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**MINUTES OF THE
ARCHWAY CAMPUS USER GROUP MEETING
THURSDAY 4th MARCH 2010**

- Present:**
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| Junior Joseph (JJ) | Estates and Facilities – UCL/MU (Deputy Chair/Secretary) |
| Paula Allen (PA) | Estates and Facilities – UCL/MU (Minutes) |
| Nick Ayres (NA) | Estates and Facilities - UCL |
| Bev Chapman (BC) | Archway Healthcare Library UCL/MU |
| Espy Rodrigues (ER) | CHIME – UCL |
| Anushka Leslie (AL) | ACME – UCL |
| Cindy Li (CL) (vice Chris Brew-Graves) | Clinical Trials Group – UCL |
- Absent:**
- | | |
|--------------------------|--|
| Mary Blake (MB) | Archway Sexual Health Clinic – ASHC |
| Leila Collins | Inter-Professional Health and Social Care – MU |
| Clare Maher (CM) | Midwifery, Child Health & Primary Care – MU |
| Paul Haynes (PH) | ASANTÉ Academy Chinese Medicine |
| Sinead Mehigan | Acute and Adult Nursing – MU |
| Kathryn Lwin Brooks(KLB) | Archway Clinic of Herbal Medicine |

1. APOLOGIES

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|--------------------------|-------------------------------------|
| Mariam Al-Laith (MA-L) | Undergraduate Centre – UCL |
| Chris Brew-Graves (CB-G) | Clinical Trials Group – UCL |
| Marcia Nickle (MN) | Department of Medicine – UCL |
| Andrew Dickie (AD) | Estates and Facilities – MU (Chair) |
| Karen Ridout | Mental Health and Social Work - MU |
| Terri Charrier (TC) | Primary Care & Population Health |

2. APPROVAL OF MINUTES OF THE MEETING HELD IN MARCH 2009

- 2.1** The minutes of the previous meeting dated Thursday 5th November 2009 were noted as being received and with no amendments to note – are agreed as an accurate record.

3. MATTERS ARISING FROM LAST MEETING

- 3.1 Ref matters arising point 3.5** – BC is to notify Estates (via the logging of a maintenance and facilities services request online) if stickers have not been placed on library bins informing library staff and users what litter should and should not

be disposed of, in which bin.

Action: BC

3.2 Ref matters arising point 3.7 – JJ is to check with Barbara Agdomar that the library storage space PCPH were temporarily utilising has been vacated.

Action: JJ

3.3 Ref matters arising point 3.10 – PA with the assistance of campus security is currently actioning this task.

3.4 Ref matters arising point 4.1.3 – JJ has emailed Steven Packer re cleaning schedule at the Undergraduate Centre. He has also contacted Mariam Al-Laith on this matter.

3.5 Ref matters arising point 4.2.2 – the gardener has been asked to put protection around the Ginko trees on site.

4. CAMPUS ISSUES

4.1 BC queried if the site cleaning schedule has been posted on the internet yet? JJ replied that this task remains outstanding. However, this should be available by the end of April.

4.2 CL asked what the general schedule for cleaning on site is. She added that bins in the Clinical Trails Group area are not emptied regularly or, when emptied, not all the contents are disposed of; and that the Clerkenwell Building toilets do not look like they are cleaned daily. JJ replied that he could not remember from the top of his head.

4.3 BC reported that there have been a number of complaints about the toilet near the entrance to the Holborn Union Building. JJ informed attendees that he had recently met with a student rep on this issue. To improve the environment in this toilet area, the hot water supply has been restored, larger bins have been installed, and stickers will be placed on the double toilet paper dispensers instructing users to switch dispensers if they discover one of the toilet rolls installed in the double paper dispensers, has run out. Cleaning in this area, and of all high traffic toilet areas on site, be more rigorous than in the past: as well as being cleaned at night, these toilets will be freshen up twice a day.

4.4 JJ also noted that part of the reason that locker room/toilets near the Holborn Union Building entrance is frequently messy is that individuals continue to eat their lunch in this area. JJ will be arranging for signs to be installed, informing individuals that they are in a locker room and that eating is prohibited in that area. BC informed JJ that when group study areas are filled to capacity students wishing to engage in group work, are directed by library staff to the locker room area. JJ is to look into converting the locker room area into a group study area.

