

 MMU Environmental Management System	Ref	EXTFM S&E 2
	Version	1
	Date	11/6/23
	Author	Assistant Facilities Manager - External
	Approved by	(TBC)
Servicing Strategy and Management Plan for Dalton Building		

1. Introduction and Purpose

- a) The purpose of this document is to provide Manchester City Council with the servicing strategy and management plan for the operation of the Dalton Building
- b) This document aims to demonstrate that Manchester Metropolitan can satisfy all planning conditions and have an adequate management plan for the building, including a schedule of loading and unloading locations, details of internal service bays and on-street servicing layby (where applicable).

2. Site Background

Improvements are being made to the external areas and increase the footpaths and level access of the site.

To encourage sustainable transport modes and in accordance with the planning consent additional cycle and electric vehicle parking provision has been allocated as per Appendix 2: Full External Layout.

All areas around the development are under the responsibility of the local council and traffic rules must be adhered to. All areas on campus are subject to the University's parking rules and regulations. Staff are expected to always check and adhere to signposted rules when accessing the site and surrounding areas.

The new site will include the access road to the car park under the Mancunian Way, increased electric vehicle charging points, cycle parking provision and pedestrian crossing points.

3. Site Operations

a) Operating Hours

Access to load/unload to the premises will be available from 06:30 hrs to 16:30hrs, The building is open and operational at the following times:

Table 1: Building Opening hours

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Monday to Friday	Saturday	
Term time: 07:00 – 22:00 Out of term 07:00 – 18:00	08:00 – 17:00	
Reception: 08:00 to 19:00	Reception term time only	
Notes: Out of hours access for research purposes can be arranged with Campus Security.		
Loading bay: Loading bay is open and available once Facilities Teams start on site. 06:30 – 16:30. Technical Services desk: Service counter is staffed 08:45 – 16:30.		

The reception in Dalton will be staffed by a receptionist Monday to Friday 08:00 hrs to 19:00hrs, who will be adequately trained to contact the relevant personnel to ensure access to site to ensure the safe movement of vehicles coming off Chester Street, and contact relevant staff to take receipt of deliveries to speed up servicing times.

Technical Services will also have someone available at the service counter between 08:45 – 16:30 who can take delivery of Hazardous Substances (specific details outlined in planning application form).

Facility is in place for scheduled deliveries of cryogenic gas that take place out of this time frame to deliver direct to the secure gas storage facility.

The loading bay is available for access 06:30 – 16:30 once Facilities Teams start on site to accept deliveries. The vast majority of deliveries will be scheduled upon ordering to arrive within reception opening hours except in exceptional circumstances.

b) Vehicle deliveries / collections

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Deliveries to the building are via the access road from Chester Street to the designated loading bay at the south side of the building. The loading bay has direct access to the main goods lift to service the building.

This access road outside the loading bay allows for access and turning of large vehicles as per Appendix 1: Ground Floor - Deliveries and Waste Collection Plan - Sheet 1 & 2.

Activity	Monday to Friday	Saturday	Sunday and bank holidays
Deliveries (General & Mail)	08:00 to 19:00 (Reception opening time)	N/A	N/A
Waste Collection	05:00 – 08:30	N/A	N/A
Cryogenic gas deliveries	06:00 – 09:00	N/A	N/A
All Other Hazardous Substances/ Gas deliveries	08:45 – 16:30 (Technical Services counter opening times)	N/A	N/A

Technical Services deliveries of Hazardous Substances (specific details outlined in planning application form) are made via the access road to the loading bay on the south side of the building. Cryogenic gas deliveries earlier than building opening times are made direct to the gas storage facility.

Waste collections will take place as described in the separately submitted Waste and Recycling Storage and Disposal plan. The University has set preferred collection times, removal prior to 08:30 to avoid footfall, as per local risk assessments on

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nearby developments that the waste contractor adheres to and compliance is monitored through Key Performance Indicators.

c) Parking, Control and Enforcement

Parking on Chester Street (north side) and surrounding area is strictly controlled by the council. This is Taxi Drop Off and Accessible Bays only next to the development as per Appendix 2: Full External Layout.

