**Monthly Report**

**For**



**September 2019**

**Event Notices**

|  |  |  |  |  |  |  |  |  |  |
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| **DATE** | **TIME** | **LOCATION**  | **EVENT NO.** | **DETAILS**  | **CONTACT**  | **SITE MANAGER** | **DUE BY**  | **DATE COMPLETED** | **RESPONSE**  |
| 03/09/2019 | 15.13 | AO36 Deri House | 500818 | Details:Please can the following be cleaned:4.07 underneath the sink basin4.08 sing plughole, hand rails and pipes4.03(4-5) All window ledges throughout the office and reachable cabinets. Fridges door(outer) and wall by the bin in the kitchenette area.2.10 window ledges and white trunking2.12 window ledges2.14 window ledges and top of reachable cupboard2.15 trunking2.17 cobwebs on window seal, white trunking and top of reachable cupboards2.04 window ledges and white trunking1.03, 1.11, 1.12 window ledgesmain corridor seating area 1st floor - window ledges, white trunking and skirting`s. | Patricia Bone  | Dawn Marshall  | 10/09/2019 | 05/09/2019 | within 48hrs |
| 06/09/2019 | 15.21 | AR01 Law Building/01 Floor/1.27E : Feamle Staff Toilet | 501321 | Havent had loo roll for a couple of day, please could this be topped up. | Anthony Maidment | Gareth Williams  | 13/09/2019 | 06/09/2019 | within 24hrs |
| 06/09/2019 | 14.09 | AO24 42-45 Park Place/01 Floor | 501289 | The following rooms are not getting their bins emptied or getting hovered 1.08, 1.010, 1.10A, 1.11, 1.12, 1.13, 1.14, 1.15, 1.17 | Anthony Maidment | Dawn Marshall  | 13/09/2019 | 09/09/2019 | within 72hrs |
| 09/09/2019 | 12.44 | AO19 50 Park Place/01 Floor | 501815 | 1.02, 1.01 and random counselling rooms. I have noticed that the carpets in the admin office, kitchen and several counselling rooms on the 1st floor have not been hoovered for a while. | Patricia Bone  | Dawn Marshall  | 16/09/2019 | 09/09/2019 | within 24hrs |
| 10/09/2019 | 10.23 | AR09 Centre for Human Developmental Science/-1 Floor (Basement)/-1.14 : MRI Equipment | 501938 | ASAP. -1.14a. Someone has been sick on the floor need someone to go and clean it up asap | Petra Kopf  | Dawn Marshall  | 11/09/2019 | 10/09/2019 | within 24hrs |
| 10/09/2019 | 12.47 | AO19 50 Park Place/02 Floor/50/2.02 | 501940 | On going issue with Student Support Centre not being hoovered regularly, a recent report from our Director’s office which has not been hoovered in some time. We regularly host external visitors and it does not look acceptable if the floor has not been hovered. | Patricia Bone  | Dawn Marshall  | 17/09/2019 | 09/09/2019 | within 24hrs |
| 10/09/2019 | 12.47 | AO31 6 Museum Place/02 Floor/2.04 Toilet | 501971 | please can the soap be filled up in toilet. | Patricia Bone  | Dawn Marshall  | 17/09/2019 | 13/09/2019 | within 72hrs |
| 10/09/2019 | 15.39 | A024 42-45 Park Place/01 Floor / 1.18 | 502042 | please can someone replenish the loo roll in toilet - please can this be looked in to as running out very quickly. | Patricia Bone  | Dawn Marshall  | 18/09/2019 | 11/09/2019 | within 24hrs |
| 11/09/2019 | 9.3 | AK01 Main Building/00 Floor/0.19 : Wet Room/Aquatic Tox | 502091 | When I arrived at 7 this morning I discovered that the entrance to the MDI rotunda had been propped open, see photo. No one was around. I quickly wizzed around and it looks like all of the computers are still present so it is likely no one has been in since the door was propped open, which I assume happened yesterday evening. I suspect we got lucky And were not robbed but worth letting people that work over there know so they can check their personal belogings. | Patricia Bone  | Dawn Marshall  | 18/09/2019 | 12/09/2019 | within 24hrs |
| 11/09/2019 | 14.06 | A024 42-45 Park Place/01 Floor / 1.03a | 502137 | please replenish soap in soap dispenser | Patricia Bone  | Dawn Marshall  | 18/09/2019 | 11/09/2019 | within 24hrs |
| 11/09/2019 | 12.53 | A024 42-45 Park Place/01 Floor / 1.19 | 502131 | please can someone replenish the loo roll in toilet - please can this be looked in to as running out very quickly. | Patricia Bone  | Dawn Marshall  | 18/09/2019 | 11/09/2019 | within 24hrs |
