

*University of York Department of Biology***INFRASTRUCTURE COMMITTEE****Minutes of the meeting held on Wednesday 1st September 2010**

- Present** Dawn Cartwright (Chair), Peter Crosby, Sylvia Haddock, Lucy Hudson, Steve Howarth, Alan Haigh, Colin Abbott, Andrew Collingwood, Nicola Charlton, Mark Bentley, David Nelmes, Rebecca Regan (Secretary)
- Apologies** David Nelson, Claire Inman, Jo Hossell, Phil Roberts
- This was PC's and RJR's last meeting before retirement and starting a new job (respectively). DC thanked PC and RJR for their work on Infrastructure Committee.
- DC welcomed LH and AH to their first meeting. PR will also be joining the Committee, but sent apologies for this meeting.
- IC10/062** **Minutes of the meeting held on 7th July 2010**
The minutes were accepted subject to correction of the typo in the subject line of minute IC10/060 viii). F0 external panels (below the windows).
- IC10/063** **MATTERS ARISING**
- IC10/063.1** **Technology Facility Safety Inspection (Safety) [IC10/056.5]**
Bioscience computer room – high temperatures: this is ongoing. JH is looking into Salix funding for solar film, and looking into ventilation data. **Action: JH**
- IC10/063.2** **P block glasshouse roof [IC10/056.7]**
The job [gutter cleaning] is progressing through Planon. Estates have agreed to pay for the work.
- IC10/063.3** **Driving risk assessments [IC10/056.11]**
DC, SH and DN met to discuss this. A generic risk assessment for drivers will be made available on the departmental web pages. It was agreed that driving on field trips is adequately dealt with under the existing risk assessment for fieldwork that is available on the departmental Health & Safety web pages. **Action: DN**
- IC10/063.4** **University emergency number (Safety) [IC10/057 i]**
The information has been publicised in the Biology Bulletin. SH has a supply of stickers for telephones for those people who want them. SH will also supply stickers when handing out new telephones, and the availability of emergency contact information will be highlighted in safety inspections.
- IC10/063.5** **Asbestos sheeting under the benches in the teaching glasshouse [IC/057 ii]**
The sheeting is being removed today.
- IC10/063.6** **Photocopiers [IC10/060 iii]**
DC and SH met with Donna Lyon and a copier company representative re: a trial of the new multifunctional devices (MFDs). The University is moving toward the use of MFDs across campus. They will be networked and supported by central IT Services. DC will speak to Ian Jennings about the implications re: networking via the Biology or University network. The plan is for printing / copying to be charged per sheet, and paper will be supplied by central IT Services. DC is looking into how / if this arrangement will work for Biology. Two devices will be trialled in Biology – one on F0 and another on C0. DC will use the trial MFD on F0 as her main printer in order to experience the benefits and/or pitfalls first hand. DC will feedback to the next meeting. **Action: DC**
- IC10/063.7** **New staff [IC10/060 iv]**
DC circulated the current list of changes to Committee members. This is ongoing and DC will keep the Committee informed. **Action: DC**

IC10/063.8 F0 external panels (below the windows) [IC10/060 viii]

The paintwork on the external panel below AC's office window is looking very scruffy. This does not reflect well on the Department and PC will inspect the panel with a view to re-painting.

Action: PC

IC10/064 Safety

i. Fire improvement works: recent safety inspections have highlighted that the works are still to be completed. There is a need to establish the current status and likely timescales. DC, SH and DN have met and agreed that the more urgent individual jobs will be put on Planon. DC has contacted the Head of Estates Development requesting feedback on the project and is awaiting a response.

Action: DC

ii) Horticulture autoclave: the recent failure of a door seal (causing high pressure steam release across the corridor) highlighted ongoing problems with the autoclave door mechanism which requires careful management and costly repairs / servicing. DN asked whether the Department should start planning for a safer and more reliable alternative. CA, in liaison with PC, will pull together the cost of maintenance and repair over the last 12 months and send to DC. CA will also get a quote for a suitable replacement and forward to DC. CA is attending a national conference next week and will ask colleagues for advice re: a good replacement model.

Action: CA

iii). Security in the Walled Garden: the entrance to the Walled Garden cannot be locked when someone is working in this enclosed area, and there is concern over personal safety for those working there - especially when working alone, late at night, or over a weekend. Serious consideration needs to be given to improving security of this area. It was suggested that a keypad lock should be fitted to the doors and DC will raise this at the Biology-Estates Group meeting that is scheduled for 6th September 2010.

