

MONTHLY REPORT FOR CARDIFF UNIVERSITY



February 2020



Solo Service Group

helpdesk@soloservicegroup.com



Solo Service **Group**

Content

- 1. Event Notices**
- 2. Helpdesk Log**
- 3. Accidents/Incidents**
- 4. Training Completed**
- 5. Audit Summary**
- 6. Site Manager's Audits**

1. Event Notices

- 22 Tickets received – Please see separate attachment for February.

2. Helpdesk Log

- None received

3. Accidents/Incidents

- No Accidents/Incidents to report.

4. Training Completed

Name	Training	Manager	Carried Out By	Training Venue	Month / Date
Linda Turner	Site Safety File	Gareth Williams	Gareth Williams	Cardiff Uni	01/02/2020
Abdinaasir Ali	Site Safety File	Gareth Williams	Gareth Williams	Cover Cleaner Cardiff Uni	10/02/2020

5. Audit Summary

Site	Auditor	Date	%	Additional Cleans / Comments
Bute	Mike White	05/02/2020	96.3%	iAuditor

6. Site Manager's Audits

Site	Auditor	Date	Additional Cleans / Comments
Main	Mike White	19/02/2020	New Audit Form
Queens	Mike White	19/02/2020	New Audit Form