



Welcome to the first information letter from the Facility Management (FM) in Biomedicum!

The newsletter is a complement to our emails and other channels for information. We hope you will find the information here useful and interesting!

We at FM are happy to deliver workplace service and support to everyone in Biomedicum. Our catalogue contains of nearly 40 different services including waste management, laboratory safety management, technical service, central dish washing and much more. Our vision is to be service minded, deliver high quality service and be cost effective. To contact us - [click here for the FM Helpdesk](#) or visit us in our office at floor 2. We aim to solve your case within 24hrs (working days).

We are available Monday-Friday, 7- 4 pm.

FM will be closed the following days during the holidays:

Dec 24 – closed

Dec 31 - closed

Jan 5 – FM works half the day, 8-12. NB! The cargo on floor 2 will be closed all day, so no deliveries can be received.

Jan 6 – closed

Jan 7 - closed



Supply Center up and running

We would like to remind you that the Supply Center is up and running, and you can easily order via the e-purchase system Unit 4 (UBW) for same-day delivery. If you have an authorized pre-attest your order will reach us faster. Contact your finance officer at your department for help.

Supply Center currently offers products in the Consumables category. Supply and warehousing are still limited due to delivery difficulties at our suppliers related to the ongoing pandemic.

Can't find the product you're looking for? Let us know and we are happy to look at the possibility of bringing the product into stock.

We would also like to take this opportunity to announce that we have started the work process

to expand the range to include products within the laboratory reagents, chemicals and kits category.

Profile pictures

The profile pictures from the photo shoot in Biomedicum in November, will soon be available for download. Everyone who had their picture taken will, in about a week, receive an e-mail with further instructions on when, where and how to download the picture, and how to publish it at ones personal profile page at ki.se.

COURSES

Biomedicum courses spring 2022

FM offers courses in work environment and safety, both in English and Swedish, digital and on site. Information on date and time will come soon.

Chemical safety

Karolinska Institutet conducts many chemically and environmentally hazardous activities. Chemical handling is surrounded by many laws, rules and regulations - both from Sweden and the EU - covering work environment as well as external environment issues. The purpose of these regulations is to create a safe work environment, to protect the external environment and to ensure a sustainable development.

Fire safety

It is important that you feel safe on campus and at your workplace. Knowing what to do in the event of a fire alarm and how to deal with a fire at your workplace is an important part of this, as is knowing how to prevent fires within the context of your work. KI offers all employees fire safety training, including both theoretical and practical content.

Laboratory safety – Basic

You will learn practical and basic things regarding safety in the laboratory in Biomedicum. You will receive information on how to handle chemicals in the lab, what risk assessments should be made, what protective equipment should be used and how to work with biosafety. Information regarding incidents and crises will be provided.

Risk assessment of work with chemicals

You will learn practical things regarding risk assessments, legal requirements and tips on how to be successful in your risk assessment work.

You will also learn how to use KLARA chemical database for risk assessments.



Waste handling

Karolinska Institutet strives for better waste management to reduce waste and increase recycling. Through this we can create a better future for ourselves and future generations.

In the course you will learn how to handle your waste in the correct way, both non-hazardous waste that can be recycled and hazardous waste.

FM also offers training courses in 'Handling of liquid nitrogen', using the dark room or working in any of the isotope - facilities. **More information about when and where the courses are held, will be published at the staff portal.** [For all courses and seminars in Biomedicum, read here](#)

INFORMATION

Waste Management in Biomedicum

Correct sorting of waste is important. By following the waste routines we can minimize the risk of incidents and also create a safe and healthy work environment for everyone.

It also makes it possible to recycle materials, which is a way for us at KI to reduce our environmental impact.

[Read more here](#)



Did you know...

In Biomedicum we use approx. 10 000 paper cups for coffee, tea etc. Every week!

The reception in Biomedicum

The reception in Biomedicum and Aula Medica will be operated by the Property and Facilities Office at the Central Administration. The receptions will be staffed by Avarn.

In Biomedicum the reception's opening hours remains unchanged; Monday to Friday, 7 am to 4 pm.

To contact the reception regarding access or other questions, send an email to reception@ki.se. This email address can also be used to book the Faculty Club or any of the lunch rooms.

Blasting for the new yellow metro line - report vibration-sensitive equipment in Biomedicum to FM

Blasting for new metro tracks and entrances will start late autumn 2019 and the construction of the new yellow metro line is expected to take six to seven years to finalize.

At some point the construction will be in the vicinity of Biomedicum and Solnavägen, and thus may affect instruments that are sensitive to vibrations in the building.

Please send information about vibration-sensitive instruments to katrin.putsep@ki.se as soon as possible. Add your name, email, a phone number that can be used for receiving text messages (prior a blasting) and also the weight of the instrument.

[Read more here](#)

TIPS AND QUESTIONS



If you have questions regarding the newsletter or information you want to share in the FM Newsletter, please contact sara.lidman@ki.se.

This Newsletter is sent to all employees working in Biomedicum. The newsletter is published about two times per semester. It includes news from the Facility Management. For questions please contact sara.lidman@ki.se

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