



# USERS` MANUAL

This document is prepared for the exclusive use of Malta Life Sciences Park (MLSP) to cover operational aspects of the MLSP, Industrial Estate, San Gwann, Malta. It is not intended to be used as an instruction manual or in any part of the operational procedures of third parties.

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# 1. FACILITY MANAGEMENT

## Introduction

Welcome to the Malta Life Sciences Park (MLSP). The Park:

- Provides an international class facility including laboratories, offices, seminar room, meeting rooms and a number of shared facilities
- Offers local and international organizations space to research and carry out Life Sciences and Digital Technology activities
- Provides eligible companies with space and support
- Is designed to be a great place to work, with a healthy and pleasant work environment
- Is strategically positioned near the Island's main general hospital Mater Dei, the Oncology Centre and the University of Malta. All within 10 minutes of walking distance
- Promotes better and closer collaborations with international scientific and research personnel and encourages the exchange of knowledge, ideas and experiences
- Assists, through Malta Enterprise support schemes, in making business competitive in the global market.

The purpose of this Users' Manual is to provide useful information about the building and to help with the orientation of the facilities. The MLSP Management has overall operational responsibility for ensuring the core aspects of the facility management are upheld, and services are delivered professionally and efficiently.

Please forward any suggestions and feel free to discuss any issues surrounding the operation of the facility with your Supervisors, who can then contact MLSP Management representatives.

## Ownership and Management

Malta Enterprise is the sole owner and landlord of the MLSP through two companies - Malta Life Sciences Centre Limited (C-70599) and Malta Digital Hub Limited (C-70601) – which, in this document are referred to as MLSP.

The day-to-day management and operation of the facility is the contracted responsibility of the MLSP Management Team. MLSP has the responsibility for maintaining a safe operational status within the facility.

The MLSP Management Team reports directly to the MLSP Board of Directors. The Board of Directors are appointed by the Malta Enterprise Board of Directors.

## 1.1 Contact Information

### Management and Technical Contact details

The main contacts within the Management Team are:

NAME	ROLE	CONTACT NUMBER	EMAIL
Mr. John Buttigieg	Chief Officer – Corporate Services	2247 7604	<a href="mailto:john.buttigieg@mlsp.com.mt">john.buttigieg@mlsp.com.mt</a>
Mr. Pedro Fernandez Alvarez	Head, Corporate Services & Customer Experience	2247 7617	<a href="mailto:pedro.alvarez@maltaenterprise.com">pedro.alvarez@maltaenterprise.com</a>
Ms. Jackie Magri	Accountant	2247 7608	<a href="mailto:jackie.magri@mlsp.com.mt">jackie.magri@mlsp.com.mt</a>
Ms. Melanie Schembri	Administrator , Front Office and Events	2247 7611	<a href="mailto:melanie.schembri@maltaenterprise.com">melanie.schembri@maltaenterprise.com</a>
Ms. Oxana Mercieca	R&D Coordinator National Project Coordinator EUREKA & Eurostars	2247 7624	<a href="mailto:oxana.mercieca@maltaenterprise.com">oxana.mercieca@maltaenterprise.com</a>
Ms. Elaine Schembri	Head, System Management	2247 7625	<a href="mailto:elaine.schembri@maltaenterprise.com">elaine.schembri@maltaenterprise.com</a>
Ing. Pierre Theuma	CEO	2247 7622	<a href="mailto:pierre.theuma@maltaenterprise.com">pierre.theuma@maltaenterprise.com</a>
MLSP	Security	2247 7605	<a href="mailto:security@lifesciencespark.com">security@lifesciencespark.com</a>
MLSP	Receptionist	2247 7600	<a href="mailto:mlspreception@mlsp.com.mt">mlspreception@mlsp.com.mt</a>

The main contacts within the Malta Enterprise - Maintenance & Technical Services (ME-MATS) Team are:

NAME	ROLE	CONTACT NUMBER	EMAIL
Perit Gorg Cilia	Chief Officer ME- MATS	2542 3283	<a href="mailto:gorg.cilia@maltaenterprise.com">gorg.cilia@maltaenterprise.com</a>
Ms. Liza Tabone	Coordinator ME-MATS	2542 3440	<a href="mailto:lisa.tabone@maltaenterprise.com">lisa.tabone@maltaenterprise.com</a>
Mr. Etienne Vella	Head, ME MATS	2542 3285	<a href="mailto:etienne.vella@maltaenterprise.com">etienne.vella@maltaenterprise.com</a>

## 1.2 Hours of Operation

### Facility Opening Times

MLSP is a 24/7 facility where the building users (also referred to as Tenants) can access their units at any time.

