

## University of York Department of Biology

**INFRASTRUCTURE COMMITTEE****Minutes of the meeting held on Wednesday 3<sup>rd</sup> February 2010**

- Present** Dawn Cartwright (Chair), Mark Bentley, Colin Abbott, David Nelson, Mike Snelling, Peter Crosby, David Nelmes, Steve Howarth, Nicola Charlton, Claire Inman, Sylvia Haddock, Rebecca Regan (Secretary)
- Apologies** Jo Hossell, Andrew Collingwood
- Dawn Cartwright welcomed Claire Inman, Zone Manager, to her first meeting.
- IC10/010** **Minutes of the meeting held on 6<sup>th</sup> January 2010**  
The minutes were accepted.
- IC10/011** **MATTERS ARISING**
- IC10/011.1** **Continuing problem of heating / cooling in Teaching [IC10/002.3]**  
There has been some improvement in comparison with data from approx. 3 years ago. Work on this is ongoing. JH will update the Committee re: Salix funding for the solar film. **Action: JH**
- IC10/011.2** **DorGards (Safety) [IC10/002.6]**  
SH put a note in the Bulletin to inform staff how the DorGards work, and informing staff that particularly noisy trolleys can be taken to the Mechanical Workshop for service. MB has not received any trolleys for service yet.
- IC10/011.3** **Heating in offices (Environmental performance) [IC10/002.7]**  
Lower window insulation has been fitted in the areas identified for trial. The trial has been a success, particularly in the L2 write-up area. PC has informed Estates that the trial has been successful and is waiting to hear if insulation will be rolled-out to the rest of the affected areas. **Action: PC**
- IC10/011.4** **AV equipment (Environmental performance) [IC10/002.8]**  
PCs in departmentally bookable rooms have been set to shut-down automatically after 6pm if no-one is logged-in.
- IC10/011.5** **Departmental vehicles (Safety) [IC10/003 ii]**  
De-icer and scrapers have been placed in each vehicle. It was agreed that the emergency contents of all the vehicles [first-aid and emergency kits, hazard warning triangle, de-icer and scraper] should be checked on a regular basis. RJR will liaise with DC, PC & CB about implementing checks. The departmental procedure may have to be reviewed when the new University Managing Occupational Road Risks management procedure is introduced. **Action: RJR**
- IC10/011.6** **Electricity usage over the Christmas period (Environmental performance) [IC10/004 i]**  
A reminder for DNms re: the pre-Easter break pop-up has been placed in the Infrastructure calendar. CI informed the Committee that the heating was left on over the Christmas period – it was more efficient to keep it on rather than to shut-down and re-start again after the break.
- IC10/011.7** **Back-up tape safe (Environmental performance) [IC10/004 iii]**  
There have been no further problems, despite the cold weather. Hopefully this was a one-off / a glitch with the tape.
- IC10/011.8** **Feedback form Biology-Estates Group meeting of 24<sup>th</sup> November 2009 [IC10/005]**  
  
*From minute 09/028 n). Temperature in teaching labs:* As reported earlier in the meeting, work with this is continuing. JH is taking forward with the University Environmental Manager. There haven't been any crises recently. This will continue to be monitored. **Action: JH**  
  
*From minute 09/028 a). BSF issues - Air change ratios:* Estates are awaiting method statements. Once received, suitable dates for duct cleaning will be discussed.
- IC10/011.9** **Glasshouse heating / boilers in the walled garden (Other Estates issues) [IC10/006 i]**

JH has inspected the pipework in the walled garden and will pursue with the University Environmental Manager.

**Action: JH**

**IC10/011.10 BSF humidity control [IC10/006 ii]**

The problem was identified and replacement parts sourced. Unfortunately problems with the software caused a major leak, which affected Biology Stores. All rooms are currently at spec., and MS reported that Estates have been very supportive.

**IC10/011.11 Departmental Minor Event Management Procedure (Feedback from Resources Board meeting of 26<sup>th</sup> November 2009) [IC10/007 i]**

DC will liaise with the University Health & Safety Department prior to publication of the new procedure on the web. The departmental minor events procedure is to work alongside the University Event Management procedure.

**Action: DC**

**IC10/011.12 Emergency lighting survey – A-F blocks [IC10/008 iii]**

All actions were completed. No issues were reported.

**IC10/011.13 Redecoration programme in the BSF [IC10/008 iv]**

This has been completed.

**IC10/012 Safety**

i). LEV: an audit report for LEV system management has been sent to Infrastructure with a small number of recommendations. The flexible film isolator in the BSF was overlooked – this has now been added to the list of LEV equipment.

ii). L block safety inspection: the following issues were highlighted:

- Bench top autoclaves are tested as part of the annual pressure system inspection and should be clearly labelled as tested.
- L0/L1 centrifuges - clear signage needs to be displayed re: the need to complete training before use.
- Fabric covered chairs in L146 (Fly room) should be replaced with wipeable chairs. This is not a major / immediate issue as the lab is not a traditional wet lab - replacement will take place as and when the old chairs need to be replaced.

iii). Waste disposal: DN is awaiting reply from Jill Thackrah re: disposal routes for autoclaved / non-hazardous offensive waste. DN has spoken to the Environment Agency and Yorwaste about disposal in normal bins sent for landfill. There is a local site that is licensed to accept this waste for deep landfill; YorWaste recommend that the waste is disposed of in bags different / distinct from black bags e.g. tiger bags. DN is waiting for further information from YorWaste, including cost. This could have positive cost implications for the Department compared to disposal via White Rose for incineration. Any action will need to be in liaison with Jill Thackrah. DN will report back to the Committee.

**Action: DN**

**IC10/013 Environmental performance**

No issues were raised.

