**Monthly Report**

**For**

A close up of a sign

Description automatically generated

**July 2019**

**Event Notice**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **TIME** | **LOCATION** | **EVENT NO.** | **DETAILS** | **CONTACT** | **DUE BY** | **DATE COMPLETED** | **RESPONSE TIME** |
| **02/07/2019** | **14.53** | **AU02 Education Building** | **490473** | **Main library- silver edges of tables on ground and first floor., white trunking, window ledges on both floors. White trunking in the library language area with sliding doors and window ledges. Silent study area in the library- ledges and desks Group study rooms 1,2, and 3 in the library -white trunking in all of them. E/0.05B Plug sockets and skirting`s. E/2.05 White trunking. E/2.10 Chair legs** | **Patricia Bone** | **09/07/2019** | **02/07/2019** | **24hrs** |
| **03/07/2019** | **11.09** | **AO35 1-3 Museum Place/00 Floor** | **490593** | **There is no toilet paper in the downstairs female loos at 1-3 Museum Place. Please could this be replenished asap?** | **Anthony Maidment** | **10/07/2019** | **03/07/2019** | **24hrs** |
| **03/07/2019** | **11.09** | **AO24 42-45 Park Place/01 Floor** | **490613** | **1st Floor Toilet (43 PP).   No Toilet paper in dispensers in one cubicle.  “Spares” left on the windowsill** | **Anthony Maidment** | **10/07/2019** | **03/07/2019** | **24hrs** |
| **03/07/2019** | **11.09** | **AO24 42-45 Park Place/01 Floor/1.03A** | **490619** | **Replace the soap in toilet as There hasn’t been any in there for 4 days.** | **Anthony Maidment** | **10/07/2019** | **03/07/2019** | **24hrs** |
| **03/07/2019** | **11.09** | **AO24 42-45 Park Place/01 Floor** | **490612** | **1st Floor Kitchen.   No hand towels in dispenser.  “Spare” towels currently left on Microwave.  This has been an issue since Monday.** | **Anthony Maidment** | **10/07/2019** | **03/07/2019** | **24hrs** |
| **03/07/2019** | **12.01** | **AR02 Tower/11 Floor/11.11: Ladies Toilet** | **490600** | **A.S.A.P. no toilet paper** | **Anthony Maidment** | **10/07/2019** | **02/07/2019** | **24hrs** |
| **03/07/2019** | **14.53** | **AO01 69 Park Place** | **490712** | **2.01/ 2.02 Underneath the sinks, outside bases of the toilets, and grime at the top of the sink at the back by tiles and slight dust on pipework. 0.01 new toilet brush required** | **Patricia Bone** | **10/07/2019** | **03/07/2019** | **24hrs** |
| **04/07/2019** | **14.1** | **AN05 South Building/02 Floor/S/2.42** | **490817** | **CAN THE INSIDE OF THE WINDOW BE CLEANED PLEASE** | **Patricia Bone** | **11/07/2019** | **11/07/2019** | **1 week** |
| **10/07/2019** | **14.02** | **AO20 49 Park Place, Strength & Conditioning Centre** | **491791** | **please clean studio floor - prev event 491521 - email received - still having complaints that the floor is still slippery.** | **Mohamed Salih** | **17/07/2019** | **10/07/2019** | **24hrs** |
| **15/07/2019** | **12.52** | **AN01 Trevithick/00 Floor/0.02: Female Toilet** | **492570** | **Accident in the last cubicle.** | **Patricia Bone** | **15/07/2019** | **15/07/2019** | **24hrs** |
| **15/07/2019** | **12.47** | **AN01 Trevithick/02 Floor/2.09: Faculty Lecture Theatre** | **492584** | **person vomited outside room 2.09** | **Patricia Bone** | **16/07/2019** | **15/07/2019** | **24hrs** |
| **16/07/2019** | **11.04** | **AO14 56 Park Place** | **492691** | **Could we please get a blue recycling bin for our office- 56 Park Place room 55 2.05? The room has only recently started to be used so we haven’t had a bin in there previously.** | **Anthony Maidment** | **23/07/2019** | **23/07/2019** | **1 week** |