The official opening times are referred to as 'Normal Working Hours' where a Reception Desk is fully functional from:

- Monday to Friday
- 8:00am to 4.00pm

## Facility Address & Contact Numbers

The official postal address and contact numbers for MLSP are:

Malta Life Sciences Centre Ltd  
Malta Life Sciences Park  
Sir Temi Zammit Buildings  
San Gwann SGN 3000  
Malta

Malta Digital Hub Ltd  
Malta Life Sciences Park  
Sir Temi Zammit Buildings  
San Gwann SGN 3000  
Malta

Tel: (+356) 2247 7600

Tel: (+356) 2247 7600

Email: [info@lifesciencespark.com](mailto:info@lifesciencespark.com)

Email: [info@lifesciencespark.com](mailto:info@lifesciencespark.com)

## Arrangements for Access

MLSP operates a 24/7/365 closed-door policy, meaning that entry is permanently restricted to building users with access swipe cards only. Approved users<sup>1</sup> within the buildings will be provided with access swipe cards to gain entry into the buildings and into restricted areas within the buildings, such as corridors, laboratory units and common areas.

Access for visitors will be facilitated by MLSP Reception during normal working hours. Visitors are to fill in and sign a visitors' form. This form is used for H&S purposes and is as per GDPR requirements.

Deliveries and collections from couriers and/or suppliers cannot be arranged outside of normal working hours. See more details in the section: Post, Courier Deliveries & Collections (section 3.4).

## Out of Hours Procedures

Access for visitors to the building outside of normal working hours will be administered by the building user/s directly, and must be logged in the 'Out of Hours' Visitor's log which is kept at the Security from 4.00pm until 8:00am. This record helps security or emergency personnel locate any persons that may be in the building during an emergency situation outside of normal working hours.

Hazardous operations should not take place outside of normal working hours, unless a thorough risk assessment has been completed by the building users. This assessment is to be approved by MLSP administration prior to the commencement of any works. Building users working alone outside of routine working hours or during weekends are to inform security staff when they enter and leave the premises. Building users are also required to abide by the section referred to 'lone working' in the MLSP Health and Safety Manual.

For safety requirements, to record who is in the building at any time, tenants are required to keep a log of their employees/ visitors present in the facility. This log should be used for roll call in the event of an emergency evacuation. Tenants are responsible to ensure that their employees use their individual access cards correctly and not to enter or exit the premises using someone else's card as this will result in an incorrect tally of occupants at any one time. "Tailgating" is a serious offence which may be considered as a breach of contract.

## Out of Hours Contacts

In the event of an emergency or critical situation outside of normal working hours, MLSP management will be contacted by MLSPs' Security.

<sup>1</sup> Employees of the companies as registered with the Employment Agency "Jobsplus"



## 1.3 Business Support and Collaboration

MLSP understands that the following features are important in a Science Park and is committed to achieve the following factors:

- Business Development Support
- Networking
- Research & Development
- Internationalisation

MLSP will facilitate the Users to any available National support towards the following objectives:

- For Users to collaborate and to produce innovative services and products
- To support Users to internationalise their products and services
- For technology transfer between Users and other entities
- For Users to partner up for EU funds in Research and Innovative projects
- To support Start-Ups

Users are to actively participate and support such objectives. Furthermore, they will submit annual audited data on their operations that includes:

- Employment numbers and skills
- Number of entities
- Annual revenue, investment and research levels
- Introducing innovation and new products, in existing or new and emerging markets
- Collaborating on innovative efforts with other Users and/or other local companies
- Achievements including awards, patents, research projects and publications

Users are also required to immediately advise MLSP with any change of the ownership or structure in their legal entity as stipulated in the lease agreement. Data is to include changes of shareholding by a registered financial authority.

## 1.4 Health & Safety Responsibilities

More details with regards to the roles and responsibilities of the MLSP representatives as well as the MLSP Users can be retrieved from the MLSP Health and Safety (H&S) Manual.

### Commitment to Health & Safety

H&S as a discipline, is committed to ensuring that people at work do not suffer injury or ill-health as a result of their normal working activities. Central to this discipline is a comprehensive source of legislation, codes of practice and guidance that provides a framework which the Manager will use to manage H&S effectively.

## Work with Biological Agents

Work that involves biological agents is classified under Hazard Group 2. Users that will use their space as a Containment Level 2 laboratory must ensure that personnel receive suitable and sufficient information, instruction and training in working safely with agents classified under Hazard Group 2. A high standard of supervision of the work should be maintained. The following points must be considered for adaptation by the building user/s, who remain/s responsible to implement any updates on the international regulations.

