**Monthly Report**

**For**

A close up of a sign

Description automatically generated

**December 2018**

**Helpdesk Report**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NO.** | **DATE** | **TIME** | **LOCATION** | **NAME** | **POSITION** | **DETAILS** | **PASSED TO** | **ACTION/ COMMENTS** | **DATE COMPLETED** |
| 1 | 03/12/2018 | 15.12 | Bute, Glamorgan, Law | Petra Kopf | Quality Control Officer | FYI: Supacleen due to carry out window cleaning at the above buildings from 6th of December. The relevant contacts have been informed. | Gareth Williams/ Nick Thomas |  |  |
| 2 | 05/12/2018 | 15.3 | Bute/0.43 | Petra Kopf | Quality Control Officer | Please see email from Becky below. Give me a ring to discuss further, if required.  Thanks and regards, | Gareth Williams | It was me who spoke to mark this morning after we had cleaned 0.43..the problem being the large volumes of work on the floor.. I asked Mark if he could ask the students if they could sort the things they wanted to keep and throw the things they had finished with, as we didn't want to discard any form of materials,drawings etc off the floor out..  There was a lot of work on the floors and as I was the one who was doing the job this morning I thought that maybe the students sorting this matter would allow us to make up more space for them and hence cleaner 0.43...  Mark was only to pleased to help,and all parties were happy to work together.. Thanks for your email |  |
| 3 | 05/12/2018 | 9.14 | Bute 24hr Entrance | Gareth Williams | Site Manager | These boards were originally inside Bute 24hr entrance.. They are now outside Glam 24hr entrance and have been since Monday..  Can we possibly have them removed or do I hotline this matter.. | Petra Kopf | I will pass on the info to Estates FM. | NA |
| 4 | 20/12/2018 | 12.07 | Law - Tower | Anthony Maidment | Assistant Cleaning Compliance Officer | With effect from January 2nd please can you advise your team to place all recycling matter from Law into the bin provided between Law and Tower (CU MR102) . This bin has currently been scheduled to be collected once a week on a Thursday . Also any recycling from Tower will have to be placed into the bins placed in the bio decking bin store (CU MR 107/108/109 ) These are due to be collected Monday , Wednesday , Friday . If I can be of any further assistance please feel free to contact me . | Nick Thomas |  |  |
| 5 | 21/12/2018 | 9.58 | Redwood | Gareth Williams | Site Manager | F.Y.I have just spoken to the cleaner involved in the above and she has told me she has visited her GP and no action was taken.. | Petra Kopf |  | NA |
| 6 | 21/12/2018 | 7.45 | Redwood | Gareth Williams | Site Manager | Please see attached photos concerning the accident this morning in the Redwood building. | Petra Kopf |  | NA |

**Event Notices**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NO.** | **DATE** | **TIME** | **LOCATION** | **EVENT NO.** | **DETAILS** | **CONTACT** | **DUE BY** | **DATE COMPLETED** | **RESPONSE TIME** |
| 1 | 06/12/2018 | 14.49 | AB02 Glamorgan | 454417 | Please can the following be cleaned: 1.56 High dust cobwebs. Urinal pipes require cleaning. 1.25(A) U bend in toilet requires cleaning. 1.26 Complete clean of washroom, sinks,toilets and floors. | Patricia Bone | 13/12/2018 | 07/12/2018 | 24hrs |
| 2 | 17/12/2018 | 14.31 | AB01 Bute/01 Floor/1.38 Office | 456391 | Can we please report a missed bin in Bute/1.38 | Patricia Bone | 18/12/2018 | 18/12/2018 | 24hrs |

**Accidents/Incidents**

1 to report.

Frias Hassan Ali – 21/12/2018 – Accident Investigation Form attached.



**Training Completed**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Site Safety File** | **Contract Manager** | **Carried out by** | **Training Venue** | **Month** | **Date** |
| Abu Sambu | Site Safety File | Denna Exon | Denna Exon | Cardiff Uni | October | 02/10/2018 |
| Ali Abdiqaadir | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 04/10/2018 |
| Ali Asua Soleimali | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 04/10/2018 |
| Ammina Gelle | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 02/10/2018 |
| Ammina Mirrah | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 04/10/2018 |
| Aswaan Ismail | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 04/10/2018 |
| Ayan Ali | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 02/10/2018 |
| David Proctor | Site Safety File | Neil Thomas | Neil Thomas | Cardiff Uni | October | 16/10/2018 |
| Fadumo Naar | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 04/10/2018 |
| Farhan Aimen | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 04/10/2018 |
| Firdas Ali | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 04/10/2018 |
| Gareth Williams | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 02/10/2018 |
| Halimo Mohammed | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 02/10/2018 |
| Hayad Ahmed | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 02/10/2018 |
| Hirs Farah | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 03/10/2018 |
| Hodan Ahmed | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 04/10/2018 |
| I Ibrahim | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 04/10/2018 |
| Kamal Kamryddin | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 04/10/2018 |
| Kimsi Shiraf | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 04/10/2018 |
| Ludvik Conka | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 02/10/2018 |
| Mariam Asab | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 04/10/2018 |
| Martin Jones | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 02/10/2018 |
| Mirza Shahbaz Baig | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 02/10/2018 |
| Mirza Shahbaz Baig | Site Safety File | Denna Exon | Denna Exon | Cardiff Uni | October | 02/10/2018 |
| Muna Ahmed | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 02/10/2018 |
| Owain Williams | Site Safety File | Neal Thomas | Neal Thomas | Cardiff Uni | October | 03/10/2018 |
| Qatar Nuur | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 04/10/2018 |
| Rahma Hayd | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 02/10/2018 |
| Samira Mohamed | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 03/10/2018 |
| Sarah Muse | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 04/10/2018 |
| Sheree Walker | Site Safety File | Denna Exon | Denna Exon | Cardiff Uni | October | 02/10/2018 |
| Shukri Farah | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 03/10/2018 |
| Sirau Yousef | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 04/10/2018 |
| Sunur Rabi | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 04/10/2018 |
| Syafio Zoucopcy | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 04/10/2018 |
| Weris Shire | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 02/10/2018 |
| Zaynab Jama | Site Safety File | Alison Chappel | Denna Exon | Cardiff Uni | October | 03/10/2018 |

**Audit Summary – December 2018**

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| --- | --- | --- | --- | --- | --- |
| **Site** | **Auditor** | **Date** | Total Score | Possible Score | Percentage |
| Law | Alison Chappel | 14/12/2018 | 33 | 33 | 100% |
| Life Science | Alison Chappel | 07/12/2018 | 48 | 48 | 100% |
| Glamorgan | Alison Chappel | 07/12/2018 | 54 | 54 | 100% |
| Bute Town | Alison Chappel | 13/12/2018 | 38 | 39 | 97% |