

University of York Department of Biology

INFRASTRUCTURE COMMITTEE**Minutes of the meeting held on Wednesday 2nd June 2010**

- Present** Dawn Cartwright (Chair), Colin Abbott, David Nelson, Peter Crosby, Stephen Howarth, Sylvia Haddock, Andrew Collingwood, David Nemes, Mike Snelling, Claire Inman, Rebecca Regan (Secretary)
- Apologies** Nicola Charlton, Jo Hossell, Mark Bentley
- IC10/048** **Minutes of the meeting held on 12th May 2010**
The minutes were accepted.
- IC10/049** **MATTERS ARISING**
- IC10/049.1** **Cleaning issues [IC10/39.3]**
- SLA on teaching rooms: this is ongoing. **Action: CI**
 - Monthly cleaning of microwaves and fridges: monthly cleaning should be in hand with the Rapid Response Team. SH will check with Brian Wilkinson. **Action SH**
 - Water fountains: SH has checked and the water fountains are being cleaned by the Cleaning Team.
- IC10/049.2** **P53 lab (Safety) [IC10/039.7]**
PC reiterated that changes to the J block heating system may alleviate the problem this winter.
- IC10/049.3** **Voltage reduction (Environmental performance) [IC10/039.9]**
The switch over has been arranged for 1st July 2010. The relevant people have received notification.
- IC10/049.4** **Biology Stores re-launch [IC10/039.10]**
AC announced that Stores has been re-launched as Supplies and Goods Services at this morning's Biology Staff Meeting. AC also gave an outline of the York e-Purchasing system and roll-out at the staff meeting.
- IC10/049.5** **Minutes from the Biology-Estates Group meeting of 23rd February 2010 [IC10/039.12]**
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**
- IC10/049.6** **Feedback from Resources Board meeting of 25th February 2010 [IC10/039.15]**
From minute 10/015 Post Room SLA / service: a response from Tim Bird is awaited [re: late postal deliveries to Biology]. Delivery times had improved recently, but a different driver this week has resulted in deliveries arriving later again. The Biology Porter is monitoring delivery times. **Action: DC**
- IC10/049.7** **Black-out film in A032 [IC10/039.18]**
This will involve working from the roof and PC has put the job on Planon.
- IC10/049.8** **Teaching – large walk-in cold room [IC10/039.19]**
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**
- IC10/049.9** **Technology Facility Safety Inspection (Safety) [IC10/040]**
- MoFlo pressure vessel: The MoFlo pressure vessel does not require statutory testing – it is too small.

- Bioscience computer room – high temperatures: this is ongoing. JH is looking into Salix funding for solar film, and looking into ventilation data.
Action: JH

