

*University of York Department of Biology***INFRASTRUCTURE COMMITTEE****Minutes of the meeting held on Wednesday 3rd December 2008**

- Present** Dawn Cartwright (Chair), Peter Crosby, Sylvia Haddock, Stephen Howarth, David Nelmes, David Nelson, David Hammond, Colin Abbott, Wendy Crosby, Andrew Collingwood, Geoff Stimson, Rebecca Regan (Secretary)
- Apologies** Mike Snelling, Jo Hossell
- IC8/078** **Minutes of the meeting held on 4th November 2008**
Jill Thackrah's name was spelled wrong under minute IC8/074. Otherwise the minutes were accepted.
- IC8/079** **MATTERS ARISING**
- IC8/079.1** **Cleaning of dirty air conditioning vents [IC8/069.1]**
DWH has spoken to Liz Parnell. Vents will be cleaned using a long hose attachment. Any that are considered too high will be cleaned by Estates. Cleaning will be periodic and Liz will start a cleaning programme.
- IC8/079.2** **Heating in Teaching [IC8/069.2]**
This is being monitored. It is particularly cold on a Monday morning, and 'Lab 2' is generally cold throughout the day. There is an outreach activity being held in Teaching next week, which will include external visitors - supplementary heating will be necessary. WC has e-mailed Len Brindley; PC has also sent Len Brindley the latest data from the temperature loggers - a reply is awaited. If a reply has not been received by 5th December DC will chase. Salix funding for double glazing and insulation is a possibility for the longer term, but it is essential that the problem is fixed in the short-term - this has been ongoing since last winter. There have also been complaints that the low temperature is causing problems with the effectiveness of experiments in practicals.
Action: WC / PC / DC
- There is still an issue with a couple of the temperature sensors in teaching - JH is chasing this up. JH requested that the pipes are lagged when Estates return to undertake work on the heater(s).
Action: JH
- IC8/079.3** **PAT testing standards [IC8/069.3]**
This was taken to HSWC. However, according to the minutes the question has not actually been answered and there is still work to be done on this.
- The Electronics Workshop can test the majority of none 13 amp socket equipment. CLM will start testing hard wired equipment in the Workshops area during the week beginning 8th December. This should be done every 5 years. This equipment should be on a schedule and should be tested automatically every 5 years rather than being initiated by the Department.
- IC8/079.4** **Stores survey [IC8/069.4]**
AC has produced a response and will liaise with DC prior to its release. This item can be removed from the agenda.
- IC8/079.5** **Ventilation in the BSF [IC8/069.9]**
MS has discussed this with Estates and a way forward has been agreed. This item can be removed from the agenda.
- IC8/079.6** **Environmental Performance - Friday 2nd January [IC8/069.12]**
Guidance has been received from the University - 2nd January is an ordinary working day and any time taken off should be taken from the annual leave allocation and in agreement with your line manager.
- IC8/079.7** **Biology-Estates Group - minutes from the meeting held on 20th August 2008 [IC8/069.13]**

Communication systems in lifts: Len Brindley gave a full report at the Biology-Estates meeting held

on 25th November 08. This item can be removed from the agenda.

IC8/079.8 Workshop floor [IC8/069.14]

GS has been in touch with Simpsons (the company that laid the floor), and also with Graham Tucker, but is no further forward. The guarantee runs out in January 09. PC will contact Wayne Spaven to take this forward and inform him of the guarantee end date. **Action: PC**

IC8/079.9 Autoclave facility (Safety) [IC8/070]

White Rose does not deal with deep landfill and would have to incinerate the non-autoclaved 'offensive' waste material [i.e. gloves, plastic containers etc.]. This would cost approx. £70.00 per skip. DWH will contact YorWaste (via Jill Thackrah) to find out if they deal with deep landfill. DN will e-mail the details to DWH. **Action: DN / DWH**

JH is working on providing DN with the average cost of an autoclave run. It is difficult to get data on one single run – this might have to be undertaken during a weekend and JH will speak to MS about this. **Action: JH**

IC8/079.10 Voltage reduction & BEMS system (Environmental performance) [IC8/071]

i). Voltage reduction: Estates are looking at moving the supply onto one incomer during a maintenance procedure and a risk workshop is therefore not necessary at the moment.

iii). BEMS system: this is ongoing and can be removed from the agenda.

IC8/079.11 Estates issues [IC8/072]

i). Light replacements: there are still issues and the situation will be monitored.

ii). Planon requests: some categories have higher SLAs than others and therefore have a quicker turnaround time. If a job is urgent but does not fit into an existing category it should be reported under a category with a high SLA so that the turnaround is quick. Urgent jobs should also be phoned through.

IC8/079.12 Cleaning [IC8/073]

i). Complaints about rooms that are not centrally timetabled: DC e-mailed all users reiterating that it is everyone's responsibility to ensure rooms are free of litter after meetings. This will be monitored. DWH confirmed that the rooms are cleaned on a daily basis.

