

UNIVERSITY OF YORK

Department of Biology

INFRASTRUCTURE COMMITTEE

Minutes of the meeting of the Infrastructure Committee held on 4 September 2013

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

Apologies: D Nelmes, P Roberts

IC13/053 MINUTES OF THE MEETING HELD ON 3 JULY 2013

The minutes were accepted

IC13/054 MATTERS ARISING

Food composting [IC13/045 (i)] – SH noted that the new food composting bins have been put out in the department and most are being used regularly

Recycling in the Staff Common Room (SCR) [IC13/045 (ii)] – DC thanked Nikki Begg and Sarah Dwyer for improving the recycling facilities/awareness in the SCR.

Spare mixed recycling bins [IC13/045 (iii)] – SH noted that she had moved the spare recycling bins from D0 corridor to other areas in Biology. It was also noted that the BSF could use some mixed recycling bins and a food composting caddy and that the food composting caddy has not been successful in the Atrium kitchen so it should be removed

Action: SH

Remote pointer [IC13/045] – AC noted that he still needs to order 3 remote pointers for use in the department

Action: AC

Raising the issue of Green Impact at Resources Board [IC13/049 (ii)] – DC asked for this item to be postponed as the Resources Board meeting is currently under review

YEP upgrade – AC noted that the upgrade of YEP has been delayed a few months and the University is in on-going talks with the System Administrators about the recent breakdowns of the system.

IC13/055 Minutes of Resource Board

DC noted that the Resources Board meeting is currently under review and that Infrastructure Committee issues may be reported to Strategy Group meeting via DC when they arise rather than by copies of monthly minutes.

IC13/057 SAFETY

(i) Safety Inspection report - DN noted that the format of the Safety Inspection report is changing to improve the record of the report and the actions arising from it. In future the report will be uploaded to Google Drive so that Users who need to complete actions can enter information directly in to the report.

(ii) CL3 BSF Area – DN noted that ideally it should be possible to isolate the air handling system in the CL3 BSF area for fumigation. DN is currently in talks with HD and Chris Stanley to find a way of doing this.

(iii) Long term storage of Phil Ineson's rig – DN was reassured that the rig in E corridor is only there on a temporary basis and will be moved to Heslington East campus as soon as possible.

(iv) Rental of industrial unit for Phil Ineson's vehicles – DC noted that she is currently pursuing rental of a unit to store the 3 vehicles used by Phil Ineson, this will free up some space in Stores yard.

IC13/058 ENVIRONMENT AND ENERGY

It was noted that the electronic information screen in the Concourse cannot be switched off out of term time to save energy because the switch is in one of the main plant rooms and not readily accessible.

IC13/059 BUILDINGS UPDATE

(i) Vital Energi - LH noted that Vital Energi are due to complete works by end of November and that they have done a really good job coping with all the "extras" which have cropped up in the ground works; Shepherd's should be on site any time soon.

(ii) Fire assembly point – it was noted that there are a lot of contractors vehicles in the compound area and that they could cause possible obstruction for Fire Brigade vehicles in an emergency. LH agreed to find out how many vehicles the contractors have an agreement for and to contact Mick Elliott to survey the area **Action: LH**

IC13/060 PROCEDURE FOR ORDERING LARGE PIECES OF EQUIPMENT

AC noted that Users in the department often order large pieces of equipment but don't make arrangements for it to be put in situ and expect the Infrastructure team to move it which is often not possible or safe to do. AC is going to ask Users to pay for delivery to their lab; he will draft an email to send out **Action: AC**

IC13/061 ANY OTHER BUSINESS

(i) DC noted that it was SD's last meeting and thanked her for her work over the last 2.5 years

(ii) AC noted that Stores are no longer providing gas regulators as part of their service and that Users will be expected to fund the cost of replacing regulators every 5 years. AC has also adjusted the rental charges for gases to a fairer charging system – users with many cylinders will be charged more.

(iii) AC asked who has moderator access for the CMS web system in the team, it was noted that AC and SH will both be attending Moderator training and that Paul Waites is likely to already have Moderator access

(iv) MB noted that Mechanical Workshops will be closed for the remainder of September, he will put a note in the bulletin **Action: MB**

Date of the next meeting:

Infrastructure Committee Dates – Academic year 2012 / 2013

Day	Date	Month	Year	Room	Time
Wednesday	2	October	2013	J005	14.00
Wednesday	6	November	2013	J005	14.00
Wednesday	4	December	2013	J005	14.00
Wednesday	8	January	2014	J005	14.00
Wednesday	5	February	2014	J005	14.00
Wednesday	5	March	2014	J005	14.00
Wednesday	2	April	2014	J005	14.00
Wednesday	7	May	2014	J005	14.00
Wednesday	4	June	2014	J005	14.00
Wednesday	2	July	2014	J005	14.00