| 11/09/2019 | 12.43 | AR02 Tower/-1 Floor Basement/ 1.24 Experiment Room  | 502135 | following repair - please arrange cleaners to attend to clean up excess water | Patricia Bone  | Gareth Williams  | 18/09/2019 | Allocated in error.  | Closed 11/09/19 |
| 12/09/2019 | 15.42 | AU49 Fitness & Squash Centre | 502306 | 0.04 pipes under the benches dusty and grouting on the tiles in the showers.0.05 urinal plugholes, white skirting`s in toilet area.Floor 2 - window ledges, red carpet requires a vacuum and edges of floors dusty.1st Floor- window ledges, white trunking and white ledges in front of the running machines1.04 sides and back of the toilet1.03 tiles in one of the shower cubicles. | Patricia Bone  | Dawn Marshall  | 19/09/2019 | 09/09/2019 | within 24hrs |
| 12/09/2019 | 8.01 | AR04 Sir Martin Evans/ 00 Floor/c/0.07 Physiology 'A' LT | 502197 | call recieved to say the LT is a slight mess with carpets need hoovering and bins need emptying. | Patricia Bone  | Dawn Marshall  | 18/09/2019 | 13/09/2019 | within 24hrs |
| 12/09/2019 | 15.47 | A020 49 Park Place,Strength & Conditioning Centre  | 502307 | Please can the following be cleaned: 0.05(A\_B) red rails on front desk. pipes by the door dusty.0.04 top of hand soap dispensers dusty and window ledges1.07(A) Requires a vacuum , floor skirting`s dusty and bin requires emptying. stairs outside this office going back to the studio requires a vacumn.2.07 skirting`s in toilet area and shower plug holes1.04(A) window ledge | Patricia Bone  | Dawn Marshall  | 19/09/2019 | 09/09/2019 | within 24hrs |
| 13/09/2019 | 11.57 | AN02 West Building/02 Floor/W/2.20 : Office  | 502372 | Would you be able to put my office back to daily bin cleaning and regular floor cleaning schedule | Anthony Maidment  | Annette Morgan  | 20/09/2019 | 14/09/2019 | Within 24hrs  |
| 18/09/2019 | 12.08 | AB01 Bute/01 Floor/1.65 Ladies Toilet  | 503266 | The soap dispenser in the first floor ladies toilet is not dispensing soap – it is the one that’s on the wall with the mirrors above the sinks. Please could this be filled or fixed. | Patricia Bone  | Gareth Williams  | 25/09/2019 | 18/09/2019 | within 24hrs |
| 18/09/2019 | 11.14 | AK01 Main Building  | 503250 | collect bin bags from the corridor leading to room 0.19, it is identical to the issue raised some weeks ago. There are black and green bags causing an obstruction. | Patricia Bone  | Dawn Marshall  | 25/09/2019 | 09/09/2019 | within 24hrs |
| 19/09/2019 | 12.52 | AK01 Main Building  | 503473 | It has been reported that there are paper towels scatterred everywehere please can these be cleaned up  | Patricia Bone  | Dawn Marshall  | 26/09/2019 | 19/09/2019 | within 24hrs |
| 19/09/2019 | 12.49 | AK01 Main Building  | 503466 | Please can the following issues be addressed:0.27 white trunking ,chair legs,sink and tables where accessible.0.11 Underneath the sink0.11(C-G) Pedestals, chair legs,desks where accessible and window ledges.1.05 white trunking, window ledges, chair legs and desks where accessible.1.10 Floor requires a mop, window ledges0.16A Skirting`s, window ledges and shelves where empty.1.20(A-C) underneath the sink1.26A Descale toilets1.38 (A) chair legs, window ledges and sink1.37 chair legs, white ledges and shelving where accessible2.08 (A-B) Chair legs, white ledges,window ledges and accessible tables2.14 Accessible tables,window ledges and trunking2.15 (A\_D) Window ledges, pedestals and empty bookcase areas2.22 window ledges,chairs and door as you go through2.22B window ledges and accessible tables2.39 window ledges and tables-1.22 Chair legs and floor-1.16A Bin full, corridor outside this area dusty -1.13 A Floor requires a sweep and mop, chairs and sink | Anthony Maidment  | Dawn Marshall  | 26/09/2019 | 23/09/2019 | within 72hrs |
