

# MaynoothWorks



## Licensee's Handbook

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## ABOUT THIS DOCUMENT

The aim of this document is to provide the Licensee with useful information about the Business Incubation Centre (MaynoothWorks) in the Eolas Building and University operations. The document is intended as a guide and as such is a working document which will be updated from time-to-time in-line with the operations of Maynooth University.

## INTRODUCTION TO MaynoothWorks

MaynoothWorks is located on the second and third floors of the Eolas building. It is a shared occupancy building with six areas of operation.

- 1) MaynoothWorks Business Incubator
- 2) Maynooth University IT Services
- 3) Computer Science Department
- 4) Hamilton Institute
- 5) Innovation Value Institute (IVI)
- 6) Shared facilities (i.e. common access areas)

**Area 1** is the MaynoothWorks Business Incubator which houses Licensee companies and provides support for them as they either spin out or spin in.

**Area 2** Maynooth University IT Services provide a wide range of general and specialist IT services to students and staff of the University in support of the University's objectives in areas including teaching, learning and research. The Centre also supports and maintains the computing infrastructure which underpins those services. - See more at:

<https://www.maynoothuniversity.ie/computer-centre>

**Area 3** is the Computer Science Department in the Faculty of Science. In addition to offering a number of undergraduate and postgraduate courses, the Department has an active research programme. The department comprises academic staff, support staff, and postgraduate research students.

**Area 4** is the Hamilton Institute an applied mathematics research institute.

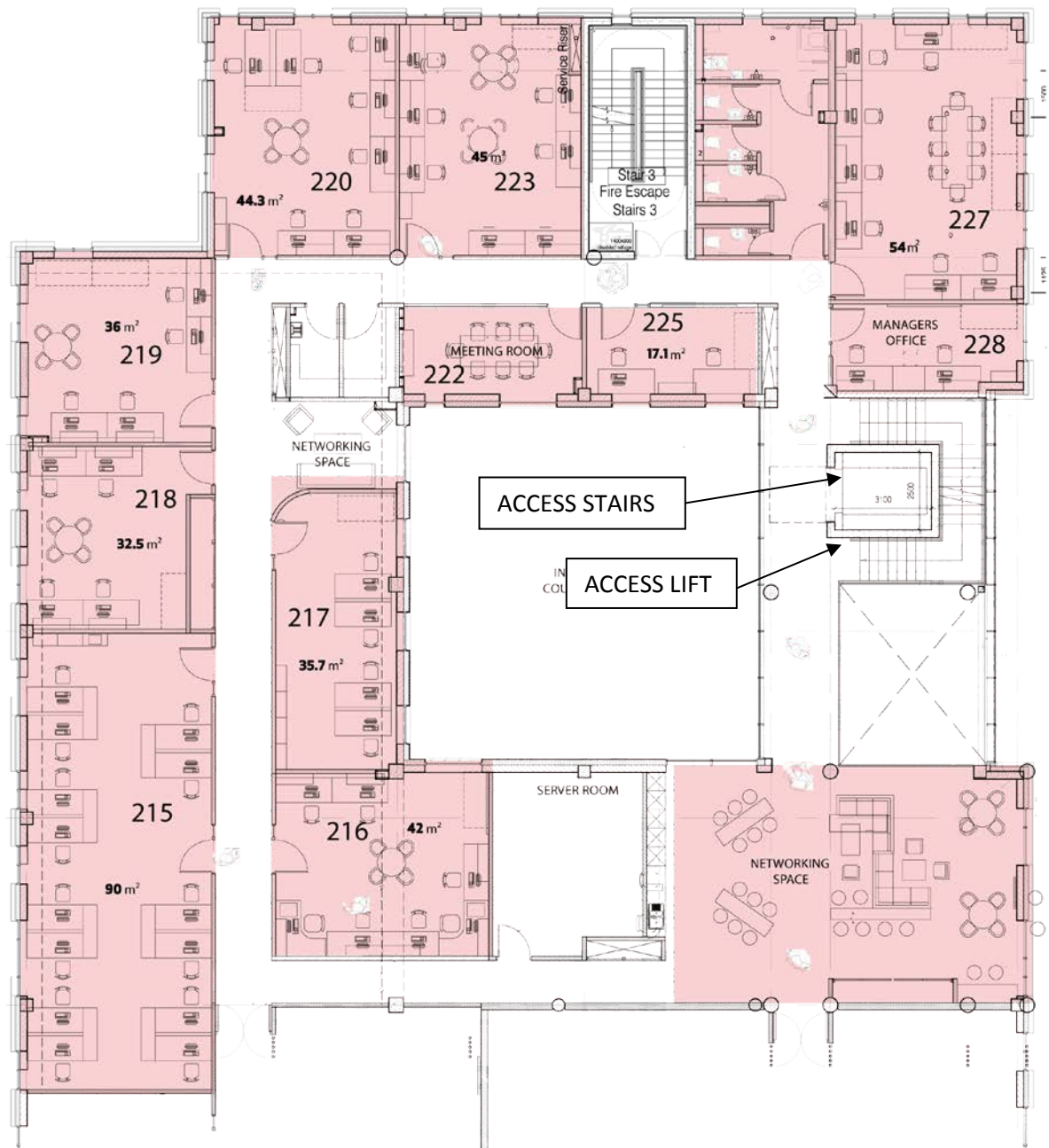
**Area 5** is the Innovation Value Institute (IVI) is a research institute that drives the transformation of IT management.

