



## Introduction from Eric Munro:

Welcome to the Spring edition of the Property and Facilities newsletter, Communicate. I know the weather doesn't feel too spring-like yet but you will see (especially at Craiglockhart) that the relatively mild winter has brought plants and bulbs out early and soon we will need to be cutting the grass again.

Since the last newsletter, we have continued to support the University Leadership Team in considering all of the deliverable options for implementing the University's Estate Strategy. BDP architects are updating the master plan for Craiglockhart and Oberlander Architects are helping us to assess how Merchiston can grow once the School of Engineering and Built Environment (SEBE) is relocated, probably to Sighthill. In relation to SEBE's move, there are a number of options on the table, one of which involves using some of the buildings on the South Gyle Business Park. A decision on these options is likely to take place by the end of April (2017!)

As our research showed that we would not need to use all five of the buildings the University owned at South Gyle, we have been responding to people looking to buy or rent office space in the west of the city. Last month, we sold 38 South Gyle Crescent (the smallest building on the park) to an owner-occupier called Coda-Octopus (they make sonar equipment).

Also as part of the Estate Strategy to consolidate student-facing activity on our three main campuses, the University decided to sell Morningside Church to the Chalmers Church group, leasing it back and sharing the space until the summer of 2019.

I hope you will have noticed some of the investments we have been making in the Catering service of late, with the refurbishment of the Hydra Café at Craiglockhart and new coffee machines for the Cyber Café

too. Next on the list is Merchiston, where we shortly will begin selling Starbucks branded drinks in the Apex Café. Further developments are planned for Sighthill too.

There is so much going on but I don't want to steal the thunder of others so I will close now and let you read on. Thanks for being part of our great Property and Facilities team!

*Eric Munro*

Director, Property & Facilities

## Travel edition newsletter

We have some great content within this edition of the newsletter! I would like to extend my gratitude to all those who have contributed, especially considering we had a tight schedule this time, thank you!!

Here are **some** highlights of this edition:

- **Accommodation team:** New starts, smart TV screens, team relocation, Tough Mudder
- **Catering team:** Hydra refurbishment, new Starbucks at Merchiston, marathon runner
- **Conference and Lettings:** New start, open morning, staff successes, engagement!
- **Environmental Sustainability:** Travel survey (prizes available)
- **[EN]GAGE:** New starts, rec sports roll out, weightlifting club, new cycling lunch club
- **Facilities Helpdesk:** New start, team cross training
- **Print services:** Prisma online ordering updates
- **Security team:** Mental Health First Aid training
- Photos and blurbs of our favourite places to walk/cycle/hike etc
- Compliments!

In order to stay true to our environmental sustainability commitments, our newsletter will primarily be an electronic version. If you know anyone who requires a printed copy and has not received one yet, please let me know.

Enjoy! Let me know if you have any questions or suggestions for change.

*Kasia Janik*

P&F Marketing and Communications Coordinator

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# Team Updates:

## ACCOMMODATION

### Accommodation team updates

We currently have three ongoing projects:

- 1) Smart screen TV's are being fitted into the lounge of every communal flat
- 2) A new fit out for a student Accommodation Office at Bainfield – the whole team will be relocating to one office in summer 2017.
- 3) Remodelling of the Orwell to include formation of a new reception desk and small meeting room.

### Interesting news

There is a notorious rumour making its way throughout the department that Accommodation Officer, Dani Calder, took time off to spend a month travelling through Australia. This has yet to be confirmed.

Also, it will be battle of the fittest in June when Alex and Donny compete in Tough Mudder. Donny's taken to wearing spandex shirts at work whilst he's going through the training phase, but for Alex it is business as usual.

### New Starts

We recently held interviews for two posts, Accommodation Assistant and Accommodation Assistant (Reslife). The latter is a new post to support our expanding Reslife provision – names to be announced soon!

### Staff Successes

All staff have been asked to attend the Mental Health First Responder training organised by our colleagues in security. Senior Accommodation Officer, Donny McCormick, recently expanded his Mental Health and Suicide Intervention training through attending, and completing ASIST (Applied Suicide Intervention Skills Training).

