

# University of Nottingham Medical School

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NB: Please ensure all your staff are briefed.

If you copy this document to staff please ensure you record where and who holds copies. This will allow for amendments to be uniform across the office.

Review Apr 2012

## **1. Introduction/Background**

The Medical School was built in 1977 which is situated across the A52 bypass from University Park and forms part of the Queens Medical Centre Campus.

The Estate Office of the University of Nottingham based at University Park took over direct control of the maintenance of the Nottingham University Medical School in April 2004. The building is owned by the University.

Previous to this there had been a workforce based in the building employed directly by the Queens Medical Centre NHS and contracted to the University to provide certain services, these have mainly been of an engineering and building maintenance nature. These services on a day to day basis ceased from April 2004.

The services still provided by the NHS via QMC Estates are:

- Waste Collection
- Gritting outside areas

The University still receive assistance from QMC with regard to other areas of service such as fire and other associated engineering/building defects. These will be highlighted later in the respective section of this document.

All maintenance requests should be directed through the University Estate Office by using the on-line works requests to the Helpdesk or calling 0115 95 16666 during normal working hours – 0800 to 1700. For urgent works outside these hours, emergency maintenance requests should be made by contacting the University 24 hour Security Control Room in the Trent Building on 13013.

Estate Office Helpdesk email address:

[estates.helpdesk@nottingham.ac.uk](mailto:estates.helpdesk@nottingham.ac.uk)

The procedures for the above can be found at the Estates Office web site [www.nottingham.ac.uk/estates](http://www.nottingham.ac.uk/estates), links to the work requests are on there.

At Appendix 1 is the Medical School Contact List as at the 1<sup>st</sup> April 2012

## **2. Responsibilities**

### **a. Building Attendant**

The Domestic Services Manager is the Estate Office responsible person.

The Domestic Services Operations Manager carries out the day to day Management.

The Building Attendants (BA) Lodge should be manned throughout the day except in exceptional cases.

There are four Building Attendants employed in the Medical School:

Their hours of working are:

#### Day Building Attendants:

One from 7am to 3.15pm Monday – Friday

One from 8.30am to 4.45pm Monday – Thursday.

8.30am to 4pm on a Friday.

#### Evening Building Attendants

One from 4.30pm to 8.30pm Monday to Thursday.

3.30pm to 7.30pm Friday

One from 6pm to 9pm Monday to Thursday.

5pm to 8pm on a Friday.

The Building Attendants are available by mobile phone if not in the lodge on 07795 234734/07795 234733 these numbers will be clearly displayed in the window of the lodge at all times. The phone will be passed on from shift to shift.

You can also contact the building attendants via email:

E-mail address: [BW-MedSchoolPorters@nottingham.ac.uk](mailto:BW-MedSchoolPorters@nottingham.ac.uk)

## General Duties

As well as delivering the mail throughout the Medical School and QMC Embedded Units the duties include:

- a. Ensuring a presence in the Porters Lodge throughout the day.
- b. Opening up and locking down the main entrance automatic doors and the bridge doors, Monday to Friday. Also the doors to the corridors leading off Cores 4 and 6.
- c. Reacting to any enquiries.
- d. Issuing and receiving Med School keys.
- e. Setting up of Conferences, Open days, etc.
- f. Reporting defects, showing contractors to where they are required to effect a repair/work.
- g. Monitoring the 9 security cameras on a screen and reacting to security issues.
- h. Managing the booking in of contractors, visitors etc.

## T Card System/Radio Communication System

BA manage the 'T card' system, which controls access into the service voids and other areas throughout the Medical School (Appendix 2).

All those who require access in the voids sign out a radio from the BA's Lodge. The BA's then make regular radio checks to them to ensure they are still contactable.

In the event contact is lost, security is informed to investigate why the loss in contact.

## Building Attendants' duties in the event of a fire alarm

The BA's carry a fire pager to alert them of one of the fire alarms sounding.

In the event of an alarm they will go to the nearest fire control panel to obtain the readout giving the location of the fire.

They stay in the Lodge if it safe to do so, as a focal point for emergency services and queries. They are responsible for assisting the Fire and Rescue Service with access, drawings etc.

