

University of York Department of Biology

INFRASTRUCTURE COMMITTEE**Minutes of the meeting held on Wednesday 10th November 2010**

- Present** Dawn Cartwright (Chair), Colin Abbott, Nicola Charlton, Andrew Collingwood, Sylvia Haddock, Jo Hossell, Lucy Hudson, David Nemes, David Nelson, Jane Whyman, Cressida Schofield (Temporary Secretary)
- Apologies** Mark Bentley, Alan Haigh, Steve Howarth, Trevor Illingworth, Phil Roberts
- DC welcomed JW to her first meeting.
- IC10/091** **Minutes of the meeting held on 6th October 2010**
Re minute IC10/075 *Driving Risk Assessments*: DC not AC confirmed that CB checks the vehicles on a monthly basis and not weekly as stated. DC confirmed CB checks the lights on a weekly basis.
- IC10/092** **MATTERS ARISING**
- IC10/092.1** **Driving Risk Assessments [IC10/076.2]**
SH discussed with Paul Waite re publishing the generic key requirements online and was advised that it can't be done as the database doesn't support additions. SH suggested displaying them on the main webpage but acknowledged that there would be no guarantees that they would be read.
- IC10/092.2** **F0 External Panels [IC10/076.5]**
Waiting for start date. Harts decorators have been contracted.
- IC10/092.3** **Fire Improvement Works (Safety) [IC10/077 i]**
Building survey should cover this. SH has spoken to Mick Elliott and confirmed that there had been a high number of activations. Jonathan Crockett had been contacted re a prioritisation list.
- IC10/092.4** **Horticulture Autoclaves (Safety) [IC10/077 ii]**
LH had requested 3 separate quotes to replace the horticulture autoclave with a larger capacity one. The existing BSF autoclave is too small for the current workload and it was suggested that this one could be moved to horticulture - CA advised that compost needs a steam autoclave and that the BSF autoclave was element heated. JH advised that autoclaves with an element are more energy efficient as they can be turned off, whereas steam autoclaves cannot.
- LH has produced a report outlining details of current autoclaves and future requirements – this will be tabled at the next Resource Board Committee meeting. **Action: LH**
- IC10/092.5** **Security in The Walled Garden (Safety) [IC10/077 iii]**
LH had spoken to Bailey Oliver and confirmed that the light was now working again. A door hatch would be built into the big gates and all staff would be given a Yale key. There were negotiations as to who would be responsible for costs. CCTV was being looked into. Ongoing.
- Action: LH**
- IC10/092.6** **Compound Area (Safety) [IC10/077 iv]**
LH, AC & DNSn had discussion. Yellow bins would be moved next to D Block. PTN due to install a paved area – start date awaited. The other area would be tidied up and racking installed. External socket to be installed next week. Ongoing.
- IC10/092.7** **Disposal of Lab Chemicals [IC10/0077 v]**
This has been raised at the Safety Committee and Infrastructure Team meetings. It has been suggested that opened chemicals with hazard codes 1 & 2 could be placed onto the recycling table (NC confirmed she would be happy to have first refusal on opened chemicals). It has also been suggested that other opened chemicals with a hazard code of 3 or 4 for disposal could be advertised and accessed via Allen Mould.
- DNSn & SH have discussed the disposal of unwanted chemicals when groups leave the Department. It was agreed that a handover procedure incorporating a sign off sheet would be useful. This should also cover decontamination. DNSn confirmed he was happy to oversee this. Infrastructure would organise. SH to produce a draft. Ongoing. **Action: SH & DNSn**
- IC10/093** **Safety**

i). University Management Procedures : DN reported that a guide to all the University Policy and Management Procedures had been prepared. A copy was issued to all Infrastructure Managers

ii) Risk Assessment Training Course: All Managers were recommended to attend the University's risk assessment training course if not already done so. Managers will also need to identify appropriate safety training needs for their workers as part of the Performance Review process.

IC10/094 **Environmental Performance**

i) Vending Machines: JH reported that the motion sensor on the Atrium snack machine had reduced consumption by two-thirds. JH still had to ascertain sensitivity. John Greenwood to look at adding sensors to all other vending machines in the Atrium and also in Cookies. The metered machine in Cookies showed 60% more efficiency than Atrium machines as it is newer. The voluntary graded machines were issued free from Nestlé so we are not able to request new energy efficient machines.

ii) External Lighting: JH had checked whether high wattage lamps could be replaced by low energy equivalents and had spoken to Roger Hartshorn. SH had put in a Planon request and would chase.

Action: SH

iii). Meeting Rooms: Estates were manually entering data regarding the heating for K018 and Williamson Rooms. They have requested for the schedules to be transferred automatically but the current system doesn't allow it. JH to discuss the way forward with Biology IT.

Action: JH

IC10/095 **Feedback from the Resources Board meetings**

From minute IC10/066 Refrigerant gas top-up: It was confirmed that Paul Hampshire had attended a training course.