On the property of the University, parking control is administered by the Campus Security Team, and enforced by an external company SiP through use of ANPR.

Grace for loading is given up to 15 minutes for ad hoc deliveries, and the ANPR for this location.

Staff engaging with contractors who require longer periods for loading/unloading access apply internally for contractor parking, or notify Campus Security of registrations for ad hoc visits.

There is a staff car park that is accessed via the Chester Street Service road that is in operation, which allows for over 100 staff car parking spaces. Staff parking operate on a permit system only allowing certain users access and parking provision between the hours of 06:00 – 16:00 Monday to Friday. Outside of these hours, parking is unrestricted.

d) Site Access

To ensure that vehicles operate safely whilst on site the following will apply:

- The speed limit is to be adhered to at all times. This is set to 5mph on the access road and surrounding car parks.
- All vehicles must use the area next to the loading bay to load/unload.
- No equipment to be left/stored within surrounding access road at any time.
- No emergency exits to be blocked by service vehicles or equipment at any time.
- No fire hydrants or risers/droppers to be blocked by service vehicles or equipment at any time.

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- No skips or bins are to be placed in the external vicinity outside the designated waste storage area without consultation and approval with FM
- All fly tipping to be reported and removed promptly.
- In the unlikely event it is required, any vehicles reversing back on to Chester Street must be under the guidance of a banksman and agreed with the contractor prior to visiting site.
- 2-way vehicle access to be maintained on the service road at all times to allow traffic in and out of site safely.

Deliveries are only permitted to the loading bay or gas storage on the south side of the building.

4. Access to the Post Room

The main entry point for all incoming and outgoing mail/parcels and packages will be via the loading bay at the south side of the building, accessed via the service road off Chester Street.

5. Loading/Unloading Safety

- All users must ensure they understand the building and local rules for loading/unloading in the area and follow them for their own safety and avoid enforcement action
- Users must be mindful that vehicles will be entering and manoeuvring around the service access road in and out of the visitor and staff car parks.
- Users must be considerate of personnel moving to/from nearby building

6. Smoking

Smoking is not permitted within 4 metres the University buildings and only in designated smoking areas on its premises. Users should refrain from smoking outside the building and or directly outside any intake vents around the perimeter of the building.