### Under Croft – Storage Area

Access into the Undercroft is strictly controlled by the BA. Only authorised persons are allowed to draw the key. The list of authorised persons is held by the BA's and is updated by the User Departments when required.

### **b. Security**

The Head Security Officer is the responsible person.

The Security Section provide a uniformed physical response within 5 minutes to a priority incident and within 60 minutes to non-priority incidents.

The building and the car parks will be patrolled by Security staff as instructed by the Head of Security. Security also provide staff to carryout carparking enforcement.

Lockdown is the responsibility of the BA as directed by the Domestic Services Operations Manager. Functions outside of normal lockdown hours requiring open access will require the presence of a BA. This must be arranged in advance and will be costed to the organiser where appropriate.

Outside of the BA hours, Security staff will carry out external building patrols to ensure that all outer doors, ground floor windows and other accessible windows have been secured by the users where appropriate in a managed space the Centrally Timetabled rooms will be the responsibility of the BA.

The University Security Control Room in the Trent Building will be staffed 24 hours a day 7 days a week.

Security staff will at the discretion of Security Management carry out internal building patrols if deemed necessary.

Reporting of crime: Internal 13013  
External 0115 9513013

Emergency number: Internal 8888  
External 0115 9518888

General security enquiries  
(Main Security Office on west side of Hallward Library):  
Internal 13599  
External 0115 9513599

Security will provide uniform recourse for routine patrols or to search for misplaced patients, when informed by the Trust.

### **c. External Areas – Cleaning (Grounds)**

The Grounds Manager is the Estate Office responsible person.

The external area cleaning is the responsibility of the Estates Office. All complaints of cleanliness should be directed to the University Estate Office Helpdesk on 0115 95 16666, via e-mail on e-mail address [estates.helpdesk@nottingham.ac.uk](mailto:estates.helpdesk@nottingham.ac.uk).

The QMC grounds team are responsible for carrying out the task of gritting roads and paths during icy periods.

### **d. Lifts**

The Senior Engineer is the Estate Office responsible person for lifts.

The University Estate Office administers faults and statutory inspections on the lifts in the Med School via a comprehensive service contract with a lift company.

All faults should be directed to the Estate Office Helpdesk by e-mail or on 0115 95 16666, giving the specific lift number and the type of fault or symptom of the fault of known.

In the case of persons trapped in a lift, University Security should be informed on the emergency No 18888 or 13013 as well as the University Estate Office Helpdesk on 16666, identifying that persons are trapped. The BA may be able to offer first line assistance. University Security will attend the incident as soon as possible.

Six monthly statutory insurance inspections are carried out by University Insurance Inspectors.

The procedure will be:

- a) The lift engineer should be called through the University Estate Office Helpdesk 16666.
- b) If the above procedures are taking too long and the trapped person/s are becoming agitated and very concerned, the Fire Brigade should be called by the University Security 13013. A member of Security should attend to meet the Fire Brigade if available.

Note: The lift emergency phones or intercoms are directed through to the University Security Control in Trent Building.

### **e. Cleaning Staff**

There are two cleaning teams that clean the Medical School, one in the mornings and one in the evening.

The morning team starts at 6am and continues to 2pm and generally cleans A and B floor with mid day toilet checks on floors A – E. They also carry out any emergency cleaning on all floors as required.

The evening team starts at 5pm and clean floors C to E until 9pm. Until 8pm on a Friday.

The evening team are also well placed to carry out any emergency cleaning between these times if requested.

There is also cleaning carried out on Saturday and Sunday mornings in the Library, A18 (computer room) and associated toilets.

Appendix 4 details the cleaning schedules for the Medical School.

## **3. Procedures**

### **a. Contractor/DLO/Visitors Signing into the Building.**

All contractors/visitors/DLO and Estate Office staff must sign into the Medical School at the BA Lodge on A Floor by the front entrance. A signing in book will be available at all times there.

The issuing of keys will be strictly controlled through a signature book in the BA lodge on A Floor. Any breakdown in procedures should be reported to the Domestic Services General Manager in the Estate Office on 13594, or the Domestic Services Operations Manager on 13035.

