

INFRASTRUCTURE COMMITTEE**Minutes of the meeting held on Tuesday 7th December 2010**

- Present** Dawn Cartwright (Chair), Colin Abbott, Mark Bentley, Andrew Collingwood, Sylvia Haddock, Alan Haigh, Jo Hossell, Steve Howarth, Lucy Hudson, Jen Lee, David Nelmes, David Nelson, Phil Roberts, Cressida Schofield (Temporary Secretary)
- Apologies** Jane Whyman
- IC10/104** **Minutes of the meeting held on 8th November 2010**
 Re minute IC10/095 *Refrigerant gas top-up*: It was advised that Paul Hampshire had not attended a training course.

 Re minute IC10/100 *Cleaning issue in P Block*: CA advised that there had not been a cleaner for 3 months.
- IC10/105** **MATTERS ARISING**
- IC10/105.1** **Horticulture Autoclaves (safety) [IC10/092.4]**
 The quotes were in and there were good recommendations. CA stated he had confidence in Priorclave and removal of the old autoclave was included in the quotation. It was confirmed that the Department had given permission to proceed with the purchase.
- IC10/105.2** **Security in the Walled Garden [IC10/092.5]**
 Helen Stephenson has price for gate. Installation and costs will be met by Estates Services. Awaiting completion.
- IC10/105.3** **Disposal of Lab Chemicals [IC10/092.7]**
 SH had produced a document which DNSn is reviewing. There should be progress by the next meeting. **Action: DNSn / SH**
- IC10/105.4** **External Lighting [IC10/094 ii]**
 SH reported that it was not possible to just replace the lamps and that the whole unit would require changing. As it would be a chargeable job request it was felt that it was not worth doing.
- IC10/105.5** **Meeting Rooms [IC10/094 iii]**
 JH had spoken to Peter Ashton, who confirmed he has the necessary programming skills to transfer the heating schedule automatically. The time would be chargeable. A meeting is to be arranged. **Action: JH**
- IC10/105.6** **Resurfacing of Wentworth Way [IC10/097]**
 JW awaiting response from City of York Council and will report back at the next meeting. **Action: JW**
- IC10/105.7** **Exterior Walkway: J Block [IC10/098]**
 JW awaiting response from Gordon Eastham and will report back at the next meeting. **Action: JW**
- IC10/105.8** **Sanitary Supplies [IC10/100]**
 Rapid Response are now checking frequently used toilets every day between 1 and 3pm, restocking as necessary. It was agreed that there had been no issues since. It was reported that JW has agreement for funding for hand dryers in these toilets so once these are fitted there should be no further consequences of misuse. There was some discussion between the environmental impacts of both hand dryers and paper towels. It was concluded that there was no real difference.
- IC10/105.8** **General Cleaning [IC10/100]**
 JW had nothing to report back.
- IC10/105.9** **Corridor Signage [IC10/102 i]**
 The quote for University approved signage was £1,730.00 for six signs. AC said he could imitate the approved signage and would run a sample off. LH would check compliance. Failing this, MB reported that he knew of a sign writer who could be approached for a quote. **Action: AC / LH**
- IC10/105.10** **Asbestos Removal / CT Rooms [IC10/102 ii]**
 This has now started and there have been no issues.

IC10/105.11 Q Block Cycle Sheds [IC10/102 iv]

Bikes have not yet been removed as there was an issue with Security and Onity access. SH had emailed JW.

Action: JW

IC10/105.12 Departmental Whiteboards

JW reported to AV and emailed SH. Any problems with whiteboards in teaching rooms should be emailed to AV.

IC10/106 SAFETY

No significant issues.

IC10/107 ENVIRONMENTAL PERFORMANCE

i). New heaters: JH to order 15 new heaters at a cost of £10 each. Infrastructure to label and find storage. **Action: JH / LH / SH**

ii) Heating in Stores: AC reported that keeping this area warm is an ongoing issue in the colder months and there needed to be a long term solution e.g air curtain above openings or wall mounted radiant heaters. AC to liaise with JH. **Action: AC**

iii) Heating in Horticulture: CA reported that the temperature in the P Block office was down to 12° as a result of the heating system not being able to cope with the low temperatures and poor insulation in the building. CA liaising with Estates Services. **Action: CA**

DC thanked JH for all her time and input into departmental energy saving as it was JH's last meeting. JH is moving to the central University team in the New Year.

IC10/108 PURCHASING OFFICE

AC reported that YEP had now been introduced and for efficiency the Purchasing Office would be open in the a.m. only in the New Year. Purchasing staff would assist with Reception and Stores in the p.m. but there would be exceptions for genuine emergency orders.

IC10/109 ANY OTHER ESTATES ISSUES

The meeting was confident that the new Estates management team were pro-active and this could be taken off agenda for future meetings.

IC10/110 ANY OTHER BUSINESS

i). Service Level Agreements: SH commented that although there were SLAs for offices and laboratories there did not appear to be any provision for meeting / seminar rooms. SH to contact JW for clarification. **Action: SH**

ii). P Block Boiler. CA has had ongoing problems with the boiler in the Walled Garden. CA had asked Infrastructure to check whether this boiler was serviced prior to the winter period. SH had emailed Ray Briggs with no response. LH said this should be statutory compliance and would chase. **Action: SH**

iii). LH said that the heating was on 24/7 at the moment. For information.

iv). CA raised the issue of cleaning in P Block. The allocated cleaner was now back from sick leave and had cleaned for one week before being re-assigned. CA advised that usual 'non-service' had now resumed. SH to email the cleaning team and JW would be BCCd. AC advised that the issues with Stores cleaning had been resolved. **Action: SH**

IC10/111 Next Meeting

The next meeting will take place at 2.15pm on Wednesday 5th January in Biology room J005. A call for agenda items will follow nearer the time.

Calendar of meetings:

- January Meeting: Wednesday 5th January, 2.15 p.m., room J005
- February Meeting: Wednesday 2nd February, 2.15 p.m., room J005
- March Meeting: Wednesday 2nd March, 2.15 p.m., room J005