

University of York Department of Biology

INFRASTRUCTURE COMMITTEE**Minutes of the meeting held on Wednesday 7th April 2010**

- Present** Dawn Cartwright (Chair), Mark Bentley, Colin Abbott, David Nelson, Peter Crosby, Steve Howarth, Sylvia Haddock, Andrew Collingwood, David Nelmes, Nicola Charlton, Rebecca Regan (Secretary)
- Apologies** Jo Hossell, Mike Snelling, Claire Inman
- IC10/028** **Minutes of the meeting held on 3rd March 2010**
The minutes were accepted.
- IC10/029** **MATTERS ARISING**
- IC10/029.1** **Departmental vehicle checks (Safety) [IC10/021.3]**
PC, CB, MB & RJR met again and a procedure is now in place.
- IC10/029.2** **Feedback from Biology-Estates Group meeting of 24th November 2009 [IC10/021.4]**
From minute 09/028 n). Temperature in teaching labs: This is ongoing. Feedback from Estates is awaited. Temperatures are currently ok, but weather conditions post-winter / pre-summer are not extreme, and it is expected to become too hot toward summer.
- IC10/029.3** **Glasshouse heating / boilers in the walled garden (Other Estates issues) [IC10/021.5]**
This is in hand and can be removed from the agenda.
- IC10/029.4** **Waste disposal (Safety) [IC10/021.8]**
HiCare Environmental can handle non-hazardous offensive waste. Flagging in the courtyard will need to be extended to accommodate additional bins - PC is chasing quotes for this. PC is also liaising with HiCare.
Action: PC
- IC10/029.5** **Gravel path between the glasshouse & A block (Estates issues) [IC10/021.9]**
Estates have not started work on this yet. PC will chase via Estates. SH will chase via Planon.
Action: PC / SH
- IC10/029.6** **Cleaning issues [IC10/021.11]**
- SLA on teaching rooms: this is still outstanding. CI is awaiting further information and will chase.
Action: CI
 - Monthly cleaning of microwaves and fridges: CI is awaiting confirmation from Jill Thackrah.
Action: CI
 - Water fountains: these are now being cleaned as part of the cleaning team's regular routine.
- IC10/029.7** **Entrance to Teaching block [IC10/021.12]**
This is ongoing.
Action: CI
- IC10/029.8** **B/B/103 [IC10/021.13]**
The blinds have now been fitted.
- IC10/029.9** **Recent glasshouse safety inspection [IC10/021.14]**
A quote for £3,480 for 12 replacement insect screens has been received. CA will give Estates the ok by the end of the week.
Action: CA
- IC10/029.10** **Power shut-down – Saturday 6th February 2010 [IC10/021.15]**
The shut-down was postponed. It will go ahead in the near future – a date is awaited. PC will keep people in the affected areas informed.
Action: PC

- IC10/029.11 P53 lab (Safety) [IC10/022 ii]**
JH is looking into the heating problems in this area. **Action: JH**
- IC10/029.12 HE Environmental Performance Initiative (Environmental performance) [IC10/023 i]**
Information about the half-day workshop on 21st April 2010 has been circulated to all Committee members. Members are encouraged to attend the seminars. The Initiative will also be conducting an energy audit in part of the new building [location TBC]. **Action: ALL**
- IC10/029.13 Voltage reduction (Environmental performance) [IC10/023 iii]**
This is ongoing. JH will update the Committee. **Action: JH**
- IC10/029.14 Biology Stores re-launch [IC10/026.i]**
AC will tie this in with the roll out of York e-Purchasing and will make an announcement at a Departmental Staff Meeting. **Action: AC**
- IC10/029.15 Floor surface in P block [IC10/026 ii]**
The equipment has been trialled on an area of the floor and there was some improvement. The cleaning team will work on the rest of the floor when they have time.
- IC10/030 Safety**
- i). D block safety inspection: a number of gas regulators were found to be out of date and the relevant groups have been asked to contact Biology Stores re: replacements. Departmental policy is for replacement every 5 years in line with recommended best practice. The Committee discussed how this policy should be enforced. The serial numbers of out of date regulators should be noted during inspections and passed on to Biology Stores for them to issue a reminder to the group. Biology Stores will refuse to issue replacement gas cylinders to groups who continue to use out of date regulators. **Action: DN/AC**
- ii). Accident reports – slippages in K270 area: a number of slippages have been reported in this area – the slippages are caused by a leak. DN requested reassurance that the leak is being dealt with to prevent further accidents. PC confirmed that the Infrastructure Team are aware of the problem and are working towards a solution.
- IC10/031 Environmental performance**
- i). Heating in offices: the insulation programme is underway. Some improvement in temperature has been reported.
- IC10/032 Minutes from the Biology-Estates Group meeting of 23rd February 2010**
- From minute 10/002 k). Water tower access:* PC clarified that no-one is currently permitted to access the water tower. Total Access has examined the current access system. A suggested new access system, plus costs will be forwarded to the University when received. On completion the Department will be given full details of the system / management of the system etc.
- Currently there is no fire alarm or emergency lighting in the water tower [although the fire alarm can be heard via the lift shaft]. This has been discussed at meetings along with the access problems, and hopefully both issues will be addressed at the same time. Both issues will be taken to the next Biology-Estates meeting. **Action: DC**
- From minute 10/002 g). Sealability in CAT 3:* new / better cabinets are still being sourced.
- From minute 10/002 o). Parking for contractors / engineers:* additional wording directing contractors to report to Biology Reception will be included on the contractor parking bay signs. The faded arrows will be reinstated.
- From minute 10/003 vi). LEV:* DN is aware of the correct British Standard and is happy to assist RB. The Committee noted that the HSE are happy with current testing.