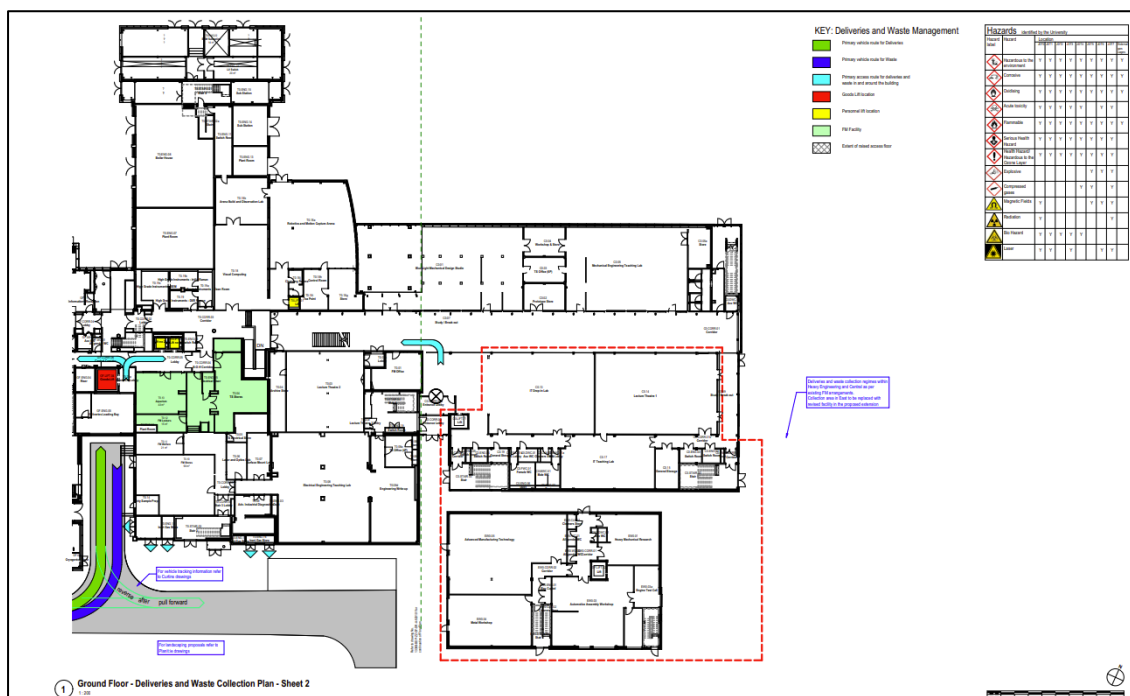
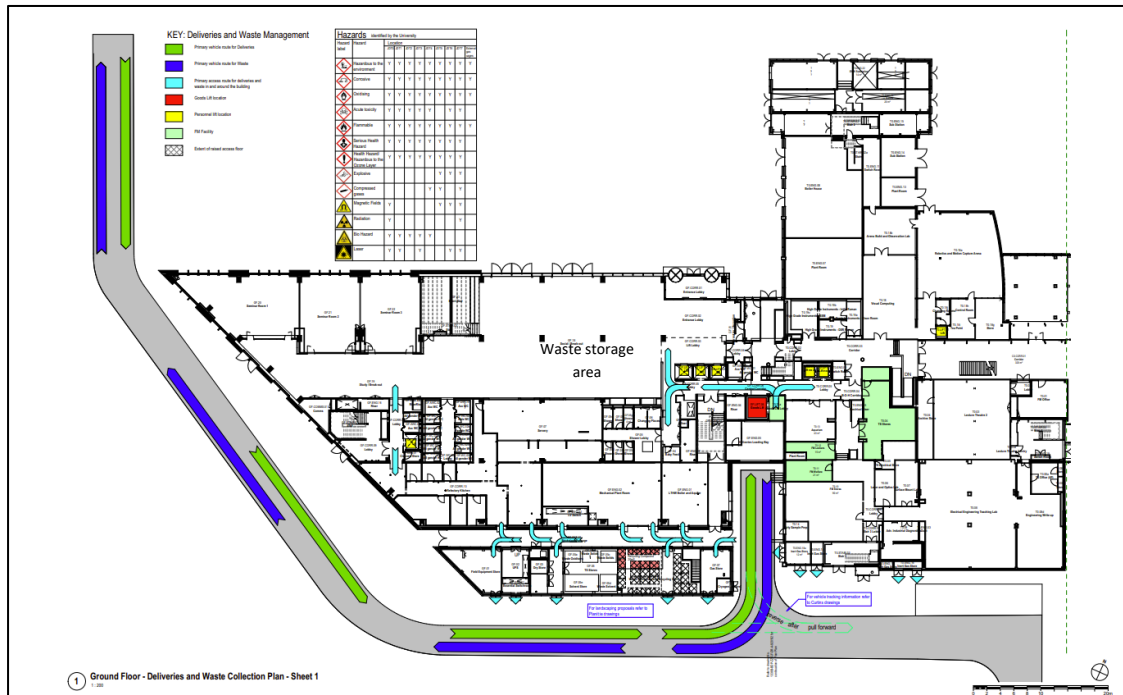


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Appendix I: Deliveries and Waste Collection Plan - Sheet 1 & 2.



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Appendix 2: Full External Layout

