

FROM US, YOU CAN HIRE...

Poster boards

You can hire poster boards for use at events at a cost of £2 per panel per day. Each panel has the following dimensions: Height - 71"(180.3cm) x Width - 36"(91.4cm). The poster boards are available in sets of two panels and four panels. 2 panel boards are £4 a day and 4 panel boards are £8 a day. Velcro fasteners are needed to attach items to the board. Do not use pins. Poster boards are not permitted to be used in external (outside) areas.

Trestle tables

You can hire trestle tables at a cost of £2 per table per day. Each table has the following dimensions: Width - 6"(182.88cm) x Depth - 3"(91.44cm).

Chairs

You can hire chairs at a cost of 25p per chair per day. A total of 500 chairs can be hired. Please note only 100 match.

Swing boards

You can hire swing boards at a cost of £2 per sign per day.



To make a booking, please raise an Agresso order using the supplier code 80002 and product code P-XRE-951 giving the following information in the [description line on](#) Agresso (we are only able to view the details here):

- Date
- Location
- Number of poster boards/trestle tables required
- Contact details

Please give plenty of notice as there can be a high demand for poster boards/trestle tables throughout the year. Any damage will be charged to you or your department.

CLEANING AND PORTERING

Facilities cleaning and portering services

Facilities Services work hard to keep the University clean and tidy. They work to a service level document/Agreement. Each building has their own service level. This document contains an overview of the standards the facilities team aim to achieve. You can find your buildings service level document/Agreement here -

<http://www.bath.ac.uk/estates/services/cleaning/index.html>

We can help you with your portering needs, including:

- Moving boxes.
- Picking up items from print services/computer services/IT shop.
- Removal or moving of furniture.

To make a request and to find out if there will be any charges, please contact your building's portering team leader. Details of which are found here -

<http://www.bath.ac.uk/estates/contact/portering/index.html>

Please be aware we may decline to move certain items due to size or weight or if we do not have the correct specialist equipment to move items safely.