**Area 6** is the balance areas of the building and includes shared facilities such as access routes, stairs, and public toilets.

The following pages outline the MaynoothWorks business incubator areas as described above.

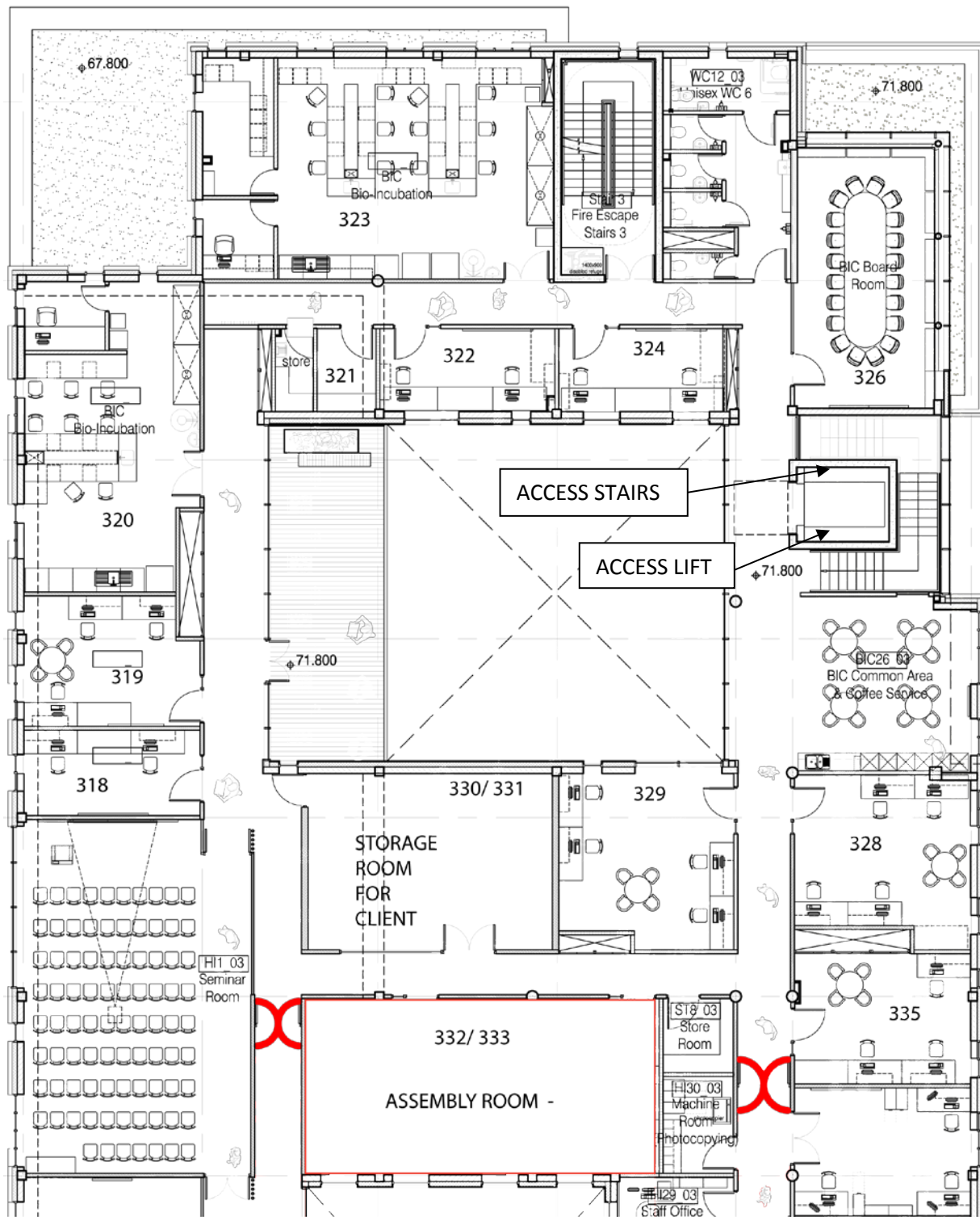
**MaynoothWorks FLOOR PLANS**

## SECOND FLOOR PLAN



Floor plans are representative only.

