

University of York Department of Biology

INFRASTRUCTURE COMMITTEE

Minutes of the meeting held on Wednesday 12th May 2010

- Present** Dawn Cartwright (Chair), Mark Bentley, Colin Abbott, David Nelson, Peter Crosby, Trevor Illingworth, Sylvia Haddock, Andrew Collingwood, David Nelmes, Nicola Charlton, Jo Hossell, Claire Inman, Rebecca Regan (Secretary)
- Apologies** Mike Snelling
- IC10/038** **Minutes of the meeting held on 7th April 2010**
Re: minute IC10/034 *Dark corridors and stairwells at night*: action to be taken by PC / SHth and not PC / SH as stated.
- IC10/039** **MATTERS ARISING**
- IC10/039.1** **Waste disposal (Safety) [IC10/029.4]**
This is in hand. The order for extended flagging in the courtyard has been placed. PC is liaising with Hi Care.
- IC10/039.2** **Gravel path between the glasshouse & A block (Estates issues) [IC10/029.5]**
The path has been reinstated / the work is complete.
- IC10/039.3** **Cleaning issues [IC10/29.6]**
- SLA on teaching rooms: this is tied-in with a campus-wide issue. CI is awaiting further information and will chase. **Action: CI**
 - Monthly cleaning of microwaves and fridges: monthly cleaning should have already recommenced. SH will check with the Cleaning Team Leader and will let CI know if it is not being done. Charging is in the process of being sorted out. **Action SH**
 - Water fountains: no complaints have been received. SH will check with the Cleaning Team Leader that this is hand. **Action SH**
 - For information: Biology now has a Cleaning Supervisor. The Supervisor covers Biology & Wentworth. The cleaning team is currently fully staffed. The regular cleaner on F0 retires next month. The post has been advertised and CI confirmed that the area will be covered by cleaner(s) from Wentworth until a permanent replacement is in post. Wentworth will be back-covered.
- IC10/039.4** **Entrance to Teaching block [IC10/029.7]**
The Teaching corridor is included in the planned refurbishment. Signage will be addressed once the refurbishment is complete. Also, it is still unclear what changes will be made to the doors as a result of the ongoing fire improvement works. This is ongoing.
- IC10/039.5** **Recent glasshouse safety inspection [IC10/029.9]**
The work has been completed.
- IC10/039.6** **Power shut-down – Saturday 6th February 2010 [IC10/029.10]**
This did eventually happen.
- IC10/039.7** **P53 lab (Safety) [IC10/029.11]**
This will not be a long-term problem for the P53 lab. Changes to the plant in J block are planned and this may alleviate the problem for future groups. If there is a period of reduced activity PC will try to obtain reliable temperature data. **Action: PC**
- IC10/039.8** **HE Environmental Performance Initiative (Environmental performance) [IC10/029.12]**
This went well and some Committee members did attend the seminars.
- IC10/039.9** **Voltage reduction (Environmental performance) [IC10/029.13]**
This is ongoing. Staff will need at least two weeks notice prior to the changeover, and an option to

decline the date. This is particularly important with regards the BSF.

IC10/039.10 Biology Stores re-launch [IC10/029.14]

AC will tie this in with the roll out of York e-Purchasing and will make an announcement at the next Departmental Staff Meeting, which is expected to take place in June. AC will also publicise in the Bulletin. A large number of staff regularly use the parcel site and re-branding will reach them via this medium if not via the Staff meeting or Bulletin.

Action: AC

IC10/039.11 D block safety inspection – gas regulators (Safety) [IC10/030]

A process is now in place and this item can be removed from the agenda.

IC10/039.12 Minutes from the Biology-Estates Group meeting of 23rd February 2010 [IC10/032]

From minute 10/002 k). Water tower access: access and fire safety issues will be taken to the next Biology-Estates Group meeting.

Action: DC

IC10/039.13 Complaints from contractors re: booking-in at Dalham Farm [IC10/033 ii]

SH sent comments to Linden Taylor. Linden replied to confirm that new reception desk(s) will be available from the beginning of this month - this should speed-up the booking-in process. There are still problems with the opening times [early mornings and weekends], and Dalham Farm are working on a solution with Security.

IC10/039.14 Planon & the case of the disappearing jobs [IC10/033 iii]

DC has spoken to Paul Bushnell [new Works Manager] about this. Paul was grateful for the feedback. The system does have its limitations and add-ons will be necessary in order to gain the required functionality.

IC10/039.15 Feedback from Resources Board meeting of 25th February 2010 [IC10/034]

From minute 10/011 ii). Dark corridors and stairwells at night: new light switches are awaited re: the trial of neons [to ensure light switches are identifiable in the dark]. If the neons are successful in the test area they will be rolled out to the rest of the Department.

From minute 10/015 Post Room SLA / service: DC will contact Tim Bird about problems with the new delivery time. Temperature sensitive urgent items are often received via the Post Room and it is essential that they are delivered to the recipient ASAP.

Action: DC

IC10/039.16 Paper towels [IC10/035]

CI is not aware of any change in policy re: the provision of paper towels at hand-wash sinks in labs. Lack of towels could be a result of a number of factors including: excessive use due to incorrect fitting of towels / incorrect towel dispenser for type of towel, confusion re: towels for lab use and hand washing, or replenishment being accidentally overlooked. Discussion took place as to whether there were some instances when a hand gel could replace the need for hand washing.

IC10/039.17 Vanbrugh/Biology covered walkway [IC10/036 iii]

Repair work is high priority and will take place before 31st July 2010. CI confirmed that the walkway will not be closed during repair. A start date is awaited.

IC10/039.18 Black-out film in A032 [IC10/036 iv]

PC will liaise with NC about this.