### **b. Access to Ducts/Voids/Under croft and Other Service Spaces (plantrooms).**

All persons requiring to enter the building any of the above must sign into the BA Lodge and sign on the T card system (Appendix 2). Access into service ducts/voids is by permission of the Estate Office only. The current procedure for working in service voids and ducting in the University of Nottingham Medical School:

- Access obtained by drawing door key from BA Lodge.
- Personnel should carry a torch at all times.

- Personnel must sign for a 2 way radio from the BA. The BA will make radio checks every 30 minutes to ensure the persons in the void are still contactable.
- All those entering these spaces must have safety gear, bump hat or safety helmet, safety boots and where deemed necessary or requested, knee pads and back protector.
- The fire detection system in the void areas is active. The detectors are very sensitive to airborne dust. To prevent unnecessary false alarms, do not create dust in the service voids. If dust is to be created a permit to work must be applied for through the Estate Office. The detectors will need to be disabled and covered and reactive at the end of each working day.
- For hot work anywhere, the detectors in the void area of the work will need to be disabled and dust covers fitted to the detectors. Permit to work must be sought and issued by Estates Office.
- If fire alert sounds immediate
- Evacuate the service void and report to the Building Attendants Lodge identifying yourself to the responsible person. Failure to do this will initiate a search, possibly putting other people's lives at risk searching for you. You should identify your T card.
- If you accidentally set off a fire alert, you should immediately contact the Building Attendants, one person should stay on the staircase adjacent to the service duct entry point where you were working as indicated to the Building Attendant when drawing the service keys. Only stay if it is safe to do so.
- You should liaise with the Fire Brigade re location of the incident if caused by working in the void. If charges are raised by the Fire Brigade for false alarms the University may pass these costs on to the contractor.
- All personnel should be adequately trained and fit enough to perform their duties in the service voids or ducts.



On hearing the fire alarm either continuous or pulsing, you should leave via the nearest exit and make your way back to the Building Attendants lodge, after taking off your protective clothing in a safe area. You should report that you are out of the area (as above).

On completion of your work and once out of the area in either of the two above situations you should return to the building Attendants lodge and remove your T card from the system to identify you are safely out of the duct, void or under croft.

### **c. Fire Alarms Procedure and Alarm Training**

#### **Procedure**

Notwithstanding Safety Office Policy and Guidance (P5/03B; May 2003)

#### **Fire Alarm Activation**

University Security will arrive within 5 minutes of an alarm activation; Building attendants will check the fire Alarm Panel to determine where the fire alarm was set off and stay in the Lodge giving assistance where required. Monitors (University staff), will respond and make decisions for the University.

The fire alarm will automatically forward a signal to University of Nottingham, Trent Building, Security Control on 13013 and also the Hospital telephone exchange on 74 2222, either or both will respond.

University Security will be responsible until further training is provided for re-setting the alarms.

To RESET the fire alarm in the Nottingham Medical School use any Clymac fire panel except the Clymac fire panel located at A Floor main entrance. The RESET on this A Floor Clymac Fire Panel operates globally on all the Clymac fire panels on the QMC site including the hospital. Leave the RESET action on this A floor panel to the University Security

Out of hours the normal out of hours procedure will be used. University of Nottingham, Trent Building Control or the Hospital will contact the fire brigade; the security mobile should meet them at the Medical School or a guard on foot and gain access to the required area.

#### **Fire Alarm Tests**

The estates DLO carry out the weekly fire alarm tests. Clymac carry out the quarterly test as part of the Mandatory Testing. Weekly Fire Alarm test protocol, University Medical School Nottingham QMC

## **Objective**

Notwithstanding and in addition to BS5839-1:2002+A2:2008 section 6 items 44.1 & 44.2

To test the fire alarm system including links to the QMC Switchboard and the University Security Control and that correct information is displayed and received.