1. Access to the laboratory is to be restricted to authorised persons
2. There must be specified disinfection procedures
3. If the laboratory is mechanically ventilated, it must be maintained at an air pressure negative to atmosphere while work is in progress

*Note:* In most laboratories operating at Containment Level 2 where there is mechanical ventilation simply to provide a comfortable working environment, it may not be practical to maintain an effective inward flow of air. The often constant traffic in and out of Containment Level 2 rooms may interfere significantly with attempts to establish satisfactory airflow patterns. However, where a laboratory is ventilated specifically to contain airborne pathogens in the event of an accident, then engineering controls and working arrangements must be devised so as to counter the risk of airborne transmission to other areas. Maintaining an inward flow of air is necessary when work is progress. "Atmosphere" in this context may be taken to mean either the external air and/or other parts of the laboratory premises or building

4. Bench surfaces must be impervious to water, easy to clean and resistant to acids, alkalis, solvents and disinfectants
5. There must be safe storage of biological agents
6. Laboratory procedures that give rise to infectious aerosols must be conducted in a microbiological safety cabinet, isolator or equivalent equipment.
7. There must be access to an incinerator for the disposal of contaminated or active biological agents

*Note:* "Access to an incinerator", may be taken to mean an incinerator at another site but whether local or distant, materials for incineration must be transported in secure containers

8. Personal protective equipment, including protective clothing, must be:
  - (a) stored in a well-defined place
  - (b) checked and cleaned at suitable intervals
  - (c) when discovered to be defective, protective equipment should be repaired or replaced before further use

(Ref to Section 2.2.1.1 of the H&S Manual)

9. Personal protective equipment which may be contaminated by biological agents must be:
  - (a) removed on leaving the working area
  - (b) kept apart from uncontaminated clothing
  - (c) decontaminated and cleaned or, if necessary, destroyed.
10. The laboratory door should be closed when work is in progress
11. Laboratory coats or gowns, should be worn and removed when leaving the laboratory suite.
12. Bench surfaces should be regularly decontaminated according to the pattern of the work
13. When undertaking procedures that are likely to give rise to infectious aerosols, a Class I microbiological safety cabinet (BS 5726: 1992 or unit with equivalent protection factor or performance) should be used.
14. An autoclave for the sterilisation of waste materials should be readily accessible in the same building as the laboratory, preferably in the laboratory suite. Autoclaves must be operated with suitably designed local exhaust systems preferably connected to exhaust ductwork to ensure that autoclave odours and fumes are extracted at source and are not transmitted to other areas.

15. Materials for autoclaving should be transported to the autoclave in robust containers without spillage.
16. There should be a means for safe collection, storage and disposal of contaminated waste (Ref to Section 3.2 of the H&S Manual).
17. Contaminated waste should be suitably labelled before removal for incineration (Ref to Section 3.2. of the H&S Manual).
18. Used laboratory glassware and other materials awaiting sterilisation before recycling should be stored in a safe manner. Pipettes, if placed in disinfectant, should be totally immersed.
19. All accidents and incidents should be immediately reported to and recorded by the person responsible for the work or other delegated person (Ref to Section 2.2.2.2 of the H&S Manual).

*[Source: abstracted from Categorisation of biological agents according to hazard and categories of containment, ACDP. 4th ed, 1995. (Note- this document has been superseded by: The management, design and operation of microbiological containment laboratories. ACDP. 2001.)]*

## Health & Safety Responsibilities

MLSP has a responsibility to ensure that the facility offers a safe environment for the building users including operational staff, tenants, own contractors and visitors to the premises, by regularly monitoring, inspecting and reporting on the safe and operational status of the facility.

Building users are individually responsible for the health and safety of their own company staff, visitors and own contractors within their allotted/leased units as well as in common areas, especially during handling activities. This is in line with National company Director Legislation and Managerial Responsibilities (Ref to Section 1 of the H&S Manual).

## Health and Safety Monitoring and Inspection

Regular monitoring and inspection of the main aspects of health and safety will be undertaken by, or on behalf of, MLSP Management to ensure that a safe working environment is maintained for the building users. Monitoring also enables working practices and procedures to be tested to ensure they are appropriate for purpose. Building users are expected to carry out their own Health and Safety monitoring and inspection, where the reports are to be made available to MLSP management on request.

Typical Health and Safety procedures may include (but not limited to):

ITEM
Accidents & Incidents Reporting
Fire Safety Inspections
Fire Risk Assessments
Lab & Office Safety Inspections
Fire Evacuation Drill
Risk Assessments
Waste Handling Reporting

(Refer to Section 1.3 & 1.4 of the H&S Manual)

## Safety Inspections

An inspection of the laboratory, office and communal areas may be conducted by MLSP representatives or MLSP appointed specialists, to assess areas for present or potential hazards. Users will be required to take part in the inspection process and formally provide feedback and/or responses and/or remedial actions to any issues raised within

the specified time limit. Building user/s is/are also required to provide any inspection certifications and any documented remedial recommendations/requirements covering the internal operations of their leased premises.

