

*University of York Department of Biology***INFRASTRUCTURE COMMITTEE****Minutes of the meeting held on Tuesday 4th November 2008**

- Present** Dawn Cartwright (Chair), Peter Crosby, Sylvia Haddock, Stephen Howarth, David Nelmes, David Nelson, Jo Hossett, David Hammond, Mike Snelling, Colin Abbott, Wendy Crosby Rebecca Regan (Secretary)
- Apologies** Nicola Charlton, Andrew Collingwood, Geoff Stimson
- IC8/068** **Minutes of the meeting held on 1st October 2008**
The minutes were accepted.
- IC8/069** **MATTERS ARISING**
- IC8/069.1** **Cleaning of dirty air conditioning vents [IC8/062.1]**
SH has contacted the Cleaning Supervisor but it is still uncertain how far this job had progressed before being halted. The Cleaning Supervisor will investigate and let DWH know. This job seems to have been passed between Estates and the Rapid Response Team with no solution. There are issues re: working at height - this could be remedied by cleaning using a long hose attachment. DWH will ask John Maddison to undertake an assessment to ascertain what is achievable by the Rapid Response Team and will contact Estates if cleaning with a long hose attachment is not feasible. Dirty vents are particularly a problem in lab areas, where they have the potential to affect the work being undertaken. **Action: DWH**
- The issue of general/routine inspection and maintenance of air vents [ducting, filters and air inlets] is on the agenda for the next Departmental Safety Committee meeting, which is scheduled to take place tomorrow [5th November].
- IC8/069.2** **Heating in Teaching [IC8/062.2]**
This is ongoing. The heating is up and running again and it appears that one of the replacement heaters is not working - PC will contact Graham Tucker about this. Now the heating is back on the heating issues in teaching can be fully investigated. The temperature-loggers are currently being used in Lab 2. This issue will also be raised at the Departmental Safety Committee meeting, which is scheduled to take place tomorrow [5th November]. **Action: PC**
- 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**
- IC8/069.3** **PAT testing standards [IC8/062.4]**
DC [in AC's absence] will raise this at tomorrow's Departmental Health & Safety Committee meeting before taking to Health Safety and Welfare Committee. **Action: DC/AC**
- IC8/069.4** **Stores survey [IC8/062.5]**
AC will produce a response – this is ongoing. **Action: AC**
- IC8/069.5** **Liquid nitrogen - training [IC8/062.8]**
The problems were associated with a specific group in the Department, and these problems have now been remedied - further training will be undertaken by this group. PC was looking at swipe card access for the liquid nitrogen store door; unfortunately the door is not suitable for swipe card access, so this cannot currently be implemented. The groups that use liquid nitrogen will be monitored.
- IC8/069.6** **Voltage monitoring/reduction in the Biosciences Building [IC8/062.9]**
This is ongoing and will be discussed further in the Energy Manager's Report later in the meeting.
- IC8/069.7** **Drying cabinets [IC8/062.10]**
This is ongoing and can be removed from the agenda.
- IC8/069.8** **Computer monitors [IC8/062.11]**
This is ongoing. **Action: JH**

IC8/069.9 Ventilation in the BSF [IC8/062.12]

MS thinks that it is possible to reduce the ventilation. There have been some problems with the humidity; once this is stabilised the ventilation will be reduced and monitored. **Action: MS**

IC8/069.10 Lock down lists [IC8/062.14]

This is ongoing and can be removed from the agenda.

IC8/069.11 Safety [IC8/063]

General heating issue: this was all done and the heating is now up and running.

Autoclave facility: this will be dealt with in the Safety Report later in the meeting.

IC8/069.12 Environmental Performance [IC8/064]

Friday 2nd January: this is ongoing

Action: PC / JH

IC8/069.13 Biology-Estates Group - minutes from the meeting held on 20th August 2008 [IC8/065]

i). CII lift - Communication systems in lifts [08/022]: DC is waiting to hear from Len Brindley and Wayne Spaven. A new communication system has been fitted in the BSF lift. Hopefully Len Brindley will attend and update at tomorrow's Departmental Safety Committee meeting. **Action: DC**

ii). Authorisation for funding for floor sealing in K3 plant room [08/027 d]: this went out for re-tender and the price has risen. It is hoped that the job will still be undertaken and Keith Lilley will fund.

