

## Building User Group Meeting – Minutes Friday 28<sup>th</sup> April 2023, 11:00am

**Present:** Matthew Foulkes (MF), Liam O'Hanlon (LH), Simeon Gill (SG), Lisa Cullen (LC), Jill Yeow (JY), Daniel Wilson (DW), Eduard Alejandro Martine Cesena (EAMC), Emily Robertson (ER), Haroon Haladh (HH)

**Apologies:** Hannah Mullings (HM), Amna Al-Qenae (AA)

### 1. Welcome and action log update

- a. Rutvik Perepa was absent
- b. Action Log
  - i. MF now has access to the window system so can see why windows are opening
  - ii. Lighting has been dimmed
  - iii. Tailgating update - remind staff that they can and should be questioning who is in the space
  - iv. ACTION: MF and LC to meet to discuss TSLE office issues
  - v. Group agreed it would be nice to have desk dividers available but not a need
  - vi. Blinds are being seen to
  - vii. Post points are being changed

### 2. Kitchen guidance, agreement of principals suggested

- a. Review what was added to the document (on teams) by group
- b. ACTION: LO to make signs with agreed rules

### 3. Drying room guidance, agreement of principals suggested

- a. Review what was added to the document (on teams) by group
- b. ACTION: LO to make signs with agreed rules

### 4. Kitchen & Handtowels, agreement to take forward to MMG

- a. Group all agreed that hand/tea towels wouldn't work but a proper blue roll dispenser would

### 5. Round table for each member of the group to raise new issues, make comments, suggestions

- a. EAMC shared list of observation from a meeting of staff member on F5 C1

- i. Food being stolen from fridges
- ii. Disabled toilet being out of action for long periods of time
- iii. Telecoms work wasn't well communicated and took longer than expected
- iv. Office arrangements for academics on less than 0.5 FTE
- v. Large monitors in the 4 persons meeting rooms
  - MF states that more whiteboards and monitors are being added in the future
- vi. Spaces/tables aren't being used and could be used for more desks
- vii. Temperature complaints
- viii. Lunch bookings for large meeting rooms are disruptive to those near the rooms
- ix. Ground floor C1 doors to York Street not working
- b. MF reminds everyone to use the new fault reporting link
- c. JY
  - i. What is the process when academics are locked out
    - MF- contact TEAM@manchester for help or come to office 1A.045 during working hours
  - ii. Room finding is still issues
    - LO – maps are going out in cores
  - iii. Small shelves in toilets inside the cubicles would be handy when running from meeting to meeting

## 6. AOB