### Emergency Evacuations

In the event of an emergency evacuation, all areas of the building shall be cleared as part of a systematic evacuation marshal system and through the use of a fire alarm system. Areas for clearance will be assigned to team members, including building users, using a Fire Marshall system. Tenants are responsible for clearing out their area on sounding of a fire alarm. Once the respective areas are cleared, team members should leave the building and wait for formal re-entry instructions from emergency services personnel (Refer to Section 2.1.1 of the H&S Manual).

### No Smoking Policy

The MLSP operates a '**No Smoking**' policy -This includes the use of e-cigarettes. Clear signage is displayed in all relevant areas of the facility. Building users who wish to smoke should do so outside and away from the entrance of the building. No smoking is allowed in the basement garage. Refer to the MLSP Health and Safety Manual.

## 1.5 Security Management

### Closed-Door

The facility has a 24/7 closed door policy. All authorised building users will be provided with access to the facility using the electronic swipe card system.

Announced visitors<sup>2</sup> can utilize the surface carpark located next to the 'Digital Hub' Building (LS3) and will be directed to the main reception area.

The underground car park facility is secure and can only be accessed by authorised personnel.

Approved service providers (such as waste collection and suppliers) will be directed to the underground car park through the security access system. To note that there are height limitations and guidance will be provided by MLSP Administration when requesting approval to access the underground car park.

### Access Card Entry System

Approved building users will be provided with swipe cards programmed for access into the building and their respective areas of the facility. Card access requests are managed by MLSP.

Access cards remain the property of the MLSP at all times and a deposit payment will be charged to users along with a replacement charge if a card is lost or stolen. Lost cards must be reported immediately to MLSP.

MLSP shall retain and operate a secure Master Key System to all the units. **In case of an emergency** MLSP may need to access units should users be unavailable to provide access. The Master Key shall be held secure within the responsibility of the Security.

### CCTV

Security cameras are in operation within the buildings, on the outside perimeter of the buildings and the open space located centrally between the buildings

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<sup>2</sup>Tenants are to inform MLSP about their visitors who require parking facilities. This is to be done in writing via email at least 24 hours prior to the visit and approval is at the discretion of MLSP.

## Contacting MLSP on Security Matters

During normal working hours, assistance can be sought from the Receptionist on duty. Outside normal working hours, the reception number will be forwarded to the security on duty.

Examples of situations when Security assistance should be sought include (but not limited to); threat to safety; intruder alert; criminal activity. Users are recommended to install their own security systems within their unit.

## 1.6 Finances & Accounts Management

### Rent and Services Monthly Charges

Users will be charged for rent, service charges, utilities and other services. An invoice detailing the items to be charged for services provided.

ITEM	DETAILS
Lease Fee	Rental on Laboratories and Offices
Utilities	Electricity and Water
Room Hire*	Meeting/ Seminar and Lounge Area / Lab Training Room Use
Parking	Reserved Parking Space
Access Cards	New and Replacement Access Cards
Service Charge Contribution**	HVAC (per sqm per annum) and condominium running costs
General User Services***	Booked services for works inside unit/s

\* A nominal booking fee is charged for the use of these facilities.

\*\* Service contribution charge is based on normal consumption. Normal consumption is based upon a 5-day week at 9 hours per day. Excessive consumption will require the Users to pay extra.

\*\*\* MLSP through ME-MATS may provide some general services for tenants at the MLSP. User/s who intend to make use of such services are to discuss their requirements with ME-MATS in advance.

## 2.FACILITY LAYOUT

### Facility Layout

The MLSP facility consists of three main buildings: LS1, LS2 and LS3 Buildings.

LS1 has a ground floor housing the main reception area, MLSP management offices, meeting rooms, coffee break out area, seminar and lab training rooms, first-aid room, rest rooms, security control room and passenger and service lifts that travel from the underground basement to the five (5) upper floors, each comprising of tenant spaces, a kitchenette and rest rooms.

LS2 comprises of two (2) floors containing chemistry type laboratories with ducted fume cupboard facilities, as well as a meeting room, two kitchenettes and restrooms on each floor and lifts that travel from the underground basement to the two (2) upper floors.

The underground area in LS1 & LS2 comprises the car park, storage areas and a large delivery service zone. Activity in this area is under strict control of the MLSP Management.

The Plant and Equipment is located on the roof above the 1st floor of LS2 and above the 5th Floor of LS1.

