

UNIVERSITY OF YORK

Department of Biology

INFRASTRUCTURE COMMITTEE

Minutes of the meeting of the Infrastructure Committee held on 3 April 2013

Present: S Haddock, P Roberts, S Howarth, L Hudson, A Collingwood, D Nelmes, S Dwyer (sec), C Abbott, H Daniels, N Charlton, D Cartwright (chair) and D Nelson

IC13/019 MINUTES OF THE MEETING HELD ON 6 MARCH 2013

The minutes were accepted

IC13/020 MATTERS ARISING

P002 Cleaning [IC13/05] – CA reported that the usual cleaner for this area is on long-term sick, it was asked that P002 floor could be swept once a week and that the corridor is checked on a daily basis **Action: JW**

Cleaning of showers and toilets in BSF – HD reported that JW is going to put daily cleaning of the BSF shower and toilets on the job description of the cleaner and that the shower head will be cleaned every 3 months

Cleaning Signage in the Atrium – DN noted that it has been suggested that the warning sign in the Atrium could be improved; DN to liaise with JW **Action: DN**

Buildings on agenda [IC13/018 (ii)] – complete

Walled Garden key box [IC13/018 (v)] - complete

IC13/021 MINUTES OF RESOURCES BOARD

Item 13/002 (vi) - AC noted that the WiFi used by staff in the Department is not adequate and that the transmitter in F Block does not provide coverage for the whole of F0 corridor; he has reported this to Ian Jennings

Item 13/006 - SH asked if the parking issues have been resolved; DC noted that a hard standing for disabled parking will be created on the grassed area opposite the Atrium revolving doors for the duration of the Building project; it will then be re-located to its current position; the Contractor parking will remain available.

Post meeting note – the disabled parking will now be temporarily relocated to car park G

Item 13/010 - LH noted that she is awaiting the results of an Asbestos report and cabling to be complete then the Display Screens in the Concourse and Atrium can be put in place

IC13/022 SAFETY

(i) DN noted that during a recent inspection of D block he was made aware of some concerns from the staff who work there, the staff agreed to list their concerns to Infrastructure and appoint a point of contact for any queries.
(ii) AC noted that there isn't currently a Safety Induction Checklist for undergraduates, some of whom have access to labs for project use etc; DN will raise any issues to DC.

(iii) Heating issues in D corridor were raised again, DC asked LH to encourage Estates to look at additional heating sources for D corridor lab spaces **Action: LH**

(iv) DN noted that the Biorenewables Development Centre had asked if a member of the Infrastructure Team could check their vehicles on a weekly basis; DC agreed to let the BDC have copies of the Weekly Checks paperwork so they can undertake the checks themselves **Action: SH**

IC13/023**Buildings Update**

DC noted that there was a further 2 week delay in the build due to many questions being raised by the tendering companies; however this shouldn't impact on the final build completion date. It was also noted that the first section of the Infrastructure Project (trench) will have to be in place before the work on erecting the new building begins.

IC13/024**Security – Unauthorised people gaining access to the Department**

AC noted that recently there had been some Sales Representatives questioning the Stores Counter staff; AC agreed to put a note in the Bulletin about Staff escorting their visitors back to Reception after meetings **Action: AC**

IC13/025**ANY OTHER BUSINESS**

(i) Fit at fifty – DC noted that Infrastructure has a team of 7 people who wish to take part in the Fit at Fifty initiative and will be applying for University funding

(ii) Invertors – CA noted that there may be a problem with the newly installed invertors, the room temperature has been recorded as high as 25 degrees already; he has reported it as urgent on Planon

(iii) Cause and effect meeting – LH noted that in a recent meeting with Mick Elliott he suggested changing the fire alarm alert noise; she will inform the meeting/Department of any agreed future changes

Date of the next meeting:**Infrastructure Committee Dates – Academic year 2012 / 2013**

Day	Date	Month	Year	Room	Time
Wednesday	8	May	2013	J005	2.15pm
Wednesday	5	June	2013	J005	2.15pm
Wednesday	3	July	2013	J005	2.15pm
Wednesday	7	August	2013	J005	2.15pm
Wednesday	4	September	2013	J005	2.15pm