

# UNIVERSITY OF YORK

Department of Biology

## BIOLOGY ESTATES MEETING

Minutes of the Biology Estates Meeting held on Tuesday 19 June 2012

**Present:** J. Hossell, P. Dalglish, L. Hudson, C. Stanley, D. Cartwright, A. Durrant, P. Coulson, R. Bebb, P. Coulson, A. Haigh

**Apologies for absence were received from:** Paul Bushnell, Ron Coates, Sarah Brown

*NB – comments in blue ink were provided before the meeting*

### **12/006 Minutes of meeting**

The minutes of the previous meeting held on 14 March 2012 were accepted

### **12/007 Matters arising**

The following items were noted as completed and have therefore been removed from the main body of the minutes:

- Air change ratios [11/018]
- Walled Garden Gates [11/018]
- Progress with K3 Plant room [11/018]
- Capping of sinks in BSF [11/018]
- Planon jobs: 1228792, 1113154/5, 1237638 / 1246707, 1219807 and 1241361
- Replacement heater battery for concourse [12/005(iv)]
- Heslington Hall contractors to Walled Garden [12/005(vi)]
- Contractor selection [12/005(viii)]
- Time schedule [12/005(xi)]
- Link Walkway (removal of ridges under double doors [11/019])

---

#### *Heating upgrade estimate (walled garden) [12/002]*

*Funding agreed in next year's Long Term Maintenance budget envelope. Work anticipated to begin August 2012 (PBushnell)*

*Application has been submitted for a larger gas meter to accommodate the new boiler plant (DBarber)*

JH also noted that she has discussed the need for an inverter pump and additional upgrades

#### *Failing pipe joints [12/002]*

*All joints have been changed except for two units which are difficult to access due to equipment under them, have discussed with Lucy the option of visually inspecting these at agreed intervals, this option is OK with Lucy but needs Dave or Chris to agree (RCoates)*

LH added that the joints should be put on PPM to be inspected every 6 months, LH to send list of room locations to CS **Action: CS**

#### *Windows in C0 offices [12/002]*

PD noted that this is planned for August 2012 and he is aware that JF has been checking the budgets are still available; the rooms affected will be C005, C009 and C011

#### *Heating in teaching [12/002]*

DC noted that the VC has allocated funding for a new Teaching Building for the 2014 student intake; there is a meeting on 20 July to discuss further, DC to report back after that **Action: DC**

#### *Shutters [12/002]*

JH liaising with Estates, AD to arrange visual inspection, access to the roof required

**Action: AD**

*Procedure for testing the Backup Generators [12/002]\**

RB noted it would be good practice to incorporate an annual test of the generator with the biannual tests made by the external contractors; he will put on PPM **Action: RB**

It was also noted that currently if the power goes off there isn't a notification to the BEMS system or critical alarm system; however Security have been informed to call LH when there is a power cut out of hours.

*Contract in place for emergency fuel supply [12/002]\**

RB presented a guide to the Estates and Biology operations

*Fire detection [12/002]*

There are no current isolations in Biology. Richard Brown should still be used as the contact point. A new system has been prepared as a trial. The trial has indicated that it would be beneficial to simplify the Risk Assessment process before wider use. We will keep you updated (PBushnell)

*Fire Precautions works*

The initial installation of detector sounders has been completed in Blocks A-F to address the audibility issues that were highlighted from the survey across these blocks. The following items from the ARUP's report will be completed before the end of July 12: A5, BC4, D2-8, D13, F12, K5/6/10, L1/2/3, M1/5/6, P2. After these works have been completed I will be planning an audibility survey across Blocks H-S and will advise of dates and times (RBebb)

PD noted that Estates are trying to get all the lower priority Fire issues completed in one contract

*D Block Glass House Roof [12/003 (i)]*

Works planned for August 2012 from Ops Buildings Budget; DJ cleaning have put forward a proposal.

PD noted that this work is planned for August

*New gate required between P and A Block [12/005 (i)]*

LH noted that this has been put on Planon but nothing has happened as yet, AD to check with Ron Coates

**Action: AD**

*Stock of electronic ballasts for lights [12/005 (ii)]*

AD to get an update from RC

**Action: AD**

*Activation of fire alarm (BSF Equipment) [12/005 (v)]*

CS has checked with Aircare and it is not possible for the dehumidifiers to be automatically reset, CS has placed a request on Planon for the dehumidifiers to be restarted after each fire alarm activation and states the procedure should be checked.

**Action: CS**

**12/008                    WALLED GARDEN GREENHOUSE HEATING UPDATE**

This was covered earlier in the minutes

**12/009                    B/B/102A ROOM TEMPERATURE**

LH noted that this is an old classroom which is South facing, it has solar film on the windows but still the room temperature rises to more than 27°C in Summer; CS and PD to price up for cooling and Brise soleil

**Action: CS/PD**

**12/010                    BACK-UP GENERATOR – MONTHLY START UP FILLS P BLOCK WITH DIESEL FUMES**

RB agreed to speak to the Generator Company to see if there is anything that can be done with the exhaust. The possibility of testing the generator at 4pm once a month when staff have left was discussed; it was agreed to look at the exhaust route.

**Action: RB**

**12/011                    H BLOCK LIFT BREAKING DOWN – NO PARTS AVAILABLE**

LH noted that parts for the H Block lift are becoming increasingly scarce; CS noted that H Block lift is on the list for replacement in the next few years.

**12/012 Q BLOCK – HYDRO X ADDED INHIBITOR – PROBLEMATIC PROCESS**

LH queried whether the inhibitor in the cooling tank is absolutely necessary? AD will speak to Matt Lyons to discuss. **Action: CS**

**12/013 Q/3 PLANT ROOM – BLOW OFF PIPES DIRECTED TO FLOOR**

LH noted that there were leaks when the inhibitor work was being completed as there are blowoff pipes which open onto the floor, these pipes need to be redirected. **Action: CS**

**12/014 ROOF LEAKS IN B/C/101 & B/E/2 – PERSISTENT LEAKS – SEVERAL PATCH REPAIRS WITH NO SUCCESS**

(i) AH noted that there are still intermittent roof leaks in the BSF office area (E2 and F3 roof area). LH noted that Everlast have recommended a full repair rather than individual patch repairs. PD noted that these are asbestos-containing external roof tiles; he will program the work in for after August. **Action: PD**

**12/015 WOODEN PLINTH OUTSIDE BIOSCIENCE BUILDING IN DISREPAIR AND UNSAFE**

LH noted that this is in need of repair, Planon number 1372114

**Action: AD**

**12/016 LIGHT SWITCHES IN CORRIDORS – BACKLIGHT OR PIR**

LH noted that in a recent Environmental Performance meeting it was requested to install backlit or PIR light switches; it would save money and make it easier for people to see light switches when they are working out of hours. AD noted that there are quite a lot of options with differing costs and workloads and there are asbestos issues with opening light fittings, RB and AD asked for a list of areas which need looking at then they can look in to it **Action: LH**

**12/017 ANY OTHER BUSINESS**

(i) LH noted that Keith Reynolds has requested an area clearing and marking with yellow paint at the end of the Biology Stores yard to enable safe access to D and J block undercrofts, LH to speak to Gordon Eastham **Action: LH**

(ii) JH noted that there are many un-lagged pipes in J Block corridor. LH was advised to put on Planon as un-lagged pipes and see who picks it up – highlight which areas worst. **Action: LH**

(iv) Matt Lyons recently organised visits to the Department by Hydro X to investigate compliance with Legionnaire's Disease control compliance

\* Please see additional hand out for these 2 items

Date of next meeting: **SD to confirm**