LS3 comprises of two (2) floors aimed at Digital Technology operations with a raised flooring system. Kitchenette and restrooms are also available on each floor for the daily use of the staff. Passenger lifts service the two (2) floors. An independent facility is located underground intended for specialized activities.

### 2.1 Floor Plan

#### Area References and Door Numbers

All doors within the facility are coded by an Area Reference and a Door Number. Access door cards are individually coded and unique to the door and areas that they operate. Area References and Door Numbers can be found on the individual floor plans.

#### Laboratory Specification

A Basic laboratory includes a number of standard fixtures and fittings:

- 400 kg/sqm load bearing, self-levelling screed flooring \*
- Utilities (water, chemical resistant drains, electricity (power and lighting), telephony and data) terminated in a distribution unit at each individual entrance to the allocated area/s
- Two (2) leaf fire rated doors (1hr rating) with centralized access control system\*
- HVAC including ducting and HEPA filters.
- Smooth plastered walls with base coat paint ready for final coat.

A Premium laboratory comprises the basic laboratories specifications plus the following:-

- Chemical resistant vinyl flooring;
- Partition walls for office/write-up areas including partition doors where necessary
- Electrical, telephony and data installation in trunking format;
- Anti-bacterial wall finishing;
- Soffit with light fixtures, HVAC grills and HEPA filters;

- Window blinds;
- Hand and eyewash sink.
- Hot water boiler

LS2 labs have an installed fume-cupboard chimney stack where the Users can procure and install their fume cupboards. Fume cupboards are to be installed where chemical solvents are to be used.

*Please note:*

Risk assessment, health and safety, and fire detection and suppression systems in the units are the responsibility of the User. Updated evidence of these Users responsibilities are to be submitted periodically to the MLSP Management.

## Communal Areas

Communal areas of the facility include:

- Reception Area
- Seminar and Lab training rooms
- Lounge Area\*
- First Aid room
- Passenger and Service Lifts
- Kitchenette areas and rest rooms
- Meeting Rooms
- Corridors & Stairwells leading to the regulatory emergency exits
- Automatic water sprinkler fire-suppression systems in the corridors and other common areas.\*\*

*\*Lounge area cannot be used as a meeting room or any other business related function. Meeting, Seminar, Lounge Area and Lab training rooms are rented and for booking, tenants are to apply via the website<sup>3</sup>(Refer to Section 4)*

*\*\* Access to the electrical room is restricted to authorised personnel.*

## 2.2 Plant Areas

### Plant Room

The Plant Room is located on the floor above the 5th floor of LS1 and on the floor above the 1<sup>st</sup> floor of LS2. Access to the Plant Room is restricted to authorised personnel only.

Building users may require access to 'lab specific' installed equipment in the Plant Room, for servicing and/ or maintenance. All access arrangements must be formally coordinated via security, and access times recorded for Health & Safety and Fire Regulation purposes. There may be instances where an MLSP representative or in-house security needs to be present during the operation.

The Plant Room can only be accessed using the key which is kept at Security Area. The roof contains fume cupboard extract fans and chimney stacks.

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<sup>3</sup><https://www.maltalifesciencespark.com/booking-of-facilities/>

## Service Shafts

Service shafts are located in different parts of the buildings. They run from the basement (LS1 and LS2) and from the ground floor (LS3) to the roof level. The shafts contain and distribute building services, such as heating and chilled water, and also provide a route to the roof space for fume cupboard ductwork. The risers can only be accessed using specific keys, which are kept at Security Area. This is also a restricted area and there may be instances where an MLSP representative or in-house security needs to be present during any works being carried out. No flammable substances, are to be stored in the service shafts.

## 2.3 Lifts

### Passenger Lifts

There are multiple passenger lifts two of which are firemen's lifts. One (1) passenger lift is located in the reception area and the others are located in strategic areas within the buildings. No hazardous materials should be transported in any passenger lifts. All maintenance, faults and failures of lifts are to be reported immediately to MLSP.

### Service Lifts

The service lifts are located in LS1 and LS2.

The service lifts are designed to carry large or hazardous items such as laboratory waste and laboratory equipment. No one can travel in the service lift during transportation of hazardous material. Hazardous materials must be appropriately labelled and packaged to prevent spillages.

## 2.4 Telephone & IT System

### Telephone Faults & Request/s Reporting

EMAIL	CONTACTTEL
<a href="mailto:technicians@lifesciencespark.com">technicians@lifesciencespark.com</a>	2542 3226

## 2.5 Access Controlled Zones

### Card Access Groups

All card accessible rooms are assigned into Access Groups, to ensure that access to each unit can be restricted to authorised personnel only. Access can also be restricted to certain hours per day if necessary.

Requests for access should be made to MLSP Chief Officer- Corporate Services.

