

LEVEN Management Plan

40 Chorlton Street

Introduction

This is the Business Management plan for LEVEN Manchester. The property at 40 Chorlton Street

This plan outlines the property management system for the following areas:

- Guest and Customer smoking plan
- Delivery Plan
- Refuse collection plan

All nominated suppliers will be requested to complete a full site risk assessment for the property along with a full Management Plan on their awarded area for contract.

Status update:

- Commencement date: 28/05/2019
- Original Completion Date: 03/08/2020
- Actual Completion Date: 24/09/2021

Guest & Customer Smoking Plan

Guest of the hotel and customers of level one will be advised and directed to the designated smoking point which will be located to the LEFT of the main entrance on 40 Chorlton St. (on the corner of Richmond St.) this area will be clearly signed as the designated smoking area, will have designated smoking ashtrays that will be managed by the hotel staff. This area will be designated as close as possible to the front of the main building while away from the main entrance.

Regular hotel team inspection will be recorded and monitored to ensure this area is kept to the best standard of condition at all times.

Delivery Plan

Deliveries for LEVEN will only be allowed during the permitted times outline in the planning they are as follows:

"Deliveries, servicing and collections, including waste collections shall not take place outside the following hours: 07:30 to 20:00, Monday to Saturday, no deliveries/waste collections on Sundays/Bank Holidays"

All deliveries will be accessed through the delivery bay located on Richmond St, access will be managed through an intercom system allowing the Hotel team to manage this effectively and ensure that it is within keeping with the designated permitted hours of service. Access to site will only be given within the permitted hours.

All contracts agreed with the LEVEL nominated vendors will outline the delivery times that are allowed on the premises and any company not following these hours will be removed from the nominated vendor supply.

Refuge Collection Plan

The refuge area is located on Richmond St and will follow the same principles as that of the delivery schedule:

“Deliveries, servicing and collections, including waste collections shall not take place outside the following hours: 07:30 to 20:00, Monday to Saturday, no deliveries/waste collections on Sundays/Bank Holidays”

LEVEN nominated supplier will follow these times; the Hotel Management Team will manage this through an intercom system from the door of the refuge area to the Hotel reception to ensure that refuge collection is permitted within the correct time slots. Access to site will only be given within the permitted hours. We will award a vendor that is familiar with Manchester City Centre guidance, while offering the most effective recycling and zero to landfill option within LEVEN Manchester Values.

- The bin store door located on Richmond street, is louvred to allow ventilation throughout this area.