FLOOR PLAN  
3rd FLOOR -BIC



BOUNDARIES MARKED BY RED DOORS



## BUILDING LOCATION AND ACCESS

Maynooth University has North Campus and South Campus which is partitioned by the Kilcock road. The Eolas building is located on the North Campus and can be accessed through two separate entrances - North Campus Kilcock Road or Moyglare Road. The primary vehicular access to the Eolas Building is the entrance off the Kilcock road. This gate is open 24/7 but may be closed for operational reasons from time to time. When this occurs access will be facilitated through the other campus gates.

### Eolas Building



### Campus Gates Opening Times

<b>Kilcock Road Entrance</b>	24 hours
<b>Moyglare Entrance</b>	(Mon-Fri) 07.00-20.00
<b>Pedestrian Entrances</b>	24 hours

### Note

Gate times are subject to change for operational reasons



### Disabled Access

The Eolas building is accessible to those with mobility difficulties via the main entrances at the south and the east of the building where power assisted doors are in operation. Those who require lift access to the Business Incubation Centre should use the lift at the Eastern Entrance. There is an accessible bathroom on both floors of the Business Incubation Centre.

### Deliveries

Deliveries should be to the set down area/car park at the rear of the Eolas building; this can be accessed via the internal road network.

### Visitor access

Visitors shall at all times be the responsibility of the Licensees'. Access to the internal MaynoothWorks area shall be reliant on the Licensee admitting them. Access shall be via the stairs or lift as highlighted on the floor plans provided in this document. Visitors should contact the Licensee via the intercom system on the ground floor reception area of the East facing entrance. There shall be no access from any other part of the building to the internal space of the MaynoothWorks. Licensees shall direct visitors to call them on their arrival to gain access to the lift or meet them as they enter the MaynoothWorks area via the stairs. The MaynoothWorks management team are not responsible for directing visitors to their destination.

### Client/ Licensee access

Access for MaynoothWorks clients or Licensees shall be via a "MyCard" identity card, provided to clients through the MaynoothWorks administration office Room 228. Each office is electronically controlled and requires a MyCard to gain access.

## COMMUTING

### Transport Guide

Maynooth University produces an annual transport guide the current one can be downloaded at the following web address.

<https://www.maynoothuniversity.ie/sites/default/files/assets/document/FINAL%20TRANSPORT%20GUIDE%202018-2019%2016.7.18%20.pdf>

Maynooth University has extensive transport links (Bus and Train).



### Cycle Repair Stand

The cycle repair stand is located in the cycle shelter between the Bio-Science Building and the Phoenix Restaurant on the north campus. The stand will help facilitate small repairs to bicycles. See link for further details: <https://www.maynoothuniversity.ie/location/cycling-maynooth>

### Bus Transport:

There are various public and private bus routes serving the Maynooth Campus. The campus bus stops are located:

- On Maynooth Main Street ( 66, 66x, 66n)
- On the Kilcock Road
- At the side of the Phoenix Restaurant

For details on routes and departure times please refer to [www.dublinbus.ie](http://www.dublinbus.ie) and the Transport Guide.

### Train:

Maynooth train station is a 10 minute walk from North Campus. For further details please refer to [www.irishrail.ie](http://www.irishrail.ie)

### Driving:

- Campus Speed limit is 25 kmph
- Vehicles using the campus must comply with the Road Traffic Act
- The North campus operates a one way system on the campus ring road, vehicles entering the campus must turn left.
- Coaches may only be brought to campus by prior arrangement with the Maynooth Traffic Office.

### Parking:

- Vehicles may only be parked in designated parking spaces.
- Some car parking areas are pay and display, others are restricted to particular types of permit, please check the signage in the car park.
- Maynooth University operates a permit parking system whereby all regular users (staff, students and MaynoothWorks Licensees) must purchase a campus parking permit.
- Occasional use and visitor parking is catered for by the provision of pay and display spaces.
- Clamping is in operation on campus, and is managed by an external contractor. ALL illegally parked cars will be clamped by APCOA.

**Please note all vehicles parked are left at the owner's risk.**

Clamping is in operation during term time only from 08.30-17.00 hours, Monday – Friday.

This academic year, it will be:

Monday 24th September 2018 to Friday 21<sup>st</sup> December 2018

Tuesday 29<sup>th</sup> January 2019 to Friday 4<sup>th</sup> of May 2019

There are two types of parking permits as follows:

**Staff car parking:** All Licensees of the Business Incubation Centre are entitled to apply for a staff parking permit via the online system, which costs €40 per academic year. Initially please contact the MaynoothWorks administrator by email and you will then be issued with a code to allow you to apply online using the following link:

<https://www.maynoothuniversity.ie/location/parking-traffic-management/apply-permit>

Payments can be made by credit/debit card. The permit must be permanently displayed in your car window and this entitles you to park in the designated staff car parks throughout the campus.

