

*University of York Department of Biology***INFRASTRUCTURE COMMITTEE****Minutes of the meeting held on Wednesday 9th December 2009**

- Present** Dawn Cartwright (Chair), Sylvia Haddock, Mark Bentley, Colin Abbott, Jo Hossell, Andrew Collingwood, David Nelson, Mike Snelling, Peter Crosby, Rebecca Regan (Secretary)
- Apologies** David Nelmes, Claire Inman, Wendy Crosby/Nicola Charlton, Trevor Illingworth/Steve Howarth
- IC9/097** **Minutes of the meeting held on 4th November 2009**
The minutes were accepted subject to the action for minute IC9/092 iii). being changed from SH / DNms to JH / DNms.
- IC9/098** **MATTERS ARISING**
- IC9/098.1** **Autoclave replacement plan [IC9/090.1]**
PC has put together a draft plan – some information is still awaited. Autoclave replacement will be added to the departmental wish-list of equipment to be replaced should money become available. The problems with the teaching autoclave have been remedied and it is now up and running. This is in-hand and can be removed from the agenda.
- IC9/098.2** **Portable Appliance Testing - PAT [IC9/090.2]**
SHth has attended a Stores meeting. Training has started and is ongoing. This item can removed from the agenda.
- IC9/098.3** **Fire risk assessment – rooftop glasshouse & shed [IC9/090.3]**
SH will check whether the cold water system has been drained. If it has been drained CA will turn the heating off.
Action: SH / CA

The rooftop shed has been removed.
- IC9/098.4** **Workshop floor (Minutes from the Biology-Estates Group meeting of 26th May 2009) [IC9/090.6]**
The wooden floor will be removed and the concrete floor painted with a slip-resistant surface. The date for this is TBC. MB is liaising with Estates.
Action: MB
- IC9/098.5** **Continuing problem of heating / cooling in Teaching [IC9/090.7]**
Roger Hartshorn is looking at Salix funding for the solar film. JH will update the Committee.
Action: JH

WC has contacted the main users of computer room A004. The proposal to put black-out film on the windows above the screen and solar film on the next bank of windows is acceptable. Work has started, but had to be postponed due to bad weather.
- IC9/098.6** **Cleaning issues (Safety) [IC9/090.8]**
AC has sourced a supply of white paper towels – they are approx. £3.00 more expensive than the blue ones. Samples are awaited and if OK the white towels will be stocked in Stores – for purchase for use in laboratories. This will differentiate between blue towels supplied by the cleaning team and towels purchased for use in laboratories.
Action: AC
- IC9/098.7** **Departmental waste (Environmental Performance) [IC9/090.9]**
DC has passed the figures to JH for her to look at – for information only.
- IC9/098.8** **Security during a power cut [IC9/090.10]**
There is some confusion re: access to the mechanics of one of the internal doors for priority testing [doors that fail closed rather than open in the event of an emergency]. PC & SH will liaise with TI & SHth for clarification and take action as necessary. SH has implemented a mechanism for the annual testing reminder.
Action: PC / SH

