

*University of York Department of Biology***INFRASTRUCTURE COMMITTEE****Minutes of the meeting held on Wednesday 4th November 2009**

- Present** Dawn Cartwright (Chair), Steve Howarth, Sylvia Haddock, Mark Bentley, Colin Abbott, Jo Hossell, Andrew Collingwood, David Nelmes, Mike Snelling, Wendy Crosby, Rebecca Regan (Secretary)
- Apologies** David Nelson, Claire Inman, Peter Crosby
- IC9/089** **Minutes of the meeting held on 6th October 2009**
The minutes were accepted subject to the correct spelling of Ron Coates name.
- IC9/090** **MATTERS ARISING**
- IC9/090.1** **Autoclave replacement plan [IC9/079.1]**
PC is continuing to liaise with users with regard to the replacement of autoclaves. The Teaching autoclave has been delivered. There is a problem with power requirements, but this is in hand.
Action: PC
- IC9/090.2** **Portable Appliance Testing - PAT [IC9/079.2]**
SHth is attending this weeks Stores meeting to explain the rationale behind changes in procedure.
Action: SHth
- IC9/090.3** **Fire risk assessment – rooftop glasshouse [IC9/079.3]**
Draining of the cold water system has been put on Planon. All other actions have been completed.

PC will update the Committee at the next meeting re: the rooftop shed. **Action: PC**
- IC9/090.4** **Use of designated level 2 space in the BSF (Safety) [IC9/079.7]**
DN has spoken to MS and this has been resolved.
- IC9/090.5** **Cleaning issues [IC9/079.8]**

Cleaning SLA: the new cleaning SLA has been finalised and will be made available on the web. The new SLA is fine in principle, but only if the cleaners do indeed clean to this standard – this is being monitored. Apparently the Department does now have the correct number of cleaners, although the Cleaning Supervisor is currently off sick.

DC asked that any complaints about the cleaning are e-mailed to: biol-infrastructure@lists.york.ac.uk, and immediate action will be taken by the Infrastructure Team. DC is also collating complaints, and will seek assurance from the Department of Facilities Management that the new SLA can be met. DC has met with the current zone manager and his replacement, and both are aware of the issues surrounding cleaning in the Department. This was also recently taken to the Departmental Safety Committee.
- IC9/090.6** **Workshop floor (Minutes from the Biology-Estates Group meeting of 26th May 2009) [IC9/079.9]**
The floor is fine at the moment. There are, however, other safety concerns re: the type of surface of the floor. MB will discuss the way forward with PC; PC will involve Ron Coates if necessary.
Action: MB / PC
- IC9/090.7** **Continuing problem of heating / cooling in Teaching [IC9/079.11]**
A quote for solar film in the teaching corridor has been received: £1,267 +VAT. JH will speak to Roger Hartshorn re: Salix funding for this. **Action: JH**

A quote for black-out film for the 8 roof lights in A004 has been received: £360 +VAT. Alternatives to reduce the glare but not block out the natural light were discussed e.g. using solar film, or frosted film, or only blacking-out the lights directly above the screen. WC will contact the main users for advice. **Action: WC**

- IC9/090.8 Cleaning issues (Safety) [IC9/079.12]**
AC has not found a cost effective source of alternative coloured paper towels. Blue are the only colour on contract, so alternative colours are expensive. AC will discuss this further with Martin Sperring.
Action: AC
- IC9/090.9 Departmental waste (Environmental Performance) [IC9/079.13]**
DC has passed the figures to JH for her to look at.
Action: JH
- IC9/090.10 Security during a power cut [IC9/079.16]**
DC has spoken with Bailey Oliver, who seemed unsure whether the University or the Department is responsible for the Onity system. DC confirmed that the system is the University's responsibility. However, DC is keen that the Department tests the batteries for the doors as there is a risk that this is not done otherwise. TI will purchase a battery tester and annual tests will be undertaken by the Electronics Workshop. An alert has been set-up on the Infrastructure planner. The frequency of testing will be reviewed as necessary.
Action: TI
- IC9/090.11 Back-up freezer space [IC9/079.19]**
The company that is currently servicing the departmental freezers supply freezers on short-term rental. This will be taken into account if the Department is struggling for space in the future.
- IC9/090.12 Uncomfortable work environment – K1 (Safety) [IC9/080 i]**
During a recent safety inspection the temperature was 24°C and the cooling system was on. JH is still looking into measures to improve the temperature if it becomes uncomfortably cold again, including replacing the fan heaters with radiant heaters.
Action: JH
- IC9/090.13 K2 noise (Safety) [IC9/080 ii]**
There are now 4 freezers in this area – one belongs to the TF and the other three to YSBL. The TF have expressed concern; SH will liaise with PC who will investigate the YSBL freezers in this area.
Action: PC
- IC9/090.14 DorGards (Safety) [IC9/080 iii]**
MB is keeping his ears open for a particularly noisy trolley – to trial replacement wheels and/or rubber tray mountings. This is ongoing.
Action: MB
- IC9/090.15 BSF safety inspection (Safety) [IC9/080 iv]**
An additional sticker has been displayed under the amber asbestos warning sticker, to read 'this exit is safe to use in the event of a fire'.
- IC9/090.16 Heating in offices (Environmental performance) [IC9/081 ii]**
There are potentially 120 panels beneath windows in the L & M office and write-up areas that might benefit from insulation. This does not seem to be a problem in the lab areas. The largest areas affected are the write-up areas. The panels in the write up areas are of standard size [unlike the panels in the office areas], and it is intended to start by insulating these areas first. JH & MB are looking into quotes for panels of fire retardant foam. SH is in contact with the University Fire Safety Officer re: specifications for a suitable fire retardant material. Discussion will be held with Estates regarding the appropriate way forward.
Action: JH / MB / SH
- IC9/090.17 Energy saving / teaching labs (Environmental Performance) [IC9/081 iii]**
This is ongoing.
Action: JH
- IC9/090.18 K220 & L022 (Any other Estates issues) [IC9/084 i]**
SH has been in contact with Ron Coates and hopefully the heating problems in these rooms have been sorted. This could be the reason for the heat increase in the K1 admin area.
- IC9/090.19 Plant growth cabinets on PPM [IC9/084 ii]**
Maintenance of these growth cabinets it is a departmental responsibility rather than Estates and PC will arrange for the cabinets to be removed from Planon. The only equipment that should be included on Planon PPM maintenance lists is equipment with a statutory requirement e.g. pressure vessels, LEV etc. Any similar problems should be reported to PC.
Action: PC
- IC9/090.20 Freezer alarms [IC9/086]**
The agreed signage has been put on the freezers.