**MaynoothWorks car park:** There is a restricted access car park at the rear of the Eolas building designated to MaynoothWorks. A separate and unique Blue permit is required for this carpark and clients who have office space are entitled to apply for one permit per office unit. This permit gives you permission to park in the restricted access car park only and does not allow parking anywhere else on campus. There are also Visitor spaces available in this car park.

**Maynooth University Parking Regulations are available on the following link. Please familiarise yourself with these to avoid being clamped.**

<https://www.maynoothuniversity.ie/location/parking-traffic-management>

### Visitors to the Campus

If you have visitors coming by car there are three options:

- 1) We have four visitor spaces in the MaynoothWorks carpark which can be used on a first come first served basis. Your visitor will need to have a one day parking permit which you can purchase from the Management office in blocks of 10 at €3 each. The Visitor must adhere to the rules printed on the permit. These visitors' permits need to be displayed during term time only.
- 2) If there are no spaces in the MaynoothWorks car park the one day parking permit will allow them to park in the following areas; Multi permit, staff car parks, the ring road around the campus and the overflow car park in Maynooth GAA.
- 3) There are pay and display spaces in car parks 2 and 5 on the North Campus where they can park for a maximum of 5 hours.

### Motorbikes

Motorbikes should be parked in the motorbike car park to the rear of the Eolas Building.

## **Disabled Parking**

Two disabled parking spaces are available in the restricted access car park at the rear of the Eolas Building.

## **Electric Vehicles**

Electric Vehicles can be charged on the North Campus,

<https://chargemap.com/points/details/kildare-nui-maynooth-north-campus-county-kildare>

## **MAIL SERVICES and CORRECT ADDRESS:**

### **Correct Address**

The correct Address for MaynoothWorks Licensees is:

#### **“Company Name”**

**MaynoothWorks**

**Eolas Building**

**Maynooth University**

**Maynooth**

**Co. Kildare**

### **Mail Services**

#### **Incoming Post**

Post is likely to be delivered to Maynooth University Post room as part of the daily delivery; this will be sorted and available for collection at the Post Room on the Ground floor of the John Hume building. Each company will receive a key to one of the shared post boxes that are allocated to MaynoothWorks. This key must be kept safe at all times and returned to management office once your licence is complete.

#### **Outgoing Post**

The Post room in John Hume Building will accept outgoing post only if there is already the correct postage on it. There is a post box outside the post room to facilitate this. The staff in the post room will facilitate weighing of the post if necessary to ensure correct payment of postage fee.

### **Couriers**

Couriers for the MaynoothWorks companies must deliver and collect only at the company offices in the MaynoothWorks Eolas building. Maynooth University post room services or MaynoothWorks staff cannot collect or sign for courier deliveries.

## **BUILDING SECURITY:**

### **Campus Security**

Campus Security is on-site 24 hours 7 days a week; they perform mobile patrols and will be able to offer assistance in an emergency via 01-708-3929, however, primary emergency security support should be from the Gardaí. Please note it is the responsibility of the Licensee to ensure their area of the building is secured at all times. It is the responsibility of the Licensee to ensure all windows and doors are locked once the building is empty. Clients are responsible for ensuring their doors are locked when not occupied. A locked door is indicated by a red light on the lock. If a door is not locking for any reason, clients should in the first instance contact the administration office 01-708-3367 or 01-708-6902, failing that security at 01-708-3929. All non-emergency contact with regard to security issues should be made via Campus Security 01-708-3929.

### **Event Security**

Should the Licensee be holding events, these will need to be agreed and discussed in terms of impact on the campus at an events meeting with Campus Services. Any event that requires security personnel needs to be booked through the campus event security contract. This is to ensure a smooth handover with campus teams. Security staff is provided through the University Event Security contract at agreed rates, these costs will be borne by the Licensee. Details of the event security contract are available from the Head of Security.

### **Building Intruder Alarm**

The security alarm is connected to a fully licensed Monitoring Centre. In the event of a security alarm activation Campus security will check the building and in the event of a break-in to the MaynoothWorks call the centre manager or designated key holder. In the event of an obvious break in/breach of security they will notify the designated key holder and the Gardaí immediately.

### **Building CCTV**

The building is fitted with CCTV which is managed by campus security.

Should the Licensee need to install any CCTV it must comply with the Maynooth University policy on the use of CCTV. CCTV justification documents must be prepared.

### **Building accessibility hours**

Campus security will open up the building at 08:00am for staff access, Monday to Friday. Campus security will lock up the main building at 22:00 Monday to Friday. Please use the front door after 18:00.

Access to the Eolas building outside of the hours will need to be pre-arranged with MaynoothWorks management.

