

CARDIFF UNIVERSITY - EVENT NOTICES

	DATE	TIME	LOCATION	EVENT NO.	DETAILS	CONTACT	SITE MANAGER	DUE BY	DATE COMPLETED	RESPONSE TIME
1	03/01/2020	4.59	AK01 Main Building/00 Flor/0.54 Female Toilet	522955	Accessible toilet. Mess all over the seat and around. Door has been locked for now until cleaned.	Anthony Maidment	Dawn Marshall	09/01/2020	07/01/2020	Within 24hrs
2	06/01/2020	14.02	AN06 Central Building	523564	A.S.A.P. large quantity of milk spilt on floor please could cleaners attend	Mohamed Salih	Annette Morgan	07/01/2020	06/01/2020	Within 24hrs
3	07/01/2020	15.42	A035 1-3 Museum Place	523756	complaints from colleagues in relation to the cleanliness and build up of dirt, dust etc on the floors, see photo attached	Mohamed Salih	Dawn Marshall	14/01/2020	09/01/2020	Within 48hrs
4	08/01/2020	14.07	AR04 Sir Martin Evans/02 Floor/C/2.02 Toilet	523992	No toilet paper in ladies on 1st floor	Patricia Bone	Dawn Marshall	15/01/2020	08/01/2020	within 24hrs
5	08/01/2020	14.28	AR04 Sir Martin Evans/03 Floor/C/3.05 Office	523925	complaint that the bin is not being emptied overnight	Patricia Bone	Dawn Marshall	15/01/2020	09/01/2020	within 24hrs
6	09/01/2020	14.29	AU03 Maths Building/01 Floor	524129	some of the hard flooring looks like it has not been mopped or vacuumed in a while. Also please wipe around door handle's & kick boards.	Mohamed Salih	Dawn Marshall	16/01/2020	10/01/2020	within 24hrs
7	09/01/2020	12.1	AN05 South Building/03 Floor	524099	Corridor - spillage / leak please can it be mopped out.	Patricia Bone	Annette Morgan	10/01/2020	09/01/2020	Within 24hrs
8	09/01/2020	8	AQ24 - 42-45 Park Place	524022	Please can the whole building be damp dusted especially window ledges, chair legs, white trunking in all the offices and fire extinguishers. 1.19 under the sink basin requires cleaning and the outer sides of the toilet and pipes and tiles under the hand dryer. 1.18 underneath the sink basin 2.08 Underneath the sink basin, tiles under the dryer, outer sides of toilet and sani bin dusty.	Patricia Bone	Dawn Marshall	16/01/2020	16/01/2020	Over 72hrs
9	09/01/2020	8.11	AN04 North Building	524023	Please can the following be cleaned all in the North building 1.11A ,1.19,1.20 and 1.22 Trunking and window ledges. 1.14 trunking, window ledges and pedestals 1.25 Floor requires a vacuum, pipes below the radiator dusty. 1.50 window ledges and trunking. 2.09 kitchen bin and chair, 2.15 trunking and pipes, 2..16 chairlegs and trunking 4.03 underneath the sink and back of the toilet 0.29 Floor requires a sweep, descale the sink 0.31 trunking, window ledge and chair legs 0.33 underneath the sink, back of toilet and window ledge. 0.50 intyernal window ledge(brown wooden one)	Patricia Bone	Annette Morgan	16/01/2020	Extension Granted with Trish. 24/01/2020	Over 72hrs

