

University of York Department of Biology

INFRASTRUCTURE COMMITTEE

Meeting held on Wednesday 4th July in Room B/A/001 at 2.00pm.

Present Ms D Cartwright, Ms N Charlton, Mr A Collingwood, Mr P Crosby, Dr S Haddock, Mr D Nelmes(DNm), Dr D Nelson,

Apologies Mr C Abbott, Mr N Beach, Mr M Snelling, Mr G Stimson

The minutes of the meeting held Wednesday 6th June were accepted.

IC7/034 MATTERS ARISING

IC/034.1 Window washing [IC7/028.3]

CA not present so awaiting outcome

Action: CA

IC7/034.2 IIU link [IC7/030.2]

This bridging is now completed

IC7/034.3 Annual pressure testing of autoclaves [IC7/030.3]

Labels not ready yet.

Action: AC

IC7/034.4 Recent glasshouse incident [IC7/030.4]

DC has confirmation from John Street and Tom Fleming that a meeting will be arranged to discuss who takes responsibility for contractors on site.

IC7/034.5 Visitors to Teaching [IC7/031.1]

NC reported that she was now being informed when contractors etc are on site.

IC7/034.6 Paper towels v hand dryer [IC7/032]

Information is currently available from EAUC members. DC is collating this and will pass it on to the new energy manager.

IC7/034.7 Estates questionnaire [IC7/033.3]

DC thanked those who had contributed to this and comments had now been sent to Estates Services.

IC7/035 SAFETY

IC7/035.1 Local exhaust ventilation testing

DN reported that a recent safety inspection of the Workshops area highlighted the fact that LEV testing of their equipment is still outstanding. PC stated that there is an agreement in place with Estates Services and that the contractors on site testing fume hoods should be carrying this out (with cross-costing to Estates Services). DC requested that DN contacts Len Brindley for confirmation that this will take place.

Action: DN

IC7/035.2 Dangerous fire exit route

DN commented that poor drainage in the Workshop yard meant that algae could be a slip hazard. PC stated that Gordon Eastham has been to inspect the site and has agreed that the gulley will be cleared and the yard will be pressure washed.

IC7/035.3 Ventilation grilles

DN reported that a complaint had been received about the ventilation grilles in the YSBL lab area. These should be cleaned regularly and previously PC has asked the

cleaning supervisor. DN to contact DH for advice.

Action: DN

IC7/035.4 Smell on E0

DN commented that he had been approached by various people who were complaining about the smell on E0. This has been caused by stagnant water and pigeon debris in the lift shaft and is not helped by the blocked louvres at the top of the shaft. Estates Services are currently dealing with this.

IC7/035.5 Slip hazard by water dispensers

DN had had a complaint about splashed water round dispensers. A reminder has been sent to relevant staff but these areas should also be considered in the ongoing assessment of hazardous sites.

IC7/036

FACILITY REPORTS

IC7/036.1 IT & Computing

DNm reported that the recent work on upgrading the servers went well. DC expressed concerns about the 3 power blips that caused systems to fail but the alarm alerts did not get through to Security. Some discussion about the possibility of monitoring the alarm system from a dedicated computer in Biology. DC to contact Les Durnin.

Action: DC

IC7/036.2 Stores & Purchasing

- AC reported that Fred Schwartz jr has started work in Stores.
- There are also problems with the non collection of electrical waste from the stores yard. DH needs to be consulted. PC also commented that he had spotted a vacuum pump that was still full of oil that has been referred back to owner for decontamination.

IC7/036.3 Infrastructure Team

- SH reported that Cressida Schofield has started work in Reception. Cressida will be working afternoons after her initial training is complete
- SH reported that the recent fire practice drill had highlighted a few issues. This included some staff members who ignored the regulations and fire marshals who were unaware of their responsibilities. There also appeared to be a lack of communication between Estates Services and Security as the Fire & Rescue Service was also in attendance in error. A follow up report has been sent to Mick Elliott (University Fire Safety Officer) and Estates Services.

IC7/037

ENVIRONMENTAL PERFORMANCE

IC7/037.1 Atrium lights

DC reported that the Atrium lights were now on a photocell with the Lobby areas on a separate circuit. The photocell can be overridden if the lights need to be switched on for special events. Reception to label switches. The lights along A corridor should also have been done but there was some doubt so NC to monitor.

Action: SH/NC

IC7/037.2 Metering project

DC reported that the electrical contractors Rothwells will be on site this weekend to change the metering systems to allow improved meter readings. It is hoped that the Department will have access to these readings in the future.

IC7/037.3 Energy manager

DC reported that funding for this had now been approved and a 0.5 FTE post would be advertised soon.

IC7/037.4 Recycling

Some concerns over build up of recycling waste and DC stated that although the Department was part of the University pilot scheme, no resources had been allocated. SH reports full bins to recycling@york.ac.uk with success.

IC7/038

ANY OTHER BUSINESS

IC7/038.1 Electronics workshop

AC asked if Tom Broxup would be replaced on his retirement. This position would not be re-advertised as this is a condition of the voluntary severance scheme. PC has taken over a Line Manager for this area and will consider who will report to this meeting.

IC7/038.2 Norman Beach

Norman was thanked in his absence for his extensive contributions to this Committee. It is hoped he will enjoy his retirement.

IC7/038.3 Flooding update

Recent heavy rainfall had caused problems in the Department as the drains struggled to cope. We have been informed that full evacuation of the Department would be unlikely as any water stoppages, drain closures would be a temporary measure taken for a limited time.

Next meeting: Wednesday 5th September 2007 in B/A001 at 2.00p.m.

There will be no meeting in August.