

UNIVERSITY OF YORK

Department of Biology

INFRASTRUCTURE COMMITTEE

Minutes of the meeting of the Infrastructure Committee held on 8 May 2013

Present: D Cartwright (chair), S Haddock, A Collingwood, D Nelmes, S Howarth, N Charlton, D Nelson, L Hudson, S Dwyer (sec)

Apologies: H Daniels, C Abbott, J Whyman, M Bentley, P Roberts

IC13/026 MINUTES OF THE MEETING HELD ON 3 APRIL 2013

The minutes were accepted

IC13/027 MATTERS ARISING

P002 Cleaning [IC13/020] – pre-meeting comment from JW: “P002 cleaner on long term sick – cleaning covered by another member of staff on a daily basis”.

Cleaning of showers and toilets in BSF [IC13/020] – pre-meeting comment from JW: “a daily cleaner has now been assigned to this area”.

Cleaning Signage in the Atrium [IC13/020] – pre-meeting comment from JW: “new signage has been bought and in place”.

Heating issues in D corridor [IC13/022 (iii)] – LH has spoken to Ron Coates from Estates, he confirmed that Biology will need to buy additional heater next winter if required, the system is working as well as it can do

Biorenewables Development Centre Vehicles [IC13/022 (iv)] - SH has sent the Infrastructure SOPs and check sheets to Joe Ross

Escorting visitors to Reception [IC13/024] – AC has placed a note in the bulletin

IC13/028 MINUTES OF RESOURCES BOARD

DC noted that Google mapping are coming in to the department on 13 may

IC13/029 MINUTES OF BIOLOGY ESTATES

Extraction HEPA filter inspection [Biology Estates 13/002] - DN questioned if this bullet point referred to the BSF and whether there were records of the inspection; LH confirmed that it does and that BSF, herself and Estates all hold records of inspection.

IC13/030 SAFETY

There were no specific issues to raise.

IC13/031 Environment and Energy

(i) DC noted that the food composting trial has started and confirmed that Pat Pagdin from Estates is aware of this; she asked the Committee to think of other areas of the department which could be next to trial the composting bins
Action: ALL

(ii) DC noted that Biology Department has been awarded gold in the VC Awards for Outstanding Achievement 2013 in the sustainability category in recognition of our "continuous pursuit of environmental improvements"

(iii) Green Impact – it was reported that Teaching achieved Gold standard for their Green Impact workbook submission and won the overall prize of most points gained across the University; this was a huge achievement since Teaching achieved a "working towards" standard last year and is all thanks to the hard work of Nikki Begg. It was also reported that the Infrastructure team were awarded Gold standard for their workbook submission, an improvement from Bronze award last year – this was credited to Sarah Dwyer. DC thanked both Nikki and Sarah for all their efforts in driving forward this environmental initiative and asked if they could give a brief overview of the types of actions they undertook at the next Infrastructure Committee meeting. **Action: NB/SD**

IC13/032 BUILDINGS UPDATE

DC noted that planning permission has been granted for phase 1 of the construction and that three contractors will be invited to tender interviews. It was noted that disabled parking will be moving to car park G in front of Q block for the duration of the works. Phase 2 outline planning permission will be sought soon.

IC13/033 BUSINESS CONTINUITY PLAN

DC and LH gave an overview of the business continuity management plan to identify major risks; some actions were assigned to update the plan. DC asked for anyone who identifies a risk to let her or LH know.

IC13/034 H&J BLOCK LIFT REFURBISHMENT

LH noted that the lifts will be refurbished over the summer – H Block will be out of action for June and J block will be out of action for June and July; CII are aware of the changes they will need to make to cover this period. It was noted that a large container with spares in it will be placed where the current skip is at the back of Stores for the duration of the project.

IC13/035 D&F BLOCK CHILLER REFURBISHMENT

A new temperature chiller unit will be installed in the summer, with a portable unit being used during the works. Contingencies are being put in place for the fly room and once the date has been set for the changeover LH will inform all relevant people. NC noted that Teaching have a reduced temperature room which could be used if necessary.

IC13/036 ENTRANCE TO TEACHING LABS

NC noted that the entrance area to Teaching is messy and needs re-painting; this is very visible through the new glass doors and is also the route that many visitors are brought in to Teaching labs. LH agreed to obtain a quote from Hart's decorators and then speak to Estates about funding; it was suggested that frosting could be added to the glass doors if necessary, LH to investigate costs. **Action: LH**

IC13/037 ANY OTHER BUSINESS

There was no other business

Date of the next meeting:

Infrastructure Committee Dates – Academic year 2012 / 2013

Day	Date	Month	Year	Room	Time
Wednesday	5	June	2013	J005	2.15pm
Wednesday	3	July	2013	J005	2.15pm
Wednesday	4	September	2013	J005	2.15pm