

*University of York Department of Biology***INFRASTRUCTURE COMMITTEE**Minutes of the meeting held on Wednesday 6th January 2010

- Present** Dawn Cartwright (Chair), Mark Bentley, Colin Abbott, Jo Hossell, David Nelson, Mike Snelling, Peter Crosby, David Nelmes, Trevor Illingworth, Rebecca Regan (Secretary)
- Apologies** Andrew Collingwood, Sylvia Haddock, Claire Inman, Nicola Charlton
- IC10/001** **Minutes of the meeting held on 9th December 2009**
The minutes were accepted.
- IC10/002** **MATTERS ARISING**
- IC10/002.1** **Fire risk assessment – rooftop glasshouse [IC9/098.3]**
The cold water system was drained, and the heating was turned off before Christmas.
- IC10/002.2** **Workshop floor (Minutes from the Biology-Estates Group meeting of 26th May 2009) [IC9/098.4]**
MB is liaising with Estates. This is in hand and can be removed from the agenda.
- IC10/002.3** **Continuing problem of heating / cooling in Teaching [IC9/098.5]**
Roger Hartshorn is looking at Salix funding for the solar film. JH will update the Committee.
Action: JH
- IC10/002.4** **Cleaning issues (Safety) [IC9/098.6]**
White paper towels are now stocked in Stores. White paper towels only will be available for purchase from Stores. This will enable clear differentiation between the blue paper towels supplied by the Cleaning Team, and the white paper towels purchased for use in labs.
- IC10/002.5** **Security during a power cut [IC9/098.8]**
All actions have been completed.
- IC10/002.6** **DorGards (Safety) [IC9/098.11]**
SH put a note in the Bulletin to inform staff how the DorGards work. A further note will be put in the Bulletin informing staff that particularly noisy trolleys can be taken to the Mechanical Workshop for service.
Action: SH
- IC10/002.7** **Heating in offices (Environmental performance) [IC9/098.12]**
PC is waiting to hear from Estates re: trial of insulation panels in identified office(s).
Action: PC
- IC10/002.8** **AV equipment (Environmental performance) [IC9/098.15]**
This is ongoing [re: automatic shutdown of PCs in meeting rooms].
Action: JH / DNms
- IC10/003** **Safety**
- i). Safety inspections – B, C & E blocks: the incomplete fire improvement works in the lecture theatres and courtyard have been highlighted in the report. There is some progress on the works, which will hopefully be implemented this year.
- Excessive chalk dust on the floor of B103 indicates that the floor is not being vacuumed on a regular basis. DC confirmed that floors should be vacuumed in accordance with the cleaning SLA – she is aware that offices are vacuumed fortnightly but is not sure of the frequency for teaching rooms. The Cleaning Team are aware that chalk dust is a problem in that particular room and the Team Leader is implementing a mechanism to deal with this. Numerous complaints from lecturers have also been received re: chalk dust in B103.
- ii). Departmental vehicles: de-icer and scrapers will be placed in each vehicle – MB will implement ASAP.
Action: MB

IC10/004 Environmental performance

i). Electricity usage over Christmas period: the biggest saving was made in teaching, where usage was down by more than 70%. Throughout the rest of the Department usage was down by approx. 27% over the Christmas period. This is a significant reduction – the PC pop-up reminding people to shut-down un-used equipment seems to have been effective and will be repeated before the Easter break. JH will put a reminder for DNms in the Infrastructure calendar. **Action: JH**

ii). Additional lighting in P block: additional lighting was requested before Christmas. The request has been withdrawn. For information.

iii). Back-up tape safe: one of the back up tapes has failed – it's suspected that this was due to the cold temperature of the safe over the holiday period. A thermometer has been placed in the safe and the temperature / safe performance will be monitored. Once the cause of the failure has been ascertained the relevant action will be decided. **Action: DNms**

