

University of York Department of Biology

INFRASTRUCTURE COMMITTEEMinutes of the meeting held on Tuesday 6th October 2009

- Present** Dawn Cartwright (Chair), Trevor Illingworth, Peter Crosby, Sylvia Haddock, Mark Bentley David Nelson, Colin Abbott, Jo Hossell, Rebecca Regan (Secretary)
- Apologies** Andrew Collingwood, David Hammond, David Nelmes, Mike Snelling, Chris Kelly
- IC9/078** **Minutes of the meeting held on 20th August 2009**
The minutes were accepted.
- IC9/079** **MATTERS ARISING**
- IC9/079.1** **Autoclave replacement plan [IC9/070.1]**
PC will check whether the new teaching autoclave needs to be on a calibration validation programme. Delivery is scheduled for November (exact date TBC) and PC will liaise with teaching in order to minimise disruption during the change-over. PC is still working with users with regard to the replacement of other autoclaves. **Action: PC**
- IC9/079.2** **Portable Appliance Testing - PAT [IC9/070.2]**
SHth will attend a Stores meeting to explain the rationale behind changes in procedure – to be arranged by AC. **Action: AC / SHth**
- IC9/079.3** **Fire risk assessment – rooftop glasshouse [IC9/070.3]**
Any useful equipment has been removed from the rooftop glasshouse. The heating has been left on tick-over to prevent the pipes from freezing in cold weather. The heating will not be disconnected until the pipes have been drained; a non-return valve will be fitted so it can be reconnected in the future if necessary. The structure itself is not considered a hazard and will remain in place. The Horticulture Team will retain one set of keys in case of emergency; CA will re-call the other keys from users. PC will remove users' security access. DC has informed the Fire Safety Key Service meeting of the actions taken. **Action: PC / CA**

On a related matter, PC will contact David Sherlock to find out if the rooftop shed is still accessed / required. Safe access is a major issue; the shed is also run-down and attracts/causes pigeon-related problems. **Action: PC**
- IC9/079.4** **Swine flu pandemic (Safety) [IC9/070.4]**
Contingency in the Infrastructure Team, including Reception, was addressed at the last Infrastructure Team meeting – contingency plans are in place.
- IC9/079.5** **Sub meters (Environmental performance) [IC9/070.5]**
There is nothing further to report at the moment. JH will keep the Committee informed. **Action: JH**
- IC9/079.6** **Local exhaust ventilation (LEV) (Safety) [IC9/070.6]**
DC, PC & DN met and agreed a way forward for the Department.
- IC9/079.7** **Use of designated level 2 space in the BSF (Safety) [IC9/070.7]**
DN will confirm with MS that the space is no longer required for this work. **Action: DN**
- IC9/079.8** **Cleaning issues [IC9/070.8]**

Lab floors: SH has spoken to the Cleaning Supervisor, but is unsure if any further action has been taken. SH will check. **Action: DWH**

Safety inspections / hand-wash sinks: SH has spoken to the Cleaning Supervisor, but is unsure if any action has been taken. SH will check. **Action: SH**

Cleaning SLA: the cleaning SLA is being re-worked in the light of reduced finances for cleaning. It was agreed that the current cleaning standards are inadequate and any reduction / prioritisation of

areas to be cleaned is unacceptable. There have been recent complaints about the lack of soap and towels in areas of the Department; these are examples of the basics being overlooked, and causes real concern with the threat of pandemic flu. Anyone asked about priority areas for cleaning should be referred directly to DC – the standard of cleaning should be high / consistent throughout and not based on priority areas.