## 2.6 Large Deliveries

Large deliveries (height not exceeding 2.7m including vehicle) are to be notified and approved in advance with Reception so that any necessary arrangements can be made. Such deliveries cannot be left in the basement unattended. Other Large deliveries (exceeding 2.7m) are to be made after or before office hours and/or during the weekends. Prior approvals are required from the Chief Officer – Corporate Services.

Hazardous deliveries have to follow strict health and safety regulations including the correct handling procedures (Refer to Health and Safety Manual).



## 3.FACILITY OPERATIONAL SERVICES

### Procedures & Working Practices

A clear outline of procedures and working practices for all facility services provided at MLSP exists to provide support and guidance for operational service staff and Users.

Operational services are critical to the safe and effective performance of both the facility (as a building) and the day-to-day activities of Users. MLSP is responsible for ensuring that the facility is maintained to a safe standard and for ensuring that building users and their visitors can conduct their activities with ease in a professional business environment.

### 3.1 Reception & Front-of-House

#### Reception Core Hours of Operation

The Reception Desk is staffed between 8:00am and 4.00pm, Monday to Friday, by a Receptionist.

#### Access to the Building

The MLSP Reception will control the access to the building of all visitors (announced and unannounced) during the office hours. The MLSP Security undertake this control during all the other hours.

#### Visitors

All visitors are required to sign-in upon arrival and sign-out when leaving the MLSP buildings. The safety and welfare of all visitors is the responsibility of the hosting user/s. Visitors may include contractors, technical personnel and workmen hired by any user/s to carry out work in a unit or any other visitor/s. If any maintenance work is carried out, users should advise security 48 hours before. Contractors and workers engaged by users to carry out works are required to abide by relevant health and safety regulations at all times. All visitors are to be accompanied by a member of staff of the host user/s in all the common areas, as well as when signing the visitor out.

### 3.2 Users Personnel Emergency Contact Information

#### Emergency Contact Information

Emergency contact details are kept of all building users (including Tenants) and are to be used to contact named persons in the event of an emergency situation.

In line with the Data Protection Act, any personal information held on any person within the MLSP shall be kept strictly confidential and under no circumstances disclosed to any other User/s or third party/ies. GDPR procedure is followed.

### 3.3 Parking for Users & Visitors

MLSP building users and visitors can use the car park spaces available on the public roads around the MLSP. MLSP building users and visitors can also use the surface car park on site at a fee. Entry to the basement is reserved for those authorized building users paying rent for the parking space, pre-arranged deliveries, approved waste collectors and any other pre-approved service provider/s.

### 3.4 Post, Courier Deliveries & Collections

Users can retrieve mail packets from the reception area. Couriers delivering or collecting items from MLSP are to report to the Reception. The reception will advise the recipient (or other representative) to immediately collect it in person at the front desk. The reception desk should not be used for personal courier deliveries. In such cases, personnel should meet up with couriers directly.

MLSP will not be held responsible for items left unattended in the reception area.

If the intended recipient is not available, reception staff shall advise the delivery person not to leave any items and to follow their courier procedure for uncollected items.

### Delivery and Handling of Hazardous Materials

Any hazardous materials, such as chemicals, solvents, reagents and biological material can be delivered to the basement, by prior agreement with MLSP where the recipient will collect it directly and immediately upon delivery.

For any small deliveries of a hazardous nature that arrive direct to MLSP Reception, the recipient (or other representative) should be notified immediately to collect the items.

Reception staff may be required to advise the delivery person not to leave items if the recipient is not available.

### 3.5 Safety & Security

#### Access Control Areas

All doors into and inside the MLSP facility are access controlled by an access control card. Approved Users are provided with access to their designated areas only. The facility is divided into access groups depending upon the access being authorised to individual building users.

### 3.6 General and Periodic Cleaning, General Waste & Housekeeping

#### General Cleaning Service of Common Areas

General building cleaning of the common parts is carried out on a daily basis (Monday to Friday) by an MLSP appointed cleaning staff. Cleaning shall include daily, weekly and monthly scheduled tasks, along with the daily collection of general waste from common areas within the MLSP facilities.

#### Specific Laboratory and Office Cleaning Requirements

MLSP appointed cleaning staff have no responsibilities in terms of laboratory and office cleaning.

It is important that building users ensure that laboratory and office floors are cleaned thoroughly and regularly to ensure that a safe working environment is maintained for building users and to prevent long-term damage to the surface of the floor which could hinder containment aspects. Floors should be swept, mopped and buffed every week by the cleaning staff appointed directly by the building users. Similarly, where applicable, laboratory surfaces, such as bench tops, drain boards and window ledges should be maintained by building user (tenant) appointed cleaning staff. All unused water outlets, eyewashes and safety showers should be flushed weekly by the users to prevent microbial growth.