Action: PC

IC10/039.19 Teaching – large walk-in cold room [IC10/036 v]

Repair / refurbishment will take place over summer. DC will query the details at next months Biology-Estates Group meeting. This is large job and consideration will need to be given to asbestos issues, hot-work and work in confined spaces.

Action: DC

IC10/040 Safety

Technology Facility safety inspection: a number of issues were raised:

- MoFlo pressure vessel: The MoFlo pressure vessel is not on the list for inspection. The Lab Manager has been asked to contact PC about this, but has not done so yet. Pressure vessels will be inspected in June. PC will contact the Lab Manager to request the relevant information. **Action: PC**

- Large liquid nitrogen dewars: Problems manoeuvring large liquid nitrogen dewars from E0 to the compound area have been reported. The extension of the flagged area in the courtyard should alleviate these problems.

- K149 server room – visible fire alarm: SH confirmed that the installation of a visible fire alarm is included in the fire improvement works. Some small works in the Department have already been undertaken. Tenders have been received for the rest of the works. The works will hopefully commence in July.

- Bioscience computer room – high temperatures: this has been discussed in the past. Last time PC tried to monitor the temperature the temperature monitor went missing. Solar film might improve the temperature and JH will look into the possibility of Salix funding for this. JH does not have access to the relevant data re: ventilation, but will look into whether ventilation is adequate once she has access.
Action: JH

IC10/041 Environmental performance

i). Electricity usage figures: the latest figures will be made available on the departmental Energy & Environment web pages.

ii). Sub meters: a number of extra sub meters will be installed soon. There will be approximately 70 sub meters in the Department by 31st July 2010. This will enable better monitoring of energy use.

iii). New software: software is being installed is to replace EASEII and to collect the submeter data. This is part of the implementation of a university wide metering strategy.

IC10/042 Estates issues

i). Stores yard / Wentworth Way resurfacing: the yard needs re-hatching as a result of the CII cable work. AC will contact Mike Ross in Estates. CI confirmed that Wentworth Way will be resurfaced once the CII building works have been completed. There is some uncertainty whether this will include re-painting the S block / Stores yard zebra crossing. AC will contact Fiona Macey to clarify.
Action: AC

ii). Refrigerant gas top-up: Paul Hampshire is no longer able to top-up refrigerant gas. A licence is now required to undertake this; it is uncertain whether Paul will be trained for the licence. This will impact on the Department. CA will e-mail DC re: his understanding of the situation. We need to be aware if there is a new system, and how the new system works. Estates should also be made aware of departmental needs.
Action: CA / DC

iii). P block glasshouse roof: the guttering is badly blocked. Specialist contractors will need to go onto the glasshouse roof. This will cost approximately £1500 – the costs should be covered by Estates. CA will put the job on Planon. The Committee also noted that a number of stones have been found on the glasshouse roof, pointing towards vandalism.
Action: CA

IC10/043 Departmental bicycle repair kit

JH will purchase a departmental bicycle repair kit from DC's admin. workorder – for emergency use. The kit will be kept on Reception and be available for use by cyclists who have signed-up to the departmental cycle tag scheme. JH will put a note in the Bulletin once the kit is available for use.
Action: JH

IC10/044 Chemical management software

The Committee discussed enclosure 1. The Committee agreed that the idea is worth looking at in more detail. AC will look into making available a database of chemicals / groups, which can be made available to users. This is a good first step to promote a 'sharing' philosophy. A comparison between Biology's and Chemistry's chemical ordering re: variety and turnover would also be useful. AC will look into this.
Action: AC

IC10/045 Feedback from Resources Board meetings of 25th March & 22nd April 2010

Nothing was raised.

IC10/046

Any other business**i). Car parking**

Another comment re: lack of car parking has been received via the on-line 'comments & suggestions' facility. Parking on campus is currently reduced due to various works. There is nothing that can be done at a departmental level. DC will forward the comment to the University Travel Plan Co-ordinator. CI informed the Committee that the issue of parking is recognised by the University, and the Centre is committed to working toward a solution.

ii). Blackboards in B103, B002 & B006

The blackboards will be refurbished over summer. The plans have been sent to academic staff requesting feedback by 14th May – this is a very short consultation time. The Committee noted that until very recently there had been no input or consultation with the Department about the refurbishment, which is not ideal.

iii). York e-Procurement trial

The trial has started – AC is collecting feedback.

iv). Provision of IT support for cleaning staff

CI confirmed that IT support for cleaning staff is the responsibility of the Department of Facilities Management and not Biology. CI will look into problems with the current Biology based computer.

v). Works on campus

CI updated the Committee re: various works taking place across campus. Works that may affect Biology include the resurfacing of the lakeside path; various bridge-works; work on the Biology and Wentworth sub-stations; resurfacing of Wentworth Way [once the CII building work has been completed]. In all cases disruption will be kept to a minimum. PC will speak to Mike Ross about the details of the Biology sub-station work.

Action: PC**vi). Delivery of hire vehicles**

RJR will remind approved drivers that delivery of / accepting and signing for hire vehicles is the responsibility of the user. Vehicles cannot be accepted by any reception or portering staff [from Biology or any other department or college]. The same applies to vehicle collection – keys will not be held by any Reception or portering staff.

Action: RJR**vii). S block**

YCCSA will vacate S block when they move to Heslington East later this year. There will be no biologists in the building after this time [BioArch are part of the Archaeology Department]. S block will no longer be Biology's responsibility re: Onity and other infrastructure & facilities. CI will check whose responsibility S block will become. Handover of procedures etc. will be arranged.

Action: CI

IC10/047

Next meeting

The next meeting will take place at 2.15pm on Wednesday 2nd June in Biology room J005. A call for agenda items will follow nearer the time.

Calendar of meetings:

- 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