- IC10/049.10 Stores yard / Wentworth Way resurfacing (Estates issues) [IC10/042 i]**
The re-hatching in the Supplies & Goods Services yard has been completed. AC has contacted Fiona Macey about re-painting of the S block / Supplies & Goods Services yard zebra crossing. A reply is awaited.
Action: AC
- IC10/049.11 Refrigerant gas top-up [IC10/042 ii]**
The University do intend to acquire a licence and are looking at training within Estates. In the meantime cover is being provided by an external company. Horticulture has used the company and confirmed that they arrived promptly. The company took away the compressor [because of potential contamination]. PC felt this was justifiable re: the Convirons given their size, although this may lead to an additional cost. The cost is currently being covered by Estates, but this may fall to the Department at some point in the future.
- IC10/049.12 P block glasshouse roof [IC10/042 iii]:**
CA has put the job on Planon [gutter cleaning]. A response is awaited.
Action: CA
- IC10/049.13 Departmental bicycle repair kit [IC10/043]**
JH will report back to the next meeting.
Action: JH
- IC10/049.14 Chemical management software [IC10/044]**
This is ongoing. AC will be able to obtain better data when York e-Purchasing is up and running.
Action: AC
- IC10/049.15 Works on campus [IC10/046 v]**
PC confirmed that work on the sub-station will go ahead. This will affect the fire escape routes from B002 & B006, and the magnolia tree will probably be lost. Dates are awaited.
- IC10/049.16 Delivery of hire vehicles [IC/046 vi]**
RJR sent a global e-mail re: responsibility for delivery & collection of hire vehicles.
- IC10/049.17 S block [IC10/046 Vii]**
The Biology Management Accountant is investigating whether BioArch make contributions for some Biology services. If BioArch do make contributions then S block will remain Biology's responsibility re: infrastructure and Facilities.
- IC10/050 Safety**
No items were raised.
- IC10/051 Environmental performance**
The switch over has been arranged for 1st July 2010. All of the relevant people have received notification.
- IC10/052 Estates issues**
Jobs update / progress on Planon: there are still issues with jobs entered on Planon e.g. jobs reported as completed when they haven't been completed, jobs that have been open for some time with little apparent action. SH has an 'ongoing jobs' folder and will go through this with DC prior to the next Biology-Estates meeting. DC will take the issue, plus examples, to the next Biology-Estates Group meeting.
Action: DC
- IC10/053 Any other business**
- i). Driving risk assessments**
DC met with Dennis Fowler to discuss risk assessments for drivers of the Departmental vehicles and hire vehicles. Dennis has produced a generic risk assessment that covers standard / ordinary journeys of up to 2.5 hours duration (each way); a separate risk assessment for extraordinary journeys e.g. long journeys, field work, driving overseas etc. was also discussed. The Committee discussed how these risk assessments can be implemented as practically as possible within the Department. DN confirmed that some of the issues are covered in the risk assessment for UK field work, and perhaps a separate risk assessment is not necessary for driving on field work. The

Committee noted that drivers of the departmental vehicles are required to undertake the on-line ComplyWise driver safety awareness training course, although some concerns were raised re: training for driving the 4x4 and specialist vehicles off-road. Prompts / a 'terms & conditions' tick-box could be made available on the vehicle booking website. DC will do some more work on this.

Action: DC

ii). Works on campus

Lakeside path resurfacing: this is ongoing. The top-surface will hopefully be laid next week.

Asbestos removal: asbestos will be removed from A, B & C blocks. There will be considerable disruption to movement around the Department. Although asbestos surveys have been carried out people are asked to remain vigilant and report any suspected asbestos immediately.

Atrium ceiling: some refurbishment will hopefully take place soon.

Vanbrugh – Biology walkway: scaffolding is currently being erected. The walkway will remain open for access in the main. Work will start at the Vanbrugh end – by the time the work reaches Biology the lakeside path should be open again, thus reducing disruption. Hopefully work will be completed by the beginning of July, but it may take until the end of July.

iii). Fire sensors

2 fire sensors recently failed and MS queried if there is a maintenance schedule. PC confirmed that there is no maintenance schedule - problems are addressed as and when they arise.

iv). Issues with the fire alarm in D wing

Fire alarms in other areas on campus, away from Biology, seem to trigger the alarm in D wing. This has been an ongoing problem for some time. Similar problems earlier this year in K, L & M wing have been resolved. This will be taken to the next Biology-Estates Group meeting. **Action: PC**

v). Offensive waste collection

The offensive waste collection provider has changed. This will reduce the cost of offensive waste collections. Better segregation of waste will be required.

vi). Ordering of cleaning supplies

There have been some issues in the Department with the supply of paper towels and toilet rolls. There have also been problems with faulty soap cartridges. DC queried whether there has been any change in ordering strategy; CI confirmed that no change to ordering strategy has taken place. The production of the toilet rolls currently used in the Department is ceasing sometime next year, rendering the dispensers defunct. A way forward is being discussed and a programme of replacement is being looked at.

vii). Thank you

This was MS' last meeting before he leaves later this month. DC thanked MS for his help over the years.

IC10/054

Next meeting

The next meeting will take place at 2.15pm on Wednesday 7th July in Biology room M049. A call for agenda items will follow nearer the time. The August meeting has been cancelled.

Calendar of meetings:

- July meeting: Wednesday 7th July, 2.15pm in room M049
- August meeting: CANCELLED
- September meeting: Wednesday 1st September, 2.15pm in room M049