

UNIVERSITY OF YORK

Department of Biology

BIOLOGY ESTATES MEETING

Minutes of the Biology Estates Meeting held on 25 September 2012

Present: Dawn Cartwright, Dave Barber, Paul Bushnell, Chris Stanley, Richard Bebb, Lucy Hudson, Ron Coates, Phil Dalglish, Sarah Dwyer and Andy Durrant

Apologies for absence were received from: Pat Coulson, Jane Whyman, Jo Hossell and Sarah Brown

12/018 Minutes of meeting

The minutes of the previous meeting held on 19 June 2012 were accepted

12/019 Matters arising

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

- Heating upgrade estimate [12/007]
- D Block Glass house Roof [12/003]
- Stock of electronic ballasts for lights [12/007]
- Activation of fire alarm (BSF Equipment) [12/007]
- Q/3 Plant Room – Blow off pipes directed to floor [12/013]
- Roof leaks in B/C/101 & B/E/2 – Persistent Leaks – several patch repairs with no success [12/014]
- Wooden plinth outside Bioscience Building in disrepair and unsafe [12/015]
- Un-lagged pipes in J Block corridor [12/017(ii)]

Failing pipe joints [12/007] – LH to send list to CS

Action: LH

Heating in teaching [12/007] – DC noted that she will forward plans for the new Teaching Building to PB, for Estates input, as and when she receives them

Action: DC

Shutters [12/007] – This relates to P Block not E Block, RC to investigate whether shutters can be installed in B/P/101 as there is a boiler which requires ventilation

Action: RC

Procedure for testing the Backup Generators [12/007] – A weekend test will be held in the near future (at a convenient time with Biology) for a full Biology power shut down and load testing of the Backup Generator.

Action: RB

Fire Precaution Works [12/007] – Wayne Spaven to send an update to DC

Action: WS

New gate required between P and A Block [12/007] – still outstanding for Gordon Eastham

Action: GE

B/B/102A Room Temperature [12/009] – Estates to propose installation of ceiling fans and/or an additional 10kW air conditioning unit for this room on the LTM list, DC to provide a few sentences to support this

Action: PD/DC

Back-up Generator – Monthly start up fills P Block with diesel fumes [12/010] – RB and DB to attend B/P/001 during the next test to try and identify how the fumes are getting in the office

Action: RB/GT

H Block lift breaking down [12/011] – this has been placed on the renewals plan for 2012/13 along with the lift in J Block

Q Block – Hydro X added inhibitor – problematic process [12/012] – AD confirmed that an inhibitor is required and LH noted that work is taking place later this week to install it

Light switches in corridors – Backlight or PIR [12/016] - It was agreed that the list was very long and not economically viable at this time.

Biology Stores area [12/017(i)] – this is still to be completed by Gordon Eastham

Action: GE

12/020

(i) Fume Cupboards in B/D/104

LH noted a recommendation from the Tecomak engineer that the motors which serve the ducted fume hoods are coming to the end of their life and should be replaced, CS to speak with Mark Atlay to determine a timescale for replacement

Action: CS

(ii) Fume Cupboards in K, L & M Blocks

A piece of mesh is required to cover the air vents in the fume hoods to stop blue roll being dragged in to the system and damaging the propellers. Biology Workshops to provide a quote to Estates for the mesh and RC to seek a comparative quote; LH to provide RC with a list of affected fume cupboards.

Action: LH /RC

12/021 Grounds and drainage

LH noted that the grounds and drainage works started during the installation of the MRI scanner have not been completed; PD to raise as a defect and place on Planon

Action: PD

12/022 Biology Stores entrance doors B/F/023

LH noted that the magnets in the Biology Stores door frames are coming towards the end of their life and are constantly being repaired; RC and PD to investigate and action a suitable repair

Action: RC

12/023 BMS no critical alarm raised on 29/08/2012

SB confirmed by email prior to the meeting that no critical alarm was raised when the air handlers tripped in the B/K/3 plant room on 29/08/2012. Estates are entering new service contract with Siemens and SB assured LH that this issue will be addressed within the next two months.

Action: SB

12/024 Planon processing of jobs

(i) PB noted that any jobs marked as “completed” on Planon but not actually completed will be treated as a customer complaint and followed up; LH to ask Sylvia Haddock to send a list of such jobs to PB

Action: LH

(ii) LH requested a new Planon category for non-urgent leaks

Action: PB

(iii) LH requested a new Planon category for the collection of fridges, freezers and scrap equipment.

Action: PB

12/025 Planon outstanding jobs

(i) 1395860 - Stores yard to be painted ‘keep clear’ – mentioned earlier in the minutes with and action for Gordon Eastham

Action: GE

(ii) 1402026 - Cycle route, flagstone missing

Action: GE

12/026 Any other business

(i) C0 windows trickle vents – LH thanked Estates for the recent works but noted that the trims and trickle vents were not finished; PD to chase up Newells. Note: trims are stored in the Biology Atrium

Action: PD

(ii) Clock Tower Leak – It was noted that a recent leak could have been repaired by our Estates plumbers rather than by external contractors if the plumbers had been given harness training.

Action: PD

(iii) Teaching lab doors – LH noted that the doors to lab B/A/037 will become automatic after a successful bid submitted to the University’s Disability Equality Scheme

(iv) Clock Tower clock – RC noted that the clock is not working properly; RB and RC to investigate

Action: RB/RC

Date of next meeting: SD to circulate for dates