



THE BIRMINGHAM & MIDLAND INSTITUTE

9 Margaret Street
Birmingham
B3 3BS

Charity No. 522852

BUILDING MANAGEMENT POLICY

1.0 Introduction

The Birmingham & Midland Institute (hereinafter referred to as 'the Institute') looks to present a professional and well-managed building that is fit for the purpose it is to be used for. It is acknowledged that the building is in need of a great deal of capital investment and re-purposing, and yet whilst this process is underway and we still have partners, members and customers who use the Institute, the building must be managed in an appropriate way.

Practising good housekeeping is something that should go without saying. A tidy work area reduces the risk of accidents and improves fire safety. If you do not have materials and equipment in disarray, there are fewer things to trip you up. Literally! There is also less fuel for a fire, and if one does start, there are clearer escape routes to get out safely.

Not only does good housekeeping improve safety, it will make your work more productive, and could even save you money. When a site is organised and tidy and everyone knows where everything is, they spend less time looking for things, and more time getting on with things.

A proper building management policy makes it clear what responsibilities staff and volunteers, trustees and all users of our facilities have. The legal responsibility rests with the Board of Trustees, but day to day management will naturally be in the hands of staff and volunteers. This interim policy provides for immediate clarity while a much fuller policy is worked on and includes much more tasks, such as facilities management. It is intended to ensure good practice and maintain a tidy building that demonstrates to the visitor that tidiness is foremost in our minds and which seeks to mitigate Health & Safety matters.

2.0 Rooms Available for Use by Members and the Public

- 2.1** All rooms should be tidy, bins emptied, clocks fixed to the wall and in working order, and all other technology working.
- 2.2** Rooms should be empty, or set out in their most usual configuration.
- 2.3** There should be no wires on the floor causing a tripping hazard. Any wires should be covered by D-line cable protectors, with hi-viz stripe to mitigate tripping.
- 2.3** This is the responsibility of all staff and volunteers to report to be dealt with.

2.4 At the beginning of each week, staff should check every room to ensure that it is tidy and that there is a clock in each room and that it is working and that there are no trip hazards

3.0 Clutter

3.1 Clutter gives an air of poor management and is visually unappealing and unprofessional. It is generally a corollary to something that is unloved and uncared for.

3.2 Any item in a room that is not necessary for the purpose of its use should be removed.

4.0 Books

4.1 The Library is the area in the Institute containing the collections of books, periodicals, and recorded music for use or borrowing by members of the Institute, and it should be acknowledged that the books in the Institute are located in the Library and nowhere else, except for the Members' Room.

4.2 The Members' Room has built in bookshelves and this area may have books stored there, for the use of members.

4.3 Books should not be stored in any public areas, and may only be located in the Library or Members' Room

4.4 The Store Room (MF.22) with the desk utilised by the Honorary Librarian may be used to store books that have been received by donation, pending their accession to the collection of the Institute, or marked for disposal elsewhere.

5.0 Artefacts

5.1 The Institute still retains many artefacts that have been accumulated over its long history. These artefacts may be located in areas that are no longer appropriate, but are in their location because that is where they were placed long ago.

5.2 The Executive Officers of the Institute may agree amongst themselves, by a simple majority (without a casting vote), where items might be better located.

5.3 Failure to agree amongst the Executive Officers will mean that any matter is referred back to the full Board of Trustees.

This policy is to be read in conjunction with the following policy:

- Health & Safety Policy
- Gifts to the Institute Acceptance Policy

Dr Serena Trowbridge,
Vice President

Stephen Hartland
Honorary Secretary

Approved: 7th November 2022
Next Review: October 2023