10	10/01/2020	12.05	AU49 Fitness & Squash Centre/02 Floor/2.01 Spectators Area	524326	Please can I raise a job for the floor to be cleaned-my supervisor has reported that it hasn't been cleaned for 2 days.	Anthony Maidment	Dawn Marshall	17/01/2020	15/01/2020	within 72hrs
11	10/01/2020	12.1	AU02 Education Building/00 Floor/E/0.19 Ladies Toilet	524255	no soap in the dispenser in the disabled cubicle, ladies toilets ground floor Senghennydd building.	Anthony Maidment	Dawn Marshall	17/01/2020	15/01/2020	within 72hrs
12	10/01/2020	15.45	AQ07 10 North Road	524293	Please can the following be cleaned: 10/0.06 outer sides of the toilet require cleaning. 10/0.05 outer sides of the toilet require cleaning and mirror. stairs require a vacuum and mop(tea stains) 10/1.06 door panel requires cleaning 10/1.05 outer sides of toilet require cleaning. 10/1.04 Outer sides of the toilet require cleaning.	Patricia Bone	Gareth Williams	17/01/2020	14/01/2020	within 72hrs
13	10/01/2020	14.4	AQ06 8 North Road	524285	Please can the following be cleaned: 8/0.10 empty desks require wipe 8/0.06 tiles under the hand dryer require cleaning 8/0.08 Kitchen cupboard doors require a wipe and sink descaled 8/0.02 and 0.03 floor requires a vacuum as well as the stairs 8/1.04 Outer sides of the toilet require cleaning.	Patricia Bone	Gareth Williams	17/01/2020	14/01/2020	within 72hrs
14	13/01/2020	16.03	AK01 Main Building/02 Floor/2.22A Office	524867	Door has been found left open after cleaning	Petra Kopf	Dawn Marshall	20/01/2020	14/01/2020	Within 24hrs
15	13/01/2020	15.29	AN06 Central Building/02Floor/Z04 Main Corridor	524856	Spillage on the floor in the main corridor	Petra Kopf	Annette Morgan	14/01/2020	13/01/2020	within 24hrs
16	14/01/2020	11.48	AR04 Sir Martin Evans/06 Floor/C/6.03 Office	524908	Please attend and clean the office. This does not seem to be done on a regular basis. Dust bin left full of items and floor not being cleaned regularly. This room is being used every day.	Patricia Bone	Dawn Marshall	15/01/2020	15/01/2020	within 24hrs
17	14/01/2020	9.47	A024 42-45 Park Place/	524022	Please can the whole building be damp dusted especially window ledges, chair legs, white trunking in all the offices and fire extinguishers. 1.19 under the sink basin requires cleaning and the outer sides of the toilet and pipes and tiles under the hand dryer. 1.18 underneath the sink basin 2.08 Underneath the sink basin, tiles under the dryer, outer sides of toilet and sani bin dusty.	Patricia Bone	Dawn Marshall	16/01/2020	14/01/2020	Within 24hrs
18	16/01/2020	14.39	AK01 Main Building/01 Floor/1.26 Female Toilet	525281	1st cubicle, can the walls be cleaned please as there is excrement smeared across there.	Patricia Bone	Dawn Marshall	17/01/2020	16/01/2020	Within 24hrs
19	16/01/2020	14.39	AK01 Main Building/01 Floor/1.26 Female Toilet	5250280	Soap dispenser is not working, has recently been refilled.	Patricia Bone	Dawn Marshall	23/01/2020	16/01/2020	Within 24hrs
20	17/01/2020	7.32	A001 69 Park Place	525383	Please can the floor in room 0.03 be thoroughly mopped on Sunday night as very sticky	Patricia Bone	Dawn Marshall	24/01/2020	20/01/2020	within 48hrs

