



Archway Campus
Estates and Facilities Office
2-10 Highgate Hill
London N19 5LW



Tel: 020 7288 5918 / Fax: 020 7288 5234

**MINUTES OF THE
ARCHWAY CAMPUS USER GROUP MEETING
THURSDAY 5TH NOVEMBER 2009**

- Present:**
- | | |
|--|---|
| Andrew Dickie (AD) | Estates and Facilities – MU (Chair) |
| Paula Allen (PA) | Estates and Facilities – UCL/MU (Minutes) |
| Nick Ayres (NA) | Estates and Facilities - UCL |
| Dave Coward (DC) | Estates and Facilities - UCL |
| Bev Chapman (BC) | Archway Healthcare Library UCL/MU |
| Hannah Hudson (HH) (vice
Mariam Al-Laith) | Undergraduate Centre – UCL |
| Junior Joseph (JJ) | Estates and Facilities – UCL/MU (Secretary) |
| Kathryn Lwin Brooks(KLB) | Archway Clinic of Herbal Medicine |
| Espy Rodrigues (ER) (vice
Marcia Jacks) | 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 |
| Terri Charrier (TC) | Primary Care & Population Health |
| Sinead Mehigan | Acute and Adult Nursing – MU |
| Karen Ridout | Mental Health and Social Work - MU |

1. APOLOGIES

- | | |
|--------------------------|------------------------------|
| Mariam Al-Laith (MA-L) | Undergraduate Centre – UCL |
| Chris Brew-Graves (CB-G) | Clinical Trials Group – UCL |
| Marcia Nickle (MN) | Department of Medicine – UCL |

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

- 2.1** The minutes of the previous meeting dated Friday 06th March 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 3.2** - a new entrance door for the library will be fitted on Sunday 8 November.
- 3.2 Ref matters arising point 3.4** – the prohibitive costs involved in installing a new lift in Clerkenwell Building means that at present, these replacement works cannot be undertaken.
- 3.3 Ref matters arising point 3.6** – this task has been completed.
- 3.4 Ref matters arising point 3.8** - this task has been completed.
- 3.5 Ref matters arising point 4.1.3** – waste removal on campus is the responsibility of two of the campus cleaning team; these individuals have been fully trained on the new waste disposal system. To aid campus users in the correct disposal of waste, Estates are currently placing stickers on bins throughout the campus which state what should and what should not be disposed of, in which bin.
- 3.6 Ref matters arising point 5.4** – the fire risk assessment, for the campus, is currently being updated. Staff who wish to access the completed fire risk assessment report should contact JJ. KLW reported that she has been asked to complete a separate fire risk assessment, for the Herbal Clinic. JJ requested that she forward papers on this to him, as responsibility for the completion of this task falls under his remit.
- Action: KLW**
- 3.7 Ref matters arising point 8.2** – PCPH will vacate the library storage space they currently occupy, at the end of November. Whilst a new space has been identified to accommodate the Catering wares currently stored in the library storage space, funds will have to be secured to refurbish the area identified, before the Catering items can be relocated.
- 3.8 Ref matters arising point 8.3** – the Furnival Building basement storage area has largely been cleared. However, large quantities of furniture still remain which need to be disposed of.
- 3.9 Ref matters arising point 8.4** – this has been completed.
- 3.10 Ref matters arising point 8.5** – no up-to-date site staff list exist. PA is to send old telephone directory to campus departments for updating.
- Action: PA**
- 3.11 Ref matters arising 8.6** – this has been completed.
- 3.12 Ref matters arising 8.7** – JJ reported that major maintenance work will now be scheduled to take place on weekends during the summer.

4. CAMPUS ISSUES

4.1 Cleaning

- 4.1.1** KLW enquired when deep cleaning is scheduled to take place. JJ informed all

present that the cleaning schedule will be placed on the Archway Campus Estates and Facilities cleaning page so that departments can check this and report back to him, if targets are not being met.

4.1.2 K LW is to show JJ stains on Herbal Clinic carpet created by cleaners dragging bins over it.

4.1.3 HH reported an ongoing problem with cleaning at the Undergraduate Centre. Whilst some areas were cleaned over the summer, a number of areas were not. The Whittington Hospital promised that they would ensure that their cleaning staff would return to clean the overlooked areas; this has yet to happen. JJ is to email Steven Packer and cc HH and MA-L, about this issue.

Action: K LW and JJ

4.2 Security

4.2.1 Following a recent theft, on site, of an iPod, camera and laptop, JJ is to send another email to staff, on security. JJ stated that all staff should be vigilant - he believes that the thief tailgated a staff member into the area from which the items were taken. Whilst the perpetrator left the site before the cleaners arrived, JJ request that CHIME staff inform him if the front door to their area is left open by the cleaners as this is a sackable offence.

4.2.2 K LW reported that an animal is stripping the bark of the Ginko trees in the grounds which is causing the affected trees, to die. These trees are an expensive commodity. NA asked that protection be erected around all Ginko trees within the herbal garden.

Action: JJ

4.3 Porter

4.3.1 No issues.

4.4 Mechanical & Electrical

4.4.1 JJ asked that staff avoid using electrical heaters, on site. Any issues with heating should be reported to Estates via the maintenance request form on the Archway Estates and Facilities webpage.

4.5 Maintenance

4.5.1 K LW requested that Estates mend the windows in her office which is letting in a cold draft and repair a window which is not closing. JJ asked K LW to complete the maintenance request form.

Action: K LW

4.6 Waste

4.6.1 JJ reported that, at present, the campus recycles 46% of its waste. Due to cost implications, this number will have to be increased significantly. The campus site

cleaning manager will be arranging for recycling bins to be placed in all class rooms.

4.7 Telephones

4.7.1 No issues.

4.8 Grounds

4.8.1 JJ reported the following tenant changes: i) the Sexual Health Clinic will be serving 6 months notice at the end of November; ii) the Postgrad Centre is withdrawing from the site in September 2010; the Postgraduate Centre will then relocate to the Whittington Education Centre, and will share that space with Middlesex University.

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

5.1 JJ reported that upcoming Holborn Union Building façade works have health and safety implications. This 20 weeks programme of works will impact on vehicle access - a number of disabled bays outside Clerkenwell Building relocated to bays currently occupied by the Archway Sexual Health. Whilst noise will be a by-product of these works, restrictions will be imposed as to the time period within which excessive/loud noise will be permissible.

6. FEEDBACK FROM THE SITE MANAGEMENT COMMITTEE MEETING HELD ON FRIDAY 23RD OCTOBER 2009

6.1 AD reported that following a review of all Middlesex University hospital sites he does foresee a bigger impetus on providing teaching at the Archway sites with a bigger investment.

7. ANY OTHER BUSINESS

7.1 JJ reported that HEFCE has signaled that they are to adopt a tough approach to carbon reduction and the need for carbon plans. In short there would be a link established between carbon reduction (reduce the amount of electricity and gas we are using) and future capital allocations.

7.2 NA explained that Dave Coward is examining the incorporation of Postgraduate institutions more centrally under UCL's Estates and Facilities department. Up until recently Postgraduate institutions were all autonomous. DC stated that this probably will not effect day-to-day operations.

8. DATE OF NEXT MEETINGS

- March 2010 – TBC.
- June 2010 – TBC.