**IC10/014 Estates issues**

i). Gravel path between the glasshouse & A block: whilst working on a gas pipe RA Gas disturbed the gravel path between the glasshouse and A block. This path is frequently used and is now very muddy. CA will request the reinstatement of the gravel path via Planon. CA will highlight that the work is required as a result of excavation work initiated by Estates.

**Action: CA**

ii). Keys for plant rooms: Estates have made changes to the system re: plant room keys. A number of locks on plant room doors have been changed, and guidance on the issue of keys is awaited. DC will contact Kevin Whelan for further information [cc. to CI].

**Action: DC**

**IC10/015 Cleaning issues**

i). General issues: there have been some good news stories, which have been communicated to the cleaning team, however, these are few and far between and complaints are the norm. The presence of a permanent supervisor would help to tackle the problems as they arise, and to tackle the problem

of cleaners congregating and vocalising their complaints in public areas of the Department. CI confirmed that a supervisor has been employed but is temporarily covering a different area. CI will discuss the issue with the team leader. The cleaning team is currently two cleaners short; these posts are being advertised. **Action: CI**

ii). Ad hoc cleaning jobs: ad hoc jobs e.g. cleaning the water fountains, the inside of microwaves and fridges etc. used to be undertaken by the Rapid Response Team, at an extra cost to the Department. This arrangement is no longer in place. The Department is prepared to pay for extra cleaning hours for the ad hoc jobs. DC will send a list of the ad hoc jobs to CI. **Action: DC**

iii). Ventilation grilles: in the past it was agreed that SH would notify the Cleaning Supervisor of any grilles that required cleaning. The cleaning team would clean the grilles using a Hoover attachment. This system seems to have fallen down at the cleaning end. SH will e-mail a list of requests to CI who will take forward with the team leader. **Action: SH / CI**

iv). Teaching: there is currently only one cleaner for this large area. The cleaner does a good job, but teaching staff are required to take-up the slack at times e.g. topping-up paper towels throughout the day. Hundreds of students use the teaching labs each day and put pressure on the supply of hand towels; the floor also gets very dirty due to the high volume of traffic in the area. CI confirmed that coverage will have been calculated / provided as per the SLA for the area, but will take the issues back to Jill Thackrah. **Action: CI**

#### **IC10/016 Entrance to Teaching block**

A complaint about the general state of the entrance to A block [from the Atrium] has been received via the new departmental 'Comments & Suggestions' facility, which is available on the Biology web pages. The complaint highlighted poor signage and the poor quality and decoration of the doors. The signage can be improved quite easily, and CI will liaise with Sue Johnston about this when the changes to the doors due to the fire improvement works has been completed. A departmental contribution may be required. Any further action is dependent on the outcome of these improvements – the doors may be replaced, or the old ones improved. This will be revisited when more is known. **Action: CI**

#### **IC10/017 Update on Biology Fire Precaution Improvements**

DC confirmed that the improvement works are moving forward. Asbestos works are currently under consideration. For information.

#### **IC10/018 Onity update**

Actions to resolve the issues across campus are ongoing. There is still a lot of work to do but satisfactory progress is being made. For information.

#### **IC10/019 Any other business**

##### **i). B/B/103**

Blinds will be fitted in this room. The preferred colour is dark blue. CI will contact PC re: access to the room. The issues with cark dust have been resolved. **Action: CI**

##### **ii). Signage on F0**

The signage on F0 is poor, and is obscured when the fire doors are open during the day. Stores will be re-named shortly and this will be a good opportunity to improve signage.

##### **iii). Recent glasshouse safety inspection**

The insect screens need to be replaced. CA will request this via Planon. **Action: CA**

##### **iv). Power shut-down – Saturday 6<sup>th</sup> February 2010**

The power will be cut to blocks B, C, D, E, F & G between approx. 8am – 12pm to enable the power supply to be connected to the new CII building. PC will inform the Department. **Action: PC**

*Subsequent to this meeting the shut-down was postponed due to problems with the new cable. PC is awaiting notification of the rescheduled date.*

##### **v). Asbestos surveys**

Asbestos surveys will be taking place Sunday 7<sup>th</sup> – Thursday 11<sup>th</sup> February. Work will take place from 6.30pm each evening. This will affect access to some areas including the teaching labs, and

the corridor areas of D0, D1, E0, E1 and F1 [in this order]. PC will inform the Department via e-mail.

**Action: PC**

#### **vi). Parking permits**

General: SH queried whether regulations for the issue of parking permits have been relaxed. It has been noted that in some cases permits are being issued more flexibly than usual. DC confirmed that regulations have not been relaxed.

Contractor parking: the Department does have some control over who parks in the departmental service bays. These bays are for use by contractors arranged by Biology staff, not contractors employed/arranged by Estates. Contractors employed by Estates should purchase annual contractors permits. Contractors should be informed about parking regulations when they sign in at Dalham Farm; they should also be asked to report to Biology Reception on arrival at the Department. DC will speak to Linden Taylor about this.

**Action: DC**

#### **vii) Other 'Comments & Suggestions'**

DC informed the committee that she had been forwarded a number of anonymous comments regarding car parking – these have been forwarded to the University Travel Coordinator, Fiona Macey. Responses from the University will be noted at this committee.

**IC10/020**

#### **Next meeting**

The next meeting will take place at 2.15pm on Wednesday 3<sup>rd</sup> March 2010, in Biology room J005.

#### **Calendar of meetings:**

- March meeting: Wednesday 3<sup>rd</sup> March, 2.15pm, room J005
- April meeting: Wednesday 7<sup>th</sup> April, 2.15pm, room M049
- May meeting: Wednesday 12<sup>th</sup> May, 2.15pm in room J005 **PLEASE NOTE CHANGE OF DATE**
- June meeting: Wednesday 2<sup>nd</sup> June, 2.15pm in room J005