

**University of York Department of Biology**

**INFRASTRUCTURE COMMITTEE**

**Minutes of the meeting held on Wednesday 1<sup>st</sup> April**

- Present** Dawn Cartwright (Chair), Trevor Illingworth, Peter Crosby, Colin Abbott, David Nelson, Wendy Crosby, Sylvia Haddock, Jo Hossell, Andrew Collingwood, David Hammond, David Nelmes, Geoff Stimson, Rebecca Regan (Secretary)
- Apologies** Mike Snelling, Jo Hossell
- IC9/028** **Minutes of the meeting held on 4<sup>th</sup> March 2009**  
The minutes were accepted subject to the following changes:
- IC9/020.10: the new soap dispensers are being trialled, rather than trailed.  
IC9/021 i): the freezer in question is a -20 freezer, not a -80 freezer.
- IC9/029** **MATTERS ARISING**
- IC9/029.1** **Autoclave facility (Safety) [IC9/020.2]**  
This is ongoing [DN is comparing the cost of an autoclave run with the cost of collection and incineration by White Rose; PC will find this information useful for the Autoclave Focus Group].  
**Action: DN**
- IC9/029.2** **Lecture Theatres [IC9/020.3]**  
This is in process with AV, who are in contact with Sue Johnston. DC raised this at a recent Academic Staff meeting where it was suggested that white boards would be useful in the lecture theatres. Confirmation is awaited as to whether the blackboard replacement/refurbishment is included in the lecture theatre refurbishment budget. DWH will report back. **Action: DWH**
- IC9/029.3** **Annual fire training (Safety) [IC9/020.4]**  
SH has forwarded queries re: the on-line training to Jo Hardy – a reply is awaited. The on-line training has been rolled-out to VAAs. DC will speak to the Postgraduate Office before the training is rolled-out to post graduates. **Action: DC**
- IC9/029.4** **Toilets on C corridor / vehicle key box (Feedback from Resources Board) [IC9/020.5]**
- i). Toilets on C corridor: there is currently no funding for refurbishment. If funding does become available, the toilets will at the least be painted.
- ii). Departmental vehicles – key box: this is in hand with Mark Hudson.
- IC9/029.5** **Safety – sealability testing in the BSF [IC9/020.6]**  
This is in hand with Mark Hudson, and repair is imminent.
- IC9/029.6** **Wentworth Way [IC9/020.8]**  
The patching work has been completed. The road will be resurfaced once the CII new build is complete. DWH will find out if there are any plans to resurface/repair Goodrike Way. **Action: DWH**
- IC9/029.7** **Blinds in A032 (computer room) [IC9/020.9]**  
The blinds have been ordered but fitting is being held up by asbestos related issues. Batons will need to be fixed to the walls, but these batons are too long for transportation in the joiner's vehicle(s). GS will speak to Mark Hudson to see if we can help in any way. **Action: GS**
- IC9/029.8** **Soap dispensers in the BSF [IC9/020.10]**  
This is in hand with Mark Hudson.
- IC9/029.9** **Centrifugation records / fume cupboard (Safety) [IC9/020.11]**
- i). Centrifugation records: this has been done.
- ii). Fume cupboard (L030): a decision has been made re: access/usage. A visit from Fumetech is

awaited, and further work needs to be undertaken re: costing. The changes will not be made in this financial year.

