

# UNIVERSITY OF YORK

## Department of Biology

### INFRASTRUCTURE COMMITTEE

Minutes of the meeting of the Infrastructure Committee held on 5 June 2013

**Present:** SH, SHwth, DN, LH (chair), AC, NC, SD (sec), CA, DNlms

**Apologies:** HD, MB, JW, DC

#### **IC13/038                      MINUTES OF THE MEETING HELD ON 8 MAY 2013**

The minutes were accepted

#### **IC13/039                      MATTERS ARISING**

Food Composting bins - [IC13/031 (i)] – it was suggested that additional food composting bins could be placed in Q block kitchen, H block kitchen, in the Concourse near Cookies and at the M1/L1 link teapoint. AC agreed to contact Pat Pagdin to arrange delivery of the new bins **Action: AC**

Green Impact overview [IC13/031 (iii)] – not completed

Entrance to Teaching Labs [IC13/036] – LH noted that Hart's decorators are on site, NC requested the works to be carried out w/c 17 June as there will be students in the labs all of next week **Action: LH**

Cleaning in P002 – CA noted that the cleaning is still very sporadic, LH agreed to request the cleaning supervisor to meet with CA and conduct a walk-around to avoid any miscommunication of cleaning requirements **Action: LH**

#### **IC13/040                      SAFETY**

(i) DN noted that there was an accident in the Atrium earlier this week when the floor was being polished. DN has contacted Jane Whyman who is currently reviewing the cleaning processes; she is considering changing the time the floor is polished and the possible use of barriers whilst cleaning is taking place; she will report back to DN in due course **Action: JW**

(ii) DN noted that the Bioinformatics area is uncomfortably warm, especially in summer so he has agreed to conduct some temperature monitoring for around 3 months to give evidence of actual temperatures, then an action plan can be considered. LH noted that she has a data logger which can be used **Action: LH**

(iii) DN noted that the black bag waste disposal policy had not been properly implemented in some lab areas. LH has agreed for a member of the Infrastructure Team to check that bins used for black bags were labelled using the new labels **Action: SH**

(iv) AC noted that the Staff Welfare Committee thought the Buddy System idea was a valid one and have agreed to implement it, further details to follow.

#### **IC13/041                      ENVIRONMENT AND ENERGY**

There weren't any items this time

**IC13/042****BUILDINGS UPDATE**

LH noted that Shepherd Construction have been appointed to construct the new Teaching building and after contract negotiations have taken place it is hoped they will be on site by July 2013, the completion target date for the building is the end of August 2014. LH noted that the tender for the infrastructure was problematic and Estates are looking at alternatives to provide the infrastructure to the new teaching block. It was suggested that tendering for equipment could start early 2014 with a view to purchase May 2014.

**IC13/043****ANY OTHER BUSINESS**

(i) M144 Plant Growth Room – CA noted that there is some racking which needs to be moved to accommodate the move of a growth cabinet, SH agreed that the Infrastructure Team could help **Action: SH**

(ii) Covered walkway from Vanbrugh to Teaching – CA noted that this walkway is heavily covered in goose droppings and asked for it to be cleaned, LH agreed to contact Chris Sockett **Action: LH**

(iii) New starters – AC asked for an updated list of new Academic starters and when they are joining the Department **Action: LH**

(iv) Remote pointer – AC asked if there was any budget for a remote pointer to be used with Power Point presentations, LH noted that the Department also needs a couple of new Laser Pointers, AC agreed to price up and order. Items to be kept behind Reception. **Action: AC**

**Date of the next meeting:**

**Infrastructure Committee Dates – Academic year 2012 / 2013**

<b>Day</b>	<b>Date</b>	<b>Month</b>	<b>Year</b>	<b>Room</b>	<b>Time</b>
Wednesday	3	July	2013	J005	2.15pm
Wednesday	4	September	2013	J005	2.15pm