

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), Amna 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
 - 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
 - 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 due 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@manchester.ac.uk