K018 is occasionally used for undergraduate lectures (with special agreement). K018 is supposed to be a drink/food free environment, but litter is still found in there after lectures. SH will liaise with Reception and Lorna Evans to find out which groups are responsible. A notice saying 'no food and drink allowed' will be applied to the door of K018. **Action: SH**

ii). Ad hoc jobs: these should still be being done. The Department is lacking a supervisor at the moment. The post has been filled on a temporary basis until being filled permanently in March 09. There are still a number of cleaning vacancies to be filled.

IC8/079.13 Electrical waste [IC8/074]

DC is waiting for further information from Jill Thackrah. Waste now also comes under DWH's remit and anything to do with waste should be copied to DWH.

IC8/079.14 Minor works for zone budget [IC8/075]

CA has a quote for non-slip flooring for P block corridor (a slip occurred there recently). The quote is for £3900 +VAT; this includes barrier matting by the entrance/exit doors. The Committee noted that this is a large area and the flooring quoted for is high quality. DWH will send CA the contact details of an alternative company and CA will get a second quote. CA will send both quotes to PC, although the cost might be too high for funding from the zone budget. This is a health & safety issue and is particularly important as P block is separate from the main Biology buildings and people often work there out of hours and alone. It is also important that any routine wet cleaning is undertaken at appropriate times of the day e.g. when usage is low. **Action: DWH / CA**

IC8/079.15 Areas requiring redecorating [IC8/076]

PC has received some suggestions, which are under consideration.

Action: PC

IC8/079.16 Lecture Theatres [IC8/077 i]

One of the lecture theatre stands has gone missing – this is being investigated. RJR will mark the remaining stand 'Property of the Department of Biology'.

Action: RJR

Estates are looking into the feasibility of enlarging B002 – a report is due by the end of January 2009. If enlargement is not feasible then refurbishment options for B002 & 6 will be investigated. If this goes ahead the rooms will be taken out of circulation (for bookings) from summer 2009.

There has been a report that the blackboards in B006 are very stiff. These were down for a refurb independently from the other work, but more will be known when the report is released at the end of January 09. Re: cleaning of the blackboards – responsibility for this differs across campus (in some areas it is the cleaners responsibility, in others it is the porters responsibility) – however, this should be consistent throughout the University.

There have been some problems with the IT equipment in centrally timetabled rooms, and a visiting lecturer recently had to leave the lecture theatre to find a telephone in order to contact AV. Any refurbishment of these rooms must include provision for a telephone. IT/AV provision in centrally timetabled rooms is the responsibility of University AV, however, sometimes local staff are called out to deal with problems at the beginning of, or during a lecture. The Committee noted that this dual system does cause problems.

IC8/079.17 Lockable barrier/access to Wentworth [IC8/077 iii]

CA will borrow a key from the Wentworth posters and get a copy cut. DWH confirmed that Wentworth porters are expecting to be contacted by CA.

Action: CA

IC8/079.18 Entrance mats [IC8/077 iv]

The new mats are now in place.

IC8/079.19 Infrastructure Committee minutes/team meetings [IC8/077 v]

Team leaders confirmed that measures are now in place/will shortly be in place to highlight and make available Infrastructure Committee minutes to their team members.

IC8/080 Safety

i). BSF safety inspection: an external vent is still to be connected. The autoclave room where the vent is situated is becoming uncomfortable for users. This is being delayed because of asbestos work. Asbestos issues are a higher priority than connecting the vent, but PC assured DN that the vent has not been forgotten and will be connected as soon as possible. PC will contact Wayne Spaven about this, and DC will feedback to the BSF user Group at the meeting on 15th December.

Action: PC

ii). CII refuge points: DN queried whether the alarms in the refuge points are tested. As far as we are aware the alarms do not yet have Planon numbers and will therefore not be on the system for testing. SH will query this with the Fire Safety Officer.

Action: SH

IC8/081 Infrastructure & Facilities Staff Survey

DC has circulated the survey to Infrastructure & Facilities staff. DC thanked the staff for feedback already received – any further feedback should be sent directly to DC.

Action: ALL

IC8/082 Environmental performance

JH was not present at the meeting and items were invited from the Committee.

CA has received a request from the Artemisia Group to increase the lighting period in the glasshouse by 7 extra hours per day. This is significantly different to last years lighting regime. The Artemisia Group feel that the plants will grow better with the extra lighting, but CA is not convinced. CA will request evidence from the Artemisia Group – if proved they might be requested to pay for the extra lighting. CA will also liaise with JH about this.

Action: CA

IC8/083 Estates issues

No issues were raised.