## **Procedure**

1. The University Security Control shall be informed prior to testing.
2. Two people (DLO) carry out the test each week (currently Wednesdays at 9.30am).
3. One person to be in the QMC Switchboard and to inform them that testing is being carried out.
4. The person carrying out the test will contact the person in the Switchboard and inform them of the location and ID of the device being tested. It would be prudent at this stage to ask what alarms, if any, are on the 'NOBO' display.
5. The person at the Switchboard shall verify the location and ID of the device tested when it goes into alarm – then 'Silence Alarms'.
6. The fire alarm panel nearest the device being tested may then be silenced ('Silence Alarms' – 'Code' – 'Return Button'). No re-set at this stage.
7. The person carrying out the test will contact the person in the switchboard for confirmation of the alarm and then inform them that a 'Sound Alarms' test will be carried out. This is to be done from the same panel and is necessary to test all sounders in the Medical School. The panel may then be silenced ('Silence Alarms' – 'Code only if it asks' – 'Return Button'). No re-set at this stage.
8. The person carrying out the test shall go to the block main panel (Medical School 'A' floor - panel 79), scroll through and check the status of the display; if there are no other alarms on the display, or the switchboard 'NOBO' display other than what's just been tested, the panel alarm may be accepted and reset; **Note - Under no circumstances shall the main 'A' floor panel be**

**reset if a second alarm activation takes place or Hospital Block alarms are on display.**

Second alarm activations in the Medical School shall be treated as a real fire alarm and Security must be notified. If there are Hospital alarms but no Medical School alarms, return to the local panel tested (but not panel 79), then accept and reset the Medical School there; this will reset all plant etc.

9. If a problem occurs that the system is unable to be reset, the University Estate Office Helpdesk and the QMC Helpdesk ext (74) 62111 must be informed; the person in the Switchboard to remain 'At Station' until the problem is cleared. Reactive faults on the Medical School Fire Alarm shall be carried out by Clymac Ltd via the University Estate Office Helpdesk.
  
10. Once all tests are complete the QMC Switchboard and University Security Control shall be informed that the system is back to normal operation.

Building users and Fire Responders should report quiet spots during tests. The results of the tests should be completed in the building fire alarm test booklet, kept in the white locking box in the foyer.

**Fire Extinguishers and Hose reels**

The inspection, testing and updating of the extinguishers and fire hoses where fitted is currently being carried out by Fire Protection Systems (FPS) via the Universities Estates Office.

**d. Fire Training & Fire Responders**

Details of Fire Training and Fire Responders can be found at Appendix 5 to this report.

**e. Critical Alarms**

Critical alarms will be monitored by University of Nottingham Security Control in Trent Building. The contractor shall report the job completed back to University of Nottingham Security before leaving the University of Nottingham Medical School using the normal call out procedures. University of Nottingham Staff attend during normal working hours.

## **f. Access to Roof and T card system**

### **Keys for Roof Access**

The keys for access to the roof shall only be issued from the Building Attendants Lodge with authority from the Estate Office. Under no circumstances shall the roof keys be issued if the Building Attendants - Staff are told that no one goes onto the roof for a particular period of time. A roof permit is required from the Universities Estates Office for access onto the roof.

### **T Card System, Void/Roof Access**

A T card system is fitted in the Porter's Lodge. This system is to provide a safe system of work for access into the voids, ducts or onto the roof. The system is a visible card index system fitted to the wall.

The contractor or person wishing to access the voids, ducts or roof shall complete the T card. While personnel are in these areas the T card will be displayed in the T card slot, in the porter's lodge.

A diagram showing the T card is at Appendix 2 showing:

1. Location of work
2. The number of personnel in the area
3. Responsible person
4. Organisation ie company
5. Which keys they have signed out
6. Mobile number of responsible on site person

In case of a fire alarm etc. or other building problem that could affect personnel in these areas the porter shall attempt to contact the personnel if it is safe to do so.

The BA shall identify to security firstly or the fire and rescue service if asked to by security. If those personnel have not returned from that space and taken the T card out of the slot.

### **IMPORTANT NOTE**

It is important that the T card is closed at the end of work to ensure the emergency procedure of asking security or the fire service to investigate and search for personnel is not put into action incorrectly.

### **g. Repairs, Building and Engineering Maintenance**

All maintenance requests should be directed through the University Estate Office Helpdesk by the on line request for non urgent work or on 16666 during normal working hours – 0800 to 1700. Outside these hours, emergency maintenance requests should be made by contacting the University 24 hour Security Control Room in the Trent Building on 13013.

