

MINUTES

BioEscalator Operations Meeting
Wednesday 4th September 2019, 12:00-1:00pm
Meeting room 1/2 at the BioEscalator Innovation Building

1. Updates from the last meeting

a. New starter's/Leavers procedures – Still having issues

- i. New starter's/leavers procedure document has been sent to Office Manager's
- ii. Quick summary:

New Starter's - BioEscalator Reception must be notified no less than 14 days before the new employee's start date with Full name, start date, end date, company email address, and if they have a current University card that will be valid from their start date.

Leavers – BioEscalator Reception must be notified no less than 5 days before the employee's last day. Leaver's University card and locker key must be returned to Reception on their last day by the Office Manager.

b. Housekeeping

Please let colleagues know to tidy up after themselves

Toilets – please be considerate of others when using the shared toilets.

c. Any other business

- i. Sticking doors - **completed**
- ii. One person from every company must come to the Operations Meeting.

2. Air vents work on Friday 6th September

Vents for whole building being looked at.

No schedule.

3. New date for HSE visiting MOA – 4th November

4. Moving BioEscalator Operations meeting to quarterly

Agreed to do every 2 months

5. Any other business

T-BARS – chasing facilities manager

Waiting for electric contract to be handed over

Contamination in shared facilities hoods. (TC lab)

Bushra and Khwaja to check and clean if needed on Mondays between 9 and 10am.

Outdoor area – talk to andy about cleaning

Pete – OWL for green building

Fire drill 18th – email to come

The next BioEscalator Operations Meeting is **Wednesday 6th November 2019**