

University of York Department of Biology

INFRASTRUCTURE COMMITTEE

Minutes of the meeting held on Wednesday 3rd March 2010

- Present** Dawn Cartwright (Chair), Mark Bentley, Colin Abbott, David Nelson, Mike Snelling, Peter Crosby, Trevor Illingworth, Sylvia Haddock, Jo Hossell, Andrew Collingwood, Rebecca Regan (Secretary)
- Apologies** David Nelmes, Claire Inman, Nicola Charlton
- IC10/020** **Minutes of the meeting held on 3rd February 2010**
The minutes were accepted.
- IC10/021** **MATTERS ARISING**
- IC10/021.1** **Continuing problem of heating / cooling in Teaching [IC10/011.1]**
JH is awaiting an update re: Salix funding for the solar film. This is in hand and can be removed from the agenda.
- IC10/021.2** **Heating in offices (Environmental performance) [IC10/011.3]**
The temperature in the trialled write-up areas has improved by 1-2 degrees. This improvement is good enough for the lower window insulation to be rolled-out to other affected areas. The job has gone out to tender. This is in hand and can be removed from the agenda.
- IC10/021.3** **Departmental vehicles (Safety) [IC10/011.5]**
PC, CB, MB & RJR met to discuss vehicle checks. Regular checks will be documented and a form has been drafted for this purpose. Another meeting will take place to finalise the form and procedure. The Committee noted that it is not always possible to check some vehicles on a regular / frequent basis as they are often fully booked for long periods of time. **Action: RJR**
- IC10/021.4** **Feedback form Biology-Estates Group meeting of 24th November 2009 [IC10/011.8]**
From minute 09/028 n). Temperature in teaching labs: This is ongoing. The problem seems to be with the ductwork. This has been referred back to Estates. **Action: JH**
- IC10/021.5** **Glasshouse heating / boilers in the walled garden (Other Estates issues) [IC10/011.9]**
The pipe work insulation is almost non-existent and JH is pursuing with the University Environmental Manager. **Action: JH**
- IC10/021.6** **Departmental Minor Event Management Procedure (Feedback from Resources Board meeting of 26th November 2009) [IC10/011.11]**
This has been checked and approved by the University Health & Safety Department. The procedure is now available on the departmental web pages:
<http://www.york.ac.uk/depts/biol/itsupport/room/minor.html>
- IC10/021.7** **L block safety inspection (Safety) [IC10/012 ii]**
Re: bench top autoclave annual pressure inspections – other un-labelled machines have been identified; one does not seem to have an 'E' number. DN noted that although the annual checks are picked-up on safety inspections, the test information is easy to miss if the machines are moved, particularly if the information is fixed to the wall rather than the machine.
- IC10/021.8** **Waste disposal (Safety) [IC10/012 iii]**
YorWaste is unable to transport the non-hazardous offensive waste to the local licensed site. DN is liaising with alternative companies, including HiCare Environmental. DN is meeting with HiCare Environmental next week, with PC. If proposals go ahead the number of bins required in the courtyard will need to be increased, and space and access issues in the courtyard will need to be addressed. DN will feedback to the Committee. **Action: DN**
- IC10/021.9** **Gravel path between the glasshouse & A block (Estates issues) [IC10/014 i]**
CA put the job on Planon around a month ago. PC will query with Ron Coates. If no further progress is made SH will chase via Planon. **Action: PC / SH**

IC10/021.10 Keys for plant rooms (Estates issues) [IC10/014 ii]

This was taken to the recent Biology-Estates Group meeting and is being taken forward by the University Environmental Manager. Keys are now available from Biology Reception and can be signed-out.

IC10/021.11 Cleaning issues [IC10/015]

DC & SH met with CI to discuss cleaning issues. The following points were highlighted:

- It is hoped that a cleaning supervisor will be in place in Biology soon.
- The Department will be informed if a stand-in cleaner [i.e. not a regular member of the Biology Cleaning Team] is required to cover absence. The Infrastructure Team can then inform / forewarn the relevant area of any changes to normal routine.
- The ad hoc jobs [e.g. cleaning of fridges and microwaves etc.] will be carried out by the Rapid Response Team.
- Cleaning of the water fountains will be incorporated into the normal cleaning routine.
- The entrance mat in J0 has been sorted.
- The ventilation grilles will be cleaned as and when necessary – SH will liaise with the cleaning team leader.