### Access Control/ Office Security

The Eolas building is fitted with an access control system, access is facilitated using the campus MyCard. The perimeter doors are managed by campus security, the local access doors to the MaynoothWorks within the building are managed by MaynoothWorks administration. Requests for access rights should be addressed to the MaynoothWorks administration.

## HEALTH AND SAFETY

All occupants of Maynooth University buildings are responsible for their own safety and that of their colleagues and fellow occupants. A legal duty under the Safety, Health and Welfare at Work Act, 2005, obligates all persons to act responsibly and not to endanger others.

Every Licensee is required to have a Safety Statement in place based on the identification of the hazards and the assessment of the risks that these create at their place of work.

### Smoking

The University endeavours to comply with all Irish health and safety legislation and as a result have deemed all buildings Non Smoking areas. This policy must be adhered to in all Maynooth University premises and events hosted under the remit of Maynooth University. Smoking is not permitted within 6m of the entrances to buildings. Please extinguish cigarettes fully and dispose of them in litter bins provided.

### Accidents, Near Misses and Dangerous Occurrences

All accidents and injuries, however small, which occur in and around your workplace, must be reported to Maynooth University Safety Office on an incident report form within 24 hours.

[https://www.maynoothUniversity.ie/sites/default/files/assets/document/Accident\\_Incident\\_Report\\_Form\\_0.pdf](https://www.maynoothUniversity.ie/sites/default/files/assets/document/Accident_Incident_Report_Form_0.pdf)

Incidents that may be brought to your attention must be reported in the same way.

Your Safety Co-ordinator should ensure that the details of any accident are recorded.

### Contacting Emergency Services

The Maynooth University campus is a managed campus with a 24/7 security presence. In the event that a company needs to call Emergency Services to their facilities on campus, security should be advised 01-708-3929. They can facilitate the emergency services arrival by opening barriers if required, providing an escort to the site with the mobile patrols and assist in local campus information and incident management. Emergency Numbers

Campus Emergency Number	01 708 1333
Garda Station (Maynooth)	01 629 2380
Garda Station (Leixlip)	01 666 7800
Fire Brigade (Naas)	(045) 980200



Blanchardstown Hospital	01 646 5000
Gas Networks Ireland 24 hour Emergency	1850205050
ESB 24 Hour Emergency	1850 372999
Irish Water	1890 278 278

## **FIRE SAFETY**

On hearing the fire alarm all occupants and their visitors must leave the building promptly following the marked fire escape routes and report to the designated assembly points which are located at the fire exit doors. Note that the MaynoothWorks shares emergency exit routes with other building users.

It is important that the exit routes indicated are kept clear and are available at all times. Any issue affecting these routes must be brought to the attention of Campus Services immediately on 01-708-3930.

### **On Discovering a Fire**

- Raise the alarm by breaking the nearest break glass unit.
- Call the Fire Brigade by dialling 999 or 112.
- Leave the building promptly – please do not stop to collect personal belongings.
- The lift must not be used in the event of a fire.
- Please ensure that any visitor or contractor under your control is directed to the nearest exit.
- Inform campus security on 01-708-3333
- Report to the designated assembly point outside your building as sign posted.
- Please ensure that you wait for the roll call to be taken. This will ensure that all persons have left the building safely and will help to avoid unnecessary risk to the attending emergency services.
- Please do not attempt to extinguish a fire unless you have a clear escape route and have been trained in the use of fire extinguishers.
- Please familiarise yourself with the location of relevant break glass units and all exit routes.
- A fire alarm test will take place on a regular basis. A full fire alarm drill will be executed in conjunction with other building occupants annually.

### **Fire Alarm System**

The Eolas building fire alarm system will be maintained by Maynooth University Safety Office.

Statutory quarterly testing of the fire alarm will be scheduled by the Safety Office.

Any issues with the fire alarm system should be notified to Maynooth University Safety Office on extn. 4720.

### Fire Extinguishers

The fire extinguishers and extinguishing systems will be maintained by Maynooth University Safety Office, the cost of this maintenance for the MaynoothWorks companies will be charged back through MaynoothWorks administration.

Extinguishing systems are subject to quarterly inspection.

Fire extinguishers are subject to annual inspection.

Any issues with the fire extinguishers or fire extinguishing system should be notified to Maynooth University Safety Office on extn. 4720.

### Emergency Lighting

The emergency lighting systems in the Eolas building will be maintained by Campus Services, the cost of this maintenance will be charged back to the company on a square metre basis

Statutory quarterly testing of the emergency lighting will be scheduled by Campus Services.

### Gas

The gas detection systems for lab gases will be maintained by Campus Services, the cost of this maintenance will be charged to the relevant companies through the MaynoothWorks.

Note: the gas detection system is linked to gas slam shut. The gas slam-shut valve must be reset manually by an authorised person.

