

## MINUTES

### BioEscalator Operations Meeting

Wednesday 1<sup>st</sup> May 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. Khwaja said there was to be no signage, but tenants continued to request it.
- ii. The rules are:
  - a. No lab coats in specific areas (clean areas listed above)
  - b. Autoclave boxes should be closed/sealed at all times.

**b. Coffee machines**

**c. New starters in Tenant companies –**

- i. The BioEscalator New Starter Process is being worked on and will be circulated upon completion.

**d. Continued unauthorised access of labs**

- i. It was brought to the Bio Escalator's attention that the facilities team works people are still entering labs without asking.
- ii. Khwaja will talk to Andy about this.

**e. Tissue Culture lab**

- i. It was brought to the Bio Escalator's attention that tenants are not wearing PPE inside the tissue culture lab. Please make sure PPE is worn at all times, in all shared facilities and tenant labs.

**f. Other business**

- g. **MOA HSE** – MOA are having a HSE visit at some point. The BioEscalator Team have asked to be provided with dates and times for this, so we can make all other tenants aware.
- h. An extra bench for the pod seating will be ordered in the next few months. Estimated end of July.
- i. It was brought to the BioEscalator team's attention that the photo copier may not be in the most ideal place for tenants to collect their printing, especially if events are taking place in the hub area. The BioEscalator Team will look into whether the copier can be moved to a better location.

The next BioEscalator Operations Meeting is **Wednesday 5<sup>th</sup> June 2019, 12:00-13:00.**



[Add new agenda items here]

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