- IC9/098.9 Uncomfortable work environment – K1 (Safety) [IC9/090.12]**
JH has ordered more radiant heaters.
- IC9/098.10 K2 noise (Safety) [IC9/090.13]**
PC clarified that one freezer is awaiting disposal, leaving 3 freezers in the area [x 2 belonging to the TF / x 1 belonging to YSBL]. As a temporary solution to noise, baffles have been placed behind the freezers. No further complaints have been received and this item can be removed from the agenda.
- IC9/098.11 DorGards (Safety) [IC9/090.14]**
DN reiterated that the purpose of the DorGards is to improve the safety of transportation through the Department. However, given the problems with noisy trolleys and the current floor surface, they are not particularly effective. The sensitivity has been turned-down as much as possible [the DorGards still need to close when a fire alarm sounds]. Ideally they would be replaced by magnetic door closers – this is currently cost prohibitive, but will be considered if funding becomes available. SH will put a note in the Bulletin to inform how the DorGards work and the effect of noisy trolleys. Particularly noisy trolleys can be taken to the Mechanical Workshop for service. DN reiterated that a longer-term solution does need to be found.
Action: SH
- IC9/098.12 Heating in offices (Environmental performance) [IC9/090.16]**
This is in-hand. PC has identified an office to trial the insulation panels. This is also a problem in one of the CII offices and PC will look into this. This will not be an issue in the new CII building.
Action: PC
- IC9/098.13 Energy saving / teaching labs (Environmental Performance) [IC9/90.17]**
This is in-hand and can be removed from the agenda.
- IC9/098.14 Plant growth cabinets on PPM [IC9/090.19]**
PC has asked that the cabinets be removed from Planon PPM.
- IC9/098.15 AV equipment (Environmental performance) [IC9/092.iii]**
This is ongoing.
Action: JH / DNms
- IC9/098.16 Power saving settings (Environmental performance) [IC9/092.iv]**
The majority of Committee members have implemented the power saving settings on their PCs. The rest are encouraged to do so.
- IC9/098.17 Cleaning SLA [IC9/094]**
DC circulated the new SLA to Committee members – for information. Responsibility for the ad hoc jobs is being looked into. This item can be removed from the agenda.
- IC9/098.18 Lack of cycle storage space [IC9/095.ii]**
Extra cycle storage is planned in the space between K block and the existing large cycle shed [Sheffield hoops – the space will not be covered].

Connection of the CCTV was delayed because of asbestos issues – it has now been connected.
- IC9/098.19 Events management procedure [IC9/095.iii]**
DC & DN have been working on this – it is about to be trialled.
- IC9/098.20 BSF roof [IC9/095.iv]**
The asbestos work has been finished. A contractor has been to look at the roof leak – there is some uncertainty whether the work has been completed.
- IC9/099 Safety**
- i). Christmas tree: The size and placement of the departmental Christmas tree needs to be reviewed on safety grounds. This will be revisited next Christmas.
- ii). Centrifuge incident: following a recent incident a note was placed in the Bulletin alerting users to the importance of centrifuge training. A special training session was also arranged and publicised via the Bulletin. The incident was not due to lack of training, but it did serve as a reminder re: the importance of centrifuge training.

IC9/100 Environmental performance

i). LED spotlights / down-lights: these run on a reduced wattage and are being trialled across campus. JH will look at installing them in the concourse [to replace the current spotlights / down-lights]. External LED lights are also planned. AC expressed an interest in having them installed in the Stores yard.

IC9/101 Estates issues

No issues were raised.

IC9/102 Feedback from Resources Board meeting of 29th October 2009

No issues were raised.

IC9/103 CCTV for Goods Inwards

AC has been chasing this for over 12 months. Connecting the camera to Security will cost £1769.00 +VAT. The camera will be useful in settling delivery disputes with couriers [£500 was paid-out for missing computers last year]. However, the camera will not pick-up anything outside of the goods-inward area, so will be of little wider benefit. This is currently deemed low-risk [the cost outweighs the benefits], and will be put on hold for the moment.

IC9/104 Emergency contacts over Christmas & New Year

PC is putting together a spreadsheet of emergency contacts. He already has availability for number of the Infrastructure Team, but would like further back-up, particularly in the event of a freezer call-out. DN confirmed that he would be available over Christmas, but not New Year. MS & CA will liaise with PC. Other Committee members are asked to liaise directly with PC.

Action: ALL

IC9/105 Any other business**i). Stores name change**

Stores will now be known as 'Supplies & Goods Services'. This title better reflects the wider role of the facility. AC will launch shortly. New signage in the area will be implemented. For information.

ii). Science Warehouse

The schedule has slipped slightly. Science Warehouse will be piloted around Easter 2010, and rolled-out to Biology in summer 2010. AC has been closely involved with the design and implementation, and confirmed that it is easier to use than the current Agresso ordering system. For information.

IC9/106 Next meeting

The next meeting will take place at 2.15pm on Wednesday 6th January 2010, in Biology room J005.

Calendar of meetings:

- January meeting: Wednesday 6th January, 2.15pm, room J005
- February meeting: Wednesday 3rd February, 2.15pm, room J005
- March meeting: Wednesday 3rd March, 2.15pm, room J005
- April meeting: Wednesday 7th April, 2.15pm, room M049