**The natural gas supply to the laboratory is fitted with a gas proving system that must be operated by an authorised person and isolated at the end of the working day.**

**Gas Bottles may not be brought into the building.**

## INSURANCE

The Licensee is required to obtain its own insurance policy, valid on a continuous basis, from a reputable insurer, with the following mandatory cover:

- Employers' Liability Insurance for an amount not less than €13m
- Public Liability Insurance for an amount not less than €6.5m
- Product Liability Insurance for an amount of not less than €6.5m
- Engineering Insurance (if required) based on the Licensee's equipment register, for an amount to be approved by Maynooth University (lifting equipment, pressure vessels, etc.)
- Property and Business Interruption insurances for an amount commensurate with their assets retained within and the operations of the facility.

All Licensee policies must provide for a specific indemnity to Maynooth University. The Licensee must provide a copy of such indemnities to MaynoothWorks Administration on an annual basis.

The Licensee must provide a summary of the above insurance policies to Maynooth University on an annual basis, to include a business description of the insured, policy excesses and all exclusions. Any policy excesses must be reasonable and be such that the insured can demonstrate an ability to cover such costs. The business description on the policy must match the operations of the Licensee with respect to the facility in Maynooth University.

The Licensee must notify MaynoothWorks administration and the Maynooth University Health and Safety Office immediately if they are in receipt of any third party claim with respect to their activities on the Maynooth University campus.

Maynooth University will notify the Licensee immediately if they are in receipt of any third party claim relating to the activities of the Licensee, and upon doing so will require the Licensee take responsibly for the claim and to provide written confirmation of the relevant indemnity with respect to said claim.

If Maynooth University and the Licensee are the joint recipients of a notification of a civil claim relating to the Licensee's operations then Maynooth University will require the Licensee to take responsibly for the claim and to provide written confirmation of the relevant indemnity with respect to said claim.

The Licensee is responsible for insuring their own property. Maynooth University will not afford any property insurance to the Licensee re. the latter's property. Nor will Maynooth University afford any 'business interruption', 'increased cost of working' or any other insurance covers to the Licensee.

## FACILITIES SERVICES

### Cleaning and Sanitary Services

In terms of cleaning services, Licensee's will be responsible for the cost of maintaining the cleanliness of the areas licensed to them.

Maynooth University provides a daily clean (cleaning means all floors, walls, furniture, internal windows) Monday to Friday of public areas and a weekly clean of offices and labs where agreed but at cost to the Licensee. If you wish to have your desks cleaned, please note that this will be done on a Wednesday morning (before 9am), provided that the desk is cleared of paperwork. Wednesday is also the day that offices are vacuumed. Please let the Admin office know if this is not the case. (More frequent cleaning for clients work areas can be arranged at the contract rate through the MaynoothWorks Administration). Toilet consumables and feminine hygiene disposal are provided for as part of Licensees contracts.

### Window Cleaning

Cleaning of windows beyond the normal scheduled cleaning can be arranged by request by campus services through the MaynoothWorks Administration.

### Furniture Set Up

The Licensee is responsible for their own furniture set up. If assistance is required Maynooth University can provide General Operatives at a contract hourly rate. This service can be booked in advance via MaynoothWorks Administration. Please make use of the pedestal lockers provided. If for some reason you have mislaid a key, please contact administration.

## KITCHEN

The Licensee has full use of the kitchen facilities including fridge, microwave, toaster, Nespresso coffee machine and water dispenser. Please use the water from the dispenser when filling up the Nespresso machine as we are in a hard water area. Please supply your own milk and coffee pods but feel free to use the sugar and tea which are stored in the kitchen cabinets. If storing food items please use appropriate storage boxes as the cleaners may throw out items not stored in the appropriate way.

### IMPORTANT NOTICE TO ALL KITCHEN USERS

We have a lovely kitchen facility for all to enjoy so please leave the kitchen clean and tidy when you are finished using it.

**PLEASE DO NOT LEAVE DISHES OR CUTLERY IN THE SINK. PLEASE HAND WASH YOUR OWN ITEMS IF YOU WISH BUT OTHERWISE ALL ITEMS BELONGING TO MAYNOOTHWORKS MUST BE PUT THROUGH THE DISHWASHER CYCLE FOR HYGIENE PURPOSES.**

**CUTLERY NEEDS TO BE LOADED ONTO THE TOP TRAY OF THE DISHWASHER.**

**PLEASE EMPTY THE DISHWASHER IF YOU SEE THAT THE CYCLE IS COMPLETE.**

The cleaners will not clean the sink area if there are items left in the sink. Please set off the dishwasher if necessary, using the tabs stored under the sink and please empty the dishwasher when the cycle is completed. If you have any queries about using the dishwasher please contact the management office.

