

University of York Department of Biology

INFRASTRUCTURE COMMITTEE**Minutes of the meeting held on Wednesday 4th February 2009**

- Present** Dawn Cartwright (Chair), Trevor Illingworth, Peter Crosby, David Hammond, Colin Abbott, David Nelson, Wendy Crosby, Sylvia Haddock, David Nelves, Mike Snelling, Jo Hossell, Andrew Collingwood, Geoff Stimson, Rebecca Regan (Secretary)
- Apologies** No apologies
- IC9/010** **Minutes of the meeting held on 13th January 2009**
The minutes were accepted.
- IC9/011** **MATTERS ARISING**
- IC9/011.1** **Heating in Teaching [IC9/002.2]**
There has been an improvement and the temperature is generally above 19 degrees at 7am, staying constant until approx. 7pm [with some minor hiccups]. WC will continue to monitor.
- IC9/011.2** **Workshop floor [IC9/002.3]**
GS turned the heating up and the floor went down again. A response from WMS is awaited. PC will re-send the e-mail to WMS reiterating concern that the floor is now out of warranty (as of January 2009), and that the matter will be discussed further at the Biology-Estates Group meeting on 23rd February.
Action: PC
- IC9/011.3** **Autoclave facility (Safety) [IC9/002.4]**
Jill Thackrah has not yet replied to DN or DWH re: deep landfill for non-infectious obnoxious waste. DN will re-send the initial e-mail to Jill, copying to DWH who will approach Jill directly.
Action: DN / DWH
- The fridges in the Stores yard have been removed.
- IC9/011.4** **Cleaning [IC9/002.5]**
- i). Food & drink in K018: the notice seems to be working to some degree; although some items e.g. water bottles are still occasionally being found.
- ii). Ad hoc jobs: these are now being undertaken again – by the Rapid Response Team.
- IC9/011.5** **Minor works for zone budget [IC9/002.6]**
The order for the flooring has been submitted. It is intended that work will take place over the Easter weekend – causing minimal disruption to users. There may be some access issues but these will not be insurmountable.
- IC9/011.6** **Areas requiring redecorating [IC9/002.7]**
This has been actioned.
- IC9/011.7** **Lecture Theatres [IC9/002.8]**
B006 blackboard: DWH has spoken to AV but has not had any feedback. DC will check the blackboard and report back to DWH. The Committee noted that there are some problems with the blackboard in B103.
Action: DC
- IC9/011.8** **Safety – BSF safety inspection / CII refuge points [IC9/002.10]**
- i). BSF safety inspection: PC is pursuing this with Roger Dalton in Estates. This item was first raised approx 2 years ago. It will also be taken to the next Biology-Estates Group meeting on 23rd February.
Action: PC
- ii). CII refuge points – testing of the alarms: SH e-mailed WMS and the refuge and disabled toilet alarms are in the process of being tested.

iii). Annual fire training: the on-line training should be available for the end of February/beginning of March. There have been some issues with other H&S training including asbestos awareness and risk assessment, among others. Some of this training for individuals is now out of date. The main problem seems to be lack of information/follow-up once registration has taken place. DC will look into the issue further.

Action: DC

IC9/011.9 Environmental performance – request for increased lighting period [IC9/002.11]
This item will be taken to the Environmental Performance Group meeting on 9th February 2009.

IC9/011.10 Feedback from Resources Board [IC9/002.12]

i). Laser pointers: action completed.

ii). Toilets on C corridor: DWH has e-mailed Eric Hannah and Sue Johnston – a reply is awaited. DWH will speak to Adrian Robinson.

Action: DWH

iii). Departmental vehicles – key box: PC has ordered a lock – GS will construct a box once the lock has arrived.

Action: PC / GS

IC9/011.12 Safety – sealability testing in the BSF [IC9/003]
4 of the sealability tests have been undertaken and 4 have failed. Repairs are to be undertaken and room to be re-tested.

Action: PC

IC9/011.13 Biology-Estates Group: minutes form the meeting held on 25th November 2008 [IC9/005]

i). Humidity [08/030 b]: a reporting process has been put in place.

Reception are informing MS when JS Humidifiers are on-site – this system is working well. It was noted that there is a problem with the humidifiers on E-wing.

IC9/011.14 B002 ventilation problems [IC9/008 iii]

The ventilation still isn't working but the heating is working. Asbestos will be removed from the plant room on Saturday 14th February; repairs to the ventilation can then take place. Power to B & C blocks will need to shut-off at some point in the morning. DWH will speak to the Catering Manager about the effect this might have on Cookies [re: the fridges], and PC will ask Richard Brown how long he expects the power to be off for.

Action: DWH / PC

IC/011.15 P002 – cleaning [IC9/008 v]

i). P002: A review of all cleaning in the Department is currently being undertaken – provision/requirements in P002 are included in this review.

ii). Standard of cleaning in L2 labs: the poor level of cleaning was noted on a recent safety inspection, with particular reference to the lab floor. SH has spoken to the Cleaning Supervisor about this. It was noted that some labs, particularly on E corridor, are undertaking some cleaning tasks themselves as they do not feel that the standard of cleaning is high enough for a lab area. Quality checks will be implemented under the cleaning review. It is also hoped that the number of cleaning staff in the Department will be raised to 28 in total, again as part of the review. Interviews for the current cleaning vacancies have been undertaken; references are awaited and it is hoped that the new cleaners will be in place soon.