## CATERING



### Hydra café

The Hydra is undergoing some really exciting renovations! The project is almost complete, but you can already visit and take a look at what has happened so far: new paintwork, new flooring, new layout of tills and much more! Stop by and enjoy the fresh new colourful atmosphere :)

### Luca Basso

A member of the Craiglockhart catering team, Luca Basso, has taken part in the Meadows Marathon on Sunday March 5 to raise funds for the Edinburgh Student's Charities Appeal. He will also run for the **Great Edinburgh Run, Stirling Scottish Marathon, Edinburgh Marathon Festival and Great Scottish half marathon Glasgow, Ultra Marathon Glasgow to Edinburgh, and Rat Race Ultra Edinburgh Tour** to raise money for the Scottish Association for Mental health in memory of his brother Paolo who had committed suicide. Good luck Luca! Here is a link to his fundraising page: <https://www.justgiving.com/fundraising/Luca-Basso7>



### Starbucks at Merchiston

Merchiston will be joining Craiglockhart and Sighthill campuses with the installation of a Starbucks facility in place of the Apex café. The new coffee provider will be ready to begin business on Monday April 3rd. Come along for some free coffee tasters courtesy of Enjoy catering and Starbucks.

### Trained Staff!

The following individuals have completed their **Elementary Food Hygiene**: Elaine Miller, Margarita Mantecon, Reyes Artacho, Raul Garcia, Laura Burguers, Rodrigo Evangellisten. All were taught by Mike Murray, Enjoy catering Supervisor.

## CONFERENCE AND LETTINGS

### New Start

The Conference and Lettings team are over the moon to welcome **Fiona Ure from 1 March**. Fiona will be joining the team as Conference Administrator providing invaluable support on lots of different projects! Please join us in wishing Fiona all the best in this new role :)

### Team Updates

The team will be attending the Corn Exchange Wedding Fair AGAIN on March 4<sup>th</sup> / 5<sup>th</sup>. It is always a

weekend to look forward to with a great atmosphere and lots of newly engaged couples looking for their dream venue. Following a very successful wedding open morning in February we will also be **hosting another open morning on Saturday March 18<sup>th</sup> from 9am – 12pm**. We would love for staff to pop in and see the venue if they are interested in seeing the transformation for events.



The summer is shaping up to be extremely busy with conferences and events running nearly every day from late may through June and then language schools at both Sighthill and Merchiston in July and August.

There is now a new intranet page to give guidance to staff that are looking to book the **Rivers Suite**. Please follow this [link](#) for more information and complete the booking form if you would like to secure a date.

## Staff Successes

- Clare, Amy and Linda recently attended a short PREVENT briefing session which outlined the Universities obligations under the counter terrorism act.
- Amy and Clare are signed up to attend the mental health awareness training later this month. This is something that all staff are encouraged to participate in.
- Amy attended Personal Licence Training on Friday 3 March and we are delighted to say that she passed with flying colours!!

## Other news from the team:

Amy got engaged over Christmas this year! Many congratulations to her and her fiancé! We wish them all the best!

## ENVIRONMENTAL SUSTAINABILITY

### The Travel Survey

The Environmental Sustainability Team will be launching our University wide travel survey March 16. The survey will be available online, with paper copies available for catering and cleaning colleagues. When it's

launched, please take a few minutes to fill it out.

The more information we receive, the more we can work with partners such as The City of Edinburgh Council to support all modes of travel. Also, we have prizes and we can't keep them! **(One £100 and four £50 vouchers to be won)**

The survey is located here: [www.napier.ac.uk/travelsurvey](http://www.napier.ac.uk/travelsurvey) **But it won't work until March 16!**

To help prepare you for the travel survey, we have created this mini set of questions, please send your responses to [k.janik@napier.ac.uk](mailto:k.janik@napier.ac.uk) all participants will receive a bar of chocolate and bicycle lights!

1. What is your favourite form of travelling?
2. What form of travel do you find most pleasant?
3. What's the strangest or most interesting form of transport you've ever used? (e.g- Shetland Pony or submarine)
4. What's the best (hiking, cycling, walking etc) journey you've ever been on?

We're looking for any kind of response: creative, authentic we don't mind! have fun!