There was no update re: the cleaning SLA for teaching and CI will report back to the Committee at the next meeting. **Action: CI**

AC reported that white hand towels for lab use will be available for purchase from Biology Stores as soon as the stocks of blue run out.

IC10/021.12 Entrance to Teaching block [IC10/016]

At the last meeting CI agreed to liaise with Sue Johnston re: improved signage – this is ongoing.

Action: CI

It is still unclear what changes will be made to the doors as a result of the ongoing fire improvement works. There seems to be a lot of disjointed activity and it is difficult to get answers.

IC10/021.13 B/B/103 [IC10/019 i]

This is ongoing and CI will report back to the next meeting.

Action: CI

IC10/021.14 Recent glasshouse safety inspection [IC10/019 iii]

This is ongoing. CA will follow-up.

Action: CA

IC10/021.15 Power shut-down – Saturday 6th February 2010 [IC10/019 iv]

A short power-down has been rearranged. It is unclear if a longer shut-down will be necessary and PC will update the Committee as necessary.

Action: PC

IC10/021.16 Parking permits [IC10/019 vi]

The issue of contractor parking was taken to the recent Biology-Estates Group meeting. The University Environmental Manager is taking this forward with the University Travel Plan Co-ordinator. University contractors should purchase and display a contractor's permit. The service bays in the main Biology car park are for use by Biology service engineers only.

IC10/022 Safety

i). J block safety inspection – J110c: this room is no longer used for tissue culture and the wall-mounted fluorescent lamps will be removed. The safety cabinet is old and is no longer used – this can be disposed of. The room has been inspected and all is in hand.

ii). P53 Lab: heating in the main lab has been an ongoing issue for some time. Supplementary heating is currently used to create a comfortable working environment. The use of supplementary heating makes it difficult to monitor / collect statistics re: the actual temperature. The room is in an unusual position, and the heating is controlled by a different system to the rest of the building. JH is looking into the heating problems.

Action: JH

IC10/023 Environmental performance

i). HE Environmental Performance Initiative: the Initiative is running a workshop on energy efficiency in labs. A date is awaited. Committee members should contact JH if they would like to attend.

Action: ALL

ii). New Display Energy Certificate (DEC): the departmental benchmark has been changed - the department has been rated against more reasonable / realistic figures for 24/7 usage. As a result the departmental rating has changed from G to D – this is good news.

iii). Voltage reduction: preliminary work is being carried out in the sub-station. The equipment will be installed in March. The switch-on is currently scheduled for April. A power-out will be necessary at some point. JH will keep the Committee updated.

Action: JH

iv). Timer switches on heaters: halogen heaters should not be left alone when switched on – this is because of fire safety concerns. These heaters are therefore not suitable for use with timer switches, which can be used to activate supplementary heating prior to the start of the working day. The cleaner does switch-on the halogen heater in the departmental graduate office – JH is aware and has made the graduate office aware of the associated risks.

IC10/024 Estates issues

The workshop floor has been completed.

IC10/025 Feedback from Resources Board meeting of 28th January 2010

From minute 10/007 Training information on Resourcelink: work on this is moving forward. Some input from line managers will be required. For information.

IC10/026 Any other business**i). Biology Stores re-launch**

Biology Stores will be re-named Biology Goods Services and Supplies. AC will implement the re-launch when he returns to work.

Action: AC

ii). Floor surface in P block

The non-slip textured floor surface is difficult to clean and is currently quite stained. The cleaner for the area believes a piece of specialist equipment that is available in the Department might help remove the worst of the stains; the cleaner is not trained to use the equipment. SH will liaise with the cleaning team leader re: training.

Action: SH

IC10/027 Next meeting

The next meeting will take place at 2.15pm on Wednesday 7th April 2010, in Biology room M049.

Calendar of meetings:

- April meeting: Wednesday 7th April, 2.15pm, room M049
- May meeting: Wednesday 12th May, 2.15pm in room J005 **PLEASE NOTE CHANGE OF DATE**
- June meeting: Wednesday 2nd June, 2.15pm in room J005
- July meeting: Wednesday 7th July, 2.15pm in room M049