IC9/011.16 Wentworth Way [IC9/008 vi]

The road was initially earmarked for pothole filling and re-marking. Further damage has been caused by a burst water main and full re-surfacing has been requested. The road will be re-marked, including the zebra crossings. Signs will also be put up at the crossings. DWH is aware that the lighting at the Bleachfield crossing and on the path beyond is very poor – often a number of the lights are out. There are no plans to reduce the number of speed bumps on the road. DWH will keep the Committee updated.

Action: DWH

IC9/011.17 Blinds in A032 (computer room) [IC9/008.vii]

The blinds have been requested for a window not a skylight. The window affects the quality of the data projection. A black-out blind will cost approx. £1,000 +VAT. WC will speak to the users to find out how urgent this is.

Action: WC

- IC9/011.18 Soap dispensers in the BSF [IC9/008.viii]**
SH did speak to the Cleaning Supervisor. No action has been taken and SH will chase. **Action: SH**
- IC9/012 Safety**
- i). Centrifugation records: records need to be improved – training is taking place but records are not been kept re: who/when etc. SH has also requested records for autoclave training/users. PC will ensure this is sorted out. **Action: PC**
- ii). Fume cupboard (L030): the door to this room opens onto the corridor/write-up area and chemicals have to be transported to the lab via this area – this is not ideal from an H&S perspective. This is down to poor planning and access to this room from the main lab would be desirable. PC will look into the feasibility. **Action: PC**
- IC9/013 Environmental Performance**
- i). Voltage optimisation: Estates carried out some work on the transformer late last year and a full power turn off will not now be necessary.
- ii). Energy usage over Christmas 08: energy consumption was down by 17% over the two week Christmas period – this is almost double the saving over Easter 08. The reduction on L & M blocks was not as good as the reduction in K block, which was very good. DC and Allen Mould did a walk around the Department on Christmas Eve and found a high number of PCs & printers left on. JH will push the message by circulating a global e-mail [this will reach more people than the Bulletin], as well as including the information on the Energy & Environment web pages. JH will also compare the Christmas consumption levels with weekend levels to see if any further savings can be made over weekends. This item will also be discussed at the Environmental Performance Group on 9th February. **Action: JH**
- iii). BEMS: the Department does not get informed of changes made to the system, or feedback if changes have been requested by the Department. Feedback would be good if possible.
- iv). Heating in K018: the schedule is not coming on early enough – usually as a meeting is about to start, which means it is not warm enough, especially at the beginning of the week. The heating should be scheduled to come on 15 minutes in advance of the start of a meeting, and 30 minutes in advance on a Monday morning. PC will find out who is responsible for the schedule and feedback to JH who will follow-up. **Action: PC / JH**
- v). TechYork 2009: this is taking place on 2nd April 2009, in Biology. The theme is Sustainability. The majority of speakers have been confirmed and the event is about to be publicised via the technician's mailing list. David Hull in Computer Science will also publicise via a flier on the Energy & Environment web pages.
- IC9/014 Estates issues**
No issues were raised.
- IC9/015 Feedback from Resources Board**
- i). A004 : Some costing work will be undertaken in the new financial year. Plans will be put together ready to make a bid if/when University money becomes available.
- ii). Whole life costing: this is being taken to the Environmental Performance Group on 9th February. There will be a departmental push re: whole-life costing and PIs will be strongly encouraged to consider this when buying new pieces of high energy use equipment.
- IC9/016 Staff survey – Infrastructure action plan**
The Committee discussed the final draft of the action plan. The plan only includes those items specifically relevant to Infrastructure; other items have been covered in the departmental action plan. Team leaders are asked to take the document back to their teams. **Action: ALL**

IC9/017

Any other business**i). Performance Management Training**

In order to address point 7.11 of the Infrastructure action plan a 'bite sized' training session on 'Performance Management' has been arranged for 20th March 09. The session is expected to last between 1.5 – 2 hours. Managers & team leaders must attend if they can and should confirm attendance with RJR.

Action: ALL**ii). Large equipment – PAT testing**

This is due to start on Monday 9th February 2009.

iii). Alleged theft on M0 corridor

The theft of a DVD writer and new keyboard has been reported. The theft took place some time between 6.30pm and 9am on 3rd/4th February. This is from a room in a secure area of the Department. Security are examining swipe card usage between these times/dates. For information.

iv). Internal window cleaning

This will be centrally funded and DWH is meeting with Jill Thackrah for a walk round of the Department. Committee members are asked to let DWH know if any windows are missed.

vi). Sterile water demo's/presentations

MS is attending the AGM of the North East branch of the Institute of Animal Technology (IAT), where he will see demo's/presentations on sterile water supplies from 3 different suppliers. MS will feedback to the Committee.

Action: MS**vii). BSF door**

Some users are not closing the internal BSF door properly. MS has made a bright sign asking people to ensure that the door is closed properly, but it is still a problem. TI will look at an alarm to alert users when the door has not been closed properly.

Action: TI**viii). Autoclave replacement plan**

Additional workload will be experienced when the new CII building is complete. The central autoclaves have already been flagged for replacement [John Pillmoor is currently looking at all equipment for replacement]. Current workload is being examined and compared to expected increased workload, and options for the future are being considered.

There have been problems with the availability of autoclave service engineers recently – this is due to sickness. An Autoclave Focus Group will be put together to look at workload, current autoclaves, energy use, alternative practices, and contingency planning, and will make recommendations as to the way forward. Membership of the Autoclave Focus Group will be: PC, JH, GS, CA, MS, DN, LCH, WC/CK. RJR will contact members to arrange the first meeting.

Action: RJR

IC9/018

Next meeting

The next meeting will take place on Wednesday 4th March, at 2.15pm in Biology room J005.

Calendar of meetings:

- 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 – to be rearranged
- June – to be arranged.