monday.

The BioEscalator does not provide gloves to the tenants.

Tenants should replenish room if they have used the last of something.

The extra stock is kept in innovation lab 2.

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7. Any other business

a. Fire

There was an electrical fire on Friday 3rd January 2020.

We have had some feedback that the 1st floor were slow to evacuate. 3-5 minutes is too slow.

If you here the fire alarm, please stop what you are doing straight away, and leave the building.

There will be someone at the fire panel companies need to report to, to let them know their lab/office is clear.

The evacuation point is by the 'triangle' building, where the red statue is.

There are a lack of fire marshals in companies. We recommend at least 2 fire marshals per company.

Note: the fire door in the hub area by the hot desks does not open, due to the paving outside obstructing it.

b. An issue with Calpendo was brought up that tenants cannot edit/cancel their bookings.

This causes issue when tenants book rooms/equipment and finish early, they cannot reduce their time.

The BioEscalator team will look into making it possible for tenants to edit their bookings to reduce the time.

Cancellations of bookings can be made via the BioEscalator Reception.

Please also use BioEscalator Reception if a booking needs to be adjusted, until we resolve this issue.

c. Communication between tenants could to improve.

For example:

- If you are overrunning a booking for example, let the person booked after you know.
- If you have a booking in a room/lab, and you can see someone is using it, ask them politely how long they will be.

Respect each other, as you are all sharing facilities.

There is a whatsapp group that has been set up by tenants. If you would like to be added to this, all tenants that are part of the group are administrators, so anyone can add you to it.

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d. Kitchens

Now the BioEscalator has had approval we can do the work to add the extra sockets in the kitchens, we will look into adding extra microwaves/coffee machines etc.

We have no time frame yet on how long this will take.

The long, tall table in the middle of the ground floor kitchen takes up too much space (doesn't allow room for queueing for microwave, getting into fridges etc.)

We are trialling moving the table to the window; more breakfast bar style. Please give us your thoughts on how this works.

e. Water check.

On the last Friday of every month, there will be a water check done. Khwaja will send an email to remind tenants of this every month.

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