IC8/084

Feedback from Resources Board

i). Laser pointers: staff will be encouraged to buy their own laser pointers rather than borrowing the Reception pointers. AC will ensure that information on recommended models and suppliers is available on the Stores & Purchasing web pages. This will also link to the laser radiation policy, which is available on the departmental Health & Safety web pages. Green laser pointers are preferable to red ones re: colour blindness. It may be possible to make funds for the purchase of laser pointers available for new lecturers as part of their set-up funds. **Action: AC**

ii). Toilets on C corridor: These toilets need refurbishing as soon as possible – they are of very poor quality and reflect badly on the department. DWH will flag this again. **Action: DWH**

iii). Lecture theatres: In addition to the refurbishment proposals concern has been expressed regarding the possibility of 200 biology students accessing teaching labs and the concourse from Vanbrugh lecture theatre clashing with 300 students leaving the Biology lecture theatres – this could be very dangerous as there will be insufficient circulation space.

iv). Biology Common Room: the Biology common room is for use by Biology staff and postgraduate students only (this includes MRes students) - it is not available for use by undergraduate students. It is an invaluable resource for staff that have to leave their work areas in order to eat but has been found to be full on a more frequent basis since the MRes students relocated from Wentworth. PC has discussed the issue with Emma Rand who will make MRes students aware of the capacity issue between 12pm and 2pm. This will be monitored. **Action: PC**

The water boiler is going to be removed from the common room for health & safety reasons [the timer is frequently altered and the boiler allowed to boil/run dry]. The water boiler will be replaced with a kettle.

v). Tech York 2009: this will take place on 2nd April 2009. It is not a Biology event, but it will be held in Biology. The theme is sustainability. JH is putting the programme together; AC is organising the trade sponsorship/stands; DC/RJR will co-ordinate the catering and related aspects. The programme will incorporate research in the area of sustainability plus basic information on sustainability. Information has been/will be circulated via the technician's mailing list. Further information will follow.

vi). Driver awareness training: anyone who drives departmental and/or Enterprise vehicles under the University insurance will be required to undertake the Driver Awareness Training, which is available via the ComplyWise web site. The training will need to be repeated if a fail mark is recorded. RJR will monitor the results of approved drivers.

Access to the key box will be changed from lock and key to swipe card. PC will speak to GS about making a suitable wooden box. Access will only be given to approved drivers. **Action: PC**

vii). Capital equipment £25,000 - £50,000: Committee members are asked to forward details of any equipment to be replaced. PC will pull a complete list together ready for when the money becomes available. **Action: ALL**

IC8/085

Salix funding for building fabric improvement

Funding is still available. Committee members are asked to let PC and JH know of any energy saving improvements that could be made in the Department. **Action: ALL**

IC8/086

Any other business**i). New business travel policy & travel booking procedures**

From December 2008 all business travel must be booked through NYS Travel. A note to this effect has been released in the Bulletin (by Keith Lilley); DC will also compose a global e-mail, and AC will speak to Purchasing. The measure has been put in place so that the University can collect data on staff travel needs prior to going out to tender. An improved service has been negotiated with NYS – flights, trains and hotels can now be booked on-line via NYS. Any feedback should be sent to DC.

ii). Annual fire training

SH is still waiting to hear from Mick Elliott re: the annual fire training through ComplyWise.

iii). Security: suspicious package awareness training and CCTV wired-up to main system

This has been ongoing for around a year. AC has chased several times. AC will e-mail the details to DC who will contact Bailey Oliver.

Action: AC / DC

iv). Rewards Extra

The scheme and its implementation were discussed and the following points were raised. Some people are still awaiting information packs that should have been sent to individual's home addresses. There has been some criticism that there has not been enough information from the University about the scheme and its implementation; some events and workshops are currently taking place across campus and these have been publicised via York Extra. There has also been some concern re: the University supplying personal data to a 3rd party. Heads of Departments were briefed last week and have been asked to provide departmental briefing sessions.

v). E107 lab flooring

The flooring must be cleaned on a weekly basis using Virkon solution. The cleaners are unable to do this and it is therefore the lab/group's responsibility. Colour coded mops and buckets will be needed. SH will contact the lab; DN will be available for H&S advice.

Action: SH

vi). Repair of fire doors

Sturdy Joinery will be in the Department from 8th December – to repair fire doors. For information.

vii). Window cleaning

This is currently being re-done. Cleaning will take place twice per annum – this is the second time windows have been cleaned in 2008. For information.

viii). Performance Reviews

Committee members were reminded that performance reviews for all staff should be completed and paperwork with Biology Personnel by Christmas.

Action: ALL

IC8/087

Next meeting

The January meeting will be rescheduled. RJR will circulate an alternative date.

Action: RJR

Calendar of meetings:

- January: rescheduled to Tuesday 13th January, at 2.15pm in Biology room J005
- February: Wednesday 4th February, 2.15pm in Biology room J005
- March: Wednesday 4th March, 2.15pm in Biology room J005
- April: Wednesday 1st April, 2.15pm in Biology room M049
- May: Wednesday 6th May, 2.15pm in Biology room M049