Action: DC

IC10/065 Environmental Performance

No issues were raised

IC10/066 Feedback from the May, June and July/August Resources Board meetings

From minute 10/035 i) Refrigerant gas top-up: CA confirmed that the lack of a University licence / trained person is causing problems e.g. delays to work which can be costly. CA will e-mail the details to DC. DC will take this to the Biology-Estates Group meeting that is scheduled to take place on 6th September 2010.

Action: CA / DC

From minute 10/048 iii). Departmental cycles: plans for Biology owned bikes for transport between Heslington West and Heslington East are currently on hold. It proved impossible to source and purchase bikes to the required specification before the end of the financial year. If the budget is available the scheme may be revisited.

IC10/067 Feedback from the Biology-Estates Group meeting of 10th June 2010

From minute 10/10 Jobs update / progress on Planon: SH reported that there are still problems with jobs falling into a black hole on Planon. SH keeps a file of jobs and chases regularly. Estates are aware that Planon is not fit for purpose and there are issues re: entering the job status. DC will raise this again at the Biology-Estates Group meeting [on 6th September 2010].

Action: DC

IC10/068 Any other Estates issues

No issues were raised.

IC10/069 Onity door batteries

All of the batteries are now approximately the same age, and deterioration is expected to occur at a similar rate across the board [even taking power cuts into account]. It was decided that a random selection of batteries will be tested annually. If the random selection shows a high level of deterioration then all of the batteries across the board will be replaced. SH will amend the SoP accordingly.

Action: SH

- IC10/070 Mechanical Workshop charges**
Departmental admin. e.g. Teaching, Supplies, Admin, Research Services, I.T. etc. will no longer be charged for work undertaken in the Mechanical Workshop. Charges will still be levied for work undertaken on a grant (this includes BSF & Horticulture). For information.
- IC10/071 Resurfacing of Wentworth Way**
AC has heard from Fiona Macey who confirmed that Wentworth Way will not be resurfaced until next year. The potholes are a real problem and need to be addressed before next year. DC will take this to the next Biology-Estates Group meeting, then onto Safety Committee if necessary. **Action: DC**
- IC10/072 Frequency of Infrastructure Committee meetings**
The Committee discussed whether meetings should continue to take place on a monthly basis, or be reduced to bi-monthly. The Committee agreed that meetings should continue to take place on a monthly basis – it is good to bring the Team together regularly; some issues may be missed with a two-month gap between meetings; regular shorter meetings are preferred to longer less frequent meetings.
- IC10/073 Any other business**
- i). Biology Concourse re-fresh**
It is hoped that this will be completed prior to the start of the autumn term, however given the timescale the work is more likely to take place / be completed over the Easter vacation. The cost of the re-fresh is approx. £35,000; the Centre is paying for the re-fresh. DC has copies of the plans if Committee members would like to see them.
- ii). BioArch charges**
DC is meeting with Matthew Collins tomorrow. DC will check that I.T. has been included in the list of charges. **Action: DC**
- iii). Cleaning issue in P block**
The regular cleaner for P block has been on sick-leave for approx. 3 weeks. There is supposed to be a replacement, but they have not yet been seen in the area. Staff in P block are currently cleaning the floors themselves. SH will chase-up and will copy CI into the e-mail. **Action: SH**
- iv). Freezer call-out**
SH will replace PC on the freezer emergency call-out list [LH is already on the list]. An automatic call-out device can be bought for freezers – the device calls the user directly if the freezer fails. The devices are quite expensive and it is not cost effective to purchase for current freezers across the board. However, the devices could be phased-in across the Department – at the purchase stage for new freezers, and inclusion on the end of financial year equipment wish-list.
- v). Planned power outages next week**
SH will put a reminder in the Biology Bulletin. **Action: SH**
- IC10/074 Next meeting**
The next meeting will take place at 2.15pm on Wednesday 6th October in Biology room J005. A call for agenda items will follow nearer the time.
- Calendar of meetings:**
- October meeting: Wednesday 6th October, 2.15pm, room J005
 - November meeting: Wednesday 10th November, 2.15pm, room J005 **PLEASE NOTE CHANGE OF DATE**
 - December meeting: Wednesday 8th December, 2.15pm, room J005 **PLEASE NOTE CHANGE OF DATE**