The office mixed waste, the mixed recyclable waste and the organic waste which is generated by each individual office and laboratories are to be collected in accordance to the guidance which are given by MLSP Administration and it is the tenants responsibility to ensure that the set procedures are followed. MLSP Administration reserves the right to request tenants, that do not abide to the established procedures, to handle their own waste disposal through their own approved waste carriers at their own expense.

### 3.7 Hazardous Materials

All hazardous materials are to be transported according to established guidelines and regulations unless stricter requirements are imposed by MLSP. Tenants making use of hazardous chemicals should maintain their own spill kits for emergency purposes. The tenants are fully responsible to implement all required remedies in the case of a spillage or escape of any hazardous material.

#### Clinical Material

All clinical material generated by MLSP building users must be consigned and disposed of appropriately and legally in accordance with the Hazardous Waste Regulations in Malta utilizing approved Waste Service Providers appointed directly by the building user/s.

#### Solvent/s & Chemical Material/s

All solvent and chemical waste generated by the MLSP building users must be consigned and disposed of appropriately and legally in accordance with the Hazardous Waste Regulation in Malta utilizing approved Waste Service Providers appointed directly by the building user/s. No hazardous chemicals are to be disposed of down drains. Users generating trade effluent must apply for a sewer discharge permit.

#### Electrical Waste

All electrical and electronic equipment waste generated by MLSP building users must be disposed of in accordance with the Waste Electrical and Electronic Equipment Regulations in Malta utilizing approved Waste Service Providers appointed directly by the building user/s.

The building users must, without prejudice, advise MLSP in writing on the types and quantities of hazardous materials used, wastes generated and how it is disposed, along with the required national regulatory permits.  
(Refer to Section 3 of the H&S Manual).

#### Other Industrial Waste

Other industrial wastes including but not limited to bulk packaging materials, glassware, PPE, laboratory consumables and wastes resulting from contractor activities, are to be separated and discarded by the building users in accordance with local regulations and utilizing approved Waste Service Providers appointed directly by the building user/s.

### 3.8 Maintenance

#### Facilities Maintenance and Upkeep Schedule

MLSP maintains the general plant and equipment of the MLSP Facility. Regular inspection and repair, if necessary, will be undertaken to ensure a safe working environment is maintained for all the building users. Specific preventive maintenance schedules are followed to minimize plant and equipment breakdowns.

### Unit Maintenance & Other Works

Building users will ensure that their rented units are maintained in good condition through the appointment of their own maintenance personnel. Major maintenance, repair or alteration works are to be pre-approved by MLSP particularly if they include dust generating activities as this may trigger the fire alarm system. A completed Works Notification Form is to be submitted at least 15 days prior to the planned works.

Building users may make use of the ME-MATS team which would be against a fee and a request is to be made in advance.

## 4. FACILITY ANCILLARY SERVICES

### Facility Services Invoicing & Month End

All facility services to building users are chargeable by MLSP. Charges will be made for services provided via an invoice. Payments due are to be settled within the invoice stipulated time frame. Failure to make payments will jeopardise one's tenancy at MLSP which may lead to legal procedures

### 4.1 Seminar, Lounge Area, Meeting and Demonstration Lab Room/s

#### Seminar, Lounge Area, Meeting and Demonstration Lab Room/s Booking System

Meeting rooms can be booked via the website<sup>4</sup>. Meetings should be booked as far in advance as possible.

#### Seminar, Meeting and Demonstration Lab Room/s rental rate.

The rental rates can be obtained from the Coordinator, Front Office & Events. Cancellation of Bookings should be notified 24 hours before, otherwise the full cost will be charged. Catering and the provision of specialized equipment is the direct responsibility of the organizer.

For booking kindly contact the Administrator - Front Office & Events

### 4.3 Kitchen Facilities & Provisions

#### Kitchenette Provisions

The kitchenette areas are available to the building users. Food heating facilities, kettles and refrigerators are provided. Tea, coffee, milk, sugar and other supplies are not provided. Water in the kitchenette areas is not potable and is intended only for cleaning and hand-washing.. Building users are not allowed to introduce any equipment or appliances into the common areas unless pre-approved by MLSP management.

## 5. HEALTH & SAFETY MANAGEMENT

### Health & Safety Implementation

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<sup>4</sup><https://www.maltalifesciencespark.com/booking-of-facilities/>

MLSP is committed to a high standard of health and safety management, including compliance with all the relevant legislation. Overall responsibility for health and safety for the shared and common areas within the MLSP lies with the MLSP Management.

