

University of York Department of Biology

INFRASTRUCTURE COMMITTEE

Minutes of the meeting held on Wednesday 3rd September 2008

- Present** Dawn Cartwright (Chair), Peter Crosby, Andrew Collingwood, Sylvia Haddock, Steve Howarth, David Hammond, David Nelson, David Nelmes, Jo Hossell Rebecca Regan (Secretary)
- Apologies** Colin Abbott, Geoff Stimson, Mike Snelling, Nicola Charlton
- IC8/053** **Minutes of the meeting held on 28th July 2008**
The minutes were accepted.
- IC8/054** **MATTERS ARISING**
- IC8/054.1** **Window washing [IC8/048.1]**
Some of the windows have been cleaned, including the Atrium windows (internally, externally and the metal girders). However, large areas of the Department were missed; the contractors have since returned to clean these areas. DWH asked members to let him know if they spot any areas that have been missed.
- It is not the cleaner's responsibility to clean the windows internally. This is not part of the Service Level Agreement, and also there are issues with working at height. The Department would have to pay the bill for internal window cleaning and members noted that there is no money in this year's budget for this. A new contract is currently being negotiated re: window cleaning across the University, so internal window cleaning may be cheaper in the future. There haven't been any complaints from within the Department and it was decided that internal window cleaning was not a necessity at the moment.
- IC8/054.2** **Shower heads in the BSF [IC8/048.2]**
Door labels have now been applied to those rooms housing showers.
- IC8/054.3** **Cleaning [IC8/048.4]**
- i). Teaching: Sam Jamieson's (Biology Cleaning Supervisor) contact details have been circulated to Committee members. Members should include Sam in any correspondence relating to cleaning problems in teaching.
- ii). Cleaning of dirty air conditioning vents: This is ongoing. Some cleaning teams are currently trialling a piece of extendable cleaning equipment, which might be suitable for cleaning air vents. This would not be suitable for use in lab areas because of contamination issues. The cleaning of dirty air vents is a University-wide problem and departments are currently advised to contact Estates who will send someone to remove the grille for the cleaners to clean. This should be requested via Planon. SH will put the public meeting rooms on Planon as a trial, and will liaise with John Maddison. If successful the rest of the rooms in the Department will put on Planon in 'bite-sized chunks'.
Action: SH
- iii). Water fountains: SH has spoken to John Maddison and this should be in hand.
- IC8/054.4** **HSE (Safety) [IC8/048.7]**
The work has now finished and the HSE has been informed.
- IC8/054.5** **Recycling - Glass bins [IC8/048.8 iii]**
A red glass recycling bin has been placed in the Atrium kitchen along with appropriate signage. SH has asked the cleaner to let her know when the bin gets full. The bin will be emptied into the external glass bin by the infrastructure team.
- IC8/054.6** **Heating in teaching [IC8/048.9 i]**
Work is currently being undertaken, although it is uncertain whether the work is to replace or to modify existing heaters. A couple of thermometers are not working so it has been difficult to obtain readings. Replacement of the thermometers is being arranged. JH will follow up and await feedback from Teaching.
Action: JH

- IC8/054.7 P Block glasshouse - filtration unit [IC8/048.10 ii]**
A way forward has been agreed and CA has placed the order.
- IC8/054.8 Metal and small electrical items skips [IC8/048.12]**
DC is still waiting to hear from Yorwaste, as are the other Science Managers. AC expressed concern over Yorwaste's reluctance to complete transfer notes. This is essential for the audit trail and AC will insist that they are completed. **Action: DC / AC**
- IC8/054.9 PAT testing standards [IC8/049]**
AC will raise this at the next HSWC meeting, which is scheduled to take place in November. **Action: AC**
- IC8/054.10 Walled garden [IC8/051 i]**
The rapid response Team has dealt with the bins and toilets.
- IC8/054.11 Car insurance issue [IC8/052 i]**
RJR liaised with the supervisor who has agreed to pay the first £500 of any insurance claim made whilst the visitor is driving the departmental vehicles.
- IC8/054.12 Stores survey [IC8/052 ii]**
The Stores survey has been completed. AC will produce a response. **Action: AC**
- IC8/055 Safety**
- i). Safety inspections: the testing, or lack of testing of disabled toilet alarms, was raised on a recent safety inspection in YSBL; the same issue was raised approx. 12 months ago. This issue was also raised at the recent Biology-Estates meeting where it was confirmed that testing is Estates' responsibility and a process/programme is currently being put in place by Estates.
- ii). LEV testing - YSBL: YSBL have requested that the test certificates for their equipment be sent to Sally Lewis. Other groups in the Department already have their certificates sent to them. PC will make Allen Mould aware of this. **Action: PC**
- iii). Horticulture – fire warning beacon: The Sanyo room fire warning beacon needs to be relocated. It is not effective in its current location and should be relocated to the opposite wall. SH will put the job on Planon, and will also check whether it is part of the delayed fire improvement works. **Action: SH**
- iv). 3-phase power supply: this was resolved. The Department has the capability to test any equipment with a plug; testing of hard-wired equipment will be out on Planon. An inventory of 3-phase equipment is nearly complete.
- v). Liquid nitrogen – training: it has come to light that some groups may be providing training internally within their groups rather than undertaking the departmental training. This is a health & safety concern. Information on departmental training is readily available on the web, and signage in the liquid nitrogen dispensing areas is explicit re: the need for departmental training, including departmental contact names. This also forms part of the induction for new starters. PC will send a global reminder that all users must undertake the departmental training. **Action: PC**
- IC8/056 Environmental performance**
- i). Voltage monitoring/reduction in the Biosciences Building: there is still further work to be done on this. It should be possible to maintain power in the Biosciences Building whilst the equipment is being installed. The contractors have requested information re: pre 1980's equipment in the Biosciences Building. AC might be able to extract this information from the asset register, but some of the smaller equipment will not be on the register [although it was agreed that some small equipment e.g. microscopes should not be an issue]. The asset register will need to be cross-checked with the PAT testing register as some equipment may have been disposed of but not removed from the asset register. The contractors have agreed to look into any issues with pre 1980's equipment if we can identify it. The timescale has slipped with a start date of Easter 2009. Members noted that this work will only affect the new building. **Action: JH / AC**