IC10/033 Any other Estates issues

i). Atrium roof repairs: work is in progress. Once the external repairs have been completed, internal repairs / decoration will be made good.

ii). Complaints from contractors re: booking-in at Dalham Farm: booking-in at Dalham Farm can take a long time – there is only one window and queues often develop. This is frustrating for the contractors and leads to delays in the commencement of work in the Department. SH will send comments received to Linden Taylor, asking him to forward as necessary. **Action: SH**

iii). Planon & the case of the disappearing jobs: jobs entered onto Planon are still disappearing into black-holes. DC will speak to Paul Bushnell [new Works Manager] about this when she meets with him next week. **Action: DC**

iv). New Works Manager: Paul Bushnell is the new Works Manager covering Biology. He reports directly to the Head of Estates Operations. DC & PC are meeting with Paul next week – he will have a tour of the Department and be invited to join the Biology-Estates Group.

IC10/034 Feedback from Resources Board meeting of 25th February 2010

From minute 10/011 i.) Coffee/tea making facilities on L1: PC has chased Estates again. This is ongoing.

From minute 10/013 Purchase of laser pointers: 2 laser pointers have been purchased for use by teaching staff. These will be administered by the Undergraduate Office. Reception will still administer laser pointers for use by visiting speakers in K018.

From minute 10/011 ii.) Dark corridors and stairwells at night: PC is waiting to hear from Estates re: the trial of neons [to ensure light switches are identifiable in the dark]. SH will look out for, and make a note of any permanently lit light switches around the Department. Lighting in the Concourse will be considered further, although the majority of people who access this area at night should be familiar with the layout e.g. staff and students. Visitors should not be able to access the Concourse out of hours. **Action: PC / SH**

From minute 10/014 M052 layout: wheeled tables have been ordered. The 'normal' layout of the room will be boardroom, but the wheeled tables will make changes easier and avoid damage to the tables. Departmental funds have been allocated for this. Departmental funds have also been allocated for the replacement of 2 pure water machines, an extension to the paved area for bins, a re-fit of the D109 lab, and for the floor, electrics and decoration of G001.

From minute 10/015 Post Room SLA / service: DC provided positive feedback on the Post Room SLA & service, subsequently the post delivery times changed. Instead of being first on the delivery round, Biology is now last. This change causes some difficulty re: the Biology Porter's shift times / distribution of post around the Department. DC is in discussion with the Senior Porter about this. Ideally delivery times will revert to Biology being first on the delivery round. **Action: DC**

IC10/035 Paper towels

Some paper towel dispensers by hand-wash sinks in labs are not being replenished by the cleaning team. The sinks are labelled as hand-wash sinks. DC has asked if there has been a change in policy – a reply from CI is awaited. These dispensers must be replenished in order to comply with safety standards in labs. **Action: DC**

Stores are in the process of selling the final batch of blue paper towels for purchase for use in labs. White paper towels will replace the blue ones, allowing differentiation between towels supplied by the cleaning team for hand washing, and towels purchased by groups for use in the lab.

IC10/036 Any other business**i). Comments & suggestions**

Some comments have been received about car parking. DC has forwarded these to the University Travel Plan Co-ordinator.

ii). Cleaning vacancies & Cleaning Supervisor

There are 2 vacant cleaning posts – appointment is imminent. The Supervisor for Zone 4 [incl. Biology] is in place. There are currently no vacant Supervisor posts.

iii). Vanbrugh/Biology covered walkway

Repair work is expected to take place before 31st July 2010. Hopefully the walkway will not need to be closed, thus minimising disruption. CI will update the Committee as/when more information is available.

Action: CI

iv). Black-out film in A032

NC requested that black-out film be used on the sky-lights nearest the projector screen. PC will look into this.

Action: PC

v). Teaching – large walk-in cold room

The walk-in cold room has developed a terminal fault. The cold room is used a lot and will need refurbishing. NC is in contact with Estates. The room should be classed as 'fabric of the building', and as such refurbishment will hopefully be funded by Estates. NC will liaise with PC once more is known from Estates.

Action: NC

vi). York e-Purchasing

The trial is scheduled for May 2010. If the trial goes well the system will be rolled out to Biology in summer 2010.

IC10/037

Next meeting

The next meeting will take place at 2.15pm on Wednesday 12th May, in Biology room J005. Please note that this is a week later than originally scheduled.

Calendar of meetings:

- 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
- August meeting: TBC
- September meeting: Wednesday 1st September, 2.15pm in room M049