IC8/069.14 Any other business [IC8/067]

Workshop floor: PC will speak to GS about this.

Action: PC

IC8/070 Safety

i). Autoclave facility: material being autoclaved has been monitored and several uncontaminated items have been found that don't need to be autoclaved. Some of these items should not even have been in labs [sweet wrappers, drinks bottles etc.]. The Autoclave Team will circulate a note to users reiterating which items should and shouldn't be autoclaved, pointing out that autoclaving unnecessary items decreases the efficiency and increases the cost of an autoclave run.

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**

Once the above steps have been taken, DN will look at the disposal of non-autoclaved 'offensive' waste material [i.e. gloves, plastic containers etc.]. DN will contact White Rose for a quote for the collection and disposal of this waste. It is hoped that savings made by only autoclaving waste that needs to be autoclaved will offset the costs of collection and disposal by White Rose. The segregation of laboratory waste will need to be looked at, and lab members educated about the new practices. This is in line with best H&S practice. **Action: DN**

IC8/071 Environmental performance

i). Display Energy Performance certificates (DECs): the certificates will be on display campus-wide from January 2009 – this is a legal requirement. The ratings are similar to those that are already displayed on equipment. Biology has been given a G rating – this is the highest/worst rating possible so there is definitely room for improvement! The certificate does not include the greenhouses or H block as these are considered to be small free standing buildings. Once the certificates have been signed-off by the University they are logged with the government as a benchmark. The benchmark is measured against a 'standard' building, so the figure for Biology is pretty arbitrary. The A3 certificate must be prominently displayed and the Biology certificate will be displayed to the left of the main entrance to the Atrium (next to the floor plan). Estates will hang the certificate. The aim is to raise awareness of energy consumption and what can be done to reduce consumption.

ii). Voltage reduction: A risk workshop is being arranged to determine what effect a power shut-down

would have on the Department. A power shut-down or partial power shut-down will be necessary for the installation of the voltage reduction equipment. This is ongoing.

Action: JH

iii). BEMS system: PC, JH and Roger Hartshorn are working on a heating and ventilation strategy. They will ascertain categories for each room i.e. standard lab, meeting room, lecture theatre etc. The strategy will be for the Biosciences building and the BSF in the first instance.

Action: PC

IC8/072

Estates issues

i). Light replacements: a faulty light was reported on Planon. A member of Estates came to assess the job but no one returned to fix the problem. This was flagged to Richard Brown and the job was eventually completed. This above incident could be down to lack of stock of light fittings/bulbs and Committee members are asked to monitor similar jobs and report back with any problems.

Action: ALL

ii). Planon requests: CA queried the response time for jobs marked 'urgent' – these are not reported lightly. CA recently reported an urgent problem with the P block boiler, and even though he also phoned the job through he still had to chase. The boiler was fixed but it could have caused real problems if it hadn't been done in a timely manner. Boiler/heating problems should usually be dealt with within a day. Emergency processes are also in place via Security – for problems at the weekends and out of hours. A new electrician and plumber have recently been appointed – it will take them time to get to know the building, but this should help with response times. The above will be brought up at the next Biology-Estates Group meeting.

Action: DC

IC8/073

Cleaning

i). Cleaning supervisor and team leader: there will be a change of supervisor and team leader. The new team leader is Liz Parnell; the supervisor will be temporarily replaced, with the permanent replacement expected to start in March 2009. The change will happen in two weeks with a one week handover period. DC expressed her thanks to John and Sam. John has particularly made a difference – he is a good communicator and is very proactive.

ii). Complaints about rooms that are not centrally timetabled: complaints have been received about the M rooms. They have been found dirty/un-cleaned at meetings held first thing in the morning. DC questioned whether these rooms are cleaned on a daily basis. DWH will check what should be done with regard to these rooms and get back to DC. These rooms are heavily used and really need to be serviced on a daily basis. If dirty they give a bad first impression. An e-mail will also be sent to users reminding them that it is their responsibility to leave these rooms clean and tidy after.

