

UNIVERSITY OF YORK

Department of Biology

INFRASTRUCTURE COMMITTEE

Minutes of the meeting of the Infrastructure Committee held on 10 January 2012

Present: Phil Roberts
David Nelson
Andrew Collingwood
Jen Lee
Lucy Hudson (chair)
Sarah Dwyer (sec)
Sylvia Haddock
David Nelmes
Lot Doucet

Apologies for absence were received from: Dawn Cartwright, S Howarth, M Bentley,

IC12/001 MINUTES OF THE MEETING HELD ON 7 DECEMBER

DN **noted** that it was LH who informed the meeting about the number of stools in the department and the cost of replacing them and not himself.

IC12/002 MATTERS ARISING

Documentation for new security staff [IC11/080]

LH **noted** that she will remind the two Security Supervisors about the new documentation and arrange a date to walk through the Department with the supervisors.

Heating Issues in K1 admin area [IC11/080]

This is to be left on as an action for the next meeting

Action: DC

Heating issues in Atrium Reception area [IC11/080]

LH **noted** that after discussion with the Biology Receptionists it has been decided not to put Perspex around the Reception desk as it wouldn't look very good.

Teaching Roof Leaks [IC11/080]

JL **reported** that Everlast had been back again to look at the roof leaks and currently everything is okay.

Waste laboratory chemical clearance [IC11/083]

DN **noted** that the meeting with R Noakes had devised a way to reduce the paperwork created for transferring large quantities of waste chemicals by having an inventory list and cover note. Dennis Fowler (Safety department) has **agreed** for this process to be trialled for 3 months; Stores will begin implementation very soon. DN **noted** that this process is designed for the removal of large quantities of unwanted stock chemicals rather than waste chemicals which are removed during the normal course of events and that the current procedures for removing waste chemicals will remain the same.

Green Impact [IC11/086]

SD **noted** that most of the actions from the workbook were now complete and that she is trying to find out what date the student auditors will be coming in to the Department. SD also **noted** that the Biology Bulletin is being used as a notice board and that is the reason Environmental snippets have been appearing in it recently.

LH **noted** that she was told that many of the radiators in the department are failing because the thermostatic valves are being over tightened and that they should be left slightly open on either the cold or hot setting.

IC12/003 MINUTES OF RESOURCE BOARD MEETING HELD ON 24 NOVEMBER 2011

Minute (v) 11/070 Google / Change in IT – A few questions were asked about the changeover to Google. DNlms **confirmed** that not all Biology staff members will be changed over at the same time as it would make the process too difficult to manage and that the likely implementation date will be Easter 2012.

IC12/004 MINUTES OF BIOLOGY ESTATES MEETING HELD ON 7 DECEMBER 2011

Water leak on M1 (and Biosciences) caused by failing pipe joints [11/012] - DN **noted** the importance of good communication with the Estates team and the importance of them requesting access before they repair faults
Windows in C0 offices [11/015] – DN **queried** if the windows in both sides of C0 corridor are to be replaced, LH commented that the current plans incorporate the offices C005, 009, 011 and 013 only.

Chiller batteries in K and J Block - LH **noted** that the Estates project to fill the chiller batteries with anti-freezer has been postponed until K Block lift is operational.

IC12/005 SAFETY

(i) DN reported that there is a new inspection schedule and it will be on the Safety website shortly

Action: DN

(ii) Recent accident – DN **reported** that a member of staff had walked in to a pillar in a narrow lab and suffered an injury. DN raised the issue of what actions are reasonable to try and prevent this happening again; he **reported** that Infrastructure will fix coloured edging strips around pillars which are in narrow laboratories in F block.

Action: DN & LH

IC12/006 ANY OTHER BUSINESS

(i) Trial of power management – DNlms **noted** that the trial is now complete and the projected savings are around £12K with a cost of £3.5K for the software licence, however the IT budget will not be able to cover the cost of the software licence. LH **suggested** that DNlms should present his findings at the next meeting and funding should be sourced centrally through Jo Hossell.

Action: DNlms

(ii) Google Apps - PR **queried** if he will need to provide any support to students for new graphics applications which might be available through the new Google package. DNlms **noted** that he wasn't aware of any new graphics software and that to his knowledge there are no plans for the University to not renew standard graphics software licences such as Corel Draw etc.

(iii) Gas cylinder regulators disposal – AC **confirmed** that currently gas cylinder regulators are disposed of in the general landfill skip; LH **suggested** that Stores could dispose of them in the scrap metal skip from now on.

Date of the next meeting:

INFRASTRUCTURE COMMITTEE DATES – ACADEMIC YEAR 2011 / 2012

Day	Date	Month	Year	Room	Time
Wednesday	1	February	2012	J005	2.15pm
Wednesday	7	March	2012	J005	2.15pm
Tuesday	3	April	2012	J005	2.15pm
Wednesday	9	May	2012	J005	2.15pm
Wednesday	6	June	2012	J005	2.15pm
Wednesday	4	July	2012	J005	2.15pm
Wednesday	5	September	2012	J005	2.15pm