Building User Group Meeting – Minutes
Wednesday 8th February 2023, 3:00pm

Present: Matthew Foulkes (MF), Emma Pemberton-Eccles (EPE), Rutvik Perepa (RP), Simeon Gill (SG), Lisa Cullen (LC), Jill Yeow (JY), Anna Al-Qenae (AA), Daniel Wilson (DW), Eduard Alejandro Martine Cesena (EAMC)

Apologies: Hannah Mullings (HM), Emily Robertson (ER)

1. **Welcome and introductions**
   a. Haroon Haladh did not attend

2. **Terms of Refence for consideration. Minute taking and action log**
   a. Reading through the ToR that members of the group can have an opinion on as well
   b. As representatives of work areas they can bring queries to the BUG which can be passed on to MECD Management Group
   c. ER will be doing the minutes and action log for this group which will be accessible on TEAMs
   d. A page on Staff Net will make the wider community aware of this group and what it does

3. **Composition of group and expectations of members**
   a. Covered in the ToR

4. **Operational update (MF) introducing Service Delivery**
   a. Description of what Service Delivery is and what the team does
      i. Assisting the day to day running of the building from fixing issues, if it isn't a technical problem, to stocking stationery cupboards
      ii. A distinction of what Service Delivery does and doesn't do would be helpful (JY)
      iii. Service Delivery are starting a system of logging estates problems to make things easier in the long run for those logging problems

5. **Updates from members**
   a. SG
      i. It would be nice to have a way to put up posters in white wall areas
      ii. You cannot see where you can access
         - RP and DW are also having access problems across the building
         - ACTION: Comms can go out to all staff in the building to let them know where they should access to and if it is not working to report it
      iii. Wants to share desk with people who need one but cannot share the key

- EPE - you cannot share the key offices due to security and confidentiality hence the key
    - iv. You do not know who is working where or who anyone is
        - A proper explanation of the Doctoral academy and sign posting of it
- b. JY
    - i. Name plates and maps would make it easier to identify who is working where
        - <mark>ACTION: There is an example map on core 1 floor 6 for people to look at and provide feedback before it is rolled out on every floor</mark>
    - ii. The light sensors in the academic offices go off too quickly
        - An hour would be better for the duration
    - iii. The temperature is all over the place across the building
    - iv. Swipe doors
        - Students sneaking in behind staff and people pulling automatic doors which will cause damage to them
    - v. Kitchens
        - Cutlery not being returned
    - vi. Knowing who is who and where
        - It would be nice to be able to personalise your own space/area as everything looks the same
- c. RP
    - i. The maker space needs to be bigger to accommodate the needs for societies
    - ii. The lights are too bright and are affecting people's working
        - Academics and other staff members are not coming onto campus dur to this noise and confidentiality
    - iii. Mice have been seen around the building
    - iv. Kitchens need more facilities
        - Bin bags
        - Blue towel
        - Wipes
        - Also, very cold
    - v. Left to right desk dividers would be useful, were promised in mock
        - Also under table lockers would be useful
- d. DW
    - i. The basement smells, the ventilation does not work plus there is a whistling noise
        - The smell and whistling are being seen to but won't be fully fixed until the move to MECD is completed
    - ii. There is no control over lockers and they aren't big enough
- e. EAMC
    - i. The light's sensors dim and brighten at the wrong times
- f. AA
    - i. You can hear everything from outside and inside offices and meeting rooms
        - Nothing can be confidential from this
        - Academics are not coming onto campus due to this
    - ii. Lots of the ventilation in the offices does not work
    - iii. The ride on cleaner leaves a residue on the floor

- It is also noisy

g. LC
  i. PS have to use a spreadsheet to come onto campus and it is difficult
  ii. When booked meeting rooms people are constantly interrupted or having to kick people out
     - Something visible to make it seen that the room is being used would be helpful
  iii. The TSLE office is used as a corridor which is affecting the workspace and safety
     - PS staff are unaware that they can use the quiet working spaces
  iv. The desks in the PS offices are tightly packed together so that there is no room to move

h. HM (sent in post meeting)
  i. Food waste
     - Food is being left around the building, kitchens, meetings rooms etc that is attracting mice
  ii. Kitchens
     - Residual noise
     - Food is being left in fridges for extended periods
     - Dishes not being done
     - Only need for one dishwasher
  iii. Water coolers are not working across the building
  iv. Whistling in labs
  v. The door to the travel hub is not accessible as it is heavy
  vi. The quiet workspaces are spread to far across the building for a team member to be too far from their desk
  vii. Could some furniture be removed to allow more light throughout the building
  viii. More whiteboards across the building would be useful
  ix. The post is in a PGR/PDRA area and is not working

6. **AOB**
   a. If you have anything you want to say before the next meeting email TEAM@manchesterac.uk