

INFRASTRUCTURE COMMITTEE**Minutes of the meeting held on Wednesday 5th January 2011**

- Present** Dawn Cartwright (Chair), Colin Abbott, Mark Bentley, Sylvia Haddock, Alan Haigh, Lucy Hudson, Jen Lee, David Nelson, Sarah Dwyer (Secretary)
- Apologies** Andrew Collingwood, David Nelmes, Phil Roberts, Jane Whyman
- DC introduced her new PA, Sarah Dwyer. Everyone at the meeting introduced themselves to Sarah. DC would like Sarah to see all aspects of the Infrastructure and Services provision within the Department, so she will be contacting committee members to arrange a meeting.
- IC11/001** **Minutes of the meeting held on 7th December 2010.**
The minutes were accepted as written.
- IC11/002** **MATTERS ARISING**
- IC11/002.1** **Disposal of Lab Chemicals [IC10/092.7]**
DN has reviewed the document it will now be presented at the next Infrastructure team meeting for implementation and comments.
- IC11/002.2** **Meeting Rooms [IC10/094 iii]**
As Jo Hossell has moved to work with Estates Services, DC will approach Peter Ashton in the TF to discuss the programming required for the transfer of the heating schedule
Action: DC
- IC11/002.3** **Resurfacing of Wentworth Way [IC10/097]**
JW reported (via email) that the pot holes were filled in late November and plans are being reviewed to upgrade or resurface the road during spring.
- IC11/002.4** **Exterior Walkway: J Block [IC10/098]**
LH to check whether this work has been done or whether it needs chasing
Action: LH
- IC11/002.5** **Corridor Signage [IC10/102 i]**
New signs have been ordered thanks to a contact of MB and will be erected once they have arrived.
- IC11/002.6** **Q Block Cycle Sheds [IC10/102 iv]**
JW reported (via email) that Security have been made aware that the cycles are tagged and ready to be removed. SH to check and report to JW.
Action: SH
- IC11/002.7** **New Heaters [IC10/107 i]**
LH ordered the new heaters which now require assembling and labelling. DC requested that a distribution list is kept so that heaters can be recalled at the end of the winter months. DN asked whether there was any policy to attend to heating issues that arise in the Department, following comments during a safety inspection of C0 about the temperature of the offices. In the past this was something that Jo Hossell would review and address where required i.e. insulation or supplementary heating. DC requested that the Infrastructure team take over this review. LH reported that the recent buildings survey of the Department had highlighted problems with both the windows and roofing in parts of the old building and these problems should be addressed by Estates Services in the coming months.
- IC11/002.8** **Heating in Stores [IC10/107 ii]**
AC has ordered suitable warm workwear for Stores staff and has bought space heaters to warm up the environment.
- IC11/002.9** **Heating in Horticulture [IC10/107 iii]**
Supplementary heating has been offered.
- IC11/002.10** **Service Level Agreements [IC10/110 i]**
JW reported (via email) that SLA's for laboratories are awaited from Cleaning Services. They will be issued once JW has received them. This should read meeting / seminar rooms not laboratories.
Action: JW

IC11/002.11 P Block Boiler [IC10/110 ii]

CA reported back that following the Estates Services / Biology meeting there had been a visit by RA Gas who had made adjustments and improved the heat output from the boiler. The 2 new boilers have been unable to cope with the extremes of temperature and the old boiler is needed to provide supplementary heating. Monitoring of the temperature has also been carried out in glasshouse 1 but CA pointed out that any readings taken would be 'false' as extra heating was being provided at the time. The whole system, boilers and pipework, are in need of an overhaul during the summer months and this will be recommended at the next Estates Services / Biology meeting. There had also been an issue over whether these boilers had been serviced prior to the onset of winter. LH reported that there had been a mix up over the Planon numbers which had now been rectified and that these boilers had all been serviced in line with statutory compliance.

IC11/002.12 Cleaning in P Block [IC10/110 iv]

JW reported (via email) that the Supervisor had informed her that the cleaner had been on long term sick but there was now a regular cleaner for this area (Alex). CA stated that the team leader had been to see him with the cleaner who has now been made aware of the areas he has to clean.

JW also asked (via email) that specific complaints and areas should be sent to her so that she can follow these through with the Supervisor.

Note added after meeting: JW has confirmed that permission has been given for hand dryers in all the single occupancy toilets in the atrium.

IC11/003 SAFETY

DN raised a few issues following the recent safety inspection of Blocks B/C & E

i). Fire safety: There are outstanding fire safety signage issues in B002 & B006 which will hopefully be picked up as part of the future fire improvement works

ii) Heating on C0: Further to item above (IC11/002.7) LH asked if secondary 'glazing' film could be placed on the windows in C0 as a short term solution to the poor temperatures.

iii) Cleaning of E1: Poor cleaning was apparent so SH has alerted the cleaning supervisor and this has now been rectified. DC reminded the meeting that all cleaning issues should be emailed to the Infrastructure Team for action.

JL reported that some electrical contractors working in Teaching were found eating their lunch in the laboratory. They were asked to stop and move elsewhere. The authorisation to work had been completed by SH. It also emphasised the importance of ensuring that all contractors / engineers visiting the Department have completed authorisation to work documentation and have been given safety instructions when they log in at Reception.

IC11/004 ENVIRONMENTAL PERFORMANCE

It was decided that this item should be kept on the agenda although Jo Hossell has left the Department and no longer sits on this committee. It was felt that it is highly relevant to the Department and DC suggested that it would be helpful if Managers could take the lead on issues in their areas on a monthly rotation. CA volunteered to do this for the next meeting.

Action: CA

IC11/005 ANY OTHER BUSINESS

LH & DC updated the meeting on departmental projects.

i). Biology Concourse: The asbestos ceiling had been removed and the ceilings would now be re-instated following the recent flood. Carpets and furniture would be cleaned and replaced. The refurbishment of the toilets on C0 would be completed by 7th January.

ii). Asbestos Removal in Blocks D & F: This is almost finished and ceilings and hatches would be re-instated next week.

iii). Lecture Theatres: The blackboards in B002 & B006 are being replaced with whiteboards.

The meeting also expressed thanks to the Mark Atley from Estates for his vigilance over the Christmas period. This averted another major flood.

IC11/006

Next Meeting

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

Calendar of meetings:

- February Meeting: Wednesday 2nd February, 2.15 p.m., room J005
- March Meeting: Wednesday 2nd March, 2.15 p.m., room J005
- April Meeting: Wednesday 6th April, 2.15 p.m., room M049
- May Meeting: Wednesday 4th May, 2.15 p.m., room M049