### eCycle scheme:

Not to forget we have four eCycles available free to rent to all staff and students. Perfect way to hop from campus to campus or take one for a fun ride at the weekend. [www.bit.ly/ENU-eCycle](http://www.bit.ly/ENU-eCycle)

Travel advice for all campuses is available on the staff intranet [www.bit.ly/ENU-Transport](http://www.bit.ly/ENU-Transport)

## [EN]GAGE

### New Starts:

Ryan McCutcheon and Daniel Fisher have both joined the team as permanent staff, Ryan is the morning shift and Daniel is over the weekend, everyone is delighted to have them on board :)

### Newly trained staff!

**Ryan, Gail, Daniel, Kevin, Matt, Alan, Lucy, Gerry, Laura, Zak** all successfully completed the MyRide instructor course :) great day had by all and very excited to be rolling the classes out to all our members!

Also, **Kasia** has completed her Chartered Institute of Marketing Foundations course :)

### The new build updates!

We now have some of the new wall decals up in the facilities! Come check them out! Keep in touch to find out more or visit us at: [Facebook.com/engagefitness](https://www.facebook.com/engagefitness)

### Recreational (Rec) Sports

From April the sports hall will be booked out from 12:00-14:00 every Friday for Fantastic Five aside Football Fridays! Anyone wishing to take part in playing can book on by emailing: [engage@napier.ac.uk](mailto:engage@napier.ac.uk)



### New weightlifting club

The Edinburgh Weightlifting and Powerlifting Club will be holding sessions at [EN]GAGE soon! Keep in touch to find out more, or if you would like to know more about the club please go to: <http://www.threewhites.com/join> and/or <https://www.facebook.com/3whites/>

### Lunchtime cycle club

We have rolled out a new outdoor fitness class for all staff and students. Join us **every Thursday from 1-2pm for a 20-30 minute cycle around Sighthill campus**. It is a great way to meet other cyclists and get some fresh air during the day :) For more information contact [EN]GAGE.

### Facilities Helpdesk

#### New starts

**Wendy Piliu** started with the Administration Team on 9<sup>th</sup> January. She has really embedded herself in the role and with the team quickly and it has been a pleasure working with her so far.



#### Team Updates

The Administration team are focusing heavily on cross training everyone in the team. The aim is to provide great service across all areas of the service will encouraging variety in day to day workloads. We will be doing campus tours, best practice training sessions and visiting student accommodation to make sure we are all up to speed on the facilities we offer.

#### Staff successes

**Fiona Ure** has been successful in her application for the Conference and Events Administrator's role. She will take up her new post on 1 March and we would like to wish her every success in her new position, sure she will smash it! Should you require any assistance contacting Eric, please contact Elaine Young in the first instance.

**Elaine Young**, Administration Supervisor has also been shortlisted for the Above and Beyond Awards in the Inclusive category. Elaine will be attending the awards evening being held on 16 March to see who, out of her and the two other members of staff shortlisted, wins!!

## Print & Document Services

### Prisma Online ordering

We have upgraded our PRISMA online ordering software to improve the customer experience and to make it more user friendly.

Basically it allows customers to send us jobs direct from their PC without having to do anything else. It can be saved to your favourites as it is a web based page. When it opens up it gives options for job type and a form to fill in, the job then comes direct to our machines here, we print and sent it back to them.

The PRIMSA URL link that can be found [here](#). Please save this into your favourites.

If you require further assistance, please contact Print Services on ext 2486/2340.

The PRISMA Access System Guidelines are on [Property & Facilities intranet pages](#).

## Security Team Updates



### New start!

Security Assistant Carl Christie started on Tue 31<sup>st</sup> Jan '17

### Mental Health First Aid course at Edinburgh Napier

The security team has been hosting this one-day session seeks to explore the psychological health continuum from resilience to crisis. Although the content may be challenging to some, the session is delivered in an alertness context and is specific to campus life. The aims of this training is to enhance current skills already held by staff .

- To preserve life by being alert to the risk of psychological crisis.
- To acknowledge mental and emotional needs in the same way as physical needs when dealing with incidents.
- To gather appropriate information by asking the right questions.
- To listen actively hearing the persons story while recognising invitations and risk concerns.

- To empathise and explore ways to increase safety and prevent harm to people at the centre and connected to the incident.
- To risk review and dynamically cajole the person towards appropriate professional care.
- To challenge stigma & misinformation and appreciate the power of individuals and the community to be A.L.E.R.T

The course has been designed to offer staff an insight into mental health issues. There has been a noticeable increase in the requests for assistance relating to this so to provide our Security staff with the knowledge and tools to actively help our students facing difficulties we came up with offering this training. It is not only security staff that may come across someone in need, but any member of staff within the University, so the course was offered to all.

