

BioEscalator Shared Facilities Housekeeping Policy

V.2 Jun 2022



The Hub

The Hub area must be kept clean and tidy.

- Any kitchenware must be removed, washed up, and put away after use.
- Any food that is left over from meetings must be cleared away and disposed of appropriately.

Taking calls/watching videos

- If you are taking a call or watching a video in the Hub area, please wear headphones/earphones.

Hot desks

- Hot desks that are in use must be kept clean and tidy.
- Make sure any computers are locked when away from the desk.
- Make sure all confidential information is stored appropriately.
- Unless it has been agreed that you can use a hot desk on a permanent basis, you must take all your belongings with you once you have finished your work.

Booth seating

- Booth seating must be left clean and tidy after use.
- Any kitchenware must be removed, washed up, and put away after use.
- Booths should not be used as an extension to the office. They should be used for short, non-confidential meetings.

Health and Safety

- No scientific equipment, chemicals, samples etc. should be left in the Hub area.
- This area is classed as a clean area.

Meeting rooms and meeting pods

The meetings rooms/pods must be kept clean and tidy.

- Any kitchenware must be removed, washed up, and put away after use.
- Any food that is left over from meetings must be cleared away and disposed of appropriately.

Electronics

- Any cables, adapters etc. must be put back in the box they were taken from after use.
- Any cables that have been unwound (attached to the table, phone/internet wires etc.) must be wound back up and tidied away securely.
- Portable TV screens must be returned to their original place after use (one in meeting room 2)
- The conference phone must be returned to the cabinet by the printer after use.

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Whiteboards

- Whiteboards must be wiped clean after use.
- Whiteboards must be returned to their original place after use (in the Hub area, to the right of the booth seating)

Health and Safety

- No scientific equipment, chemicals, samples etc. should be left in the meeting rooms.
- This area is classed as a clean area.

Kitchens

The kitchen areas must be kept clean and tidy.

- Any kitchenware must be washed up and put away after use.
- Do not put food down the drain. Instead, any leftover food must be put into the bins provided.
- Any spills must be cleaned up immediately.
- Never leave open food on the counter.
- Clean up splatters in the microwave as soon as they occur.
- Clean up spills on the floor immediately to avoid slip and fall incidents.

Fridges

- Label your lunch to help identify which food belongs to who.
- Never cram or shove other people's food to make room for yours. Instead, consider reorganising the fridge until everything fits properly.
- Wipe up spills immediately.
- Remove rotting or spoiled food immediately.

Kitchen etiquette

- Avoid bringing food with strong odours that will linger.
- Never leave your items in the sink.

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Coffee machines

Coffee pods

- The BioEscalator budget covers monthly coffee pods for tenants, visitors, and BioEscalator staff, so please bear this in mind when using the coffee machines.
- Use one coffee pod per cup.
- Use a coffee pod relative to the strength that you like. This will help alleviate having to use more than one pod per cup. There is a selection of different strength pods.

Topping up cups

- Use the hot water button on the coffee machine or the boiling water tap to top up your cups.
- You do not need to use another coffee pod to do this.

Half/Full day meetings

- If you have a half-day or full-day meeting and want to provide coffee for your visitors, please use the instant coffee and coffee canisters offered instead of the pods.
- Receptionists are happy to help make tea and coffee for meetings if asked in advance and if they are available.

Shared labs

Equipment

- Equipment should not be unplugged under any circumstances without the consent of the lab manager.
- Spillages and debris from lab material should be cleaned up from lab benches and equipment (especially balances) using paper towels and laboratory disinfectant (provided in all shared labs).
- The pH meter in the chemistry room and Innovation Lab-1 should be kept in the KCl storage solution when not in use.

PPE

- Lab personnel should switch between lab coats when moving between labs, wearing lab coats and lab gloves in corridors is prohibited. The corridors are designated clean area.
- Please speak to the BioEscalator Laboratory Manager with any queries relating to PPE.

Storage

- Items placed in the walk-in cold room and communal fridges/freezers must be labelled with the respective company name. Items should be kept in clear containers with a lid to prevent contamination. Cardboard boxes are not permitted.

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Waste disposal

- Serological pipettes should be disposed of in 60L yellow burn bins or 6L Bio-Bins as opposed to clinical waste bags.
- Lab gloves and contaminated material should be disposed of in yellow clinical bags, not the general black waste bin.

Corridors

Personal belongings

- All personal belongings must be kept in a locker, the lockers' hanging area, or an office space.
- No personal belongings should be left on top of the lockers.

Booth seating

- Booth seating must be left clean and tidy after use.
- Any kitchenware must be removed, washed, and put away after use.
- Booths should not be used as an extension to the office. Instead, they are provided for short, non-confidential meetings.

Health and Safety

- No lab coats and lab gloves in the corridors as they are designated clean areas.
- No scientific equipment, chemicals, biological samples etc., should be left on the lockers in the reception area, the Hub, kitchens and meeting rooms.
- The main reception door must not be used to transport biological samples or chemicals to the ground floor labs. Instead, the entrance door next to the disabled lift must be used at the back of the ground floor.
- The micro lift (dumb waiter) must be used to transport biological samples and chemicals in a clear container with a lid when moving between floors.