Designated MLSP Management have specific duties that include:

- To implement health and safety requirements in common areas and to be aware of any specialist health and safety provisions
- To ensure that all shared equipment is in safe working order
- To compile and disseminate as appropriate general health and safety documentation for the building users. These are to be maintained in an up-to-date manner and sufficient access allowed to enable co-ordination and reviews of documentation considering legislation changes

A detailed, building-specific MLSP Health and Safety Manual has been prepared. The manual is intended to provide guidance to all building users, operating within laboratory and non-technical areas, to understand their responsibilities with regards to health and safety both within the user areas and the wider multi-user environment. A copy of the updated manual is provided to each tenant as part of the contract.

Building users (including Tenants) are ultimately responsible to ensure that they keep up to their environment health and safety obligations.

### Addendum & Review Process

The MLSP Health and Safety Manual will be updated periodically by MLSP to ensure that any changes to local standards, regulations and legislation are implemented accordingly.

Interim updates will be issued to Users as an addendum to the manual and incorporated officially into the manual at the next review point.

An addendum record is maintained by MLSP to track all updates accordingly by date of issue.

## 5.1 Accidents & Incidents

All accidents, incidents and potentially dangerous occurrences (sometimes referred to as 'near misses') must be reported and logged. A copy of such reports should be provided to MLSP management, particularly in the case of incidents/ near miss events related to common areas so that corrective actions can be taken to prevent recurrence.

### Reporting Procedures

All building users' accidents and/or incidents, even within the building users' units, are to be reported and investigated so that appropriate corrective actions are taken. Building users are required to maintain their own log of all accidents and incidents. Incidents should also be notified to MLSP management. MLSP Management reserves the right to request any additional information pertaining to individual cases and to request tenants to take all necessary precautions, so as to avoid any recurrence of such accidents and/or incidents.

## 5.2 Fire Safety

### Fire Evacuation – Fire Alarm Call Points, Fire Exits & Fire Escape Routes

In case of an emergency, the alarm will be raised and building users are to evacuate the building/s in a calm and

systematic manner through the designated fire exits. Tenants are to assemble at their designated assembly point outside and perform role call for their employees/ visitors. At all times, users are to ensure that they know which is the closest fire exit to their unit.

In case of an emergency, passenger lifts are not to be used as the emergency procedures dictate that the electrical supply to the building is cut off. Stair wells are to be used instead.

Users with disabilities are to assemble in the lobby next to the Fireman's lift which the fire department will operate to evacuate those with a disability.

### **Fire Fighting Equipment**

Fire Extinguishers are available throughout the building for use in an emergency situation. This equipment forms part of the fixtures and fittings of the building and are serviced by ME-MATS. Users should ensure that firefighting equipment and exits are kept unobstructed. Fire doors are to be kept closed at all times. Tampering with fire safety systems is a serious offence which may be considered as a breach of contract.

### **Fire Safety Inspection & Monitoring**

The Fire Safety Files for MLSP are managed and maintained by the MLSP's nominated representative.

Fire Safety Files contain information on:

- Fire Safety Management Plan
- Fire Safety Strategy
- Emergency Action Plan
- Fire Risk Assessment

## **5.3 First Aid**

### **First Aiders**

There are generally a number of qualified first aiders at MLSP at any one time. Building users are to provide the names of their first aiders to be included in the common list of MLSP first aiders. This practice will ensure that injuries throughout MLSP are treated in the most efficient and effective manner.

All first aiders should be trained to a qualified and accredited standard for first aid in the workplace, and should provide their agreement to act as a building first aider. A list of the active first aiders along with their location and contact number is kept at the reception desk for emergency purposes.

### **Treatment Room**

A Treatment room is available next to the Reception Area for administration of first aid. Usage of first aid supplies are to be reported to the Reception, so as to ensure that supplies are continually replenished.

The treatment room contains a first aid box, clean water supply and a patient couch. Call 112 if an ambulance or emergency services are required.

### **Automated External Defibrillator Units (AED)**

An AED unit is located at LS1, outside right next to the reception entrance. Another AED unit is located inside the

premises at LS3.

## 5.4 Risk Assessments

### Risk Assessment Process

Risk assessment is an important function in protecting building users and MLSP, as well as complying with the law. A risk assessment is a careful examination of what, could cause harm to people in the work place, so that precautions can be taken to prevent such harm.

Building users are to conduct a risk assessment of their unit and a confidential summary of the outcome, signed by the assessor, should be passed onto MLSP. The risk assessment should be reviewed and updated on a regular basis (for example annually, or when the need arises). Required and recommended actions to mitigate risks are to be included in the summary which are then to be addressed and documented by the building user/s. Such documentation will be filed in the confidential building user/s file at MLSP. MLSP Management may visit the building user/s units, in order to review the operational status within the facility.