The New Swimming Pool

This is a £12M project designed by pool architects S&P and engineers WSP. It is a major element in the University's Master plan and Sports Strategy for the well-being of the staff and student community. Accommodated in a new 2-storey development adjoining the University's Sports Hall on Willow Terrace Road, the scheme will provide an ASA inter-district standard 25M 8-lane pool, changing village, 200-station fitness facility, health spa, squash courts and function suite. Existing changing facilities will also be refurbished as part of the project.

Contractors Willmott Dixon started on site in December and work on construction of the building and its engineering services will continue until February 2010.

The building has been designed to meet the sustainability criteria of the demanding BREEAM Excellent Rating and its green credentials include a number of specialist technologies to minimise energy usage and impact on the environment, whilst enhancing security and access.

The New Childcare Centre

Building work to expand the Bright Beginnings Childcare Centre started on the 23rd February. The £3.6m project will give children of staff and students one of the city's best equipped childcare centres and will increase the number of places available from 78 to 144.

The existing Nursery will remain open throughout the construction period which will finish in 2010. The new facilities, including outdoor play areas and new rooms offer more places for year-round childcare and a holiday play-schemes. The centre is also compliant with the new government Early Years Foundation Stage standard and OFSTED accredited. There are still waiting lists for places, so staff and students are advised to put names on the list as early as possible.

Car parking spaces in purple zone will be reduced drastically, leaving only 100 for permit holders to use. Although fewer permits for the area were issued this year to try and minimise disruption, there will still be days when some purple zone permit holders may struggle to find a space. For the period of construction purple zone permits will be accepted in orange zone and barrier cards will be reprogrammed to accommodate this on request.
Still Me Still You… The Handy Gang Make a Difference

Handy Gang staff raised concerns about having to frequently move materials and equipment up and down stairways, with the potential to cause injury to Handy Gang staff and building users. The Handy Gang move items such as safes, pianos, bins, ovens, centrifuges and office furniture within the course of their day.

The Estates Safety Team arranged for the Handy Gang to see a stair climber system being demonstrated at the university. The Handy Gang saw this as a way to reduce risks.

The Handy Gang produced a Business Case with a view to purchasing the stair climber system. Due to the Health and Safety awareness and demonstration of the Handy Gang to reduce the manual handling risks to all team members, the Slingsby Powered Stairclimber has now been purchased and training organised for all members of the Team.

Facilities in the future…

We have worked towards the principle of integrated facilities and teams for some time in Estates and now the University is supporting this principle and work in progress to establish a unified organisational structure encompassing a range of facilities and services. These will include Estate Services, Residential & Commercial Services and Sport & Physical Activity. An appointment will be made shortly to a new post of Director of Facilities Management in order for the University to work closely with Robert Sadding and colleagues to establish the future model for these services with a view to ensuring that this is in place and operational by August 2010. This will be a significant and challenging piece of work and we will keep you informed of progress. The revised service model will greatly support the University’s ambition to be a world class institution – sharing ideas and pooling together expertise, knowledge and teams across a range of key services will mean that we have integrated and high quality support services in place for the future.

Purchase to Pay Project (P2P)

On the 2nd February 2009 the University went live with Purchase to Pay (P2P). This is a university wide project in keeping with the strategic enabler in the university’s strategy map E4 to improve core systems and processes by making buying goods and services more straight forward.

All goods and services must be purchased using an official purchase order so that the supplier can quote this on their invoices and be paid in a timely manner. The key changes for Estates are:

- All supplier invoices now go directly to Accounts Payable rather than Estates
- Accounts Payable enter the invoice details in to SAP which then automatically match the invoice to the purchase order to which it relates. Any invoices which do not match the purchase order are referred automatically to Estates Finance.
- This report Finance investigate and resolve non-matching invoices (e.g. price discrepancies, confirmation of goods receipt, VAT discrepancies etc.)
- All goods and services must be goods received in SAP as this is the instruction to Accounts Payable to pay the resulting invoice
- All new supplier applications and changes to current suppliers will now be managed by the Purchasing Office.

The benefits of this project include:

- A standard process from the requisition to the payment of the supplier or service provider for all faculties and services across the university
- A simple, all inclusive good receipt process
- Visibility of the university’s total liabilities to its suppliers and service providers
- Efficient processing of invoices with visibility of recurring items, which enable the University to build its commitment to pay bills in a timely manner
- Enhanced security for the supplier set up and maintenance process to reduce the university’s risk of exposure to fraud
- Identification of suppliers who consistently submit incorrect invoices which result in unnecessary administration

If you have any queries please contact Alan Vaughan (tel: 35932), Mike Nevins (tel: 35927) or Paula Lister (tel: 37082)

Furniture…

Michael Boyle is being seconded to the Sustainable Development Team for an initial 3 month period to examine the management of furniture across campus.

