

*University of York Department of Biology***INFRASTRUCTURE COMMITTEE**Minutes of the meeting held on Tuesday 13th January 2009

- Present** Dawn Cartwright (Chair), Stephen Howarth, Peter Crosby, David Hammond, Colin Abbott, David Nelson, Wendy Crosby, Sylvia Haddock, David Nelves, Mike Snelling, Rebecca Regan (Secretary)
- Apologies** Jo Hossell, Andrew Collingwood, Geoff Stimson
- IC9/001** **Minutes of the meeting held on 3rd December 2008**
The minutes were accepted.
- IC9/002** **MATTERS ARISING**
- IC9/002.1** **Cleaning of dirty air conditioning vents [IC8/079.1]**
This is in hand. Vents will be cleaned using a vacuum cleaner and extension hose. Cleaning will take place periodically (approx. every 3 months). Committee members are asked to let DWH know if they spot any vents that need cleaning. This item can be removed from the agenda.
- IC9/002.2** **Heating in Teaching [IC8/079.2]**
This is ongoing. The heating is currently on into the evening (as late as 8pm) but not first thing in the morning. PC will ask Len Brindley/Paul Hampshire to check the clocks. Engineers have been to look at the fans in lab 2 - the data loggers have recently been employed elsewhere in the Department but will be returned to teaching shortly, so any improvement will be monitored. It is noticeably hotter in the microbiology end of the teaching labs. **Action: PC**

The problem on C block has hopefully been remedied.
- IC9/002.3** **Workshop floor [IC8/079.8]**
GS has turned-up the heating and the floor has gone down. PC has contacted Wayne Spaven who tasked Eric Hannah to assist Graham Tucker in liaising with Simpsons. PC will ask advice from Wayne Spaven re: turning off the heating to see if the problem occurs again. **Action: PC**
- IC9/002.4** **Autoclave facility (Safety) [IC8/079.9]**
Jill Thackrah has been contacted re: YorWaste / deep landfill – a reply is awaited. DWH is meeting with Jill next week and will speak to her about this then. He will also speak to Jill about the fridges for disposal currently being stored in the Biology yard. **Action: DWH**
- IC9/002.5** **Cleaning [IC8/079.12]**

i). Food & drink in K018: SH has put a notice saying 'no food and drink allowed' on the door of K018.

ii). Ad hoc jobs: a number of these jobs are not being undertaken – the common room microwave and water fountains were flagged as not having being cleaned recently. DWH will raise this with Liz Parnell. **Action: DWH**
- IC9/002.6** **Minor works for zone budget [IC8/079.14]**
P block flooring: CA obtained a second quotation for flooring, which was more expensive than the first. The company that provided the second quotation expressed concern re: the high moisture content of the floor and advised that flooring should not be laid. The company suggested a textured painted surface as an alternative – this will provide a non-slip surface. CA will obtain a quote for this and forward to PC before the zone budget meeting on 22nd January. The quote for barrier matting at the top and bottom of the area will be submitted at the zone budget meeting on 22nd January. **Action: CA**
- IC9/002.7** **Areas requiring redecorating [IC8/079.15]**
PC has received some suggestions, which are under consideration. Any further suggestions should be forwarded to PC before the zone budget meeting on 22nd January. **Action: ALL**

IC9/002.8 Lecture Theatres [IC8/079.16]

The missing lecture theatre stand has been found and both stands have been marked as property of the Department of Biology.

The blackboard in B006 is still very stiff and a back injury has been reported as a result. Adjustments have been made to the board but they have made little difference. The blackboard has been earmarked for future refurbishment but it is essential that it is usable now and DWH will follow-up.

Action: DWH

DWH confirmed that the Rapid Response Team are cleaning the blackboards and vacuuming the board rubbers in the lecture theatres. It was noted that the boards are still grey and DWH confirmed that the boards are supposed to be grey rather than black.

IC9/002.9 Lockable barrier/access to Wentworth [IC8/079.17]

CA now has a key to the barrier.

IC9/002.10 Safety – BSF safety inspection / CII refuge points [IC8/080]

i). BSF safety inspection: This is ongoing. Usage of the room is becoming more frequent and this needs to be sorted ASAP. PC will continue to chase.

Action: PC

ii). CII refuge points – testing of the alarms: SH has spoken to Mick Elliott. As far as Mick is concerned the refuge points do not have Planon numbers and are therefore not tested. Mick believes that testing is Estates' responsibility. SH will e-mail Wayne Spaven in her role as Fire Safety Co-ordinator; the message will be copied to Mick Elliott. This will be taken to next months Biology-Estates Group meeting if necessary.

