**Monthly Report**

**For**



**April 2019**

**Event Notices**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **TIME** | **LOCATION**  | **EVENT NO.** | **DETAILS**  | **CONTACT**  | **DUE BY**  | **DATE COMPLETED** | **RESPONSE TIME**  |
| 03/04/2019 | 14.56 | AS01 Redwood | 474963 | Please can the following be cleaned: **0.18** scales around the sink taps **1.47** Underneath the sinks **0.21** Underneath the seating areas requires a thorough vacuum Coffee shop area-table legs dusty | Patricia Bone  | 10/04/2019 | Passed to Gareth while Nick is away on leave. 05/04/2019 | 2 days  |
| 09/04/2019 | 8.04 | Law Audit  | 474907 | Law Audit worksheet-attached to email  | Patricia Bone  |   | 10/04/2019 | 24hrs  |
| 10/04/2019 | 14.07 | AQ04 33-37 Corbett Rd | 474958  | Please damp dust all skirting's/ledges/sills/ edges of stairs throughout2.09 under sink and damp dust pipe workplease remove cobwebs throughout ( reachable ones) Polish front white desk Shower in room 37 to be deep cleaned | Ceri Wyn Jones  | 10/04/2019 | 10/04/2019 | 24hrs  |
| 10/04/2019 | 14.38 |  AB01 Bute | 476238 | Please can the following be cleaned: **0.15(A)** White trunking and chair legs **1.07** White trunking **Library area-** white trunking and silver table edges **1.62** Underneath the wash basin and outer base of toilets.  | Patricia Bone  | 17/04/2019 | 11/04/2019 | 24hrs  |
| 10/04/2019 | 11.23 | AB01 Bute/02 Floor/2.62 | 476176 | Request for room to be hovered, it’s not been done for a few weeks the carpet seems a little crummy | Anthony Maidment | 17/04/2019 | 11/04/2019 | 24hrs  |
| 11/04/2019 | 12.37 | AB01 Bute/01 Floor/1.26 : Seminar Room | 476313 | The occupants of Bute/1.26b (some of our research staff) would like to place a formal complaint regarding their office door being left open 2 days in a row but the cleaners.  Can they please ensure that the doors are all locked in future? | Anthony Maidment | 18/04/2019 | 12/04/2019 | 24hrs  |
| 16/04/2019 | 14.08 | AQ03 Music Building | 477124 | Please clean the following: Please damp dust all skirting in corridors throughout the building Please polish all glass within internal doors throughout Please sweep and mop back stairwell from top to bottom and dust sills and skirting. 0.24- damp dust white trunking and desks1.22 clean sink, drainer and tiles1.24 clean around taps/plug and behind toilet Please polish all mirrors in all small practice rooms throughout the building | Ceri Jones  | 23/04/2019 | 18/04/2019 | 2 days  |
| 30/04/2019 | 12.31 | AS01 Redwood | 479046 | Please can the following be cleaned: 0.02 Floor under the sani bin and toilet brush holder requires cleaning. White ledges behind the toilet. 0.03 Fixtures and fittings dusty and floor under sani bin 0.05 Toilet brush dirty. and floor edges. 0.18 Pipes under the urinals dusty and door handle 1.01(A,B,2) white trunking and white ledge on partitioning window  | Patricia Bone  | 07/05/2019 | 02/05/2019 | 2 days  |

**Helpdesk Logs**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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**Accidents/Incidents**

No accidents/ incidents

**Training Completed**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name**  | **Site Safety File**  | **Contract Manager**  | **Carried out by**  | **Training Venue**  | **Month**  | **Date**  |
| **Abukor Isman**  | Site Safety File  | Gareth Williams  | Gareth Williams  | Cardiff Uni Cover  | April  | 09/04/2019 |
| **Sado Hassan**  | Site Safety File  | Gareth Williams  | Gareth Williams  | 2 Cardiff Uni  | April  | 10/04/2019 |
| **Abdullh Ali**  | Site Safety File  | Dawn Marshall  | Denna Exon  | Cardiff Uni Park Place  | April  | 08/04/2019 |
| **Adam Davies**  | Site Safety File  | Dawn Marshall  | Denna Exon  | Site 3 (bio) Cardiff Uni  | April  | 08/04/2019 |
| **Ali Abdelomouneu Omar**  | Site Safety File  | Dawn Marshall  | Denna Exon  | Cardiff Uni Park Place  | April  | 08/04/2019 |
| **Hyssian Mugir**  | Site Safety File  | Dawn Marshall  | Denna Exon  | Cardiff Uni Park Place  | April  | 08/04/2019 |
| **Khaled Mohammed**  | Site Safety File  | Dawn Marshall  | Denna Exon  | Cardiff Uni Park Place  | April  | 08/04/2019 |
| **Leigh Davies**  | Site Safety File  | Dawn Marshall  | Denna Exon  | Cardiff Uni Site 3 Bio  | April  | 08/04/2019 |
| **Michael Kahsay**  | Site Safety File  | Dawn Marshall  | Denna Exon  | Site 3 (bio) Cardiff Uni  | April  | 08/04/2019 |
| **Stephen Page**  | Site Safety File  | Dawn Marshall  | Denna Exon  | Cardiff Uni - Park Place  | April  | 08/04/2019 |
| **Valerie Evans**  | Site Safety File  | Dawn Marshall  | Denna Exon  | Site 3 (bio) Cardiff Uni  | April  | 08/04/2019 |

**Audit Summary – April 2019**

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| **Site** | **Auditor**  | **Date** | Total Score | Possible Score | Percentage |
| Friary House | Gareth Williams | 04/05/2019 | 9 | 9 | 100% |
| Glamorgan   | Gareth Williams  | 15/04/2019 | 54 | 54 | 100% |
| Tower  | Gareth Williams  | 09/04/2019 | 39 | 39 | 100% |
| Law 3rd Floor  | Gareth Williams  | 23/04/2019 | 37 | 39 | 95% |
| Life Science  | Gareth Williams  | 11/04/2019 | 39 | 39 | 100% |