- IC9/079.9 Workshop floor (Minutes from the Biology-Estates Group meeting of 26th May 2009) [IC9/070.9]**
This was taken to the Biology-Estates Group meeting - Ron Coates & Graham Tucker were tasked to take action. MB will e-mail RC directly to check on progress. MB will also monitor the floor over the winter period.
Action: MB
- IC9/079.10 Sealability in cat 3 (Minutes from the Biology-Estates Group meeting of 26th May 2009) [IC9/070.10]**
This was discussed at the Biology-Estates Group meeting. A permanent solution is being sought (replacement of the doors) and this item can be removed from the agenda.
- IC9/079.11 Continuing problem of heating / cooling in Teaching [IC9/070.11]**
Funding for solar film and double glazing is a possibility – pending the availability of Salix funding once funds for major works have been awarded. Roof insulation is not currently a viable option. One of the temperature setters has not worked for some time – JH will look into this once she has access to the Satchwell system.
Action: JH
- IC9/079.12 Cleaning issues (Safety) [IC9/071]**

Re: paper towels: DWH is looking into the possibility of a cheaper different coloured paper towel supply. This is ongoing.
Action: DWH

Re: YSBL safety inspection / mopping & buffing of lab floors: DWH is liaising with the Cleaning Supervisor.
Action: DWH
- IC9/079.13 Departmental waste (Environmental Performance) [IC9/072]**
This is ongoing. DC will pass the figures to JH to look at.
Action: DC / JH
- IC9/079.14 Estates issues [IC9/074]**
Issues re: Planon and communication were addressed at the Biology-Estates Group meeting.
- IC9/079.15 York Extra (YE) [IC9/075]**
Dale Sanders is taking this to the next Biology Staff meeting. The aim is for YE to appear as an automatic / compulsory pop-up on log-in to departmental computers. The pop-up can be turned off on PCs attached to equipment, or if individuals do not want the pop up to appear.

NB. Subsequent to this meeting the motion was passed at the Biology Staff Meeting and IT will implement as soon as possible.
- IC9/079.16 Security during a power cut [IC9/076 i]**
A number of batteries have been replaced and the system was tested during a recent power cut. The problem is not as bad as first thought – the outside doors functioned as they should [with the possible exception of the CII link doors – DC will check this]. The batteries will need to be checked on a regular basis. TI will procure a battery tester and annual tests will be undertaken by the Electronics Workshop – SH will set an alert for this. The frequency of testing will be reviewed as necessary. There was some discussion whether testing is Estates responsibility and DC will speak to Bailey Oliver about this as part of a wider discussion re: the Onity system. People can still exit the building in an emergency.
Action: TI / SH / DC
- IC9/079.17 ComplyWise Driver Safety Awareness training [IC9/076 ii]**
All drivers [of the departmental vehicles, hire vehicles and drivers of their own vehicles on University business] have been recommended to undertake the ComplyWise training. The training is compulsory for drivers of the departmental vehicles and those drivers classed as higher risk by the University insurers.
- IC9/079.18 Staff Survey / Departmental Action Plan [IC9/076.iii]**
The Action Plan was reviewed / discussed point by point. The Committee agreed that all points have

been satisfactorily addressed.

IC9/079.19 Back-up freezer space [IC9/76 iv]

Suggestions re: space in teaching and the freezer on E0 are being investigated. No further suggestions were received.

IC9/080 Safety

i). Uncomfortable working environment: DN has received complaints that it is too cold in the K1 open plan admin area. This is an ongoing issue, which the Infrastructure Team have tried to address in the past. Supplementary heating, draft excluders around the windows and around the desks have been introduced, but these measures seem to be inadequate. DN noted that the area does reach the required minimum for safe working, but drafts are a problem. JH will liaise with the personnel in the area to see if any further measures can be taken. Additional heating should be provided by radiant heaters rather than fan heaters. **Action: JH**

ii). K2 noise: a bank of freezers on K2 backs onto an office wall; one freezer in particular is very noisy and causes a nuisance in the office. The noisy freezer belongs to YSBL. PC will speak to Sally Lewis to find out if the freezer can be moved or modified in any way to reduce the noise. **Action: PC**

