

25. BUILDING FABRIC & INFRASTRUCTURE

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25.2.1 Aim: To describe different arrangements for building maintenance pertaining to University buildings on the Edinburgh bioQuarter campus, and the importance of obtaining necessary permits to work.

25.3.1 Chancellor's Building: It should be noted by *all* staff that *no* alteration should be made to the Chancellor's Building fabric or infrastructure without the prior knowledge and approval of the Technical Services Department of EQUANS.

25.3.2 It should be recognized that affixing items to walls, for example, could adversely affect the services contained behind the plasterwork and should *not* proceed without the necessary Permit to Work (see Section 22 of this Manual).

25.3.3 No work should commence without the necessary Permit to Work (see Section 22 of this Manual).

25.4.1 Other University-Occupied Buildings on the Edinburgh bioQuarter Campus: It should be noted by *all* staff that *no* alteration should be made to the fabric or infrastructure of buildings without the prior knowledge and approval of the University's Estates Department (or other relevant building management organisation).

25.4.2 It should be recognized that affixing items to walls, for example, could adversely affect the services contained behind the plasterwork and should *not* proceed without the necessary Permit to Work (see Section 22 of this Manual).

25.4.3 No work should commence without the necessary Permit to Work (see Section 22 of this Manual).

25.5.1 Further Information: If in doubt regarding works to be done on the Chancellor's Building, please contact EQUANS on ext. 24242 (copied to the Buildings Manager for the Chancellor's Building). If in doubt regarding the application of this guidance to other buildings, please contact the relevant Building Manager.

25.5.2 To report a fault arising with the Chancellor's Building. (leaks, lights out, ventilation issue, *etc*), the Help desk extension is 24242.

25.5.3 For work to be done in the Chancellor's Building – such as hanging a notice board/installing shelves – request must be submitted in the form of a Minor Works Order (MWO) *via* the Building/Admin Manager, who will submit it *via* the correct form/process to EQUANS for costing.

25.5.4 For work to be done in the QMRI or CRM, all requests for *ad hoc* requirements, repairs *etc* should be made *via* building/laboratory managers in the first instance, and then referred *via* Archibus by appointed staff or QMRI/CRM Reception.

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