Estate Office Helpdesk email address:

[estates.helpdesk@nottingham.ac.uk](mailto:estates.helpdesk@nottingham.ac.uk)

### **h. Issuing keys**

All keys and access requirements are controlled through the Building Attendants Lodge on the A Floor reception.

The Medical School Engineers Office on B floor is used as a work base for a small Estates team. It is not manned on a permanent basis.

No keys are to be issued unless the contractor, Estates team, visitor etc. can prove their identity and have a current job ticket.

Keys for certain restricted areas should only be given with strict instruction from University Senior Staff and security. If you are unsure check with University Security Control.

Keys must be signed back in each night and stored in the key safe in the Building Attendants lodge. The key safe shall be kept locked shut at all times except when issuing, receiving keys or checking keys.

All keys should be checked in place at the end of each shift and a record of the handover and all those booked out accounted for on signature.

### **i. Telephones**

Telephone faults and moving of telephone points are to be reported through to the University Telephone Services Helpdesk on tel. 13030, e-mail address is [telephone-services@nottingham.ac.uk](mailto:telephone-services@nottingham.ac.uk).

## **4. Documents**

### **a. Hazard Drawings**

Copies of the buildings hazard drawings shall be kept in the lockable white building logbook box located in the foyer. These should be made available to the fire rescue service when they attend to a fire, the BA will have a key in the Building Attendants lodge. If further keys are

required they should be requested through the University of Nottingham Estate Office Helpdesk on 16666 or through security. These should be checked on a daily basis and a record kept.

**b. Log Books**

The building logbooks will be kept in the white lockable boxes. They should hold hazard drawings as previously mentioned, temperature monitoring log sheets, fire alarm test information and other safety information that is necessary for operation of the building.

**c. Water Hygiene**

This work is undertaken by a contractor. All records & risk assessments are held within the Estates Office at University Park. The Contract is managed by the Senior Engineer, Tel No 13582.

H2O Chemicals Ltd, specialist in water hygiene and is the current water hygiene contractor, they provide a water hygiene service to the University of Nottingham. This includes tests, temperature monitoring and maintenance of plant and equipment and servicing of the water cooling towers.

Regular samples of the cooling towers are taken for legionella and the towers at the Medical School are maintained using a web based monitoring software package.

**d. Cleaning Specification**

At Appendix 4 to this document is the general cleaning specification. Days and timings for specific areas are not mentioned as they do fluctuate depending on the requirement.

**e. Undercroft Storage Booking Form**

At Appendix 3 to this document is the Undercroft Booking Form. Only items approved by Estates Management can be stored in the Undercroft.

**5. General information**

**a. University Card Access Systems**

The University Card system is administered through the Operations and Facilities Director. Faults should be directed to the Estate Office Helpdesk 16666 or University of Nottingham Security out of hours 13013. Network or other faults should be reported to the IS Helpdesk faults should be dealt with by IS as quickly as possible.

**b. Car Park Barriers**

Faults on the car park barriers in the Medical School Carpark (carpark No 1) are to be reported to the University Estates Helpdesk for action on ext. 16666. Or Security on 13013 out of hours.

**c. Building Management System & Heating**

The Estate Office monitors the Building Management System on a daily basis during working hours from the Medical School Office and University Park out of hours via security for Critical Alarms. All heating and ventilating faults should be reported to the Estates Office via the on line works request or if urgent by phone.

**d. Automatic Doors**

Faults on the automatic doors shall be reported to the University Estate Office Helpdesk 16666 or security out of hours on 13013. The building services section of the Estate Office will complete periodic servicing of these doors and maintain records.

**e. Insurance Inspections**

Plant room pressure systems are inspected as indicated in their written schemes in conjunction with the University's insurers. The University of Nottingham Estate Office is responsible through the Senior Engineer for this task.

**f. Fume Cupboards**

Faults to University Estate Office helpdesk 16666.  
Annual performance checks are carried out by the Estate Office.  
Should you have any queries on the fume cupboard speak to the responsible person – Estates Engineer on 13579.

**g. Asbestos**

The Medical School given its age will have a variety of form of asbestos in it as part of the fire proofing components. The full record of the asbestos containing material that the Estates Office is aware of is held by the Estates Office out of hours security have access to the records.

