

University of York Department of Biology

INFRASTRUCTURE COMMITTEE**Minutes of the meeting held on Wednesday 8th July 2009**

- Present** Dawn Cartwright (Chair), Stephen Howarth, Peter Crosby, Colin Abbott, Chris Kelly, Sylvia Haddock, Jo Hossell, Andrew Collingwood, David Nelson, Mark Bentley, David Hammond, David Nelmes, Rebecca Regan (Secretary)
- Apologies** Mike Snelling, Colin Abbott
- IC9/056** **Minutes of the meeting held on 10th June 2009**
The minutes were accepted.
- IC9/057** **MATTERS ARISING**
- IC9/057.1** **Autoclave replacement plan [IC9/049.2]**
PC has received 2 quotes for the replacement of the teaching autoclaves and is awaiting further quotes. Hopefully this will be in progress by the end of this month / the end of this financial year.
Action: PC
- IC9/057.2** **Portable Appliance Testing - PAT [IC9/049.11]**
DC, DN & SHth have met to discuss recommendations for the future. DN & SHth are working on guidelines for Biology. The Department is experienced in testing and the H&S Department are happy for the Department to adopt a risk-based approach. The guidelines will be circulated to both Tom Fleming and Ed Beckett. SHth will attend a Stores meeting to explain the rationale behind changes in procedure.
Action: DN / SHth
- IC9/057.3** **Fire risk assessment – rooftop glasshouse [IC9/049.12]**
The ladder is not an acceptable means of escape for regular use of the area by horticulture staff and researchers. The glasshouse will cease to be used at the end of September 09 [when the current experimental work has come to an end]. The work will be relocated to D1. The work is under Home Office licence and an Onity lock will be fitted to the D1 glasshouse entrance door; screening will also be put in place.
Action: SH & CA
- IC9/057.4** **Swine flu pandemic (Safety) [IC9/050 ii]**
Two types of disinfectant wipes are now available in Stores and AC has publicised via the Bulletin. Contingency plans for absence in the Infrastructure Team were discussed. The expectation is that work will be picked-up by the remaining members of the Team. There are a number of people who can use Planon for maintenance requests. I.T. can also advise re: setting people up to work from home. The situation will be monitored.
- IC9/058** **Environmental performance**
- i). Purchase of energy efficient fridges & freezers: information can now be found on the Energy & Environment web pages, including information on the new US energy efficiency standard (<http://www.york.ac.uk/depts/biol/energy/Fridge&FreezerPurchase.html>). AC & Tim Bird are looking at inviting NEUPC to the Department to give a seminar on whole-life costing.
- ii). Sub meters: the need for additional sub-meters in the Department is being assessed. It is expected that additional sub-meters will be installed in K, L & M blocks. Installation may involve a switch-off of up to half a day. This would cause problems in the Department, in particular re: I.T. if there is a shut-down in K block. JH will investigate how much of the prep work can be undertaken in advance with an actual switch-off taking place between 7am – 9am during installation. This will minimise disruption to the Department. The switch-off / on will need to happen during the working week so any effects can be monitored.
Action: JH
- IC9/059** **Safety**
- i). Local exhaust ventilation (LEV): DN has discussed the testing of the snorkels in M block with Len

Brindley and it has been decided that they should be tested under LEV. The Committee agreed that a training sheet for users should be produced, including information on what the snorkels should be used for. This training will be signed-off/documented. DN will look into this. **Action: DN**

ii). Microbial safety cabinet: a cabinet in a level 3 area on E1 has failed its test – the fan is inoperative. The cabinet has been out of use for some time and PC confirmed that the issue is being investigated. There is no sign on the cabinet, but it won't operate without the fan.

iii). Use of designated level 2 space in the BSF: DN queried whether the designated level 2 space is still being used for level 3 work; DN needs to report back to the HSE about this. DN will liaise directly with MS about this. **Action: DN**

IC9/060

Fire improvement works

DC attended the Fire Safety Key Service meeting last week. The Biology works were part of the agenda. The work will be going ahead – some work will be undertaken by an outside contractor, other work in-house. The Biology works will be prioritised alongside the other University works. For information. DC thanks SH for all of her hard work on this.

IC9/061

Cleaning issues

DWH reported that the cleaning team is fully staffed, but there is currently a campus-wide recruitment freeze. There are currently issues on L0 and L2 – in particular the lab floors are not being cleaned. It was agreed that a designated lab floor cleaning day should be introduced. Lab workers will be made aware in advance and be encouraged to clear the space under lab benches on this day - to facilitate the easier cleaning of the floors. DC & SH will liaise with the Cleaning Supervisor re: designating a day each week. **Action: DC / SH**

Quality checks are currently undertaken on a monthly basis. It was agreed that this is inadequate and checks need to take place more regularly. Ideally the Cleaning Supervisor should visibly walk around and check the Department on a daily basis. The current Supervisor is on long-term sick leave, but this is being covered. DWH will liaise with the Cleaning Supervisor about this.

