

Estates Facilities Management Newsletter

March 2015

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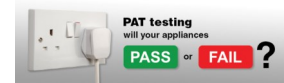
London School of Economics and Political Science
Facilities Management
Estates Division

Estates news

PAT Testing



Maintenance, led by Pat Causley, are currently conducting PAT testing throughout the school using the services of Intersafe. Over the next couple of months they will be PAT testing the Towers, the Old Building, Cowdray House, 20 Kingsway, 50 Lincoln's Inn and the Nursery.



Many people think that PAT testing simply involves people “going around sticking labels on every appliance they can find”. In fact, the procedure, when done correctly, is extremely thorough and forms an important part of any Health and Safety policy.

According to the Health and Safety Executive, there are approximately 1,000 major electrical related injuries reported each year. These can involve burns and electrical shocks and of these injuries around 30 of them are fatal. In order to prevent danger, all electrical equipment and systems should be maintained on a regular basis. Each and every piece of electrical equipment must be examined and tested according to the IEE Code of Practice recommendations. This includes equipment both permanently connected, and equipment connected by a plug to a socket outlet.

Both the outside and the inside of plugs get checked, and all appliances are visually inspected for any obvious signs of damage. Believe it or not, this check is commonly the one that forces many electrical appliances out of use as a health hazard.

Once each appliance has been checked by the certified PAT tester, a label will be attached to the plug, or around the cable close to the plug. This label will contain details of the date that the PAT test was completed, when the next test is due, and the details of the company that perform the test. A printout of the passes or fails of all appliances is provided by Intersafe to Estates.



An example of the types of stickers used to tag items that have been PAT tested.

Any item that fails will need to be repaired and rechecked or removed from site.

Contact us or provide feedback

If you would like to provide feedback on the content of this newsletter or report some news or event that you think should be included in future issues, please email me at j.sidhu@lse.ac.uk.



LSE

This newsletter is distributed by email and available on the internet to subscribers and regular users of Help Desk. We very much hope you like reading it, however should you like to unsubscribe from this newsletter please reply to the original email with 'unsubscribe' in the headline.

Spring Forward



On Saturday 29th March the clocks go forward an hour. All clocks in public areas are state of the art wireless clocks, these clocks will automatically adjust for DST (Daylight Savings Time). If you happen to see a clock which hasn't been adjusted to Daylight Savings Time or you need any assistance in changing clocks within your area please let Estates know at Estates-Help-Desk@lse.ac.uk.

Farewell - Mark Atkinson

After 12 plus years at the LSE, Mark Atkinson's rip roaring, roller coaster ride finally came to an end on Friday 20th March, 2015. As Head of Facilities, he truly made a "mark" which will continue. Mark had a good send off in the Old Bank of England Pub on Fleet street and a good time was had by all!!



Dear friends and (ex) colleagues,

Just a few lines to say thank you to everyone who contributed to my leaving presents (even the 10,000 Iraqi Dinar note :)); I was really touched by everyone's generosity, and I certainly appreciated all the best wishes for the future that I received from so many people along with all the gifts.

Also a big thank you to the great crowd who came to have a farewell drink with me on Friday night; there was much laughter and more than a few drinks supped, and I was certainly very merry by the time I made my way home having had plenty of vodka and tonic and more than one or two black Sambucas (surprisingly good!).

Anyway, it just leaves me to say Au Revoir to everyone, and I wish you all health and happiness for the future, wherever you decide to go and whatever you decide to do.

Warmest Regards
Mark Atkinson"

PORTERS *Compliments*

Dear Richard,

My name is Yuwei, a member of the LSESU China Development Society.

On behalf of the society, I would like to thank you for your work for our forum, without your great help, the 2015 China Development Forum would not be such a great success.

We look forward to work with you next year, and we wish you a very happy Chinese New Year.

All the best,
LSESU China Development Society Forum Division

Dear Richard,

Thank you so very much to all your team for your help and support at our conference on Friday! The smiles and efficiency at 6AM were particularly appreciated and it was very reassuring knowing that we could count on all the porters to take care of the smallest details!

Please convey our thanks to everyone involved!

Best wishes,

Caroline

Caroline Varin, PhD (London School of Economics)
Conference Organiser
[Global South Unit](#)
International Relations Department
London School of Economics and Political Science

Easter School Closure 2nd to 8th April, 2015 Inclusive

We would like to inform all staff of the access arrangements during the Easter Closure period:

The School is due to close at the end of the working day on Wednesday 1st April, 2015 and open again for business on Thursday 9th April, 2015.

There will be **NO** access to School buildings on Friday 3rd April, 2015 and Monday 6th April, 2015.

Emergencies will be dealt with by a "skeleton" Security service on duty at the Old Building Reception.

