

MINUTES

BioEscalator Operations Meeting

Wednesday 3rd July 2019, 12:00-1:00pm

Meeting room 1/2 at the BioEscalator Innovation Building

1. Updates on the minutes from previous meeting

a. Dirty/clean areas

- i. The corridors have improved now the dirty and clean areas have been established.
- ii. There was a consensus that taking lab coats on and off is a bit of a pain.
- iii. BioEscalator Team ask we keep the dirty and clean area rules for now, and reassess at next month's meeting.
- iv. Khwaja would like to remind that there should be no drinking or eating in the labs.

b. New starters in Tenant companies –

- i. The BioEscalator New Starter and Leavers process document will be completed and circulated by the end of this week.

c. Tissue Culture lab

- i. General consensus that PPE in tissue culture lab has improved.

d. Other business

- i. MOA HSE – 12th September
- ii. All companies should keep up good working practices
- iii. It is likely the HSE will glance into other labs as they come in to see MOA.
- iv. They will be checking the communal lab facilities as well, so please make sure good practices are being used in these areas also.

- e. The extra pod seating bench for the 1st floor is estimated to be delivered on 10th July.

- f. The photo copier has been tested in other locations, and it has been decided that where it is currently located is the best place for it to be. We can move it into the corridor when there are large events in the hub area, but it cannot remain there on a permanent basis due to H+S.

2. Trade Exhibitors

- a. Trade exhibitions are useful to tenants
- b. Reception will email lab managers when a request comes in to see if they would be interested in that company.
- c. A possibility is to work with the green building, letting them know when we have exhibitions on, and asking them to let us know a when they are having exhibitions, both a week in advance.

3. Electrical works update

- a. 99% complete
- b. One more day of work. Khwaja to confirm when this date is.
- c. T plugs – BioEscalator cannot start work with this until the MACE electrical work is complete. Once the MACE work is complete, they can sign the electrics over to the BioEscalator. At this point we can appoint a new contractor to come and in start the work on the T plugs. Khwaja estimates August/September time.

The next BioEscalator Operations Meeting is **Wednesday 7th August 2019, 12:00-13:00.**

4. Lockers

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

5. Housekeeping

- a. We are reintroducing the BioEscalator mugs. Please make sure to wash up and put them away once finished with. This includes after your visitors.

6. Any other business

- a. Holiday season – lower staff numbers. If there is anything specific for either Khwaja or Pete, please let them know in advance. It might be a good idea to check when their planned holidays are.
- b. Extra trolley? Khwaja to make sure there is a trolley on each floor at all times.
- c. BioEscalator broadband – complaints of it dropping out. This will be passed onto Pete.

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