IC10/005 Feedback form Biology-Estates Group meeting of 24th November 2009

From minute 09/028 n). Temperature in teaching labs: DC has received an e-mail from Estates outlining actions to improve the temperature. However, there is some dispute between Estates and teaching re: the heating timings. DC will forward the e-mail from Estates to JH who will take forward with Roger Hartshorn. The faulty sensor has not been fixed because of asbestos issues. PC will investigate the possibility of having a survey undertaken whilst the asbestos engineers are working in C/E corridor. **Action: PC / JH**

From minute 09/028 a). BSF issues - Air change ratios: the first phase of work was completed approx. 2 weeks before Christmas; no further progress has been made. PC will send the name of the contact in Estates to MS. MS will follow-up. **Action: MS**

From minute 09/028 g). Repairs to Atrium roof area: the meeting arranged to discuss this further has been rescheduled because of the weather [re: the effect of the current weather conditions on the roof area concerned]. The budget has been allocated and a contractor has been appointed. The Department is happy that the problem is being taken seriously by Estates.

IC10/006 Other Estates issues

i). Glasshouse heating / boilers in the walled garden: some of the glasshouses in the walled garden are not reaching temperature. This has been an ongoing problem since the boilers were changed. Estates have confirmed that the boilers are generating enough heat. CA suspects that heat is being lost from old, badly lagged pipework, and the heat is being lost before it reaches the glasshouse. CA has alerted Estates to this. JH will look at the pipework with CA, and discuss with Roger Hartshorn. **Action: CA / JH**

ii). BSF humidity control: this has been relatively stable, but problems with humidity levels started again before Christmas. Estates believe that there is a problem between the interface/BMS and the humidifiers, and report that only one of the humidifiers is not working. However, MS is querying this as the system should be able to cope with the loss of one humidifier. The current weather conditions could be putting the system under stress, but again, the system should be fine if only one humidifier is out of action. MS will discuss further with Estates. **Action: MS**

IC10/007 Feedback from Resources Board meeting of 26th November 2009

i). Departmental Minor Event Management Procedure: the new procedure has been trialled and will shortly be made available to the rest of the Department. The departmental paperwork will replace the University paperwork for minor events only e.g. retirement celebrations, Christmas mince pies etc. The University procedure / paperwork will still need to be completed for major events e.g. departmental summer social, TechYork etc.

IC10/008 Any other business

i). Onity system: there are ongoing problems with the Onity system – in Biology and across campus. Security has taken responsibility for the system. A meeting has been arranged with Onity – Biology will be represented by Biology Reception and PC. Onity User Group meetings will also be set-up, to share knowledge across campus. The system in Biology is administrated well, but this is not the case across campus. For information.

ii). C/E link: the link has been cordoned-off due to a possible asbestos risk [as a result of the water leak / possible ceiling collapse]. The link is expected to be closed for the rest of this week, and possibly the end of next week. Fire escape routes will be maintained. PC has asked Estates to report on the water leak, and whether it could have been reasonably prevented. For information.

iii). Emergency lighting survey – A-F blocks: emergency lighting testing will be taking place in blocks A to F on Thursday 14th January. The work will take place after 6pm and will go on until around midnight. Anyone in these areas during this time could find themselves plunged into darkness as the lighting circuits are turned off. Each area is likely to be off for about 30mins while light levels of the emergency lighting are measured. Power sockets will not be affected. PC will circulate an e-mail to all in the Department.
Action: PC

iv). Redecoration programme in the BSF: MS is unhappy with the standard of work undertaken by the new painter & decorators [replacement for Harts]. The decorators themselves are very personable, but the work is below standard. There have also been problems with communication between the decorators and Estates about the special paint needed in the area, which delayed the start of the programme and caused some disruption in the unit. MS will report back to Estates for them to take further with the decorating company.
Action: MS

IC10/009

Next meeting

The next meeting will take place at 2.15pm on Wednesday 3rd February 2010, in Biology room J005.

Calendar of meetings:

- 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