

UNIVERSITY OF YORK

Department of Biology

INFRASTRUCTURE COMMITTEE

Minutes of the meeting of the Infrastructure Committee held on 9 November 2011

Present: Dawn Cartwright (chair)
Sarah Dwyer (sec.)
Lucy Hudson
Colin Abbott
David Nelson
Phil Roberts
Steve Howarth
Mark Bentley
Jen Lee
Sylvia Haddock

Apologies for absence were received from: Nicola Charlton, Andrew Collingwood and David Nelmes

IC11/072 MINUTES

The minutes of the meeting on 5 October were accepted

IC11/073 MATTERS ARISING

Teaching Temperature [IC11/056]

LH **reported** that Estates are currently investigating the temperature and that Dave Barber has already been to visit Teaching a few times.

Drainage outside the radiation store [IC11/066]

LH **noted** that this problem cannot be rectified by herself and MB so she has submitted a request to Planon for Estates to organise (and fund) the work.

Green Impact Training [IC11/066]

This point is covered later in the minutes

Documentation for new security staff [IC11/066]

LH **reported** that she has produced a draft document which has been reviewed by SH; it just needs a few more tweaks.

Action: LH

Duct work [IC11/068]

LH **noted** that she will confirm the inspection timescale at the next Estates meeting

Electrical Safety Checks for Glasshouse Lighting

This point was covered in a post meeting note on the minutes from 5 October

Rapid Response

JW to confirm progress at next Infrastructure Meeting

IC11/074 Minutes of Resource Board

There were no issues raised from the Resource Board minutes.

CA **reported** that in the walled garden the pipe work in the ducts has been stripped out and new plastic pipes installed; all pipe work will be lagged going forward. He also **noted** that the temperatures are much better and funding for the boiler work will still be sought from Estates.

IC11/075 Safety

DN **reported** that the HSE Inspection had largely been a success; the only issue was that better restriction to the CAT 3 labs in H block was required; DN confirmed that Gail Shuttleworth is liaising with Estates on this.

DN **noted** that the HSE made an advisory comment about the testing of HEPA filters in the BSF and CL3 labs. DN **believes** it is up the responsibility of the Group leaders to decide whether they need the labs to be at full CL3 and this should be based on the cost implications of maintaining a full CL3 status.

DN **reported** that there was an advisory comment on visible/audible warning of negative pressure failure in the BSF labs.

DN **reported** that the HSE noted it is not good practice to use wooden stools in labs, DN **suggested** they should be phased out over the next few years. LH to look at the cost implications **Action: LH**

IC11/076 Environmental Performance

PR gave an overview of Environmental Performance in the Graphics department – the slides are attached at the end of the document (appendix 1).

For the December meeting everyone is to think of a Christmas environmental subject (positive or negative) to talk about. All ideas to be emailed to SD before the meeting so there is no duplication of topics **Action: All**

The environmental talks are to begin again in January with CA going first, the running order for environmental talks will be:

- Colin Abbott,
- Andrew Collingwood,
- David Nelves,
- Steve Howarth/Trevor Illingworth,
- Nicola Charlton,
- Lucy Hudson,
- David Nelson,
- Mark Bentley

IC11/078 Green Impact

SD **outlined** a few of the criteria for the Bronze level Green Impact award and asked everyone to register online as a member of the Infrastructure Green Impact team (details sent in separate email). **Action: All**

SD **noted** that the next task is to decide which physical locations are going to be covered by the Infrastructure Green Impact team and then start allocating tasks to different people e.g. putting up posters etc, since there is quite a bit of work involved; it was **agreed** that these issues will be discussed at the next Infrastructure Team meeting **Action: SD**

IC11/079 Any other business

(i) SH **noted** that there are heating issues again in the K1 admin area and in Reception.

- K1 area has had heating problems for a while, DC to ask Jo Hossell to look at possible alternatives to supplementary heaters. DC to speak to JH **Action: DC**

- Various ideas for improving Reception included a Perspex screen and Kingspan; LH and MB to investigate
Action: LH/MB

(ii) JL **queried** whether the roof leaks in Teaching have been repaired by Everlast; LH to follow this up

Action: LH

(iii) LH **reported** that all the ground floor toilets in K, L and M will be decorated with wipeable paint this month. LH and MB will put some Perspex around the wash basins; LH to ask JW for agreement to this
Action: LH

(iv) CA **reported** that the water in the toilets in Reception area is not hot enough and that the air blade dryers are not hot enough; LH to investigate if the temperatures can be altered
Action: LH

Date of the next meeting:


INFRASTRUCTURE COMMITTEE DATES – ACADEMIC YEAR 2011 / 2012

Day	Date	Month	Year	Room	Time
Wednesday	7	December	2011	J005	2.15pm
Tuesday	10	January	2012	J005	2.15pm
Wednesday	1	February	2012	J005	2.15pm
Wednesday	7	March	2012	J005	2.15pm
Tuesday	3	April	2012	J005	2.15pm
Wednesday	9	May	2012	J005	2.15pm
Wednesday	6	June	2012	J005	2.15pm
Wednesday	4	July	2012	J005	2.15pm
Wednesday	8	August	2012	J005	2.15pm
Wednesday	5	September	2012	J005	2.15pm



What we do and how environmentally responsible is it ?

- Photography
- Printing
- Illustration / Design



Photography

- Batteries
 - rechargeable for cameras – purpose built and long lasting
 - disposable AA batteries for flash guns, these provide longer lasting power during a shoot, where rechargeable batteries normally die faster
- Studio lamps
 - Low energy 'daylight' bulbs, initially expensive but have long life and better colour cast
- Chemical to Digital photography
 - Long time ago but had a big impact on our work
 - just to indicate that a change in technology can have some short-term detrimental effects



Printing

- Internal printing
 - Large turn over of paper and ink. We offer the best economic and environmentally use to customers, for example, a specific size that creates less waste, uses less ink, prints faster, and costs less to the customer.
- External printing
 - When sourcing quotes for external printing, we target FSC stock (managed forestry) or recycled stock
 - There are two printing methods we request, Digital (short run printing) or Waterless litho (larger print jobs), both methods are relatively recent improvements for quality and also have some improved ecological aspects, eg. Less VOCs (volatile organic compounds) and contaminated water run off.
 - Some inks are now vegetable based, and also there are new laminate coatings which again are vegetable based and can degrade more easily or be put through paper recycling methods.



Illustration / Design

- Electricity usage for computers, back up devices etc.
 - Large screens, and computers running all day, but very little time unused. We have some fairly modern computers that have better energy saving capability.
 - One of our printers has to be 'left on' to keep print heads from drying out and printer breakdown. Uses a low energy system during down time.
 - All equipment is turned off at the end of every day and weekends (except the one printer)
- Room lighting
 - natural light conditions, and the internal external light contrast effect eye site, and our ability to see colour on screen
 - people associate a light on in the office for being 'Open for business'



Recycling

- We recycle
 - Paper (some waste cut for Desktop printer use)
 - Card
 - Batteries
 - CDs / DVDs
 - Ink cartridges
- We re-use old equipment where possible as a cost saving
 - Second hand screens, computers, laminators, desktop printers, video cameras, TV, video, speakers.