IC9/091

Safety

DN was not present. No further items were raised.

IC9/092

Environmental performance

i). Environmental Performance Group: the next meeting is on 16th November 09. Please send any items for discussion to JH prior to the meeting.

ii). Triffid monitoring: this has nearly been completed [re: work on the sub-meters]. This has been a useful exercise.

iii). AV equipment: software to automatically switch off equipment when not in use is about to be installed in the centrally bookable rooms. Paul Waites is investigating the possibility of installing similar software in Biology meeting rooms. PCs won't automatically switch off if a user is logged onto the machine / has forgotten to log off the machine. DN will investigate the possibility of automatically logging off users in the Biology meeting rooms after hours e.g. after 7pm, unless the room is actually in use at this time. Usage hours can be set on individual stations. **Action: SH / DNms**

iv). Bulletin energy tip: JH is including an energy tip each week in the Bulletin. The weekly tip is also available on the departmental Energy & Environment web pages.

JH encouraged Committee members to use the power saving settings on PCs to power down the hard disk and monitor when they are not in use during the day. A local cooling program can be downloaded from Misc. Apps on the Novell applications launcher to help configure energy saving settings and to see how much energy is saved. **Action: ALL**

IC9/093

Estates issues

DC & PC met with the new Head of Estates Operations. He has looked at the M2 leak and the K3 plant room. Work on the M2 water leak will hopefully start soon. He seemed supportive and DC felt that the meeting was a success.

IC9/094

Cleaning SLA

DC will circulate the new SLA to Committee members – for information. Responsibility for the ad hoc jobs is still an issue, and DC is working with Campus Services to resolve this. *Also see minute IC9/090.5.* **Action: DC**

IC9/095

Any other business**i). Stationery Stores**

Campus Stationery Stores is closing in March. This will result in an increase in Stores issues and purchases (5% increase in order lines coming through goods inwards). Science Warehouse (new purchasing package) is being trialled in December/January. Science Warehouse should reduce the workload in Purchasing. For information.

ii). Lack of cycle storage space

Lack of cycle storage space has been acknowledged as a problem, and the University Transport Co-ordinator has been to inspect the available space. More storage is being provided with the new CII build. The Committee agreed that if staff and students are to be encouraged to cycle to work then more secure storage does need to be provided.

DC will ask Bailey Oliver if the CCTV camera for the large cycle shed has been connected / is functional. **Action: DC**

iii). Events management procedure

A procedure for non-standard events has been produced. This will cover 'unusual' events e.g. the Biology summer and Christmas parties, retirement parties etc. Paperwork required by the University will need to be completed in advance of an event – this has to go through a number of people for approval. DC is working with Stephanie Hazel-Gant on drafting local paperwork / a local procedure for the use of Biology rooms. The local procedure / paperwork needs to be simple and practical, and work alongside the current room booking procedures. When the draft is ready DC will circulate to Committee members for comment. **Action: DC**

iv). BSF roof

The roof leak in the men's toilets is getting worse. Estates are currently working on the roof [asbestos removal]. Work on repair of the roof can begin once the asbestos removal work has been completed. Once the asbestos removal work has been completed MS will contact Ron Coates for an expected date for the roof repair work. **Action: MS**

v). Update on DFM and service provision

There have been several changes in personnel following the review of operations in DFM. Claire Inman has taken over as Zone Manager for Biology – zone 4 (replacing David Hammond). Claire's zone covers Biology, Vanburgh College, Wentworth College and Langwith G block. Claire will attend future Infrastructure Committee meetings.

IC9/096

Next meeting

The next meeting will take place at 2.15pm on Wednesday 9th December in Biology room J005.

Calendar of meetings:

- January meeting: Wednesday 6th January, 2.15pm, room J005
- February meeting: Wednesday 3rd February, 2.15pm, room J005
- March meeting: Wednesday 3rd March, 2.15pm, room J005
- April meeting: Wednesday 7th April, 2.15pm, room M049