### **Whitewalls**

Some of the offices have Whitewalls which can be used exactly the same as a white board. Please use whiteboard markers (not permanent markers) and please do not leave any writing on the boards for any longer than 2 weeks. Please call into the Admin office to collect a special cloth for the whitewalls and we also have a spray for stubborn marks that are hard to remove which will be provided at cost.

### **Waste**

The Licensee is responsible for managing their own waste streams within their offices. Bins for recycling (GREEN) and general waste (RED) are provided in the general areas. A food bin is provided in the kitchen area.

Maynooth University is committed to implementing environmentally friendly waste management policies. The Licensee will be required to comply with these policies. In line with these policies Maynooth University requires that the Licensee makes arrangements for the disposal of any hazardous waste generated by their operation;

The University provides general waste services as follows;

- Green Bins (Mixed Dry Recyclables)
- Red Bins (General Waste)
- Brown Bins (Kitchen caddy for food waste)

The Licensee is requested to:

- Ensure that their staff comply with Maynooth University's recycling policies when disposing of cardboard and other packaging;
- Minimise waste and recycling of waste generated from their operation;
- Dispose of waste in Maynooth University skips in accordance with Maynooth University instructions (charges will be levied back to the Licensee through the MaynoothWorks Administration)

## TECHNICAL SERVICES

### Mechanical and Electrical Building Services

Maynooth University may elect to undertake maintenance / minor works on behalf of the Licensee for selected services (for the purposes of proper estate management) or as agreed between the parties.

The selected maintenance services include:

- Fire Alarm
- Gas Detection
- Emergency Lighting
- Passenger and Goods Lift Maintenance
- Building Management System
- Waste Water
- Portable Fire Fighting Equipment

The maintenance of mechanical and electrical services in the building will be by Maynooth University Campus Services. The Licensee shall provide reasonable access for maintenance purposes during opening hours. Please contact the Maynooth University Maintenance Helpdesk 708 3930 or outside office hours Powerhouse extn. 708 7000, for any mechanical and electrical issues.

Any connections to Maynooth University mechanical or electrical systems e.g. hot and cold water services, drainage or electrical distribution boards and final circuits etc., requires prior approval from Maynooth University Powerhouse Supervisor.

The University endeavours to respond to all maintenance requests in a timely fashion, however, response times are subject to availability of resources and priority.

### Building Fabric Maintenance

The Licensee shall be responsible for the proper custody and care of the fixtures and fittings provided in the leased area or “Work Area” as defined in the licence.

The maintenance of building fabric services in the building will be by Maynooth University Campus Services.

Building fabric issues requiring maintenance in the building should be notified to Maynooth University Maintenance Helpdesk 708 3930 or outside office hours Campus Security 708 3929.

The University endeavours to respond to all maintenance requests in a timely fashion however, response times are subject to availability of resources and priority.

### Passenger / Goods Lift

The goods and passenger lifts in the Eolas building will be maintained by Maynooth University Campus Services.

Biannual statutory testing and Insurance inspections of this lifting equipment will be scheduled by the Safety Office.

## UTILITIES

### Utilities Charges

Maynooth University will recover from the Licensee the following utilities services from the wet labs (where applicable) as follows;

Utility	Unit	Rate €
Gas	kWhr	5.5c / kWh
Water including Waste Water	M <sup>3</sup>	€1.59 / litre <sup>3</sup>
Electricity	kWhr	13.5 c / kWh

Notes:

1. Rates indicated are correct as of now and rates and charges are subject to change without prior notice by Maynooth University.
2. Rates are inclusive of all utility management costs incurred by Maynooth University which are subject to change without prior notice by Maynooth University.

### Gas

Laboratory gas is piped from a gas store behind the building the supply of gas cylinders is the Licensee responsibility.

Gas is metered at the main intake point of the building at ground floor level.

### Heating

Maynooth University shall recover the heating costs through the MaynoothWorks Administration from the Licensee on a square metre basis.



## Voice Communication

The university will not provide voice services to clients. Clients will be provided with an internet connection to avail of commercial VOIP voice services. We suggest using an operator such as [www.blueface.ie](http://www.blueface.ie) who will provide a suitable handset. We know that the Panasonic model KX-UT123NE works on our network.

1. Interference with equipment - access to equipment, connection, disconnection or alteration of equipment has to be supervised by the University. Costs associated with the restoration of service or equipment as a result of damage, loss of service, or bypassing of services provided by the University, due to unauthorised access or interference (even if unintentional) are to be recovered from the Client.
2. Due care of equipment provided – if equipment is entrusted to the users who are expected to take good care and make reasonable use of the equipment provided for the intended use only.
3. The University will not accept any liability for loss due to service outages. Any critical communications should be routed independently of the University network.