**Out of the 140 spaces available, 94 have already been booked.** At the end of the sessions we will be asking those who attended for their feedback. If proved successful, work will be done with colleagues in Student Wellbeing to extend this program across the University.

**All Security, Cleaning and Portering Services at Sighthill have / will be under going this training by 31st March.**

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## Other news:

### Staff favourite walks!

Here are some pictures and wee blurbs provided by your peers highlighting their favourite places to go for a wander/cycle/run!



"I took this picture during a nice morning walk in the Almondell and Calderwood Country Park :) "

- Janice Spitty



"Favourite place to walk no matter what the weather is - Oldshoremore Beach, Kinlochbervie, Sutherland, Scotland – one of the most beautiful places in the world as the picture confirms!" Fiona

Ure



"The Pentlands hills in Edinburgh, you can stay up and run/walk around all day and with the Scottish Weather being what it is it'll be different with every outing"



-Gail Crosbie



"One of my favourite places to walk is along Bamburgh Beach in Northumberland" Clare Sayers



"My first run of the year was across the forth road bridge"



"One of my favourite runs last year was around the Kelpies for the Supernova which was in the dark!" Nyree Mairs



"I like to walk up hills :)" Kevin Wright



"I like to walk along the water of Leith walkway. There are plenty great places to eat at the Leith end (Ostara cafe is highly recommended) or part of the way along the walk there's more places in Stockbridge/Cannonmills (Henri's in Stockbridge is highly recommended)."



"You can also jump of at many different points so it can be as long or short as you like. You can see swans and ducks all the way along the water."

-Matt Whale [EN]GAGE staff



"The circular Roman temple structure stands in a classical setting with its location in a deep valley, with the green woodland of residential New Town parks to either side and the Water of Leith flowing below. Although the setting of the building has not changed in 200 years, St. Bernard's Well is usually closed (has been since 1940), except for special days such as [Doors Open Day](#).

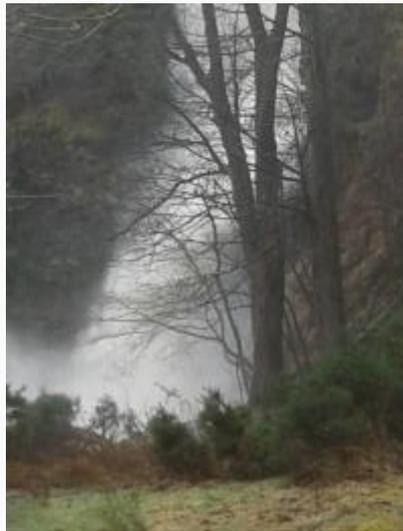
For decades wealthy holiday makers would visit Edinburgh to partake of the well's waters. Various claims were made about its medicinal properties - a cure for arthritis, back ache, and even total blindness. Others have described the taste of the water as having the "odious twang of hydrogen gas" or even like "the washings from a foul gun barrel". As you walk along the Water of Leith path you may even still detect this dull metallic smell.

The St Bernard's Well as we have it today was constructed in 1789 to a design by celebrated Edinburgh landscape painter Alexander Nasymth drawing inspiration from the Temple of Vesta at

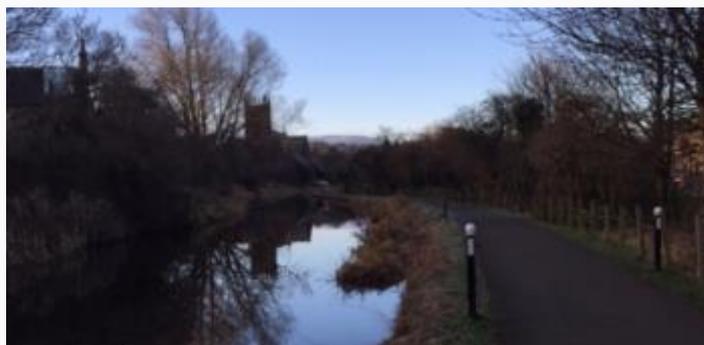
Tivoli in Italy. At the centre of an open pillared dome stands a marble statue of Hygieia, Goddess of Health.

The way that the New Town gardens wrap around the Water of Leith fits in with the neo-classical idea of having a country in the city. The best time to visit St. Bernard's Well is an hour after a heavy rainstorm, when rainwater from the Pentlands thunders through the channels under the Dean Bridge."