| 19/09/2019 | 5.15 | A024 42-45 Park Place/01 Floor  | 503356 | There has also not been any loo-roll or hand papers in either the loos or the kitchen for quite a while as well. It would be great if someone could deal with this. | Anthony Maidment  | Dawn Marshall  | 25/09/2019 | 09/09/2019 | within 24hrs |
| 20/09/2019 | 10.54 | AQ01 5-7 Corbett Rd | 503587 | issues all week with bins/recycling bins not being emptied in the building- they were done last night but office 0.02 has been missed (unsure if the upstairs offices were done) | Anthony Maidment  | Gareth Williams  | 27/09/2019 | 24/09/2019 | within 48hrs |
| 20/09/2019 | 10.45 | AQ01 5-7 Corbett Rd | 503606 | Paper towels have not been replenished in the kitchen.  | Patricia Bone  | Gareth Williams  | 27/09/2019 | 20/09/2019 | within 24hrs |
| 20/09/2019 | 11.49 | A027 Daycare Centre/ 00 Floor  | 503480 | rooms 0.09C, 0.09B, 0.18 - all bathrooms, not being cleaned properly. | Anthony Maidment  | Dawn Marshall  | 26/09/2019 | 23/09/2019 | within 72hrs |
| 23/09/2019 | 12.42 | ANO4 North Building/00 Floor/N/0.40 Drawing Office  | 504402 | Clean window ledge ,white trunking , chair legs , skirting boards to remove dust vacuum floor to remove debris .N 0.33 Clean window ledges , toilet pedestals ,brush holders ,pipes to remove dust .N 0.34 Clean toilet pedesatals ,brush holders,pipes , cleaners sink Clean tops of fire extinghishers on corridors to remove dust . | Anthony Maidment  | Annette Morgan  | 30/09/2019 | 24/09/2019 | within 24hrs |
| 24/09/2019 | 14.35 | AB02 Glamorgan  | 504607 | Please can the following issues be cleaned:S/2.55 back of the toiletsS/2.75 Blue skirting`sBlack stair case rails throughout.S/1.73 Back of toilets and inside urinals0.21 white trunking, window ledges and chair legs0.24 silver edges of tables, white trunking, radiator, chair legs and white ledges | Patricia Bone  | Gareth Williams  | 01/10/2019 | 25/09/2019 | within 24hrs |
| 24/09/2019 | 11.09 | AQ02 Aberdare Hall/ 00 Fllor  | 504511 | Music Libary - no bins have been emptied in over a week. | Anthony Maidment  | Gareth Williams  | 01/10/2019 | 25/09/2019 | within 24hrs |
| 24/09/2019 | 5.06 | AN02 West Building/02 Floor/W/2.06: Offices  | 504458 | W/2.06 be vacuum cleaned, tonight if poss? | Anthony Maidment  | Annette Morgan  | 30/09/2019 | 24/09/2019 | within 24hrs |
| 24/09/2019 | 14.35 | AB02 West Glamorgan  | 504607 | Please can the following issues be cleaned:S/2.55 back of the toiletsS/2.75 Blue skirting`sBlack stair case rails throughout.S/1.73 Back of toilets and inside urinals0.21 white trunking, window ledges and chair legs0.24 silver edges of tables, white trunking, radiator, chair legs and white ledges | Patricia Bone  | Gareth Williams  | 01/10/2019 | 26/09/2019 | within 48hrs |
| 26/09/2019 | 11.33 | AQ01 5-7 Corbett Rd | 504867 | no bin liners in bin in board room and reception - could be an issue throughout the building, can spares be left at reception please contact Debbie to discuss as there have been a few issues lately | Anthony Maidment  | Gareth Williams  | 03/10/2019 | 27/09/2019 | within 24hrs  |
| 29/09/2019 | 15.33 | AN07 West Building Extension | 504986 | Vacuum carpet ready for teaching on Monday please.  | Ceri Jones  | Annette Morgan  | 03/10/2019 | 30/09/2019 | within 72hrs |

**Helpdesk Log**

None to report during September.

**Accidents/Incidents**

One Accident Report attached – Andrea Fuller – Queens Building.

**Training Completed**

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| **Name**  | **Site Safety File**  | **Contract Manager**  | **Carried out by**  | **Training Venue**  | **Month**  | **Date**  |
| **Anthony Davies**  | Site Safety File  | Gareth Williams  | Gareth Williams  | 2 Cardiff Uni  | September  | 10/09/2019 |

**Audit Summary – September 2019**

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| **Site** | **Auditor** | **Date** | **Percentage** | **Additional Cleans / Comments** |
| Bio Science  | Mike White  | 25/09/2019 | 93% |   |
| Friary House  | Gareth Williams  | 23/09/2019 | 88% | Attention to skirting board and coffee stains on tops of bins.  |