## Internet Connectivity in Eolas Building

Clients will be provided with a number of internet ports relative to the size of their licensed space. The University does not provide any warranties as to the availability or quality of the internet connection which may be provided to clients anywhere in the MaynoothWorks or elsewhere on Campus and the Licensee shall indemnify the Licenser against any financial loss or consequential loss (including loss of sales or profits) which may at any time be caused by the lack of availability or quality of the provided internet connection. If the Licensee requires wireless within their space then a wireless router is required. If there are any issues with the connectivity of a designated port allocated to a client the client will inform MaynoothWorks management team who will initially assess if there is an issue with connectivity to the port. If it is found that the issue is with the port the MaynoothWorks manager will field a call to University IT Services who will seek to remedy the situation as quickly as resources allow. Should it be ascertained that there is no connectivity issue with a port the client shall be fully responsible for remedying their own hardware/software issues. Although the internet is provided over the resilient HEAnet network, the wired internet ports provided by the University are provided with no warranty of service.

Clients will be issued a University ID which will provide them with general access to the University wide Wi-Fi (Eduroam) outside of MaynoothWorks.

**Clients wishing to use Wi-Fi in the MaynoothWorks shall be required to provide their own low power Wi-Fi router; this will need to be configured by Maynooth University before use. This is critical to prevent network disruption in MaynoothWorks.**

If you have a visitor who wishes to use the Wi-Fi, they can connect automatically to the Maynooth University network.

### **Building Management System (BMS) / Energy Management**

The University shall utilise the BMS and energy reporting systems for the purposes of optimising energy usage. The Licensee should request any changes to the BMS, e.g. setting BMS time schedules etc., through the MaynoothWorks Administration.

### **Library**

Clients shall have general access to the Library using their “MyCards” with the following privileges;

- Clients can borrow books
- Clients can access the John Paul library building
- Clients can access the electronic research resources in the library but not online
- Clients will have access to a subject or research support librarian.

### **Meeting room 224**

Clients wishing to use this room must make an online booking using the following link -

<https://maynoothworks.skedda.com/Booking> Meetings must be booked for a maximum of two hours. If longer is required please contact administration. If you have any issues with the Audio Visual system, please contact the administration office.

## **BUILDING ISSUES**

### **Planned Maintenance Works**

Planned works are those works that have been identified by Campus Services. Access to clients’ space may be required at these times. Clients will be notified in advanced of such visits as per the contract with the university.

### **Emergency Repairs**

All measures will be taken to ensure maintenance and repair works impacting on the company are kept to a minimum, however, in the event of an emergency it may be necessary for Campus Services or a maintenance contractor to gain access to company space. Maynooth University will take all steps to contact the company in this event, however, if unable to do so may need to enter the premises without prior notification.

### Signage

The Licensee may not affix any external signage without the express permission of Maynooth University. Signage fixings should be cleared by Campus Services or Campus Planning and Development to ensure suitability.

### Structural Modifications / project works

Any structural alterations or project works will need prior approval by Maynooth University. Initial contact in this regard should be with the Maynooth University MaynoothWorks Manager.

### Roof Access

Access to the roof is not permitted.

## GENERAL CAMPUS REGULATIONS

### Prohibited activities

The following are strictly prohibited:

- Skateboarding
- Rollerblading
- BMX biking
- Parkour
- Consumption of alcohol, except in designated areas
- Camping
- Litter
- Dumping: fly tippers will be prosecuted

### Dogs

- Dogs must be kept on a leash
- Dog dirt is a health hazard; owners must always clean up after their dogs

### Commercial activities

Prior permission is required for:

- The distribution of leaflets, flyers or marketing material
- Photography/filming
- Casual trading

## OPERATIONAL MEETINGS

### Building User group

The building is shared with the Maynooth University departments / offices and to ensure a coordinated approach to security and building usage, the Licensee is required to partake in the building user group meetings. These will be arranged as required.

### USEFULL CONTACT TELEPHONE NUMBERS:

Joe Moore, MaynoothWorks Manager	(01) 708-6902
Sharon Comerford, MaynoothWorks Administrator	(01) 708-3367
Campus Services Helpdesk	(01) 708-3930
Campus Security	(01) 708-3929
IT Services Helpdesk	(01) 708-3388
CAMPUS EMERGENCY LINE	(01) 708-3333

### Campus Amenities

For your convenience, we list below a number of campus facilities and their contact Numbers

AIB	628-5277
Campus Bookshop	708-3607
Sports Centre	708-6406
Crèche	708-3319
Campus Services Post Room	708-3577
Phoenix Restaurant	708-6623
Pugin Hall Restaurant	708-3602
Subway	708-6998
Arts Café	708-4793
Chill Café on Campus	474-7157

The information above was compiled to provide clear and concise details about basic Licensee needs for Companies in the Business Incubation Unit in the Eolas Building.

E&OE

August 2018