ii). Vending machines: timer clocks have been fitted to two of the machines in the Atrium. These machines are now switched off between midnight and 6am each day. JH has placed notices on the machines; no complaints have been received so far. A timer clock will be fitted to the new hot drinks machine. It is unclear whether a clock can be fitted to the new snack machine – some suppliers are reluctant to switch the machines off if they contain chocolate.

JH has spoken to John Greenwood about the concourse vending machine. He confirmed that it does collect a considerable amount of money [although he has not given figures] and he is reluctant to remove it. DC would like to move the electrical socket for this machine; the current location prohibits the fitting of a timer clock.

JH confirmed that the vending machines use a considerable amount of energy, and the two that are currently on timer clocks will save approx. £80.00 per annum.

iii). Drying cabinets: these use a considerable amount of energy when left on. JH is having a purge on them throughout the Department and has already fitted a timer clock to one cabinet. JH is monitoring the cabinet in the autoclave room and once data has been collated she will make a recommendation re: what setting they should be on. **Action: JH**

iv). Computer monitors: computer monitors need to be switched off at the wall at the end of the day; it is not effective to switch them off using the button on the front of the monitor [this puts them on standby rather than cutting the power]. Gadgets that shut down equipment at the plug were deemed too expensive [there are around 60 computers in the teaching room, in addition to those in offices and labs], and the only solution is to encourage people to switch their machines off at the plug. JH will target offices in the first instance, encouraging staff to switch off at the socket at the end of the day. **Action: JH**

v). Ventilation in the BSF: with the widespread use of IVCs there is the potential to reduce the ventilation levels, within HSE guidance. For this to be effective IVCs would need to be used throughout the unit; if the ventilation is reduced in one room it will affect all other rooms on that line. JH will research further. **Action: JH**

vi). BEMS: the engineer working on the standard maintenance contract now has a good understanding of the system; he is identifying problems as well as fixing existing ones. JH has spoken to Len Brindley and eventually it should be possible to access the Satchwell system, which controls the old building.

vii). Sustainable Action Plan: JH is updating this and will forward to Elizabeth Heaps when complete. **Action: JH**

IC8/057**Estates issues**

i). Biology-Estates Group: the Biology-Estates Group met on 20th August; the minutes are awaiting approval and will be brought to the next meeting.

ii). Asbestos removal: new contractors have been appointed to undertake asbestos removal in the plant room. The project is behind schedule and will not be completed for a further 3 weeks. PC confirmed that JH will still be able to access the sub-station to look at the meters.

iii). Work on the new CII building: this is expected to commence in April 2009. This will now be a single building.

IC8/058**Lock-down lists**

Lock-down lists have been used in other Universities as a way to alert and encourage people to switch off equipment at the end of each day. The idea is for cleaners or security staff to complete check-lists re: equipment or lights that have been left on or switched off each day. It would not be the cleaners or security staff responsibility to turn equipment off, just to alert users. Unfortunately the scheme is not feasible in Biology at the moment; this is due to current staffing problems with both the cleaning and security staff. Instead JH will concentrate on targeting specific groups in the Department, and is currently working her way around the various weekly lab meetings. The Bulletin will also be used to disseminate information. **Action: JH**

IC8/059**Biology Atrium ramp**

A couple of near miss slip reports have been received and a fixed mixed-material barrier mat has been fitted on the ramped area of the Atrium. The Committee agreed this looks good and should prevent any further near misses.

IC8/060

Any other business**a). Blue paper towels / blocked drains**

There has been a problem with blocked drains on M0 corridor. This resulted in sewerage flooding part of the corridor and some rooms. This is not the first time this has happened. The blockage was caused by blue paper towels being disposed of down the toilet; the Committee discussed ways in which this could be avoided in the future. Hand dryers would remove the need for paper towels. The University are currently trialling a number of high speed hand dryers; some problems with noise have been reported - DWH will keep the Committee updated. In some areas paper towels are stored on top of the toilet cistern and there is a danger that they can fall into the bowl and block the toilet. SH will ask cleaners not to store paper towels on cisterns. **Action: SH / DWH**

b). Loose barrier mats

The contract for the supply of loose barrier mats expires at the end of September. The mats will be replaced by new University stock. Committee members are asked to let DWH know if any mats are missing/are not replaced.

c). WhizzGo Cars

WhizzGo Cars provide short-term car hire. A WhizzGo depot will be installed in Market Square shortly. Bookings can be made on-line. Cars are for anyone's use (staff & students), and can be used on University or personal business. The market Square depot will be a pilot scheme; other WhizzGo depots are in service around York.

d). November meeting

RJR will circulate the Committee for availability. Tuesday 4th November at 2.15pm is a possibility.

Action: RJR**Calendar of meetings:**

- October: Wednesday 1st October, 2.15pm in Biology room M049
- November: To be rescheduled
- December: Wednesday 3rd December, 2.15pm in Biology room J005