- IC9/029.10 Heating in K018 (Environmental Performance) [IC9/020.12]**  
This is ongoing. **Action: JH**
- IC9/029.11 Sterile water demos/presentations [IC9/020.15]**  
This is ongoing. **Action: MS**
- IC9/029.12 Autoclave replacement plan [IC9/020.17]**  
This is ongoing. **Action: PC**
- IC9/029.13 J block / power cut / waste incident (Safety) [IC9/021]**
- i). J block – old autoclave room: this has been done.
- ii). Power cut / fire alarms: DN contacted Mick Elliott who passed DN's message on to Bailey Oliver. Bailey Oliver replied to DN stating that the appropriate action was taken given the concerns at the time. DN replied that these concerns should have been explained to the Fire Marshal who was involved. A reply is awaited. **Action: DN**
- iii). Waste incident: this is in hand.
- IC9/029.14 Autoclaving (Environmental performance) [IC9/022]**  
This is ongoing – JH is pulling the information together. **Action: JH**
- IC9/029.15 Feedback from Resources Board [IC9/024]**
- i). Cleaning service level agreement: the SLA has been put on the web. Chris Tealing is looking at the document re: cleaning in labs. This issue will also be taken to the next Science Managers meeting.
- ii). Environmental Performance minutes - Artemisia lighting: CA has e-mailed the relevant PI – a reply is awaited. CA will chase if a reply isn't received in the next fortnight. **Action: CA**
- iii). Common room facilities: DC has been asked to look into alternative space where the Masters students can work together. One option is B/102 – DWH suggested block booking times within this room via time-tabling [if possible] – DC to discuss with Lorna Evans. The new intake of Masters students will be told that they can't use the common room. **Action: DC**
- iv). Power cuts: SH has set-up a spreadsheet – it is located in the Infrastructure area of N: drive under 'Estates Matters'.
- Re: re-setting the BEMS system/resources in Estates Services - DC made a complaint about service being currently received from Estates Services at the recent BSF Users Group meeting. The Registrar was present and took the complaint back to the Director of Facilities Management. The Director of Facilities Management has requested a full report from the acting Head of Estates Services – the report will include an action plan.
- PC has spoken to the relevant PI re: the need for a back-up generator on L2. The PI does not think that a generator is necessary – the room should stay stable for approx. 24 hours.
- PC has put Paul Hampshire and Johan Turkenburg in contact re: the x-ray machine in YSBL.
- IC9/029.16 Paper towels [IC9/025]**  
The thin paper towels were a bad batch rather than a change in supply. New stock has been received and the quality should be back to normal. There is a training issue re: putting the towels in the dispenser the wrong way round – the cleaning supervisor is aware of this.
- SH has spoken to the relevant person re: antibacterial soap in labs.
- IC9/029.17 Storage space for compost [IC9/026 i]**  
This is ongoing. CA has looked at the space and agreed that it is adequate for compost delivery and

storage. PC is arranging for the removal of equipment that is currently being stored in the space.

**Action: PC**

**IC9/029.18 Plant growth cabinets for disposal [IC9/026 v]**

The two plant growth cabinets are still awaiting collection. The cabinets are considered to be large WEEE rubbish.

DWH will investigate where the small fridges that have recently appeared in the yard have come from, and arrange disposal.

**Action: DWH**

**IC9/030 Safety**

i). Cleaning: complaints have been received about the cleaning of lab floors. The cleaning team are now fully staffed and service should be improving, subject to training. This will be monitored locally; DWH will be kept up to date.

ii). M1: the Artemisia group are proposing to use a side room on M1 for seed isolation from Artemisia plants which can be allergenic. DN & PC will inspect the facility before use, to ensure that the facility is appropriate for the proposed activity. A written assessment will be in place.

iii). Fabric covered chairs in labs: there are a number of fabric covered chairs in labs on D1, some have spillage stains on them. The chairs need to be removed, and replaced if necessary. PC will liaise with DN.

**Action: DN / PC**

**IC9/031 Environmental performance**

JH was not present and no items were raised by the Committee.

**IC9/032 Resources Board**

The latest minutes were not available and will be discussed at the next meeting.

**IC9/033 Biology-Estates Group minutes from the meeting held on 23/02/2009 & other Estates issues**

09/002 k).Change to Planon requests: SH queried whether the Planon User Group has met, as she is waiting for a response from Keith Reynolds. SH will e-mail Keith Reynolds again, copying DC and Wayne Spaven into the message.

**Action: SH**

**IC9/034 2009/10 budgets**

Budgets are due by mid-April 09. DC requested that managers get their budgets to her ASAP. DC will speak to Calvin re: teaching budgets.

**Action: DC / AC / DN / IJ / CA / PC**

**IC9/035 IT & Electronics**

IT and the Electronics Workshop will be merged from 01/08/2009 to become 'IT & Electronics'. This is a positive move and will make a very robust team. The team will be managed by Ian Jennings. Electronics will still charge for jobs undertaken for grant holders, BSF and Horticulture but not for other areas. DC is adjusting the budgets accordingly.

**IC9/036 Any other business**

**i). Agresso web requisitioning**

AC is on the working group looking into the replacement of Agresso web requisitioning. Agresso web requisitioning is likely to be replaced in January 2010. Replacement will be phased across the University; Biology will not be the pilot department. For information.

**ii). Mechanical Workshop**

Mark Bentley took up post in the Mechanical Workshop yesterday. GS will shortly be bringing Mark around to introduce him to people. For information.

**IC9/037 Next meeting**

The next meeting will take place at 2.15pm on Wednesday 13<sup>th</sup> May, Biology room M049 [instead of the 6<sup>th</sup> May as originally scheduled].

**Calendar of meetings:**

- May: Wednesday 13<sup>th</sup> May, 2.15pm, Biology room M049
- June: TBC
- July: Wednesday 1<sup>st</sup> July, 2.15pm, room TBC
- August: Wednesday 5<sup>th</sup> August, 2.15pm, room TBC
- September: Wednesday 2<sup>nd</sup> October, 2.15pm, room TBC
- October: Wednesday 7<sup>th</sup> October, 2.15pm, room TBC