**Monthly Report**

**For**

A close up of a sign

Description automatically generated

**June 2019**

**Event Notice**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **TIME** | **LOCATION** | **EVENT NO.** | **DETAILS** | **CONTACT** | **DUE BY** | **DATE COMPLETED** | **RESPONSE TIME** |
| 04/06/2019 | 15.05 | AN06 Central Building | 485763 | **C2.05** window ledges dusty and cobwebs above. Chair legs require cleaning and dark grey table ledges require dusting. **C2.08** Door push handle dirty. White trunking, tables and chair legs dusty. **South Building-** **S2.09** Outer base of toilets require cleaning. Cobwebs above toilets **S/2.28A** Outer base of toilets require cleaning. S2.09 Outer base of toilets require cleaning. Cobwebs above toilets **S/2.28A** Outer base of toilets require cleaning. **East Building- E2.12A** Grey trunking dusty and chair legs. **E2.11** Bookcase dusty and window ledges. | Patricia Bone | 11/06/2019 | 05/06/2019 | 24hrs |
| 05/06/2019 | 12.03 | AU03 Maths Building/02 Floor/M/2.02 | 485868 | Deep clean the urinals and tiles to remove build up of grime. Clean all pipework and around the bases of the taps to remove dust / grime. | Anthony Maidment | 12/06/2019 | 07/06/2019 | 2 days |
| 07/06/2019 | 11.22 | AN07 West Building Extension | 486115 | Please can the following be cleaned:  **1.02** Under the sink basin requires cleaning. Toilet brush requires cleaning. **1.04** Under the sink basin requires cleaning, sink plug hole and toilet brush. **1.03** Under the sink basin requires cleaning and general damp dust | Patricia Bone | 14/06/2019 | 10/06/2019 | 3 Days |
| 10/06/2019 | 14.2 | AR01 Law Building | 486771 | 3rd floor landing floor requires a sweep. **3.29** white trunking. **3.43C** outer base of toilets requires cleaning. **2.28B** Outer base of toilet requires cleaning and descale inside the pan. | Patricia Bone | 17/06/2019 | 11/06/2019 | 24hrs |
| 11/06/2019 | 5.01 | AQ03 Music Building/00 Floor | 486809 | ASAP. Lecture Theatre. Internal down pipe has caused leak. | Anthony Maidment | 17/06/2019 | 11/06/2019 | 24hrs |
| 14/06/2019 | 15.06 | AO36 Deri House | 487370 | Please can the following be cleaned: **4.07** sink basin underneath, **4.08** Pipes underneath the sink and fire extinguisher outside the door. **3.07** Outer side of toilet. Tiles under the hand dryer. **3.06** sink basin underneath and outside of toilet. **2.07** Pipe work underneath the sink and along by the toilet. **2.06** Back of the toilet and underneath the sink. **2.11, 2.13 , 2.14, 2.15** white trunking in all rooms. **2.12, 2.16, 2.17** white trunking and window ledges. **1.08** outside of toilet pan. Fire extinguishers outside room **1.08** and ground floor | Patricia Bone | 21/06/2019 | 14/06/2019 | 24hrs |
| 18/06/2019 | 14.29 | AR04 Sir Martin Evans | 487972 | W0.27 (E-Leaf) silver edges of the desks and the white trunking between the computers all require damp dusting. | Patricia Bone | 19/06/2019 | 18/06/2019 | 24hrs |
| 14/06/2019 | 14.4 | AN01 Trevithick | 487368 | Please can you clean the following**. 1.06** chair legs and table legs. **2.09** carpets at the back of the seats require vacuuming | Patricia Bone | 21/06/2019 | 18/06/2019 | 4 Days |
| 19/06/2019 | 14.18 | AU03 Maths Building | 488113 | Please can the following be cleaned : Fire extinguishers outside rooms **M/2.09, M/1.04. M/2.54** white trunking. **M/1.01** Underneath the sink basin requires cleaning. **M/1.02** White trunking and middle part of the tables. | Patricia Bone | 26/06/2019 | 19/06/2019 | 24hrs |
| 21/06/2019 | 15.28 | AK01 Main Building | 488421 | 1**.75A** Under the sinks(please see photo`s **1.26A** Underneath the sink basin. **0.33** descale toilets. **0.03** window ledges dusty | Patricia Bone | 28/06/2019 | 23/06/2019 | 2 Days |
| 21/06/2019 | 15.33 | AB01 Bute | 488422 | **2.51** Underneath the sink basins, Descale toilets and tiles under the hand dryer. **1.65** Underneath the sink basins. **Main library**- silver edges on all tables, white trunking behind the computers skirting`s under the spiral stair cases by room. **1.02a** and the one just through the door way next to 1.02C | Patricia Bone | 28/06/2019 | 24/06/2019 | 3 Days |
| 25/06/2019 | 14.23 | AB02 Glamorgan | 489231 | 1st floor fire extinguishers require cleaning. **S/0.64** shower requires a clean and the tiles. **S/0.71** Descale the toilet. | Patricia Bone | 02/07/2019 | 26/06/2019 | 24hrs |
| 25/06/2019 | 14.29 | AS01 Redwood | 489232 | **2.23** floor requires sweeping. **2.33** was amber now office- floor, bins and trunking require cleaning**.2.12** Descale toilet and pipes by the sink require damp dust. | Patricia Bone | 02/07/2019 | 26/06/2019 | 24hrs |
| 25/06/2019 | 14.44 | AQ03 Music Building | 489236 | **0.27** toilets at the back of the seats and mirrors. **0.25** renew toilet brush. Fire extinguishers on ground floor in room by 0.25. **1.26** Underneath the sink at the back and descale the toilet. **1.25** sides and back of toilets. Fire extinguisher by 0.17. **0.24** silver edges on the desks. | Patricia Bone | 02/07/2019 | 26/06/2019 | 24hrs |
| 27/06/2019 | 12.31 | AU03 Maths Building/01 Floor/M/1.16 | 489476 | Please can I request that room M/1.16 in the Maths building is vacuumed and mopped at the next opportunity? | Anthony Maidment | 04/07/02019 | 28/06/2019 | 24hrs |

**Accidents/Incidents**

No accidents or 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 2 | June | 05/06/2019 |

**Audit Summary – June 2019**

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|  | **Auditor** | **Date** | Total Score | Possible Score | Percentage |
| Park Place Room 64 | Mike White | 05/06/2019 | 28 | 30 | 93.33% |
| Park Place Room 65-68 | Mike White | 05/06/2019 | 30 | 30 | 100% |
| Park Place 55-60 | Mike White | 05/06/2019 | 29 | 30 | 96.7% |
| Gym | Mike White | 05/06/2019 | 30 | 30 | 100% |
| 1-3 Museum Place | Mike White | 05/06/2019 | 25 | 30 | 83.33% |
| Maths and Ed | Mike White | 05/06/2019 | 26 | 30 | 86.67% |
| Creche | Mike White | 05/06/2019 | 30 | 30 | 100% |