There will be limited swipe access to buildings for Staff based on their current level of access as stated in the table below:

DATE	7:00 am- 9:30 pm	8:00 am –9:30 pm
THURS 02/04/15	YES	
FRI 03/04/15	NO ACCESS	
SAT 04/04/15		YES
SUN 06/04/15		YES
MON 06/04/15	NO ACCESS	
TUES 07/04/15	YES	
WEDS 08/04/15	YES	

We recommend that during the Easter Closure Staff only attend for work if absolutely necessary on the days between Thursday 2nd April, 2015 and Wednesday 8th April, 2015 inclusive.

LSE Staff working in **Aldwych House** will need to give the building security staff advanced notice if they wish to attend for work on Saturday 4th April, 2015 and Sunday 5th April, 2015.

For **Library** opening times, see below:

DATE	Access
THURS 02/04/15	Closes at midnight
FRI 03/04/2015	NO ACCESS
SAT 04/04/15	NO ACCESS
SUN 05/04/15	NO ACCESS
MON 06/04/15	NO ACCESS
TUES 07/04/15	24 hour opening resumes from 8am

For your information, Student access is covered in a similar notice which will be advertised at the following locations:

LSE Security Website

SU Website

Plasma Screens in entrances to School buildings across the School site.

Halls of Residences are open throughout with staff cover as normal over the closure period.

Three halls, Carr Saunders, Passfield and Rosebery operate as bed and breakfast hotels - **single rooms £47 per night including full English Breakfast, double / twin rooms from £66 per night** - staff and students get a10% discount - book online at: <http://www.lsevacations.co.uk/Home.aspx>

Thank you for your co-operation and enjoy the holidays!

LSE Security

March 2015



WORKING TOGETHER TO MAKE THE CAMPUS A BETTER PLACE

If you need a repair or notice a fault with our facilities, e.g. lights not working, dripping taps, leaks, blocked toilets/sinks, trip hazards, broken locks, lift out of service, unsafe practice etc.:


**PLEASE CONTACT ESTATES HELP DESK
OR REPORT IT TO ANY MEMBER OF THE ESTATES STAFF**

Estates Help Desk - Mon-Fri 8.30am-5.00pm
 ☎ **emergency:** ext. 2444, communal phones dial #6244; DD: 020 7831 8713
 Submit a request via the web link: [Estates-Help Desk- Service Request Forms](#)
 📞 **general enquiries:** ext. 7956 or ext.6415
 ✉ **email:** estates-help-desk@lse.ac.uk
www.lse.ac.uk/EstatesDivision/HelpdeskAndServices/Helpdesk

Security: ☎ **Weekends, Holidays and Out of hours:** ext. 2000

Where possible we will assist you, if we cannot – we will tell you why.
All jobs are prioritised based on merit and SLAs are subject to emergencies, workload & staff availability.

LSE Estates Division

Emergencies / Urgent	Submit a service request	Queries / Feedback General Information
Contact Help Desk Ext. 2444	Contact Help Desk Web Service Request Forms	Contact Help Desk Ext 7956 Estates.follow-up-jobs@lse.ac.uk
Out of Hours Contact Security Ext. 2000	Contact Help Desk (If the web page is down) Ext. 7956 Estates-help-desk@lse.ac.uk	Contact the Customer Services Manager Ext 7778 J.Sidhu@lse.ac.uk Feedback Form
Contingency Procedure Please visit the Estates Help Desk web page for forms and user notes		Visit our web page Response Times Quick Reference News

Estates Staff News

Welcome

Chris Allister



Chris is taking the reins as Head of Facilities as Mark Atkinson says farewell to the LSE.

A bit of background on Chris: Originally from Belfast, N Ireland, where worked as a PQS, moved to England over 10 years ago and have worked at a few universities, most recently University of the Arts London, and Kings College London, ex Rugby player, Ulster and Ireland follower, looking forward to 6 nations grand slam this year, and winning the rugby world cup later in September / October.

Chris can be found in Tower 1, 4th floor and can be contacted on 020 7955 **6080** or by email j.m.allister@lse.ac.uk

Martin Green



Martin has been seconded as a temporary, part-time (Tues, Wed, Thurs) Project Manager working in the Capital Development team.

Martin's background: Martin was acting Director of Estates and Head of Projects at Sussex University working on a major capital development programme. He has been in HE for the last 12 years. Prior to that, he was an associate director with Cyril Sweett plc. His background is project management. He lives near the seaside in Hove and enjoy playing the guitar.

Martin will be sitting in Tower 1, 5th floor and can be contacted on 020 7106 **1232** or by email m.green3@lse.ac.uk

Goodbye

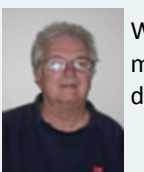
Olivia Hulse



After 16 months working as Help Desk Technician / Furniture Co-ordinator Olivia's off to new pastures. During Olivia's time with us she has been extremely helpful. She is a very happy and bubbly person with lots of energy. It has been a pleasure working with her and we wish her the best in her next adventure. She will be missed.



Dominic Gallagher



We would like to bid a fond farewell to Dominic Gallagher, who has worked as part of the maintenance team at the LSE for 25 years. That's quite an achievement. Dominic has decided it's time to retire and we wish him all the best for the next chapter in his life!