Action: DWH

DN noted that the cleaning on A0 needs some attention. DWH will alert the Cleaning Supervisor to this. However it is generally felt that issues like this should be picked-up on daily walk-rounds / checks (see above). **Action: DWH**

PC reported that two sets of master keys have been lost recently. Master keys are no longer signed in and out each day. It was agreed that the Cleaning Supervisor should check that all keys are present and correct at the end of each shift and any discrepancies reported immediately. DWH will liaise with the Cleaning Supervisor about this. **Action: DWH**

IC9/062

Feedback from Resources Board

There was no meeting in June. The next meeting will take place at the end of this month.

IC9/063

Minutes from the Biology-Estates Group meeting of 26th May 2009

Minute 09/014 b). Air change ratios: it was suggested that the air change ratios were too high and they will be adjusted once the ductwork has been inspected and cleaned [if cleaning is deemed necessary after inspection].

Minute 09/14 j). repairs to the Atrium roof area: PC has spoken to two consultants in the last fortnight. Adrian Robinson had been tasked to take this forward but he has now left the University. It is uncertain who his replacement will be, but hopefully they will take this task forward. For information.

Minute 09/015 Bioscience improvement project: the level of competency refers to fault reporting and is relevant to Estates.

Minute 09/014 q). Workshop floor: this is long-term problem. Estates have agreed to fit an expansion joint – this has not been fitted yet and PC will chase Graham Tucker. Once the expansion joint has been fitted MB will monitor and feedback to PC with any problems. **Action: PC / MB**

Minute 09/014 p). Sealability in cat 3: Estates have visited again. The existing door system cannot be

sealed. It has been agreed that the gaps will be taped-up for fumigation. This does comply with the facility containment requirements, but tape needs to be available for both planned and unplanned fumigation [in the event that fumigation is necessary after an accident, although this is unlikely given the use of the area]. DN will liaise with MS re: a full emergency procedure – DN will audit the procedure. It was agreed that the solution is adequate but not ideal. Permanent changes to the door system should be considered for the longer-term.

Action: DN

IC9/064 Other Estates issues

DC reported that two new Estates appointments have been made. Kevin Whelan has been appointed as Head of Estates Operations, and David Fulford has been appointed as Head of Estates Development. Kevin will join the University on 1st September 2009; and David on 5th October 2009. For information.

IC9/065 Continuing problem of heating / cooling in Teaching

This is a long-term issue. The temperature has been monitored and peaks of 37 degrees have been recorded. It is extremely difficult and tiring to work in these conditions, and extreme temperatures also affect some practicals. There is a potential problem with the heating/ventilation, thus contributing to the problem.

Unfortunately this is largely due to the nature of the one story, flat-roofed building. However, there are courses of action that can be taken to reduce the temperature and alleviate the discomfort. The following possibilities were discussed: aprons or lighter, disposable lab coats can be worn during summer; solar film could possibly be fitted to the A0 corridor windows; insulation could possibly be fitted in the roof; potential problems with the heating/ventilation can be investigated. DC will speak to Len Brindley re: heating/ventilation problems; JH will speak to Roger Hartshorn re: Salix funding for insulation in the roof. DWH will send details of the solar-film supplier to PC.

Action: DC / JH / DWH / PC

IC9/066 Update on the blinds for A032

The blinds are being fitted this afternoon. For information.

IC9/067 Any other business

i). Fire extinguishers: the annual inspection has taken place. Last years green discs have been replaced with orange discs. Please let Sylvia know if you see any extinguishers that still have green discs.

Action: ALL

ii). Detachable mains leads – green stickers: there have been problems with the supplier [re: matching the bar codes and asset codes]. SHth is looking at an alternative supplier. It is expected that the stickers will cost around £1,000 for 2 years supply – DC approved this. SHth will order and pay for / be invoiced for the goods before the end of this financial year.

IC9/068 Next meeting

The next meeting will take place at 2.15pm on Thursday 20th August in Biology room M052. This will be a combined August & September meeting [i.e. there will not be a meeting in September].

Calendar of meetings:

- August / September meeting: Thursday 20th August, 2.15pm in Biology room M052
- October meeting: Wednesday 7th October at 2.15pm, room TBC