

Department of Biology Infrastructure Committee
Minutes of the meeting held on Wednesday 6th April 2011

Present: D Cartwright (Chair), S Dwyer (Secretary), C Abbott, T Illingworth, A Haigh, L Hudson, S Haddock, D Nelmes, A Collingwood, M Bentley

Apologies: N Charlton, J Lee, D Nelson, P Roberts

IC11/025 Minutes of the meeting held on 2nd March 2011

The minutes of the last meeting were accepted as written

IC11/026 Matters arising

Service Level Agreements [IC11/017 i & ii]

Progress has been made with the cleaning, standards are improving; we will continue to monitor the situation.

Safety [IC11/018]

It was noted that risk assessments need to be updated.

Parking for contractors [IV11/020]

The best solution for visitor parking outside P block is to notify security when contractors arrive, this should avoid them being ticketed.

Annual inspection of freezer alarms [IC11/021]

- i LH has met with TI and SH who have confirmed that the probe can be disconnected which will force the alarm to activate. This will allow us to check that the correct people are dialled out; the alarm can also be checked visually.
- ii LH noted that it is also possible to check constant temperature monitoring if required, this is currently being trialled in Q block. A decision about this will be taken after the trial is completed.

External Caterers [IC11/022]

An email was sent out notifying the department of external catering rules. The catering department are going to do an assessment for pizza's coming in to the department; O'Brien's have been removed from the supplier list.

Emergency egress [IC11/024]

- i The signage is ongoing - SH and LH to follow up.

Action: SH/LH

IC11/027 Estates Meeting Minutes

CA asked if there was any progression with the gates to the walled garden; LH to chase up

Action: LH

IC11/028 Minutes of Resource Board

- i Latest resource board minutes have only recently been issued, therefore there were no comments at this stage.
- ii DC noted that the Biology porter (Nick) is moving over to Biology staff, the post pick-up will be reduced to once a day. This will mean the department will have to support mail delivery/collections when Nick is absent, Nick will still provide support for setting up meeting rooms etc.

IC11/029 Safety

No issues

IC11/030 Environmental Performance

D Nelmes outlined his investigations on environmental performance from an IT perspective and raised some questions:

- The total figures for devices registered on the network which are covered by Biology IT = 946 PCs, 66 Apple desktops, 79 Apple laptops, 195 PC laptops and 126 networked printers (probably an additional 10% of machines which are not networked). This supports the move towards shared printers – this would give scope for reduction in energy savings but raises the question of what to do with redundant printers. It was noted that one reason for getting rid of printers is the cost of cartridges.
- Infrastructure department alone has 63 PCs and 22 servers. One reason to use the university central IT Services is that there should be a reduction in the number of departmental servers required.
- AC noted that environmental performance is not a priority when people are selecting new PC's; however it is a factor in the supplier selection process.
- Power saving settings – it was suggested that these could be changed to power down when machines are idle; email could be sent to infrastructure managers giving instructions. **Action: D Nelmes**

Workshops to talk about environmental performance at the next meeting

Action: TI/SH/MB

IC11/031 Technician's meetings

- i DC is holding a lunch-time session on Wednesday 11th May, Michi Hofreiter to talk about his research, LH will do a short session on her role, DC will do a short session on coaching.
- ii Administrators forums have been running successfully for a few years, DC sought feedback about whether a similar University Technician's forum (run by POD) could be worthwhile? It was felt that TechYork is useful once a year, but additional sessions held monthly would not provide additional benefit.
- iii CA noted that he is trying to organise for his technician's to attend some of the CEUG lectures at FERA in September.

IC11/032 Any other business

There was no other business

Date of next meeting: Wednesday 4th May 2011, 2.15pm, room M049