

## AGENDA

### BioEscalator Operations Meeting

Wednesday 6<sup>th</sup> March 2019, 10am-11am

Meeting rooms 2 & 3 at the BioEscalator Innovation Building

1. Updates on the minutes from previous meeting
  - a. House keeping
    - i. Cleaners will come in in the afternoon to refresh the kitchen areas and toilets, but they will not be washing up for us.
  - b. Pod seating
    - i. We will be getting an extra bench for the pod seating on the 1<sup>st</sup> floor. Claire has spoken to the company. We will be ordering it in conjunction with other furniture. No date as of yet.
    - ii. Using pods as an office extension
  - c. Dirty and clean area signage
    - i. In progress.
  - d. Lid on yellow bin – completed
  - e. SOP – sent round to tenants
  - f. Goods lift being changed to card access
    - i. Rachel has emailed Andy Darley and is waiting for a response.
  - g. Lab managers mailing list
    - i. [bioescalator-labmanagers@maillist.ox.ac.uk](mailto:bioescalator-labmanagers@maillist.ox.ac.uk)
    - ii. Subscribers
      - a. Matt Hayman – Theolytics
      - b. Amarjit Bhomra – PepGen
      - c. Estefani Lencer – MOA
      - d. Ash Hale – MacrophOx
      - e. Khwaja Islam and Bushra Nawaz – BioEscalator
2. Operations meeting date/time
  - a. Trying to accommodate for all tenants. Please give a list of times and dates that representative will be free to come to the meeting.
  - b. Please have a fall back representative to be there when main rep is unable to attend.

**3. New coffee machines**

- a. Nespresso free on loan.
- b. They work the same as the old machines, only they have a hot water function (button above spout on its own)
- c. The pods are in the cupboards as before. Menu stuck on inside of cupboard.
- d. One pod per cup. Different strength coffee now available.
- e. BioEscalator provides 200 pods per floor each month. Please use responsibly.
- f. Please recycle coffee pods in bins provided.

**4. Postal system**

- a. **RM Couriers**
  - i. Use RM Couriers to ship scientific items.
  - ii. Tenants can set up a free account. If interested please ask reception for an FAQ sheet on how to do this. Ask Rachel for more detail.
- b. **Royal Mail / Messenger Service**
  - i. Messenger service option is now available.
  - ii. Standard or tracked delivery available.
  - iii. Costs will be charged back at the end of the month, and will be included in the additional services charge.
- c. Map of post boxes in the area on BioEscalator wiki page.

**5. Social events**

- a. Which day and time for social events suits tenants?
- b. Who would tenants like to be invited?
- c. Any ideas for future socials?

**6. DSE assessments**

**7. Fire safety training**