The aims include seeing what good quality furniture can be reused on campus, hence reducing the amount spent on new furniture, reused elsewhere via agencies, and the damaged/unsuitable furniture recycled or taken back by furniture suppliers. It will require an overall system to be put in place and the study will identify options for this. Considerations include the need for up to date information – this could be a university intranet page with furniture details, photos etc. – liaison with Estate Services’ planning, design office, finance and maintenance teams as well as the university’s purchasing team will be carried out. One thing we do not have at the moment is a temporary furniture store, so this will be something to consider.

Human Resources and Training Update

Karen Garner, Jo Rowell and Sarah Barley recently relinquished responsibility for Estate Services. Our new HR Manager is Marek Camp, who has worked with Estate Services before. He is based in the EC Student building and can be contacted on Ext 34039. Along with Marek, we also have a new HR Officer, Nicola Illingworth. Nicola is going to be focusing on sickness absence support and can be contacted on Ext 34683.

Sally Gillbrand, who used to deal with our HR administration for contracts etc., has also changed areas and we now have a new HR Assistant, Sarah Burn who can be contacted on Ext 38968.

Estate Services have undertaken an intensive training programme of Health and Safety with Pivotal Performance recently, which all managers attended. Managers have also been involved in the ongoing TIFES training programme too. To support further training needs in Estate Services we have been appointed our own training contact in SDU. Mark Lewis, Mark is a Senior Staff Development Officer and works on Monday, Thursday and Friday (am only). Mark has also recently worked with a small group of staff from across Estate Services to train them up to become Investors in People Advisors. This will enable us to assess our own service and ensure that we are meeting the IP standard in all areas and at all levels. We will however, still need to be assessed by an external accreditor.

Results from Energy Competition

The last Estates Newsletter called for energy saving suggestions which would be practical and save money. The best idea would win an energy monitor and low energy light bulbs. There were many entries and we would like to thank all of you for your suggestions. Quick and easy wins suggested can be used by everyone and include:

- Switching off lights, PCs, monitors, TV screens, water boilers and other equipment when not in use, especially at night and during the weekend
- Turning down heating
- Closing outside doors

For those who order new or replacement electrical equipment e.g. computers, lights, pump motors and fans:

- Whole lifecycle costs must be included, especially energy
- All products should be low energy and high efficiency rated

Other measures suggested to be installed by Estate Services included:

- Movement sensors and time switches
- Seal gaps around doors and windows
- Water spray taps
- Sun pipes
- Double glazing
- Solar thermal installations

It was felt that all suggested measures needed to be accompanied with details of savings and costs e.g. on energy usage. Regular updates and displays of how we are doing will help us to ensure we maintain the benefits and develop other savings.

The overall winner is Michael Boyle from the Handy Gang who is keen to replace university vehicles with electrical ones. This would not only save emissions but also vehicle tax. A number of Estates’ vehicles operate on campus so this initiative would help to promote a clean environment with reduced noise levels and emissions benefiting all staff and students.
Who we are & what we do…

The Helpdesk is the ‘hub’ of Estate Services, providing a central point of contact for all departments to request maintenance repairs and progress on jobs.

People will often just call to find out information about Estate Services functions or about assistance available to them from us. The team take requests by telephone, email, in person and also through the SAP self service request system. They then decide who should undertake the work and forward it onto the correct service within Estates. Once the job is complete, they add hours and costs for billing and close off the jobs.

The team also request feedback from customers and forward this information to the various sections within Estate Services, so that they can respond to it.

The Helpdesk team also manages the administration of events taking place on campus, requesting the appropriate authorisation from different departments within the university.

From left to right: Dawn, Leandra, Heather, Helen, Pam, Cath, Lynn, Sarah

Car park Management

Six further members of Security Staff have recently attended and successfully passed the Vehicle Immobilisers Course which was held here at the University last December.

This will enable them all to apply for their Vehicle Immobilisers licence. Only licensed operatives can attach a wheel clamp to offending vehicles, as regulated by the Security Industry Authority (SIA).

The essential construction work being managed around campus by Estate Services is causing the temporary, and in some cases, the permanent loss of parking spaces. The serious impact of these losses should not be underestimated. The University is currently turning away many hundreds of staff and visitors due to the resultant shortage of parking spaces. Given these pressures, every effort must be made to optimise the use of remaining spaces. Managers should take every opportunity to discourage contractors and visitors from bringing vehicles to campus.

When planning the space to be used for builders compounds or the positioning of skips and other articles every effort should be made to avoid using parking spaces.