

UNIVERSITY OF YORK

Department of Biology

INFRASTRUCTURE COMMITTEE

Minutes of the meeting of the Infrastructure Committee held on Wednesday 6 February 2013

Present: D Cartwright (chair), L Hudson, S Haddock (sec), D Nelson, D Nelmes (DNm), S Howarth (SHth), N Charlton, C Abbott, J Wyman

Apologies for absence were received from: A Collingwood, S Dwyer, P Roberts

IC13/006 MINUTES OF THE MEETING HELD ON 8 JANUARY 2013

The minutes were accepted as written

IC13/007 MATTERS ARISING

Equipment in E0 corridor [IC13/003 (i)] – storage has been found for the equipment. This will be placed in the container in Stores Yard so E0 corridor and areas in D0 corridor will be cleared.

Compound area [IC13/003 (ii)] – trailer will be moved from hatched area but DC is also trying to source alternative parking.

Gents toilets on C corridor [IC13/005] – DN noted that there had been improvements in this area.

IC13/008 MINUTES OF BIOLOGY ESTATES MEETING

(i) Heating in teaching – NC noted that the heating issues in Teaching had disappeared from the minutes but as there had been some improvement in the heating, was happy for it to be omitted pending further problems.

(ii) Fire precaution works – DN asked for an update on progression of these and SH gave a brief summary of outstanding works.

(iii) Fume cupboards – DN queried the work being carried out by MB. LH explained that metal grids are being placed at the back air outlets so paper etc does not block the vents.

IC13/009 SAFETY

(i) Safety inspections – DN stated that safety inspections this year will be focusing on laboratory waste disposal. A recent inspection of L block highlighted an area where the wrong type of black bag was being used. There was some discussion about responsibilities and it was decided that an audit will be carried out.

Action: LH / SH

DC also commented that feedback from the cleaning team would be helpful.

Action: JW

(ii) Anti-slip tape – DN had received comments about puddles of water in front of the water dispensers on the Atrium landings. It was agreed that anti-slip tape will be applied to these areas.

Action: LH

IC13/010 SAFETY TOPIC

L Hudson gave an overview of the Statutory Inspection of plant, equipment and machinery that is required to comply with appropriate legislation. Infrastructure liaises with Estates Services and the service company to achieve this requirement. This included a summary of the departmental equipment that Infrastructure are responsible for:

		Number
Steam Boilers & Vessels	Autoclaves, free standing, large	20
	Autoclaves, bench top	10
	Steam boiler serves autoclave	1
Pressure Vessels	Liquid nitrogen vessels that are >250 bar/litre	5
Local Exhaust Ventilation	Microbiological safety cabinets	82
	Fume cupboards	58
	Snorkel extraction	26
	Air benches	3
	Extraction fans which serve machinery	7
Hydraulic Lifting Equipment	Forklift	1
	Hydraulic lifting tables	2

Misc. Estates arrange directly	Lifts
	Plant machinery
	MRI helium holding tank
	Water holding tanks
	Compressed air supply

DC asked for certificates to be formatted in PDF and scanned so electronic copies can then be stored on the database.

Action: SH

IC13/011 INVERTER INSTALLATION

Inverters have been installed in K & P plant rooms as part of the University energy saving initiatives. CA had contacted his users and there had been some concerns about possible increasing temperatures that may compromise experiments. LH confirmed that they had not been connected as it would require the areas to be powered down for a minimum of 24hrs and as yet, a suitable time for this has not been agreed.

IC13/012 AUTOCLAVE PROVISION WITHIN THE DEPARTMENT

LH informed the meeting that a new autoclave had been ordered for the facility but would not be delivered until August. In the meantime the autoclave on Q0 was being validated to be used as back-up. If there is a rise in usage the autoclave in teaching may also be required.

IC13/013 ANY OTHER BUSINESS

(i) **Responsibility matrix** - DC was a recent guest at a Facility Managers meeting and wanted to let the meeting know that John Meacock was keen to formalise a responsibility matrix for the Department. JW was preparing a template for consideration.

(ii) **Cleaning issues** – CA stated that the cleaning of P001 was much improved but P002 seems to have been left off the cleaning list.

Action: JW

(iii) **Distribution boards** – LH informed the meeting that the distribution boards in B & C blocks will be replaced 5-8 April. Hopefully there will be minimal disruption.

(iii) **Fire alarm test** – NC queried whether the weekly fire alarm test was still performed on Thursday afternoons. It is.

Date of the next meeting:

Infrastructure Committee Dates – Academic year 2012 / 2013

Day	Date	Month	Year	Room	Time
Wednesday	6	March	2013	J005	2.15pm
Wednesday	3	April	2013	J005	2.15pm
Wednesday	8	May	2013	J005	2.15pm
Wednesday	5	June	2013	J005	2.15pm
Wednesday	3	July	2013	J005	2.15pm
Wednesday	7	August	2013	J005	2.15pm
Wednesday	4	September	2013	J005	2.15pm