Action: DWH/DC

iii). Ad hoc jobs: these jobs have been organised by John Maddison in the past and are undertaken on a monthly basis. This should carry on after the change of team leader. A microwave that is on the list is not being cleaned on a monthly basis and DWH will follow-up.

Action: DWH

iv). Staffing levels: there have been reports from the cleaning staff that the cleaning team will be severely depleted by December. DWH reported that there are a couple of vacancies, and some retirements that are being replaced. Recruitment is being reviewed in order to get personnel in place quicker.

IC8/074

Electrical waste

YorWaste will provide a secure palette box, which they will collect for £50. Campus Services will pick up the costs, not the Department. Items for disposal must go through the Electronics Workshop, and a list of items placed in the box must be kept. When the box is full it will be collected. DC will liaise with the Electronics Workshop to get a system set-up; DC has a draft list from Jill Thakrah.

Action: DC

IC8/075

Minor works for zone budget

Last year several jobs were funded from the zone budget including shelves, splash-backs and redecoration in the new building toilets, and fitting of a sink in the common room. PC asked for ideas for this year's budget. Projects must improve the environment of the Department but should not fall into the major project category. The budget is limited so projects should not be too expensive. Committee members are asked to bring any ideas to the next meeting. The zone meeting takes place in January 2009 and time is needed to pull proposals together.

Action: ALL

IC8/076

Areas requiring redecorating

Committee members are asked to let the Infrastructure Team know if any areas of the Department need redecoration.

Action: ALL

IC8/077

Any other business**i). Lecture Theatres**

Complaints have been received about B002 and B006 lecture theatres, in particular about broken OHPs, dirty blackboards and white boards, dirty tables and missing flip chart paper. The complaints were sent to DWH who has forwarded them to Ken Batten and AV. But this did raise the issue of who is responsible for these rooms, especially at short notice i.e. if there is a problem at the beginning of or during a lecture. Unfortunately there isn't anyone on-site who can respond to these problems, particularly at short notice. A notice (if not already present) will be put in these rooms asking that users contact the timetabling office with any problems – the notice will include a contact number. However, the rooms should be cleaned regularly and checked that they are up to standard, including the equipment. DWH assured the Committee that the issues are being taken seriously.

Action: DWH**ii). New members of the University Health & Safety Team**

There have been a number of new appointments to the University Health & Safety Team: Keith Reynolds (Health & Safety Officer (DFM)), Joanne Hardy (Health & Safety Officer (Training)) and Mark Lorraine (Assistant Fire Safety Officer). A new Occupational Health Advisor will start in December. For information.

iii). Lockable barrier/access to Wentworth

A lockable barrier has been introduced on the road to Wentworth. This route is regularly used by CA and his team in order to access the compost heap - the barrier prevents access with a vehicle. DWH is happy for CA and his team to have a key for the barrier as long as it left secure after access. CA will borrow a key from the Wentworth Porters and get a copy cut.

Action: CA**iv). Entrance mats**

New mats are in stock and will be placed in Department soon.

Action: DWH**v). Infrastructure Committee minutes/team meetings**

Infrastructure Committee minutes are put on the web for access by members of the Department. However, team leaders/managers are responsible for disseminating the relevant information to their team members at regular team meetings. DC asked if all managers could put Infrastructure Committee feedback as a regular agenda item at all team meetings and also to have a print out of the minutes available for their staff to peruse. One of the items for feedback on the Staff Survey is communication. An action plan has to be sent back to the University in February 09 and DC would like Committee Members to report back on the schemes implemented and their success.

Action: ALL**Calendar of meetings:**

- December: Wednesday 3rd December, 2.15pm in Biology room J005
- January: Wednesday 7th January, 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