

Estates Facilities Management Newsletter

May 2015

Volume 3, Issue 34

London School of Economics and Political Science
Facilities Management
Estates Division

Estates news

The Great Fire of Kingsway—Part 2



A big thank you goes out to the Residences Central staff for all their efforts at Grosvenor House during the power outage from the Kingsway fire. Thankfully this was the only Hall affected. Grosvenor House lost power from 3:30 pm on the 1st April until 11:30 pm 3rd April.

Residences staff worked tirelessly during the first day or so of the power outage in keeping things going. This included the enormous task

of trying to find alternative accommodation on the first day a total of 169 students who were relocated to other Halls in the North and South Clusters and local hotels.

Residences Reception staff and maintenance worked long hours and were supported by Estates and the Duty Management Team.

Compliments

Hi Richard (&team),

I hope your are well, as I heard you were absent on the day of the event as a result of illness.

I just wanted to drop you a note to say a very big thank you. Thank you for all the help that you provided me during the organisation of the 2015 LSE election Night Party. Your help and input was greatly appreciated and without it, the night would not have been the success it was.

The porters were very helpful on the day and helped me move things into position when needed and without question, so please thank them for me.

I hope I get the opportunity to work with you again.

Regards,

Lucinda Irvine

Events and Communications Officer

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.

Green Impact Awards



On 21st May 2015, various departments from the LSE came together in the Shaw Library for “The Celebration of Sustainability.” Over 50 awards were given with 85 people attending. Estates Division took home the coveted gold award, covering over 500 points in the Green Impact workbook. Edina Dudas was also awarded with an approved auditor’s certificate by the Institute of Environmental Managers and Assessors (IEMA).

The event was hosted by Bob Ward from Grantham Research Institute. Staff were rewarded with upcycled clocks for their hard work over the year. These were made by Khalil Berzangi from Estates.



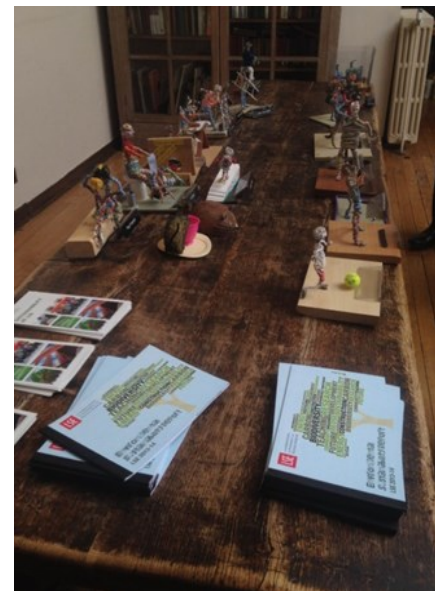
We had a special guest Rishi Madlani – LSE alumni and governor, local councillor, and a leader in sustainability. He gave an inspirational talk on building connections and praising as well as challenging the LSE for future goals. We also received an update on the Sustainability Project Fund from Daniel Reeves.

Looking back on the Green Impact event as a whole, we are proud to announce our new book swap in the 5th floor kitchen to support reuse. As well as our successful Unwanted Christmas Present Swap.

We would also like to thank our two GIPAS (Green Impact Project Assistants) Kelly Devore and Benoit Spiess for all their hard work and Vyvyan Evans for co-ordinating the whole event!



Khalil also presented some of his sculptures he created of staff in the Estates Division, which featured Paul Franklin, Alan Blair and Pete Fennelly just to name a few.



From left to right : Matt Boyd, Chris Anderson, Chris Connell, Nick Garwolinski, Nabilla Cruz De Carvalho, Amisha Patel, Elena Rivilla-Lutterkort, Francesca Mantano, Sandy Carter, Tamara Williams, Vyvyan Evans, Mandy Hooker and Mandy Crane

Strip Out in Preparation for Centre Build

Maintenance are currently in the process of stripping out East Building, Clare Market and St. Clements. There is a schedule of all equipment in these buildings that can be re-used at the school. The maintenance team has started the process of going floor by floor and decommissioning equipment and returning these items to the Stores. Some of the items being stripped out are locks, sensors, BMS components, shelving and lighting. Even the boiler is being stripped out and will be re-used in the Peacock Theatre. Specialist contractors will be coming in to decommission specialist equipment such as the fire alarm system and lifts so components can be re-utilised.

Any items that are stripped out and returned to stores are then re-utilised throughout the school. Any items used are recorded on Maintenance Re-Use Log which shows where the item was originally from and where it was re-used. This is also recorded on the Environmental Working Action Plan.



Move to 1 Kingsway



Estates are tentatively looking to move over to the prestigious 1 Kingsway over the weekend of 1st/2nd August.

Seating plans are virtually finalised. Francesca Mantano will be organising the moves and will be organising clear out days. It would be helpful if we work towards having a clear out and getting rid of anything that isn't required before the move.

Francesca has ascertained the total of existing linear metres of storage on the 4th and 5th floors amounted to approximately 152 linear metres. According to the current plans for 1 Kingsway, we have approximately 161 linear metres of storage space available. We will update you with further information as it arises.

Customer First Re-Accreditation



The Estates Division first received Customer First Accreditation in 2011. We are now due for re-accreditation on July 2nd and 3rd. We are currently working to complete the self-assessment form and gather the evidence in order to meet the 30 point criteria set by Customer First for compliance with best practice. Re-assessment provides an opportunity to revisit area of best practice and continuous improvement since our last assessment. Various members of the Estates Division will be selected by the assessor to be interviewed. If you are selected you will be notified shortly.



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

Estates Staff News

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



It is once again time for the Global Corporate Challenge!

The Global Corporate Challenge (GCC) works with businesses all over the world to improve the health and performance of their employees.

During the programme individuals are encouraged to look for opportunities throughout their day to increase their incidental activity and, in teams of 7, set out on a 100 day “virtual journey” around the globe. Teams and individuals are rewarded virtually for their achievements during the programme and are able to participate in mini-challenges and competitions along the way to ensure they remain motivated throughout. The challenge is scientifically proven to enhance employee health, overall organisational health and contributes towards a sustainable environment. As a team based programme it encourages fun and a little “healthy competition”

Teams began the virtual journey along with other global competitors on May 27th. The whole premise is that the more active a team is, the further the team progresses up the leader board. Each team member received Pulse accelerometers that track activity such as walking and cycling with every step counting. The Estates Division joined the Challenge with 5 teams! You can follow their progress in future newsletters.

Estates Hot Works:

Dan Reeves
Danny Smith
Jas Amole
Jon Emmett
Malcolm Callender
Martin Bolton
Vyvyan Evans

In Estate:

Amisha Patel
Christopher Anderson
Francesca Matano
Mandy Hooker
Mandy Crane
Matthew Boyd
Phoebe Dunster

LSE CAPacious DEV- astators:

Barbara Moldawa
Emma Lovegrove
Gabija Bingelyte
Martyn Fisher
Nicholas Garwolinski
Phil Newsham
Tony Lobo

Post Room:

Dave Tyndall
Hannah Emery
Helen Jordan
Oswin Husbands
Pawel Opaska
Richard Burgos
Tony Simpson

Small Feet Big Steps:

Edina Dudas
Elena Rivilla-Lutterkort
Felix Nelson
Jasinder Sidhu
Richmond Larbi
Martha Hunter
Tamara Williams

