**MULTIPLE OCCUPANCY BUILDING USER GROUP**

**(MOBUG)**

**Monday, 27 September 2021 at 13:00 by Teams**

**Minutes**

1. **Present**

Barreto Saalfeld, Beatriz (BBS)

Burns, Susan (SB)

Connolly, Maureen (MC)

Forbes, Gordon (GF)

Annie, Ford (AF)

MacIver, Niall (NMAC)

Maxwell, Stacey (SM)

Penman, Angela (AP)

Ryan, Susan (SR)

Sagan, Aga (ASP

Scott, Adam (ASC)

Shannon, Ashley (ASH)

Swan, Amanda (ASW)

1. **Apologies**

Alex MacCallum, Ryan Tudor, Tania Batchelor, Morag Fairlie, Lisa Anderson and Robert Taylor.

1. **Minutes of the Previous Meeting held on 14 July 2021**

The Group approved the minutes of the meeting held on 14 July 2021.

1. **Heating**

SR introduced Stuart MacIntosh (SM), Buildings Services Engineer to the Group to discuss how the heating systems worked in CSH and what could be done now to ensure the office was heated satisfactorily before the cold weather sets in. Possible actions may include:-

* Move staff who feel the cold more than others to warmer parts of the office
* Check sensors are not near heat producing equipment, eg photocopiers
* Radiators – some small radiators needed to be replaced with larger ones
* Heating could be switched on at 5am rather than 6am from Tuesdays to Fridays and started at 4am on Mondays as heating is very reduced at the weekend
* Under no circumstances should air heaters be used in the offices. It should be noted that using any individual heaters, reduces the efficiency of the heating in the building overall
* No items should be hung over radiators, eg wet coats, scarfs, etc

SR would forward SM list of the areas that have had issues in the past regarding heating and consult with colleagues on a department basis.

1. **Ventilation**

The Group noted the previously circulated report and SM highlighted the following points:-

Ventilation is not a substitute for other non-clinical interventions, such as environmental cleaning, physical distancing, face coverings or maintaining good hand and respiratory hygiene, but should be considered as part of a range of mitigation measures. Scottish Government Coronavirus (COVID-19): ventilation guidance Getting fresh air into indoor spaces to help stop the spread of coronavirus. Last updated: 10 August 2021

* + Windows opened by even a few centimetres can improve the mixing of air in a room
	+ Windows are included in an “end of day” process to ensure any open windows are securely closed
	+ All windows in CSH are marked whether they can be opened or not
	+ All doors are marked whether they can be wedged open or not. Fire doors must not be wedged open under any circumstances
	+ Ventilation arrangements will continue to feature in the next phase of the pandemic and will be kept under continuous review by Estates
	+ All enquiries regarding ventilation should be directed in the first instance to the Estates Inbox at ventilation.estates@ed.ac.uk

CSH ventilation arrangements have been signed off by the Buildings Group as safe and fit for purpose.

ASH thanked SM for his informative contribution to both items of heating and ventilation systems in CSH.

1. **Update on re-opening CSH**

SR advised that the number of staff returning to the office remained low with an average of 20 people per day. There was a small number of staff who had developed a working pattern of being in the office 3-4 days per week. A list of things to note include:-

**Parking Permit**

Staff can still obtain a parking permit until the end of December.

**Incoming mail**

Aga will continue to scan and forward all mail until all departments have a presence in the office on a regular basis.

**PAT Testing**

Portable Appliance Testing (PAT) on all electrical appliances is carried out annually. This will have to be addressed where staff have University equipment at home. SR will put this item in the diary for consideration at a MOBUG meeting in January 2022

**Returning office equipment to CSH**

If staff use a taxi to return office equipment to CSH, they must ensure that Central Taxis is advised that the equipment must be delivered to Reception when the booking is made

**Estates Staff**

It was noted that Ryan Tudor, Cleaning Supervisor would be leaving his position at the beginning of October. The Group would like to record their thanks for Ryan’s and his teams contribution to ensure the high standard of cleaning is maintained throughout the offices and, in particular, for the preparation and deep cleaning after lockdown. Lisa Anderson has been appointed to the role of Cleaning Supervisor and would be invited to attend MOBUG meetings. The Group should note that the Cleaning Supervisor role covers a large amount of offices within the University and not just CSH.

**Basements offices**

The only offices occupied within the first basement are Pension, Payroll and ERO. The second basement is unoccupied.

**Cleaning of office equipment**

It was highlighted that staff were responsible for the cleaning of their own office equipment which includes, keyboards, monitors, laptops, pcs, etc. Further advice is included in the Working Operations document.

**Keeping record of visitors for Test and Protect Purposes**

In line with Scottish Government guidance, records of visitors must be kept for 21 days.

**Meeting rooms**

It was noted that the Cuillin and Braid rooms were involved in the project considering hybrid meetings. Maximum numbers using the room are contained in the Working Operations document.

**Lone Working**

Further consideration would be given to this item at the next MOBUG meeting.

1. **Working Operations Document**

The Group noted the main changes to the document being:-

* Meeting rooms configured on 1m distancing where staff do not need to wear face covering
* Meetings and visitors – record of attendees to be kept for 21 days
* Lift now available for general use (only one person in lift at any one time)

The Group approved the Working Operations document and noted that it would be available on the MOBUG website at:

<https://www.edweb.ed.ac.uk/corporate-services/mobug>

1. **Standing Items for Information**
	1. **Fire Stewards**

The Group noted that there had been no change since the last meeting.

* 1. **First Aiders**

The Group noted that there had been no change since the last meeting.

 **8.3 Accident/Incident Reporting**

There had been no accidents/incidents to report since the last meeting.

* 1. **Sustainability**

No items to be report.

1. **Any other business**

None.

1. **Date of Next Meeting**

Monday, 8 November 2021 at 10:00am.

The meeting will be held in the Cuillin Room, CSH and by Teams as this room is part of the Hybrid Meetings Project. Some Members will attend the meeting in person in the Cuillin room and some Members will be at their desks/working from home to see how it works.