| **02/07/2019** | **14.53** | **AU03 Maths Building** | **490474** | **M/2.54 white trunking. M/0.40 and M/0.34 Please vacuum these rooms.** | **Patricia Bone** | **09/07/2019** | **02/07/2019** | **24hrs** |
| **11/07/2019** | **14.35** | **AR02 Tower** | **491975** | **Please can the following be cleaned: 12.02 skirting`s and window ledges, 11.11 Outer base of toilets and descale inside, 11.09 Trunking and window ledges, 10.16 general damp dust and outer base of toilet** | **Patricia Bone** | **18/07/2019** | **16/07/2019** | **5 Days** |
| **17/07/2019** | **10.02** | **AR09 Centre for Human Developmental Science/00 Floor/0.14: Female Toilet** | **492830** | **No toilet paper** | **Anthony Maidment** | **24/07/2019** | **17/07/2019** | **24hrs** |
| **17/07/2019** | **12.06** | **AO36 Deri House/01 Floor/1.08 Female Toilet** | **492864** | **Please clean the partition wall of the end cubicle some stains that have been there a few days.** | **Mohamed Salih** | **18/07/2019** | **17/07/2019** | **24hrs** |
| **19/07/2019** | **15.01** | **AN07 West Building Extension** | **493251** | **Please can the following be cleaned: 2.03 Underneath the sink basin requires cleaning. Toilet requires a descale and general damp dust. 3.01 Descale the toilet. Under the sin basin at the back requires a good clean. 3.04 Descale the toilet. Toilet brush holder is dusty and outside of the toilets require a clean. 1.02, 1.03 and 1.04 Toilet brushes requires replacing. and general damp dust. 0.03 New toilet brush required and underneath the sink. 0.01 Paint work requires a clean. Descale mould off shower tray if possible.** | **Patricia Bone** | **26/07/2019** | **23/07/2019** | **4 Days** |
| **23/07/2019** | **12.41** | **AU03 Maths Building/00 Floor/M/0.25** | **494039** | **office has not been cleaned for at least two weeks. can this please be looked at** | **Mohamed Salih** | **24/07/2019** | **24/07/2019** | **24hrs** |
| **24/07/2019** | **12.18** | **AO24 42-45 Park Place** | **494202** | **Please can the following be cleaned. Fire extinguisher just inside the front door is dusty. 1.19 and 1.18 Outer sides and back of toilet, under the sink, window ledge and tiles under the hand dryer all require cleaning. 1.09A Under the sinks require cleaning. Outer sides and back of toilets require cleaning. 1.03 and 1.04 Under the sink, outer side and back of toilet, and tiles under the hand dryer. Light switch and fire extinguisher by room 1.19** | **Patricia Bone** | **31/07/2019** | **26/07/2019** | **2 days** |
| **29/07/2019** | **15.43** | **AU03 Maths Building/01 Floor/M/1.26** | **495028** | **It has been reported to me that the bin in room 1.26 of the maths school is not being emptied properly. This has led to the bin becoming quite dirty and it is now attracting flies.** | **Patricia Bone** | **30/07/2019** | **30/07/2019** | **1 day** |
| **30/07/2019** | **15.12** | **AO37 GP Surgery 37 Park Place/00 Floor/0.10 Ladies Toilet** | **495154** | **Toilets haven’t been cleaned on the weekend came in on Monday and mess in toilet** | **Patricia Bone** | **06/08/2019** | **31/07/2019** | **24hrs** |

**Accidents/Incidents**

No accidents or incidents

**Training Completed**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Site Safety File** | **Contract Manager** | **Carried out by** | **Training Venue** | **Month** | **Date** |
| **Faduma Janna** | Site Safety File | Gareth Williams | Gareth Williams | 2 Cardiff Uni | July | 11/07/2019 |

**Audit Summary – July 2019**

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|  | **Auditor** | **Date** | Total Score | Possible Score | Percentage |
| Glamorgan | Gareth Williams | 26/07/2019 | 54 | 54 | 100% |
| Bio Science | Mike White | 31/07/2019 | 21 | 27 | 77.8% |