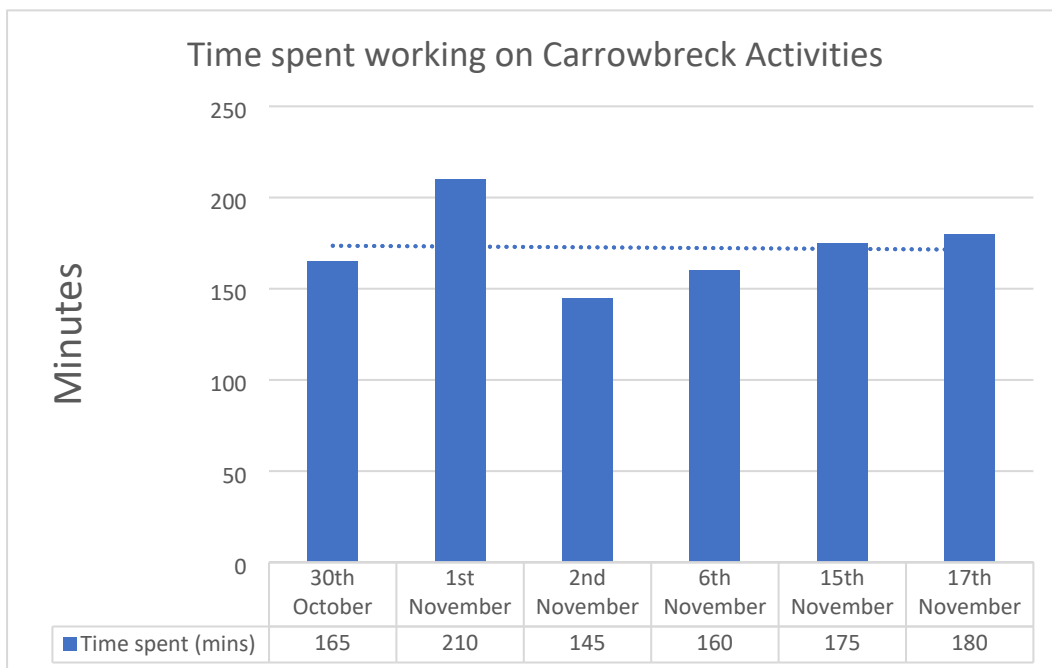


Appendix 6 : Time Commitment to Carrowbreck-specific activities

Business Regulatory Support Hub Coordinator: Time spent on Carrowbreck-specific work whilst based at Carrowbreck House (a list of Carrowbreck Duties continues on the next page).

Date	Time spent (mins)	Time spent (hrs/mins)
30th October	165	2hrs 45 mins
1st November	210	3hrs 30 mins
2nd November	145	2hrs 25 mins
6th November	160	2hrs 40 mins
15th November	175	2hrs 55 mins
17th November	180	3hrs
Average time spent per day on Carrowbreck-specific work	172.5	2hrs 53 mins
Average time per year spent on Carrowbreck-specific work (average working per day, at 2 days per week)	17,940	299hrs*

*This is equivalent to **0.16 FTE**



List of Carrowbreck Duties

Opening up

- Unlocking
- Turning off alarm
- Turning on lights, coffee machine, opening blinds
- Filling up urn (two kettles full, from 3rd floor, with multiple trips up and down stairs)
- Filling up milk jug, putting disposable cups out, check stock of sugar and stirrers
- Unlocking Wensum room (which is a separate building) opening blinds and adding bottled water
- Wensum Room has a regular booking (training organisation) that holds multiple courses; room layouts are confirmed and adjusted each day when the trainer arrives, to accommodate typically for groups of 10 to 20 people
- Opening up other training rooms which are being used that day, double checking room layout, opening blinds, windows, adding bottled water

Meet and greet

- Signing in trainers when they arrive, with building induction discussion (building layout) for those new to Carrowbreck, and checking what needs they might have for the day
- Prompting trainees to sign-in on arrival, an explanation of how the coffee machine works and directing them to their training room
- Throughout the day, clients of other Carrowbreck tenants will arrive, often these are children who need to be signed in and directed to either the 2nd or 3rd floor areas

During the day

- Collect completed lunch orders from trainees, copy information from paper into an email to send to caterer, together with any food allergy information
- Top up hot water and milk before morning break
- Take in biscuits during morning break
- Receive and check lunch orders when they are delivered from caterer, add crisps to each lunch bag and deliver lunch bags into group when they break for lunch
- Top up hot water and milk before afternoon break
- Top up and take biscuits and water over during afternoon break
- Dealing with any ad hoc queries or requests from trainers, trainees or tenants (i.e. how to use coffee machine, request to store own milk/lunch in fridge, questions about closest shop, future room availability etc)

End of the day

- Getting guests and trainees to sign-out
- Clearing rubbish into bins
- Putting unused biscuits and bottled water back into stock
- Setting up each room ready for next day: Chairs and tables into theatre, conference or cabaret style. Lay the table with notepaper, pens, training brochure and lunch forms for each trainee
- Wash up milk jug and empty urn in kitchen sink
- Lock rooms where needed
- Internal walkaround to check all windows and doors secure from inside (main building plus Wensum), pull blinds down and switching off lights

- External building walkaround with torch, checking windows and doors are shut and that the premises are secure
- Setting alarm, locking up and testing

Ad hoc duties

- Directing traffic into overflow when car park full
- Clearing out 3rd floor room, moving furniture, emptying boxes, carrying items to be disposed of down 3 flights fire escape stairs to put into bins
- Buying supplies from supermarkets, out of hours when needed such as bottled water and crisps.
- Attending site after being contacted by tenant when fire alarm was going off, (attended site whilst on a call with Matt Beckett) to inspect fire panel and see if there was a fire (faulty sensor)
- Taking in parcels from Royal Mail, Amazon etc
- Dealing with kitchen fitter when doing the instal on the 3rd floor
- Dealing with alarm company to provide access and answer questions about our alarm set-up
- Dealing with Canon who came to install a printer
- Various visits from IT
- Regular visits from Initial for sanitary waste disposal
- Dealing with The Conservation Volunteers (TCV) when a group arrived unannounced with power tools to tidy up the external woodland area
- Taking in deliveries of supplies like paper towels, sugar etc and storing in correct places
- Filling up the paper towels in all 6 bathrooms on site
- Staying late to lock up when usual cleaner was off, and the replacement was not confident in setting the alarm