

UNIVERSITY OF YORK

Department of Biology

INFRASTRUCTURE COMMITTEE

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

Present: AC, NC, NB, LH, SD (sec), DNlms, SHth, SH, DC (chair), CA

Apologies: DN, HD,

IC13/044 MINUTES OF THE MEETING HELD ON 5 JUNE 2013

SH noted that action point [IC/13 040 (iii)] should have had LH initials against it, not SH initials

DC welcomed Nikki Begg to the meeting

IC13/045 MATTERS ARISING

(i) Food Composting bins - [IC13/039] –SH noted that she has contacted Patrick Pagdin and received 5 food caddy bins, she now needs the labels from AC then she can speak to Carl the cleaning supervisor about emptying them once placed in their new locations. **Action: AC/SH**

(ii) DC asked how successful the compost bin in the Common room is; it was felt that recycling is not very well advertised in the Staff Common Room in general; DC asked NB and SD to look at how to improve this situation. **Action: NB/SD**

(iii) It was noted that there are some spare mixed recycling bins on D0/D1 corridors which could be used elsewhere in the department; SH agreed to look at these **Action: SH**

Green Impact overview [IC13/039] – see Environment section later in the minutes

Entrance to Teaching Labs [IC13/039] – The painting has now been completed and has made a difference.

Cleaning in P002 [IC13/039] – Still sporadic – cleaning supervisor still to meet with CA.

Atrium accident [IC13/040 (i)] – Barriers are now available for when the atrium floor is being cleaned.

Data logger [IC13/039 (ii)] LH noted that a data logger has been put in place in Bioinformatics and it will be collected this week so that results can be compared.

Black bag waste disposal policy [IC13/040 (iii)] – The bins for black bags are now labelled.

M144 Plant Growth Room [IC13/043 (i)] – CA noted that researchers have moved the racking themselves into another growth room.

Covered walkway from Vanbrugh to Teaching [IC13/043 (ii)] – This was cleaned but is still often in a terrible state from goose droppings.

Circulation of new academic starters list [IC13/043 (iii)] – Completed; DC noted that the recruitment of a Chair of Biomedical Science and lectureships is in progress. The Mammalian Cell Chair interviews are still to be arranged.

Remote pointer [IC13/043 (iv)] – AC to obtain prices for new pointers.

Action: AC

IC13/046 MINUTES OF RESOURCE BOARD (30 MAY 2013)

- (i) No questions regarding the minutes.
- (ii) DC clarified point 13/042 in the minutes. The Technical Managers and Electronic/Mechanical Workshop Managers will meet at some point over the next few months to discuss inter-departmental support for short term increase of workload or staffing problems.

IC13/047 MINUTES OF BIOLOGY ESTATES (18 JUNE 2013)

- (i) No questions regarding the minutes.
- (ii) LH noted that Ron Coates had recently commented on how well the Inverters are working; CA noted that there had not been any overheating as yet

IC13/048 SAFETY

No safety issues were raised

IC13/049 ENVIRONMENT AND ENERGY

- (i) SD and NB highlighted some of the points they believed had won them a Gold award in this year's Green Impact scheme.

NB believed the following points had been the contributors to their success:

- Switching off equipment at the end of term
- Raising awareness of recycling
- Putting in place stickers informing staff and students which pieces of equipment can be switched off
- Creation of a chemical database to eliminate over ordering and wastage of products
- Putting in place more recycling bins and placing notices with them informing people which items go in which bin
- Clearing out disused equipment for placement on the recycling table on F0 corridor
- Trying not to run autoclaves and washing machines unless they are full

SD believed the following points had contributed to their success:

- Creation of a document listing the 10 main greening opportunities within the team, some points have already been carried out
- Improved notices informing staff which items can be recycled in which bins
- Implementing a bin amnesty in F/010 so that there is only 1 general waste bin and 1 recycling bin in the office for all staff to use
- Introducing a food caddy for waste food in F/0 corridor kitchen
- Issuing every member of staff on F/0 corridor with a room thermometer so they can see the "real" rather than perceived temperature and therefore discourage turning up the heating unless really necessary
- Putting switch-off stickers on lighting and equipment so that staff don't leave equipment plugged in unnecessarily

- (ii) SD noted that some buy-in from Senior Management would be more helpful with recruiting other Biology teams to take part in Green Impact, as up to date the requests for additional teams through the Staff Meeting and personal contacts with administrative staff had not been successful; DC agreed to raise at Resources Board

Action: DC

IC13/050 BUILDINGS UPDATE

LH noted that the Infrastructure project has been awarded to Vital Energi who should be on site from next week. The building project was awarded to Shepherd Construction who is expected on site towards the end of July. DC noted that there will be a Site Manager based on site full time during the building project and they will meet with LH/DC once a week; the University Project Manager is Helen Stephenson whom Biology has previous experience of working with. LH noted that when a firmer program is received it will be circulated to all staff.

IC13/051 YORK E PURCHASE

AC noted that the YEP system had not been up to standard in recent months and so YEP are now installing new software, this should mean everything is up to scratch by August 2013.

IC13/052 ANY OTHER BUSINESS

(i) LH noted that very few PhD Students and Post Doc's attend Biology Staff meetings and wondered if they are aware that the meeting is suitable for them?

(ii) DC noted that there will not be a meeting in August, as is the normal practice

Date of the next meeting:

Infrastructure Committee Dates – Academic year 2012 / 2013

Day	Date	Month	Year	Room	Time
No Meeting		August	2013	N/A	N/A
Wednesday	4	September	2013	J005	2.15pm