IC10/096 **Estates Issues**

Departmental Lifts: Graham Tucker confirmed that Estates staff are trained to release persons trapped in lifts but wouldn't do so without a lift engineer present. It was mentioned that Security had attended in the past but only to offer support and comfort. JW to investigate.

Action: JW

IC10/097 **Resurfacing of Wentworth Way [IC10/083]**

Potholes had been filled with gravel as a temporary measure but it was agreed that this would be insufficient in the long term, especially considering the impending winter weather. JW advised that a full re-surface was scheduled for March. Potential damage to vehicles was still a concern.

It was asked who was responsible for the lane adjacent to The Retreat as the road surface is very poor. The council have previously removed glass from the road as it is part of Heslington Lane and therefore the responsibility of City of York Council. JW would liaise with the Council.

Action: JW

IC10/098 **Exterior Walkway: J Block [IC10/084]**

Gordon Eastham will rectify this once the bridge works have been completed. It was reported on Planon but is both ongoing and worsening. JW will speak to GE.

Action: JW

IC10/099 **Biology Concourse Re-fresh [IC10/085]**

DC said the curved seating was not fixed and is moving. It was discussed whether there would be a cleaning problem if the seating were fixed. JW said no, as the carpet tiles would go round the seats.

The issue of forklifts / wheeled trolley's experiencing difficulties traversing the carpets was raised. It was agreed that advance notice would be required to ensure that Workshops corridor was clear. The padlock for the door is kept in the Infrastructure key box.

IC10/100 **Cleaning Update**

Cleaning Issue in P block [IC10/087]

CA said that the cleaner for P Block had now returned from sick leave and that normal service had resumed. He said that the designated temporary cleaner had not done an acceptable job and that P Block staff had had to carry out some cleaning themselves. JW apologised for this and said she would investigate. SH had emailed Liz Parnell in this regard, copying in Carl Hirst. JW requested that she be blind-copied into all future emails to ensure that she was kept informed.

Sanitary Supplies

DC and JW had met to discuss the ongoing problems with sanitary supplies in the Department. JW had subsequently met with staff to discuss and it had been agreed that there would be a sweep of all toilets at approx. 12.30 / 13.00 to ensure that they were well stocked with soap, hand towels and toilet rolls and to leave extra supplies if required. It was confirmed that Infrastructure did have access to stocks in emergencies but JW would speak to Jill Thackrah regarding the possible installation of more and bigger dispensers. It was agreed that the existing dispensers were both too old and too small.

Action: JW

General Cleaning

CA did not agree that general cleaning was of an acceptable standard, especially with regard to the toilets in the Atrium. Problems appeared to be worse in public access / high capacity areas. Automatic dryers in public areas were suggested. JW has asked Liz Parnell for costs. JW conceded that blips can occur when the cleaning team encounters absences for whatever reason. JW could chase and report back. Ongoing.

Action: JW

IC10/101

Any Other Estates Issues

DC asked whether this was still needed on the Agenda.

Bridge Works: AC had concerns regarding the works on the bridge as it had blocked a delivery. There were also safety concerns re the crane, mixer and conveyer belt, etc, with students walking beneath. It was noted that all the workmen were wearing hard hats. DC reported this to Health & Safety. The contractor had no contact with Estates Services. Richard Kelly was the Project manager. AC said that he needed to be informed of all movement at the rear of the building.

IC10/102

Any Other Business

i). D0/F0/J0 Corridor Signage: DNSn suggested that clearer signage be displayed on these corridors. It was confirmed that new students were given outline plans in their induction packs.

Action: SH/LH

ii). Asbestos Removal CT/Cold Rooms. This will be in D/F Block, starting in December. LH to circulate programme. Assistance will be required for removal of equipment.

Action: LH

iii). York E-Purchase: AC confirmed the roll-out of York E-Purchase was complete. Agresso would be turned off at the end of November. DC thanked AC for all his work.

iv). Q Block Cycle Shed: SH had received queries as to when the unused bikes would be removed from Q Block cycle shed, as they were using up needed space. LH advised there were also unused bikes stored outside Wentworth College. Unused bikes are sold via the Students' Union. **Action: JW**

v). Lost Property: JW advised that lost property was kept for two days, then sent to Security / the Information Centre. Lost property was despatched to charity shops after six months.

vi). Departmental White Boards: SH said there had been instances of permanent markers being used on the Departmental white boards, especially in A001. SH said permanent marker could be removed internally but asked if there was a procedure in place. JW agreed to check with Audio Visual and email SH.

Action: JW

IC10/103

Next Meeting

The next meeting will take place at 2.15pm on Tuesday 7th December in the Williamson Rooms. 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 2011, 2.15pm, room J005
- April meeting Wednesday 6th April 2011, 2.15pm, room M049