Action: JJ

4.5 JJ informed attendees that due to a number of issues with the cleaning service on site, a number of personnel changes have been implemented. One of the cleaning

managers from UCL main site has temporarily been installed to head the cleaning team on the Archway site.

4.6 AL asked how long the Holborn Union Building works will continue for and why these works are taking place? JJ replied that the campus is currently two months into a five month programme of works. These works are being conducted in order to complete the following: roof repairs, re-pointing and cleaning of brickwork, and the replacement of rainwater down pipes. In mid-April all percussive works are due to be completed, whilst the whole programme of works will be completed by the end of May.

4.7 AL reported that the men's toilets on her floor have been taken out of order by the contactors in order to access water for their works. This has resulted in there being just one female toilet plus a toilet in shower room, available for use. ACME are expecting 20 odd students this week. ER added that there will be ACME and CHIME teaching happening all through March. JJ is to arrange for alternative supply of water, for the contractor works, to be found.

Action: JJ

4.8 JJ is acutely aware that it is important that percussive works are not carried out in Holborn Union Building when exams are taking place. Although he has received examination dates through from UCL, this has not been case for MU. BC stated that the MU exam period runs form 19 April – 11 May 2010. BC will arrange for a copy of the new MU invigilating timetable of the sent to JJ.

Action: BC

4.9 AL & ER reported that recycling bins need to be installed in the following ACME teaching rooms: 415, 416, and 419.

Action: JJ

4.10 In response to AL request for an update on the Postgraduate Centre move, NA stated that the allocation of space has yet to be decided between UCL and MU and that the recent space audit untaken on site has to be filtered into this process. JJ added that the recent plans discussed in the email issued recently by David Patterson, are now on hold. The issue of what will happen to the space vacated by the Postgraduate Centre has to be looked at in the entirety, of developments occurring on site. Many changes are taking place on campus. One of which, is that the PCPH move has been placed on hold.

5. HEALTH AND SAFETY AND/OR SECURITY INCIDENTS TO BE NOTED

5.1 JJ reported that, following a near miss electrical fire incident today involving a Micromark heater, Brendan O'Dwyer will be sending an email to departments on the use of electrical fires. BO'D will ask staff to check that all Micromark manufactured heaters are fit for purpose. JJ emphasised that staff should not be using electric heaters on site. However, he asked attendees to stress to their colleagues, who find it necessary to use electric heaters, that they need to ensure that the appliance has been PAT tested, before using.

5.2 ER reported that the sockets on electrical equipment in CHIME indicate that PAT

testing on these items, are due. JJ replied that PAT testing is conducted on risk assessment basis. He explained that on the PAT testing risk scale, office equipment is considered low risk due to the frequency with which items, such as IT hardware, is replaced. Electric heaters, however, are more high risk due to the frequency of handling/moving that these appliances receive.

5.3 JJ reminded attendees that whilst Middlesex University Estates pay for all PAT testing for their areas on site, UCL departments have to bear the cost of this exercise.

5.4 JJ reported that a ceiling collapsed in one of the Clerkenwell Building rooms today. No one was hurt. The campus building contractors are currently repairing the damage.

5.3 Although the scaffolding currently erected outside the Holborn Union Building is alarmed, JJ asked that all departmental staff based in that building, ensure that their office windows are shut before they leave work for the day.

5.4 JJ reported that there was an attempted suicide, recently, on site.

5.5 JJ reported that a recent car crash on Archway Road resulted in car parts, from the ensuing crash, flying into the campus site.

6. FEEDBACK FROM THE SITE MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 26TH JANUARY 2010

6.1 NA reported that there is a constant demand for space on site. In light of this, a space audit has been completed on the utilisation of space on campus. Taking in account the space available as well as each university's current and future needs (assessed through consultation with departments on site), space which at present is not well utilised will be identified and feedback, in report form, to Colin Plank Chief Estates Surveyor, UCL, and Warren Forsyth, Director Estates and Facilities Management , Middlesex University.

6.2 BC queried if students had been consulted as part of the space audit process? JJ replied that the basement link was created specifically for student use. BC pointed out that many students complain about the smell which permeates that area, from the Social Space.

6.3 BC asked if the proposed site investment reported in the last User Group meeting is now on hold? JJ replied that investments will still be made to site estates and facilities, however, no timeline has been set as yet.

7. ANY OTHER BUSINESS

7.1 None.

8. DATE OF NEXT MEETINGS

- June 2010 – TBC.