During any works the University of Nottingham procedures maybe followed especially if there is risk of exposure when unexpected asbestos is found.

**h. Service to Centrally time tabled Rooms**

Cleaned, boards cleaned, new pens etc. Repairs reported by Domestic Services Team.

**i. Records and Storage**

Transport and Logistics request through the Estates Office Help desk.

**Medical School Contact List as at the 1<sup>st</sup> April 2012**

<b>Name</b>	<b>Position</b>	<b>Number</b>	<b>Email</b>
<b>General - University and Medical School Contracts</b>			
University Medical School Porter's Lodge	Building Attendants	30049	<a href="mailto:bw.medschoolporters@nottingham.ac.uk">bw.medschoolporters@nottingham.ac.uk</a>
University Security		13013 Emergency 18888	<a href="mailto:bw-security@nottingham.ac.uk">bw-security@nottingham.ac.uk</a>
Kishan Jassi	Business Development Manager	30155	<a href="mailto:kishan.jassi@nottingham.ac.uk">kishan.jassi@nottingham.ac.uk</a>
University Estates Help Desk		16666	<a href="mailto:estates.helpdesk@nottingham.ac.uk">estates.helpdesk@nottingham.ac.uk</a>
University Safety Office		13401	<a href="mailto:bb-safety-office@nottingham.ac.uk">bb-safety-office@nottingham.ac.uk</a>
Bob Armstrong	Fire Safety Advisor	13402	<a href="mailto:bob.armstrong@nottingham.ac.uk">bob.armstrong@nottingham.ac.uk</a>
Richard Barker,	School Facilities Officer Biology	077713886 69 13223	<a href="mailto:richard.barker@nottingham.ac.uk">richard.barker@nottingham.ac.uk</a>
Telephone Faults		13030	<a href="mailto:telephone-services@nottingham.ac.uk">telephone-services@nottingham.ac.uk</a>
BMSU		0115 9709356 42941	<a href="mailto:bmsu@nottingham.ac.uk">bmsu@nottingham.ac.uk</a>
<b>Estates Contacts</b>			
Barry Chadwick	Operations and Facilities Director	13608	<a href="mailto:barry.chadwick@nottingham.ac.uk">barry.chadwick@nottingham.ac.uk</a>
Keith Baker	Domestic Services General Manager	13594	<a href="mailto:keith.j.baker@nottingham.ac.uk">keith.j.baker@nottingham.ac.uk</a>
Cliff Hogan George	Domestic Services Operations Manager	13035	<a href="mailto:Cliff.hogan-george@nottingham.ac.uk">Cliff.hogan-george@nottingham.ac.uk</a>
Peter Bancroft	Domestic Services Head Porter	13596	<a href="mailto:peter.bancroft@nottingham.ac.uk">peter.bancroft@nottingham.ac.uk</a>
Steve Gilbert	Senior Building Surveyor	13589	<a href="mailto:steve.gilbert@nottingham.ac.uk">steve.gilbert@nottingham.ac.uk</a>
Gary Stevens	Head Security Officer	13597	<a href="mailto:gary.stevens@nottingham.ac.uk">gary.stevens@nottingham.ac.uk</a>
Mark Bonsall	Senior Engineer	13582	<a href="mailto:mark.bonsall@nottingham.ac.uk">mark.bonsall@nottingham.ac.uk</a>
Desmond O'Grady	Grounds Manager	13649	<a href="mailto:desmond.Ogrady@nottingham.ac.uk">desmond.Ogrady@nottingham.ac.uk</a>
Andrew Brown	Building Surveyor	13945	<a href="mailto:Andrew.brown@nottingham.ac.uk">Andrew.brown@nottingham.ac.uk</a>



QMC Contacts			
Name	Position	Number	Email
QMC Security		(74) 63335/612 89	
QMC Estates Office Help Desk		(74) 62111	
QMC Estate Office		(74) 55170	
QMC Fire Officer		(74) 76171	

