



NCBES OPERATIONS NEWSLETTER - Dec 17

Welcome Message:

The operations team would like to welcome you to the new NCBES Operations Newsletter, the aim of this monthly publication is to increase communications between the team and the research community in Biosciences building.

Facilities Updates:

- Autoclaves: The Buildings and Estates Department in conjunction with Apleona have sourced 2 no. stand-alone boilers to run the BioSciences autoclaves and take them off the buildings general steam distribution system. This duty and stand-by system will greatly reduce the chance of breakdown and ensure a smoother operation for all users of this facility. We are currently in the procurement approval process and will hope to have these in early in the new year
 - Repairs have been carried out to the units ie: replacement of door seals, checking vacuum pumps etc.
 - As part of the works we also discussed the process involved in changing of the set programs on each unit (Plastics, Glassware, media). The engineer instructed Alan Leahy on this and all that is involved is simply unlocking the new cycle when selecting program. He can explain to any of the operators if they wish.
 - Autoclave room temperature high: A call has been placed with Coolair and an engineer will be in attendance Mon 11th Dec to carry out repairs
- Leaking Taps/Sinks in labs: Some of the issues here have been documented as part of a defect report which the builders haven't acted on. One of our mobile techs attended site recently to survey and carry out repairs to the leaking units throughout the building. While some of his repairs were successful we have to seek quotes for the replacement taps/fittings. Once I receive this I will issue a cost to NUI subject to approval.
- Annual recertification of the Biosafety cabinets/Fumehoods: We have engaged a new supplier, BPS Crowthorne, to carry out the maintenance/repairs of the cabinets and hoods already in place.
 - This work is scheduled to take place on the week 18-22 Dec.
 - As part of the scope of works issued to Crowthorne we have requested they keep a stock of hot spares at all times. This is to alleviate the long delays in getting repairs carried out experienced to date.
- Room 2026a : Laffey lab room conversion is nearing completion and should be ready over the next number of days
- Windows: A number of windows in the building have been replaced in the 2FN and BRU areas this week.
 - The window over the door 1FN will be replaced over the next week.
- Blinds: We have carried out repairs to a large number of blinds throughout the building ie. repairing draw chains etc.
 - There is one unit still with a faulty roller and I'm hoping to have this repaired as soon as possible.
- Toilets/WC: Leaks and sink controls.

- We are continuing to experience leaks in the various WC's throughout the building are attending to these as they arise
 - Please note that some require replacement of traps etc. which we have to order in.
- Over the coming weeks we will be replacing the batteries for the sink and Cystemiser urinal control units.

Health & Safety

Gas Alarms within a lab:

- All gas alarms and the gas control system are being maintained by ACD Systems on behalf of NUI Galway:
- In the event of an Alarm/Fault: please vacate that area immediately and contact ACD Systems 24Hr Number 087-4538827 or 087 -2518310 Email : acdsystemsservice@gmail.com
- Alternatively contact NUI Galway Security 091-493333 or Out of Hours 091-492198
- These alarms are not serviced by Apleona, but they can be contacted only if necessary
- All Health and Safety notices and policies are available on <http://ncbes.nuigalway.ie/health-and-safety/> . Password is **hands**
- White coat cleaning service is now available - http://ncbes.nuigalway.ie/wp-content/uploads/2017/12/Standard-Operating-Procedure-Biomedical-Sciences-building_MV2.pdf

Procurement/Stores

- Internal Stores: Funds have been secured for stores and purchasing has commenced for the urgent H&S related items e.g. Ethanol.
- New Paperless Requisition System:
To streamline the process all requisitions should now be sent by email to bsbstores@nuigalway.ie

Christmas Leave:



This Christmas, the University will close at 5pm on Friday 22 December and reopen at 9am on Wednesday 3 January (This will require **three** days' leave from your 2017 allocation and **one** day's leave from your 2018 allocation to cover the Christmas 2017 break).

We would like to wish you the very best for the Christmas Festive Season and a Happy New Year

The Operations Team.