

# MINUTES

## BIOESCALATOR OPERATIONS MEETING

WEDNESDAY 7TH NOVEMBER 2018, 10:00 AM - 11:00 AM  
MEETING ROOM 1/2

1. **Delivery of goods, including packaging**
  - a. **Distribution centre opening hours 8:30 – 16:00**
  - b. **Delivery of large goods (equipment, furniture, white goods.)**
    - i. Please tell Khwaja about any large deliveries.
    - ii. All large deliveries must be delivered to the point of use.
    - iii. Tenants must tick the 'deliver to the point of use' option when they order large items.
    - iv. Delivery of large items to the point of use is the tenant's responsibility from beginning to end. They must keep a record of any damages incurred by the delivery driver.
    - v. If the tenant is not going to be in the building at the date/time of the expected Delivery, they can request for Khwaja to oversee the Delivery and take it to their lab.
    - vi. If a delivery arrives not on the expected delivery date/time, then the reception will ring the tenant to tell them. If there is no answer from the tenant, Khwaja will oversee the Delivery instead of turning it away.
  - c. **Current procedure:** All items are sent to the distribution centre. Hugh/Michael will sign for it and then email to let the tenant know about the Delivery. Tenant to collect.
    - i. **Proposed procedure:** 2 Delivery slots a day where Hugh/Michael deliver to the tenant. 11 am and 3 pm? This ensures the tenant will be around to collect.
    - ii. Current tenants are happy to co-sign for each other items if the tenant is not there.
    - iii. If the tenant does not want to co-sign, the parcel will return to the distribution centre, and they will try to deliver it again the next day.

AP1: Rachel to create a document for tenants to sign saying they are happy for this to happen. Then, Rachel will prepare the doc for circulation to tenants.

AP2: Rachel will email Andy to see if they can arrange a specific delivery time for standard items.

- d. **Packaging**
  - i. All packaging from large goods must be taken away by the delivery driver. If the delivery driver doesn't take it away, the tenant must contact the delivery company to come and collect the packaging on another date.
  - ii. Packaging can be kept until the engineer comes to assess the equipment and ensure it is working. Still, the tenant must contact the Delivery Company to go and collect the packaging.
  - iii. Packaging of standard deliveries must be put in the large wheelie bins in the distribution centre.

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- iv. Think about possibly having a bin/trolley in each corridor where packaging can be put and taken away by someone (Bushra?) daily. What about a blue trolley like the FM team has?

AP3: Khwaja to amend the document explaining the deliveries and packaging procedure.

### 2. Parking

- a. One parking space per lab.
- b. Permits can be shared.
- c. Visitor spaces are for engineers/visitors only. However, staff can use it in an 'emergency' situation. E.g. child care issues. Doctors/hospital apt. Etc.

AP4: Claire to send the document to tenants explaining how to apply for a parking permit.

AP5: Claire to investigate off-peak permits for tenants.

### 3. Out of Hours Access

#### a. Door access

- i. Go through the car park if the front doors are not working or call security services on 01865 272944 and they can assist.
- ii. Send an email to reception if there are any problems with the front door, so we can let Andy Darley (FM Manager) know.

AP6: Khwaja to try his card after 9 pm tonight (07.11.2018) to see if he can get in via the front door.

#### b. Sign in/out booklet

- i. Out-of-hours sign-in book on reception.
- ii. Please sign in and out of this book between 9 pm, and 5:30 am and on weekends.
- iii. This book is for health and safety purposes.

### 4. Works to be carried out in the labs

- a. Contractors must go to health and safety induction with Andy Darley when they arrive.
- b. The contractor will get a card from Andy Darley to access the front doors.
- c. Tenants must give the contractor access to labs.
- d. If the tenant cannot be there, the tenant can request a contractor card from reception.

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- e. If a tenant requests and receives a contractor card from reception, this is classed as the tenant permitting the contractor to work in their space unsupervised.
- f. Only five contractor cards are available.

AP7: Khwaja to write up a document explaining this.

### 5. New Starters to tenant companies

- a. Company induction will occur within the first two weeks of the official move-in date.
- b. New starter inductions will take place biweekly on a Tuesday. Time TBC.
- c. First New Starter Meeting will take place Tuesday 13th November. Time TBC.

AP8: Rachel to book rooms and organise for the New Starter induction meetings.

### 6. Kitchen – good housekeeping

AP9: Rachel to order draining board with drip tray for 1st-floor kitchen.

AP10: Claire to look into extra plug sockets for kitchens.

AP11: Claire and Rachel to look into getting a wall-mounted soap and towel dispenser for each kitchen.

### 7. Pat testing

- a. Up to the company to decide on when they want equipment PAT tested.
- b. PAT testing contact will invoice tenants individually.
- c. It will take place in early 2019. Tenants will be notified of dates once confirmed.

AP12: Khwaja to organise PAT testing day with his contact.

### 8. Any other Business

#### a. Shared lab facilities

- i. Email Khwaja to arrange training on shared lab facilities.
- ii. Once training is complete, reception can give access to the tenant on University cards and Calpendo.

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AP13: Khwaja and Pete to set up a 'lab users' email for tenants to talk about equipment sharing etc. Possible to have one if tenants agree.

**b. Post**

AP14: Rachel to email Hugh about changing the time post is collected. Not possible as it has to fit with the University messenger service. 9:30 is the latest for same-day dispatch.

AP15: Rachel to look into other options for the postal system if the one the University offers isn't sufficient.

Action Point	Assigned to	Progress
AP1: Rachel to create a document for tenants to sign saying they are happy for this to happen. Then, Rachel will prepare the doc for circulation to tenants.	Rachel Barrett	Complete
AP2: Rachel will email Andy to see if they can arrange a specific delivery time for standard items.	Rachel Barrett	Complete
AP3: Khwaja to amend the document explaining the deliveries and packaging procedure.	Khwaja Islam	Complete
AP4: Claire to send the document to tenants explaining how to apply for a parking permit.	Claire Shingler	Complete
AP5: Claire to investigate off-peak permits for tenants.	Claire Shingler	Complete
AP6: Khwaja to try his card after 9 pm tonight (07.11.2018) to see if he can get in via the front door.	Khwaja Islam	Complete
AP7: Khwaja to write up a document explaining this.	Khwaja Islam	Complete
AP8: Rachel to book rooms and organise for the New Starter induction meetings.	Rachel Barrett	Complete

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AP9: Rachel to order draining board with drip tray for 1st-floor kitchen.	Rachel Barrett	Complete
AP10: Claire to look into extra plug sockets for kitchens.	Claire Shingler	Complete
AP11: Claire and Rachel to look into getting a wall-mounted soap and towel dispenser for each kitchen.	Claire Shingler and Rachel Barrett	Complete
AP12: Khwaja to organise PAT testing day with his contact.	Khwaja Islam	Complete
AP13: Khwaja and Pete to set up a 'lab users' email for tenants to talk about equipment sharing etc. Possible to have one if tenants agree	Khwaja Islam and Peter Jones	Complete
AP14: Rachel to email Hugh about changing the time post is collected. Not possible as it has to fit with the University messenger service. 9:30 is the latest for same-day dispatch.	Rachel Barrett	Complete
AP15: Rachel to look into other options for the postal system if the one the University offers isn't sufficient.	Rachel Barrett	Complete