

University of York Department of Biology

INFRASTRUCTURE COMMITTEE

Minutes of the meeting held on Wednesday 7th July 2010

- Present** Dawn Cartwright (Chair), Peter Crosby, Trevor Illingworth, Andrew Collingwood, David Nelmes, Jo Hossell, Mark Bentley, Nicola Charlton, Rebecca Regan (Secretary)
- Apologies** Sylvia Haddock, Colin Abbott, David Nelson, Claire Inman, Alan Haigh
- IC10/055** **Minutes of the meeting held on 2nd June 2010**
The minutes were accepted.
- IC10/056** **MATTERS ARISING**
- IC10/056.1** **Cleaning issues [IC10/49.1]**
- SLA on teaching rooms: if any issues arise in the future NC will inform the Infrastructure Team who will liaise with the Cleaning Team.
 - Monthly cleaning of microwaves and fridges: this has now been reinstated after prompting from SH.
- IC10/056.2** **Minutes from the Biology-Estates Group meeting of 23rd February 2010 [IC10/049.5]**
From minute 10/002 k). Water tower access: access and fire safety issues were taken to the Biology-Estates Group meeting. A new access system is in place. Fire safety issues are being addressed.
- IC10/056.3** **Feedback from Resources Board meeting of 25th February 2010 [IC10/049.6]**
From minute 10/015 Post Room SLA / service: the Biology Porter has not reported any problems recently – hopefully this means that delivery times have settled down and are now ok. Responsibility for Biology portering (Post room) will be moving from Tim Bird to Sue Johnson (Campus Services), which may lead to further changes to the service in the future.
- IC10/056.4** **Teaching – large walk-in cold room [IC10/049.8]**
Repair / refurbishment is in hand and will take place over the summer.
- IC10/056.5** **Technology Facility Safety Inspection (Safety) [IC10/049.9]**
Bioscience computer room – high temperatures: this is ongoing. JH is looking into Salix funding for solar film, and looking into ventilation data. **Action: JH**
- IC10/056.6** **Stores yard / Wentworth Way resurfacing (Estates issues) [IC10/049.10]**
AC has contacted Fiona Macey about re-painting of the S block / Supplies & Goods Services yard zebra crossing. A reply is awaited and AC will chase. This might be tied-in with the resurfacing of Wentworth Way which was scheduled to take place on completion of the new CII building. AC will enquire about the re-surfacing of Wentworth way when he contacts Fiona Macey about the zebra crossing. AC will copy CI into the e-mail to Fiona Macey **Action: AC**
- IC10/056.7** **P block glasshouse roof [IC10/049.12]**
CA has put the job on Planon [gutter cleaning]. This is ongoing. **Action: CA**
- IC10/056.8** **Departmental bicycle repair kit [IC10/049.13]**
The repair kit is now available from Biology Reception. It is available for use by anyone signed-up to the departmental cycle-tag scheme. This includes undergraduates who are signed-up to the scheme.
- IC10/056.9** **Chemical management software [IC10/049.14]**
AC will not be able to obtain data from York e-Purchasing until it has been fully rolled out and has been up and running for a while. This item will be removed from the agenda for the moment.
- IC10/056.10** **Estates issues [IC10/052]**
- Jobs update / progress on Planon: issues were taken to the Biology-Estates Group meeting. Estates are aware of the problems with / limitations of Planon and are trying to work towards a solution. However, currently there is no timescale or guarantee that the system can be fixed.

