

Present: D Cartwright (chair), A. Collingwood, D Nelson, S Haddock, N Charlton, S Dwyer (sec), L Hudson, P Roberts, C Abbott, M Bentley, T Illingworth

Apologies: A. Haigh

IC11/0041 Minutes of the meeting held on 4th May 2011

IC11/042 Matters arising

Emergency egress [IC11/034]

SH has been working on the Fire Risk assessments with Mark Loraine and they have discussed the emergency egress between the teaching block and the atrium; it is on the fire improvements list with priority status. There has been some discussion about where to safely send people away from this area; this is on-going.

Action: SH

Power saving settings [IC11/030]

Instructions for powering down computers when they are idle have been emailed out to the Infrastructure managers.

Computing area on C1 [IC11/036]

DC has raised the issue of placing heat screens on the windows with Jo Hossell; DC has agreed to pay for 50% of the cost; LH to find out when the areas on C1 are free to be worked on.

Action: LH

Freezer callouts [IC11/040]

LH has asked all users to put samples in larger boxes due to freezer racks being very expensive to buy. M Bentley is putting a price together for bespoke racking which will be much cheaper.

Action: MB

K3 plant room flood [IC11/041]

See minute IC11/047 for further details

IC11/043 Minutes of Resource Board

There were no issues raised from the Resource Board minutes

IC11/044 Safety

DN stated that there were no significant issues to be raised

IC11/045 Environmental Performance

NC outlined the environmental issues facing Teaching.

- (i) She noted that old equipment needed to be turned on for a significantly longer time before it is used, to warm up; however new equipment e.g spectrophotometers only need to be switched on 10 minutes before use, this means the program of replacements is helping with environmental impact and on-going energy costs.
- (ii) NC detailed the equipment in the teaching labs:
 - 76 student computers – all turn themselves off at the end of the day
 - 7 CT rooms; all get turned off at the end of term (quite often problems when they are turned back on)
 - 7 fridges and freezers and 3 ovens – these are turned off over holiday periods when possible
 - Ice machines are put on timers so they are not running over weekends and are switched off whenever they can be
 - Recycling – everything that can be recycled or re-used is, some plastic dishes and cardboard are re-used in experiments
 - All soil is sent to glasshouses for composting, when appropriate students take plants home
 - Foil is reused in the Autoclave baskets to stop bottles falling over

- Museum of old equipment – NC will consult Mechanical and Electronic workshops to see if they want any spare parts when these machines are disposed of

DC asked if there is anything NC would wish to do differently – probably with the buildings, they are a very inefficient design resulting in high temperatures in summer and loss of heat during winter, ideally would like a new multi storey building!

LH to speak about Autoclaves at the next meeting

Action: LH

IC11/046 On-going projects in Infrastructure

- Drainage – Excavations around Biology are completed, the contractors will be here for another week or so tidying up. Drainage works are on-going at the Roger Kirk building so the compound on Car Park G will remain until the end of June.
- Teaching Automated Doors & ceiling asbestos removal – the following draft schedule is in place for the works: 16th June to 31st July – removal of ceiling, raised scaffolding will be placed along the corridor; you will be able to walk underneath. Scaffolding will be covered to “good presentable” for Graduation and there will be signs explaining the on-going works. 1st August to 23rd September – reinstatement of ceiling and installation of automated doors.
- Sweeney and Elliott Laboratory move to D1 – offices and write up areas are near completion on D1, the kitchen unit is being fitted Thursday/Friday this week. Labs and CT rooms are waiting for various services to be installed with completion by the end of June. Sean and Chris plan to move in August.
- G001 MRI Scanner – The plans are with York Planning Office, hoping to start work in July with completion in December 2011. At the end of June the ceiling in front of G001 doors and halfway along E0 and F0 corridor will be removed, all works will be carried out on a weekend or nightshift. The scanner will be used by Gary Green and Simon Duckett from Chemistry and Psychology as first priority, Biology researchers will be able to use the scanner too.

IC11/047 K Block Flood - update

The Plant room has been cleared of all unnecessary items and storage. Only Estates keep spares in K3 plant room now. Biology staff members still have access to the Lubron pure water system etc. Colin Bingham has moved into the Mechanical workshop, Estates haven't done the pipe work for the overflow as yet; they are currently labelling lots of things.

IC11/048 Any Other Business

- DC described the coaching qualification that she is currently undertaking and asked for willing volunteers to be guinea pigs for her to develop her coaching skills. She asked that committee members discuss this with their team. Volunteers to contact Dawn directly.
- AC asked when the registration for Tech York begins, DC stated that David Hull is sorting this out, he is currently away on holiday, and registration will probably open early next week. She confirmed that registration will start at 10:00 on 4th July with the first session starting at 11:00.
- LH reminded everyone that Allen Mould is leaving on 30 June. The job is with re-deployment until 5pm today, and then it will be advertised externally.
- NC stated that there is a problem with people smoking outside of the concourse area (near Cookies), all the smoke gets pulled in to the Teaching air supply through the vents.

Post meeting note: the picnic table in the external concourse, which sits underneath the vents, will be moved and some potted plants put there. This will mean nobody is stopped from smoking but they will be moved away from the vents.

Action: LH

- DC noted that the July meeting will take place as planned but the August Infrastructure Committee meeting will be cancelled.

Date of next meeting: Wednesday 6th July 2011, 2.15pm, room M049