21	17/01/2020	2.22	Studio Floor	525040	Job Sheet attached	Patricia Bone	Dawn Marshall	17/01/2020	17/01/2020	Within 24hrs
22	17/01/2020	14.07	AN06 Central Building/04 Floor/C/4.09	525441	can the floor be hoovered as new occupant in room, carpet left messy from previous staff	Patricia Bone	Annette Morgan	24/01/2020	20/01/2020	within 48hrs
23	17/01/2020	14.38	AR01 Law Building	525447	Please can the following be cleaned: 0.21(A-B) Tiles under the hand dryer , Pipes under urinals and glass door panels. 1.23(A-B) Back of toilets,shower requires a complete clean(Screen doors, tray, trap) water fountain outside room 1.27F requires cleaning 1.27G Around taps, sani bin dusty,floor edges dusty, tiles underneath the hand dryers and toilet brush holders 1.27E Descale toilets, sani bin dusty, outer sides of toilets and toilet brush holders dusty 2.27 Lecture theatre- not cleaned! floor has debris over the carpet along with paperwork and empty bottles. All staircases and landings require a thorough vacuum as dusty underneath benches etc Door panels require wiping as black marks and glass panels on doors require cleaning. All window ledges in the building require wiping down. All skirting boards require wiping as do the fire extinguishers. 1.27 kitchen..kitchen upboards and walls require wiping down. skirtings, work surfaces dusty. cobwebs in corner on right hand side of sink	Patricia Bone	Gareth Williams	24/01/2020	22/01/2020	within 72hrs
24	20/01/2020	12.19	AR08 Life Sciences/00 Floor/0.01 Unisex Accessible Toilet	525996	Soap dispenser empty	Anthony Maidment	Gareth Williams	27/01/2020	20/01/2020	within 24hrs
25	20/01/2020	12:21	AO16 53 Park Place	525978	Approx 10 black bags have been left outside the front door from over the weekend.	Anthony Maidment	Dawn Marshall	27/01/2020	23/01/2020	within 72hrs
26	22/01/2020	12:41	AB01 Bute/00 Floor/0.05	526370	Can I please request that 0.05 is hoovered tomorrow as part of the morning clean.	Patricia Bone	Gareth Williams	23/01/2020	23/01/2020	within 24hrs
27	23/01/2020	14:54	AK01 Main Building/00 Floor/0.13 : Wallace L/Th	526654	There's is blood in the corridor outside the lecture theatre 0.13 main building- possible someone had a nose bleed? Please can someone clear it up?	Patricia Bone	Dawn Marshall	24/01/2020	24/01/2020	within 24hrs
28	23/01/2020	14:55	AK01 Main Building/00 Floor	526655	Corridor, southern corner near room 0.31, there is a trail of blood, probably from a nose bleed - attendance requested ASAP please	Patricia Bone	Dawn Marshall	24/01/2020	24/01/2020	within 24hrs
29	23/01/2020	05:18	AO12 58 Park Place/01 Floor/58/1.04	526391	Toilet paper is not getting replenished on a regular basis which is causing distress to service users. Please can this be looked into.23/01/2020, 05:08 GMT sagajm1: i called site janitor will monitor to see if a double dispencer is needed	Anthony Maidment	Dawn Marshall	29/01/2020	24/01/2020	within 24hrs
30	23/01/2020	13:58	AK01 Main Building	526639	Could I please request that the following labs have their floors swept and mopped on a regular basis: 0.70/0.71, 2.12 and 3.01. They are regularly very dirty and dusty with little sign that floor cleaning is taking place.	Patricia Bone	Dawn Marshall	30/01/2020	24/01/2020	within 24hrs

31	27/01/2020	14:27	AO36 Deri House	527301	<p>Please can the following be cleaned:</p> <p>5.03 window ledges, white trunking, chair legs and table legs.</p> <p>5.05 door on fridge, kitchen cupboards, skirtings and descale the sink</p> <p>4.08 Hand dryer dusty, sink plughole, pipes.</p> <p>4.07 sink plughole, underneath the sink, pipes and ledges dusty.</p> <p>4.06 underneath the sink, toilet brush holder.</p> <p>3.07 window ledge. 2.07 underneath the sink, pipes at the side of the toilet and outer sides of toilet.</p> <p>2.04 window ledges and trunking</p> <p>Ladies on 2nd floor- outer sides of toilet and scale around taps.</p> <p>2.10 - damp dust ledges through out</p> <p>1.08 window ledge, plugs and plugholes and tiles under hand dryer</p> <p>1.09(10-14) silver edges on tables.</p> <p>1.14 skirtings by the sink area and white trunking.</p> <p>0.05 sani bin dusty, plughole, hand rails, shower drain, pipes and outer sides of toilet all require cleaning.</p> <p>tables in reception area by 0.05</p> <p>All window ledges on staircases require damp dusting</p>	Patricia Bone	Dawn Marshall	03/02/2020	30/01/2020	within 72hrs
32	27/01/2020	05:10	AK01 Main Building/00 Floor/0.110A : XRD Laboratory	526798	Can you pass the a message onto the overnight cleaning staff that work in the MDI area, 0.11 AK01 to turn lights off at night.	Anthony Maidment	Dawn Marshall	31/01/2020	28/01/2020	within 24hrs
33	29/01/2020	12:08	AO19 50 Park Place/02 Floor/50/2.07	527541	please can the room be hoovered	Anthony Maidment	Dawn Marshall	05/02/2020	30/01/2020	within 24hrs
34	30/01/2020	04:50	AO26 38 Park Place/02 Floor/2.04 Toilet & shower	527666	replenish hand soap	Anthony Maidment	Dawn Marshall	05/02/2020	30/01/2020	within 24hrs