- IC10/056.11 Driving risk assessments [IC10/053 i]**
This is ongoing. DC will discuss further with DN. **Action: DC**
- IC10/056.12 Issues with the fire alarm in D wing [IC10/053 iv]**
This was taken to the Biology-Estates Group meeting and Estates are looking into this.
- IC10/057 Safety**
- i). University emergency number: the University emergency contact number is 3333 (pre-fixed with 01904 43 if called from an external or mobile phone). This number should also be called if an ambulance is required [rather than 999 direct] – Security can then call an ambulance and direct it to correct location on campus. Extension 4444 (pre-fixed with 01904 43 if called from an external or mobile phone) should be used to report matters of a non-urgent nature to Security. It was agreed that these numbers should be displayed on departmental phones. AC will do some work on what information is necessary and how numbers etc. should be displayed on departmental phones. **Action: AC**
- ii). Asbestos sheeting under the benches in the teaching glasshouse: these have been inspected and are not considered to be a serious issue. However, some of the sheets are cracked and PC suspects that they are likely to be removed at some point in the future. PC will make further enquiries via Estates. **Action: PC**
- IC10/058 Environmental performance**
- i). Voltage reduction: the switch-over went well and the Biosciences building is now running on 230 volts. No major problems have been reported. JH has looked at the post switch-over figures and has detected a drop, but it is too early to confirm if this is due to the switch-over. JH will continue to monitor. 3 additional sub-meters were installed during the power shut-down. 8 more are due to be installed – disruption should be minimal. Installation of these additional sub-meters will lead to vastly improved energy usage stats.
- IC10/059 Estates issues**
No items were raised.
- IC10/060 Any other business**
- i). Minutes from the Resources Board meeting of 27th May 2010**
From minute 10/037 Equipment stored on K2 landing: this is a new scheme that will apply to equipment stored in communal areas of the Department. For information.
- ii). SEIY**
SEIY will be part of the Environment Department from 1st August 2010. Departmental services e.g. purchasing will be provided by Environment. For information.
- iii). Photocopiers**
DC has received a briefing memo re: the trial of multifunctional devices (photocopiers / printers) in the Berrick Saul building. Further work is required before a campus-wide decision is made. In the meantime leases with Ricoh can be extended. There have been issues with the large photocopiers on C corridor and DC & SH are meeting with Donna Lyon to discuss alternatives. This may include a trial of one of the new multifunctional devices – it was suggested that F0 might be a good place for the trial. There will be measures in place to deal with printing confidential information to communal devices. DC will feedback to Infrastructure Committee. **Action: DC**
- iv). New staff**
There will be a number of office changes over the next few months. DC is meeting with the new HoD next week to discuss space issues. DC will circulate a list of changes when finalised. **Action: DC**
- v). Sale of advertising space on the SaGS counter monitor**
AC asked for feedback re: selling advertising space on the SaGS monitor to suppliers e.g. £50 for 2 weeks. This will significantly increase SaGS income. AC has already discussed this with suppliers and met with a positive response. AC does not think that this will dissuade suppliers from wanting stands in the Biology Atrium. AC will trial the idea. The trial will be evaluated after 4 months.

vi). Supplier exhibition

A supplier exhibition will be held in the Atrium toward the end of September / beginning of October. This is in response to a new supplier agreement. Suppliers will be charged the standard rate for their stands. Charges will be paid into DC's administration account. AC would like two free stands – one for the NEUPC and one for the new e-Procurement system – DC agreed to this.

vii). Works in the Department – for information

- The J block ground floor entrance lobbies and corridors will be decorated – starting next week.
- Repairs to the plant room ventilation grilles in E block will begin in mid-July. External scaffolding will need to be erected.
- Work on the C block sub-station is nearing completion.

viii) F0 external panels (blow the windows)

The paintwork on the external panel below AC's office window is looking very scruffy. This does not reflect well on the Department and PC will inspect the panel with a view to re-painting.

Action: PC

IC10/061

Next meeting

The August meeting has been cancelled. The next meeting will take place at 2.15pm on Wednesday 1st September at 2.15pm in Biology room M049. A call for agenda items will follow nearer the time.

Calendar of meetings:

- August meeting: **CANCELLED**
- September meeting: Wednesday 1st September, 2.15pm in room M049
- October meeting: Wednesday 6th October, 2.15pm, room TBC
- November meeting: Wednesday 3rd November, 2.15pm, room TBC
- December meeting: Wednesday 8th December, 2.15pm, room TBC **PLEASE NOTE CHANGE OF DATE**