

MINUTES

BioEscalator Operations Meeting

Wednesday 6th November 2019, 12:00-1:00pm

Meeting room 1/2 at the BioEscalator Innovation Building

1. Updates from the last meeting

a. T-Bars (plugs)

We are nearly there with the electrics, we are just waiting for them to be signed over to the University.

We will have new kitchen sockets also, with the potential for an extra microwave. No official date as to when this will be.

The buildings manager is chasing this for us.

b. Outdoor area cleaning

The outdoor area gets cleaned once a week, but due to the trees etc. it gets dirty quicker than it can be cleaned.

If you have an event out there (most likely summertime), please tell the BioEscalator Team, as we can arrange with the distribution team to clean it the day before your event.

c. Wi-Fi in the green building café area

A tenant asked if our Wi-Fi could be stretched over to the green building, as they sometimes have meetings over there if all meeting rooms here are booked.

Unfortunately, there is no cabling between our building and theirs, so we cannot put our network into the building.

2. MOA HSE outcome

Thank you all for making sure good working practices are being used in our building.

Please ask Cathy from MOA if you would like a copy of the report when they get it.

General consensus was a thumbs up from the HSE officer.

He looked at (some points, not all listed):

- Environmental hazards
- Barriers to prevent escape
- The minutes from Khwaja's H+S meetings
- GM Accident reporting

The only things he pointed out were a lab coat hanging on the back of a chair and some boxes on the floor in one of the shared labs, which he said is back practice.

He suggested:

- Refresher training
- A lab weekly check list
- Log anything you have raised with facilities.

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3. fume hood room - mild breathing discomfort

Some tenants have experienced watery eyes and breathing discomfort in the smaller labs.

Julie from the university health and safety office has been to assess.

Andy is looking into the humidity of the rooms.

4. Room temperature in the Hub and meeting rooms

Some tenant's labs are very cold. The set point for all rooms is 21 degrees.

The BioEscalator Team will look into this.

The hub/meeting rooms are also cold. The temperature was notched up on Tuesday 6th November. The temperature has to be upped in increments, otherwise the system doesn't like it, and it can go from one extreme to the other.

The BioEscalator team will try to let tenants know when the temperature has been put up, but they aren't always told when it has been done, as they have to request it through a system.

5. IT Support

Pete is going to part time hours at the BioEscalator – Monday, Thursday and Friday.

We have Connor Norton from Medical Sciences IT, coming in Tuesday and Wednesday, 9:30am – 12:00pm, to help with any queries.

If you have any issues, please email it@bioescalator.ox.ac.uk

IT consultancy will carry on as normal.

6. Upcoming events

OUBT Society Event	17:30 -20:00	14 November 2019
BioEscalator Seminar Series - 'R&D Tax Relief for early-stage bioscience companies'	12:00 - 14:00	20 November 2019
Trade Exhibition - Cambridge Bioscience	10:00 - 16:00	26 November 2019
BioEscalator Social - Pizza & Beer	12:00 - 14:00	29 November 2019
Industry Seminar	12:00 - 13:30	04 December 2019
The Founder's workshop	12:00 - 16:30	06 December 2019
BioEscalator Social - Christmas	16:00 - 18:00	13 December 2019

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7. Christmas Closure

- a. BioEscalator Christmas meal – Wednesday 11th December 2019
The BioEscalator team will be out for the remainder of the day from 12pm.
- b. There is also the Medical Sciences Divisional Christmas meal on the 18th December, which the BioEscalator Team are invited to, so there may be no one after 2pm on this day either.

Closure information:

Date	Description	BioEscalator Building	Reception	Lab Services Support	IT / AV Support	Distribution Centre
23 December	Limited Services	Open	Until 2pm	Until 2pm	None	Closed
24 December to 1 January	Holiday Period	Open	Closed	None	None	Closed
From 2 January	Limited IT Service	Open	Normal	Normal		Open

Please do not arrange any courier deliveries from Monday 20th December 2019 after 4:30pm to Tuesday 1st January 2020 inclusive.

The BioEscalator is open 24/7 for tenants. If you are planning to be here over the Christmas holiday, please tell Khwaja, as he will be on call in case anything happens.

8. Housekeeping

Very happy with the improved state of the kitchens.

Please just be sure to check the food you bring in for its expiry date.
We have found some out of date food in the fridges over the last few weeks.

9. Any other business

Building works

The basement area is now being converted into 3 offices and a lab.

The store room on the first floor, as of the 11th November, is being converted into an office.

There is a partition in place so the work is contained.

The contractors should let us know of any noisy work in advance.

There will be monthly progress meetings, which the BioEscalator team will keep tenants informed on.

If you are having any important meetings, and you are worried the noise is going to affect your meeting, please let the BioEscalator know so we can look at the schedule.

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University strike

The upcoming University strike will not affect the BioEscalator running.
We will check with the distribution team and let tenants know if they plan to strike.

Cold room light

Can the cold room light please be turned off when finished.

BioEscalator socials

The socials will continue to alternate between lunch time and evening.

Evening socials will be on the last Thursday of the month.
Lunch socials will be on the last Friday of every month.

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