

# UNIVERSITY OF YORK

Department of Biology

## BIOLOGY ESTATES MEETING

Minutes of the Biology Estates Meeting held on 27 March 2013

**Present:** D Cartwright (chair), J Armitage, J Hossell, D Barber, C Stanley, L Hudson, R Coates, A Durrant, S Haddock, H Daniels, S Dwyer (sec), P Bushnell

**Apologies for absence were received from:** J Fitzgerald

### 13/001 MINUTES OF MEETING

The minutes of the previous meeting held on 18 December 2012 were accepted

### 13/002 MATTERS ARISING

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

B/B/102A Room Temperature [12/028]

K, L, and M Block Fume Cupboards [12/028]

BMS critical alarm [12/028]

New Planon category for collection of fridges/freezers/scrap equipment [12/028]

New Planon category for collection of fridges/freezers/scrap equipment [12/024 (iii)]

Harness Training [12/028]

Planon [12/031 (i)]

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*Shutters [12/028]* - RC noted that a custom fit shutter for the plant growth room B/E/028 will have to be made, he will get a quote and provide a timescale, then liaise with JH as this will be paid for out of the energy efficiency budget

**Action: RC**

*Tests of the Back-up generator [12/028] – Pre meeting note:* New exhaust to be fitted 2nd April to direct fumes upwards to possibly address the problem

**Action: RB**

*Fume cupboards in B/D/104 [12/028] – Pre meeting note:* Scheduled to be investigated 27/28th March. System is verified to be operating satisfactorily currently

**Action: CS**

*Grounds and drainage [12/028]* - AD agreed to chase up Gordon Eastham as still no response **Action: AD**

*Biology Stores entrance doors [12/028] – Pre meeting note:* On hold until next financial year due to budget constraints (PD)

*Planon processing of jobs [12/028] – Pre meeting note:* Following a review we have identified a scenario whereby a job can be signed off as complete by an external contractor, when the job actually needs to be referred back to the Zone Manager. It is difficult to alter our systems to capture this event but we have increased awareness and will monitor progress (PB)

It was noted that there will be no immediate changes to Planon categories, any issues raised will be added to the list and will be addressed together at a later date.

Gas meter keys [12/030 (i)] - JH noted that the Gas Meter company have been notified that some of these meters are not in use but the message is taking a long time to process! JH will chase up how the meters can be removed **Action: JH**

Gas meter keys [12/030 (ii)] – Pre meeting note: Pro220028 Lock cylinders on order (RC)

**Planon [12/031 (iii)] – Pre meeting note: anything which requires a more urgent response than the SLA should be telephoned through to our helpdesk on 5555. The helpdesk have the ability to apply a flag to the Planon activity raising its priority. If this solution becomes unsatisfactory then let us know (PB)**

Compression joints in K Block [12/032] – Pre meeting note: One unit still to change - will be completed when the room becomes free. Lucy Hudson to advise dates (RC) **Action: LH**

Low water alarm [12/033] - DB noted that he is waiting for HydroX to contact himself and Sarah Brown next time they are here, there is a possibility that Sarah can disable the audible alarm if necessary **Action: DB**

Lights in M049 [12/034] – It was agreed to find out the cost of rewiring the room in order to reposition switches and then discuss further, not urgent **Action: LH/AD**

Extraction HEPA filter inspection [12/035] – Pre meeting note: CAS due on site April to replace exhausted filters (RC)

D Block heating issues [12/036 (ii)] - RC noted that the small heater at the end of the corridor needs a new fan; he hopes to implement today; SH noted that it was only 12 degrees on Monday during the Safety Inspection **Action: RC**

### **13/003                    ALTERATION TO BSF ROOM FOR SAND FLY COLONY**

HD noted that room E202A in the CAT 3 area needs to be altered, Estates have quoted for the changes and put them in to action; the items are: installation of an air curtain, covering of vents with mesh, KABA lock for door and a quote is needed from Harts decorators; all works are being paid for by Paul Kaye's research budget.

### **13/004                    PLANON 1545609**

LH noted that the hill at the top of Wentworth Way next to Barbara Scott Court floods to 2 meters wide at the point where there is a dip; students have brought it up at Safety Committee and Reception. It was agreed to raise the issue with Gordon Eastham, it was thought the best solution may be to fill the dip so any water runs on to the road **Action: Gordon Eastham**

### **13/005                    J BLOCK CARPETS**

LH said this was originally brought up in September 2011 and the work is now urgent, PB will check with Jon Meacock for funding. **Action: PB**

### **13/006                    CONTINGENCY COOLING FOR P BLOCK AND BIOSCIENCES**

LH noted that there are currently no contingency plans for emergency cooling in P Block, DC asked for an assessment of the risk and then further decisions can be taken **Action: LH/CS**

### **13/007                    COVER FOR GREEN “BREAK GLASS” POINTS**

SH noted that Honeywell's have placed covers over all fire alarm points in the Department, however not all the green emergency exit break glass points have covers; SH to provide a list of points in need of covers and pass to RC and Mick Elliott for action **Action: SH**

### **13/008                    C0 TOILETS**

SH noted that the C0 toilets have been blocked at least 5 times over the last 6 months, RC noted that investigatory cameras down the drains had found no structural reasons for blockages. It was noted that

items of clothing and paper towels have previously been found blocking the toilets and it may be a case of trying to re-educate the Users of the toilets on what can and can't be flushed!

**13/009                    PLANON ISSUES**

SH agreed to write a paragraph of text regarding why she would like to be able to sort by Building block on Planon and copy to Lyndon Taylor for consideration **Action: SH**

**13/010                    SALIX INVERTER PROJECT**

JH noted that the work on P block inverters has been completed; there are still some pumps in K block to be done and also a controller for BEMS needs to be changed, JH and Sarah Brown have agreed to put jobs together to minimise the disruption to the Department. It was noted that they should liaise with CS and LH regarding cooling so they can determine how long things can be turned off. LH noted that power will need to be turned off to connect the new substation for the new teaching building during the summer; it was suggested that all works could be planned to be done together.

**13/011                    ANY OTHER BUSINESS**

(i) HD noted that the showers in the BSF didn't appear to have been checked for Legionella recently **Action: RC**

**Date of next meeting:** sec to circulate