

THE UNIVERSITY *of York*
DEPARTMENT OF BIOLOGY

BIOLOGY / ESTATES GROUP

TERMS OF REFERENCE

Meeting Objectives

- To ensure that there is a robust mechanism to monitor progress and address any problems with the services provided by Estates Services to the BSF and Biology.
- To ensure that clear written protocols for both regular service visits and emergency breakdown responses are in place for the BSF and Biology.
- To monitor the quality of the services provided by Estates Services.

Reporting Structure

Report to : The Departmental Infrastructure Committee
Considers minutes from : None

Membership

- Director of Infrastructure & Facilities (Chair)
- Estates Engineering Service Manager
- Biology Operational Manager
- Estates Maintenance Manager
- Estates Engineer
- Estates Zone Manager
- BSF manager
- HOLO

Frequency of Meetings

Routine meetings are held four times per year with additional meetings called as required to consider any pressing issues.

These terms of reference were agreed at the 21st November 2007 meeting.