**T CARD – COMPLETED FOR PERSONS WORKING WITHIN THE VOIDS**

<p><b>LOCATION OF WORK:</b></p> <hr/>	
<p><b>NO OF PEOPLE:</b></p> <hr/>	
<p><b>RESPONSIBLE PERSON:</b></p> <hr/>	
<p><b>ORGANISATION:</b></p> <hr/>	
<p><b>CONTACT TEL NO:</b></p> <hr/>	
<p><b>KEY NO:</b></p>	

**STORAGE FORM – UNDERCOFT**

Name of Responsible Person		
Date		
Length of Time Items Being Store		
Identification		
Authorised By		
Review Date		
Authorising Estates Officer		
Remarks		

**Provision for Daily Cleaning**

**Service Level Statement**

**Medical School**

## Provision for Daily Cleaning - Service Level Statement

### Toilets/washrooms

#### **Daily**

- Cleaning of toilet bowls & seats
- Cleaning of urinals
- Cleaning of all floors
- Cleaning of washbasins and splash backs
- Checking and restocking of consumables.

#### **Weekly**

- Damp wiping of all pipe work, ledges and dispensers

#### **Monthly**

- Cleaning of all walls

### Offices

#### **Daily**

- Waste paper and recycling bins checked and emptied if required.

#### **Weekly (day arranged with personnel)**

- Desks clear of paperwork dusted & polished.

#### **Weekly**

- Carpets vacuumed or floor swept
- Sills, ledges and pipe work dusted or damp wiped
- Hard floor mopped or buffed.

### Lecture Theatres/Meeting rooms etc

#### **Daily**

- Litter cleared, bins emptied
- Desktops dusted or damp wiped
- Whiteboards cleaned
- Carpets vacuumed or floor swept

#### **Weekly**

- Hard floors mopped or buffed

### Corridors

#### **Daily**

- Carpets vacuumed
- Hard floors dry mopped or swept
- Spot cleaning or mopping if required

## **Weekly**

- Carpets bonnet mopped in heavy traffic areas
- Hard floor damp mopped and buffed
- Sills, ledges and pipe work damp wiped or dusted

## **Laboratories**

### **Daily**

- Waste paper bins emptied
- Floors dry mopped or swept
- Hand basins and splash backs cleaned
- Consumables checked and replaced.

### **Weekly (by arrangement)**

- Floors damp mopped and buffed
- Sills, ledges and pipe work damp wiped or dusted

### **Stairs (Main)**

- Daily

### **Stairs (Fire Escapes)**

- Weekly

### **Public Areas/Receptions**

- Daily

### **Entrances (Main Entrance & School of Nursing)**

- Daily

### **Routine(s)**

#### **A, B and agreed areas on F Floor**

- Generally the routines are carried out Mornings 06.00 to 09.00 – Monday to Friday, with some areas being carried out during the day.

Additionally

- Library, A18 and associated toilets cleaned Saturday morning 06.00 to 09.00.

#### **C, D and E Floor**

- Evenings 18.00 to 21.00 – Monday to Thursday, 17.00 to 20.00 Friday.

### **Fire Training**

10 training sessions every year are arranged by Mr Kishan Jassi, the Medical School Operations Manager.

The University Fire Safety Advisor delivers fire safety training, this covers the fire procedure and action on discovering a fire including a demonstration of the fire alarm sounds and the action for each sound.

This is for the students and staff working in the University of Nottingham Medical School. When staff cross over into the hospital they must make themselves aware of the alarm procedure in the hospital. The training will allow for demonstration of the alarm sounds and the action for each sound and the systems that are in place in the Medical School.

### **Fire Responders** (Fire Team Bleep Holders)

Mr Kishan Jassi, the Medical School Operations Manager is the co-ordinator for the Fire Responders. Currently the Fire Team bleep holders are:

### **Floor**

- A Bryan Morris – Biomedical Sciences  
Medical School Building Attendants
  
- B Michelle White - Faculty Office  
Marlies Doorenspleet - Faculty Office  
Bridget Gilliatt - Nursing
  
- C Tim Self - Biomedical Sciences  
Victoria Sedman – Graduate Medical Centre
  
- D Maureen Mee - Biomedical Sciences  
Deb Briggs - Biomedical Sciences
  
- E Ian Topham – Biomedical Sciences  
Karen Turner - Biomedical Sciences