iii). DorGards: the DorGards on G0 & E0 regularly close in response to trolley noise. Possible actions to reduce this include re-grouting the paving in these corridors [making a smoother, less noisy passage for the trolleys], or to replace noisy trolley wheels with quieter ones. Both of these are expensive, and zone funding is not available for the re-grouting. MB will identify a particularly noisy trolley and trial replacement wheels, and/or rubber tray mountings. **Action: MB**

iv). BSF safety inspection: there is an escape route via an amber asbestos stickered plant room – a member of staff had queried whether the escape route is safe to use in the event of fire. PC confirmed that escape during a fire takes precedence over asbestos concerns, and the escape route should be used if necessary. SH will arrange for an additional sticker to be displayed under the amber sticker, to read 'this exit is safe to use in the event of a fire'. **Action: SH**

IC9/081 Environmental performance

i). Environmental Performance Group: the next meeting is on 16th November 09. Please send any items for discussion to JH prior to the meeting.

ii). Heating in offices: there is a fault with the heating in room L022. The convector heater has been replaced with a radiant heater. Below window / desk level in L & M offices there is a panel of single-glazed opaque painted glass, which radiates cold. In L022 this space has been packed with polystyrene and boarded-up. SH will speak to the University Fire Officer before this course of action is considered for other offices. This would be expensive as a large number of offices are affected - if safe the work could possibly be supported with Salix funding. **Action: SH**

iii). Energy saving / teaching labs: energy usage in teaching has dropped considerably over the year August 08 – August 09 compared to the year before. JH will liaise with teaching to see if there a specific reason for this. **Action: JH**

IC9/082 Feedback from Resources Board meeting of 24th September 2009

From minute 09/59 v – Content Management System: JH is having similar problems re: the naming convention – often old names are used rather than block letters e.g. IFAB for H block, Plant Lab for J block. PC confirmed that the convention is alphabetic – new permanent buildings are named from A; temporary buildings are named in reverse from Z. It was agreed that this does need to be standardised.

IC9/083 Biology-Estates Group – minutes from the meeting of 25th August 2009

From minute 09/022 o – Sealability in CAT 3: PC confirmed that annual sealability tests are undertaken. DN pointed out that certification is required.

IC9/084 Any other Estates issues

i). K220 & L022: heating problems in these rooms have been ongoing since March 09, and are still outstanding. SH will pull together the details and contact Ron Coats, copying DC into the e-mails.

ii). Plant growth cabinets on PPM: CA has been sent a list of plant growth cabinets that are on a Planon PPM maintenance list. CA queried whose responsibility maintenance of the plant growth cabinets is; PC confirmed that it is a departmental responsibility rather than Estates and will arrange for the cabinets to be removed from Planon. The only equipment that should be included on Planon PPM maintenance lists is equipment with a statutory requirement eg. pressure vessels, LEV etc. Any similar problems should be reported to PC.
Action:PC

IC9/085 Time-clocking of Atrium vending machines

JH received a complaint from a member of staff who wanted a drink whilst working out of hours. The complaint was not upheld – cold drinks are available from the A0 vending machine, which isn't clocked. Hot drinks can be made in the Atrium kitchen or the various other local facilities available throughout the Department. The Committee agrees that the savings are significant and time-clocking of the Atrium vending machines will continue.

IC9/086 Freezer alarms

AC proposed that all freezers with call out alarms have the following sign put on them:

'This freezer is attached to a call-out alarm

Please ensure that you do not keep the door open for long periods of time out of hours. If the freezer goes above temperature it will result in a member of staff being called out. If the call out is not a result of a mechanical failure your group may be liable to cover the call out charges'.

The Committee agreed that this is appropriate and will implement.

Action: AC/SH

IC9/087 Any other business

Nothing was raised.

IC9/088 Next meeting

The next meeting will take place at 2.15pm on Wednesday 4th November in Biology room M049.

Calendar of meetings:

- November meeting: Wednesday 4th November at 2.15pm, room M049
- December meeting: Wednesday 9th December at 2.15pm, room J005