-Matt Whale [EN]GAGE staff



There is a great short walk from Bonaly around Torduff reservoir or a longer walk starts at Red Moss and goes over East and West Kip." -David Fairhurst



"I love walking or cycling along the Union Canal. It is like a little green highway through the city, connecting many important areas (like all the campuses!). It is especially nice at this time of year when the flowers start emerging :)" -Kasia Janik



"My favourite (newly discovered) place to walk is the Sir John Clerk Estate in Penicuik, which includes the Grade A listed ruin of Penicuik House."



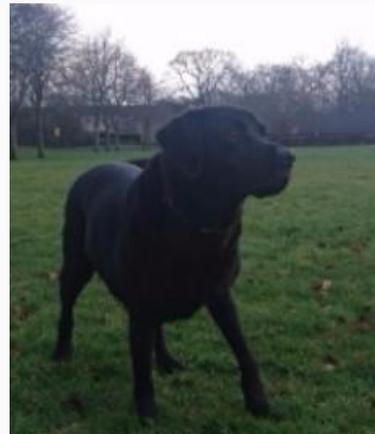
- Tracey Walker



"The Birks of Aberfeldy, good pubs and coffee houses at start(or end!) of walk" - Alan Swinton



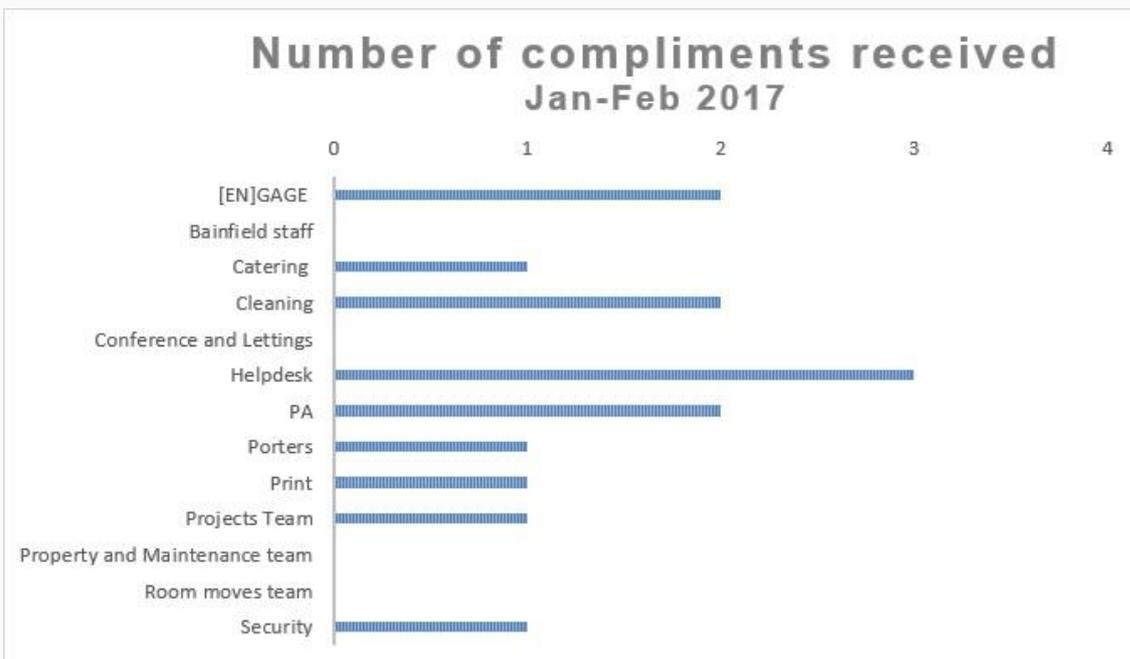
"Just over the road from my house there are beautiful walks around Eliburn reservoir :)"



"I like to take Floyd from Borrowmydoggy.com on a walk near his house to the old Livingston village :)" - Amy Shanks

### Compliments Register (Jan-Feb 2017)

Please remember to send in any compliments you or your team receive to [Elaine Young](#) [E.Young@napier.ac.uk](mailto:E.Young@napier.ac.uk). Here is a count of all the compliments received this year so far:



If you think of any news anytime between now and the end of May, just let me know and I'll pop it into the next newsletter. Send photos, videos, words, games, anything you wish to [k.janik@napier.ac.uk](mailto:k.janik@napier.ac.uk)