

University of York Department of Biology

INFRASTRUCTURE COMMITTEE

Meeting held on Wednesday 6th June in Room B/A/001 at 2.00pm.

Present Mr C Abbott, Mr N Beach, Ms D Cartwright, Ms N Charlton, Mr A Collingwood, Mr P Crosby, Dr S Haddock, Mr D Nelmes(DNm), Dr D Nelson, Mr G Stimson

Apologies Mr T Broxup, Mr D Hammond, Mr M Snelling

The minutes of the meeting held Wednesday 2nd May were accepted.

IC7/029 **MATTERS ARISING**

IC7/029.1 Insurance [IC7/023.4]

It was agreed at Resource Board that individuals would be responsible for organising their own lap top insurance – information has been sent out via the bulletin. IT team will try and ensure purchasers are aware of the options available.

IC7/029.2 Sealability testing [IC7/024.1]

SES are now creating a schedule of sealing and PC will liaise with them, IIU and BSF

IC7/029.3 CT room door handles

Mechanism modified and new system working well.

IC7/029.4 Replacement double glazing [IC7/025.1]

Decision made – most of the work has already been carried out.

IC7/029.5 Temperature in J003 lab [IC7/025.2]

Estates have dealt with this – to be monitored in the future.

IC7/029.6 Window washing [IC7/028.3]

Bleachfields project manager has asked CA for a quotation for cleaning the glasshouses. CA will request one from Hortimax and email to DC also.

Action: CA

IC7/030 **SAFETY**

IC7/030.1 Pigeons

AC reported that the problem in the Stores yard has now been rectified

IC7/030.2 IIU link

A door threshold in this link is causing problems with trolleys and needs bridging. To be investigated.

Action: PC/NB

IC7/030.3 Annual pressure testing of autoclaves

DN requested that autoclaves be labelled when tested similar to PA testing. Labels will be produced.

Action: DN/AC

IC7/030.4 Recent glasshouse incident

This has raised a few safety issues regarding responsibilities and duty of care when external contractors are working for the Department. In this instance risk assessments (RA) had been carried out but the working at height regulations had been contravened. CA stated that a knowledgeable point of contact in Estates was essential to ensure that any future RAs are adequate. DC will organise a meeting with Tom Fleming and

Estates to clarify these issues.

Action: DC

IC7/031

FACILITY REPORTS

IC7/031.1 Teaching

- NC asked to be informed of visitors as unknown persons had been seen wandering round Teaching. This appears to be a problem in other areas too. Reception will be given authority not to let unexpected contractors into the buildings and the Directorate of Facilities management will be asked to inform the Infrastructure Team of any impending visits.

Action: SH/DC

IC7/031.2 Infrastructure Team

- NB reported that the fire log books have never been filled in by Security after a fire alarm even though Ken Batten stated this was due to recent improvements in the lay out of the books.
- PC reported that work is soon to commence on refurbishment of C1 and work on E1 is imminent. During July/August rooms on K1 will be refitted.

IC7/031.3 Horticulture

- CA reported that work starts on rewiring the roof glass house on E2 in June. Paul Scott will co-ordinate this including lift alarm. MS will also be informed.
- CA has had a meeting with Rich Brown to discuss work to be carried out in the walled garden.
- The fire alarm system in P block and the glass houses is also being updated in June.
- CA will be having a meeting with Hortimax to discuss the replacement of a glass pane that recently shattered.

IC7/031.4 Stores & Purchasing

- AC reported that they are interviewing for a part time stores position this week.

IC7/032

ENVIRONMENTAL PERFORMANCE

AC queried the cost of running a hand dryer v paper towels. DC stated it could be something the new energy manager could investigate once they had been appointed.

IC7/033

ANY OTHER BUSINESS

IC7/033.1 Bank holidays & Grades 1-5

DC asked that Managers check that staff claim appropriately and also remember to take the enhancement (time off in lieu) – an information sheet was handed out to managers. Procedures for Customary Days still have to be clarified. DC also reminded Managers to ensure annual leave is taken, as only 5 days can be carried over.

IC7/033.2 New administrator

DC announced that a new administrator/secretary – Rebecca Regan - will be in post from 9th July. This will be a full time position with the hours being shared between Ottoline Leyser and DC.

IC7/033.3 Estates questionnaire

DC has had a questionnaire from Estates Services and asked for comments on some of the questions. A discussion followed and DC suggested any comments be emailed to her and she will pass them on

Action: All

Next meeting: Wednesday 4th July 2007 in B/A001 at 2.00p.m.