

Department of Biology Infrastructure Committee

Minutes of the meeting held on Wednesday 4th May 2011

Present: D Cartwright (Chair), C Abbott, M Bentley, N Charlton, S Haddock (minutes), A Haigh, S Howarth (SHth), L Hudson, D Nelmes

Apologies: A. Collingwood

IC11/033 Minutes of the meeting held on 6th April 2011

It was requested that SHth is used as an abbreviation for Steve Howarth. SH suggested that the University recommended 'styles' should be used for Department and University.

IC11/034 Matters arising

Emergency egress [IC11/024]

Awaiting a visit from Mick Elliott to assess the positioning of the signage. Estates Services will then order.

Action: SH

Estates Meeting Minutes [IC11/027]

LH reported that Phil Dalgleish is in charge of the project to replace the Walled Garden gates. The gates have been ordered but have to be specially constructed due to their irregular size.

Power saving settings [IC11/030]

Instructions for powering down computers when they are idle will be emailed out to Infrastructure managers to pass onto their teams.

Action: D Nelmes

DC reminded all managers to make their staff aware of the technicians meeting next week, May 11th

IC11/035 Minutes of Resource Board

SHth requested clarification on the Pay & Display car park (*11/022 Pay and Display Car Parking*). It was noted that the delay in implementing this was due to the over running drainage works.

NC highlighted an error in *11/030 Automatic Doors on A0 Corridor*. The doors are at both ends of A corridor not C corridor as stated.

IC11/036 Safety

D Nelson highlighted a couple of issues raised at a recent safety inspection of the Technology Facility.

- i. The computing area on C1 is still having problems with high temperatures. Jo Hossell was previously looking into this but action has yet to be taken. Stuart Priest has been asked to monitor the temperature in this area so a case can be made for remedial action. DC will raise the issue with Jo at her next meeting.

Action: DC

- ii. There appears to be no indication that liquid nitrogen pressure vessels located in Imaging & Cytometry are being checked. LH reported that this had been investigated and these Dewars were periodically inspected and were listed on the report that is sent through to LH by BOC.

IC11/037 Environmental Performance

SHth gave a summary about some of the ways that Electronic Workshops (EW) has had a positive impact on the environmental performance of the Department.

- It is possible to re-condition some equipment that is taken to EW for disposal and this is placed on the 'Recycling' table on F0 for redistribution.
- PAT failures can often be repaired at a small cost and these are advertised on the F0 table
- EW also scavenge parts from redundant pieces of equipment and these often prove useful when building custom-made scientific equipment

These measures have benefits including:

- Prevents redundant equipment going to landfill
- Benefits research in the Department
- Brings in revenue for the Department

The above practices were also employed by Mechanical Workshops. MB stated that old equipment and fittings were often scavenged and re-used elsewhere.

There was a discussion about advertising the services provided and how to ensure that all redundant equipment was disposed through the correct channels. SHth stated that having the lockable WEEE shed has meant that equipment for disposal is now more likely to be processed through Workshops. It was suggested that this service should also be publicised in the weekly Bulletin.

NC will talk about environmental performance at the next meeting.

Action: NC

IC11/038 Ongoing projects in Infrastructure

- Horticulture autoclave: this has now been installed and is awaiting validation and performance testing. CA stated that he was very impressed with the professional approach of the installation company. Parts from the old boiler and autoclave were removed for use elsewhere prior to scrapping. D Nelson queried whether this new autoclave could be used as an emergency back-up but to use for sterilisation, specialist validation would be required and this is prohibitively expensive. It would be possible to use it for waste disposal.
- D1 lab moves for Sweeney & Elliott groups: CT rooms on D1 are being converted to Fly rooms and labs and offices are being cleared and re-furnished prior to the move in August.

IC11/039 Potential purchases

- Autoclave for BSF & relocation to F0: It has been agreed by the Strategy Group that a new autoclave will be purchased for the BSF and the old BSF autoclave will be relocated to F0. Teaching will also be getting a new autoclave. *Post meeting note:* it has since been decided to replace an old F0 autoclave with one that can perform BSF work. Replacing the BSF autoclave would not have made the unit self sufficient.
- L044 cold room conversion: The conversion of the prep room to a cold room is currently being costed.
- K132 refreshment area: This store room has now been cleared and is awaiting quotes.

IC11/040 Freezer callouts

After a recent weekend of 2 call-outs to faulty -80°C freezers it was explained that, as it usually ends up with the person called-out having to decant the contents, it would be easier to transfer samples etc if they were stored in racks. The racks are prohibitively expensive to buy so it was agreed to request that all users of the freezer alarm system place their samples etc in large plastic containers which will allow easier removal. LH to inform users.

Action: LH

IC11/041 Any other business

- Onity / Kaba cards: SH informed the meeting that Onity information can be electronically added to the Kaba card so staff can continue to use 1 card only.
- Recent flood K3 plant room: LH thanked everyone for helping out during the recent flood but queried whether cleaners' cupboards could be left unlocked as there was difficulty accessing suitable clean-up equipment. Cupboards that can be left open will be identified after discussion with the Zone Manager and cleaning supervisors.

Action: LH

Date of next meeting: Wednesday 1st June 2011, 2.15pm, room K227.