Action: SH

Re: annual fire training – Mick Elliott hopes that the ComplyWise module will be available at the end of January 2009. There have been some glitches with the ComplyWise package.

IC9/002.11 Environmental performance – request for increased lighting period [IC8/082]

CA does feel that Artemisia should make a contribution for the increased lighting and will discuss further with JH.

Action: CA

IC9/002.12 Feedback from Resources Board [IC8/084]

i). Laser pointers: DC e-mailed staff requesting that they buy their own laser pointers. Lyreco has reduced the price of pointers by £10.00 and AC will put a note in the Bulletin. The departmental laser safety web pages will include a link to the Stores web pages.

Action: AC

ii). Toilets on C corridor: DWH has e-mailed Eric Hannah and Sue Johnston – a reply is awaited and DWH will chase.

Action: DWH

iii). Biology Common Room: Further complaints re: overcrowding have been received. All current users are within their rights to use the room – as far as can be ascertained. Emma Rand has spoken to the MRes students and asked them to be considerate during busy periods. It was noted that the MRes students often hold working lunches in the common room. The problem might be alleviated during the summer term when a number of MRes students undertake study off-campus. The situation will continue to be monitored and if further complaints are received the item will be taken back to Resources Board. The Committee acknowledged that there is not currently enough common room space in the Department, and usage is being monitored.

iv). Departmental vehicles – key box: this is ongoing.

Action: PC

v). Capital equipment £25,000 - £50,000: PC has not received any suggestions. The autoclaves in teaching are a possibility. The Horticulture Facility will need a larger autoclave in approx. 3 years time and CA is waiting for a quote from LTE. It would be good to have a 'wish list' in place for if/when money becomes available – requests are usually at short notice and with a short deadline.

Action: ALL

IC9/002.13 Salix funding for building fabric improvement [IC8/085]

Funding is still available. Committee members are asked to let PC and JH know of any energy saving improvements that could be made in the Department.

Action: ALL

- IC9/002.14 Security: suspicious package awareness training and CCTV wired-up to main system [IC8/086 iii]**
AC has contacted Bailey Oliver who is discussing this with Andy Henwood. A further response is awaited.
- IC9/002.15 E107 lab flooring [IC8/086 v]**
Colour coded mops and buckets have been ordered. Users will order/purchase their own Virkon.
- IC9/ 003 Safety**
- i). Sealability testing in the BSF: this is due to be done along with the vent seals. A minimum of 10 days notice is now required in order to switch-off fire alarms.
- ii). Fire alarm isolation procedures and risk assessment form: DN & SH feel that the risk assessment form has not been tailored to the procedure/activity, and feel that it could be improved. This was discussed further. MS regularly uses the form and has not experienced any problems. The only other regular user in the Department is Lucy Hudson in the CII. With the current low number of users in mind it was decided not to take this any further at the moment. This might be revisited in the future.
- IC9/004 Environmental performance**
JH was not present at the meeting and items were invited from the Committee. No items were raised.
- IC9/005 Biology-Estates Group: minutes form the meeting held on 25th November 2008**
- i). Humidity [08/030 b]: MS has discussed the reporting process with Estates and will draft a flow chart of the process as described by Estates. MS will forward the flow chart to DC who will forward to Estates for clarification. **Action: MS / DC**
- There have been some signs of improvement but it is uncertain whether this is as a result of work by the contractors or change in weather conditions. It would be useful if MS is alerted when JS Humidifiers are in the Department - PC will ask Reception to alert MS when they arrive. **Action: PC**
- IC9/006 Other Estates business**
- i). Temporary Acting head of Estates: DC informed the Committee that Wayne Spaven's contract as Temporary Acting head of Estates has been extended.
- IC9/007 Feedback from Resources Board**
There was no meeting in December.
- IC9/008 Any other business**
- i). **Departmental van**
The van is being replaced by purchase rather than lease. GS has sourced a good deal on a 1 year old van that is available almost immediately [a lease van would have taken approx. 6 weeks for delivery]. The new van is a Vauxhall Combo Crew Van and has extra fold-away passenger seats, making it more versatile than the old van.
- ii). **Electrical work in D & J blocks**
PC will need to arrange a shut-down so that electrical fittings can be brought up to current legislative standards – for information.
- iii). **B002 ventilation problems**
There are ventilation problems in B002. Engineers will need to access the plant room in order to look at/fix the problem – this is a restricted area due to asbestos issues. The back door to B002 will be blocked-off on a Friday afternoon in the near future – so that preparations can be made for asbestos removal that will take place over the following weekend. PC will clarify whether the ventilation problems affect the heating or not – supplementary heating will be used if the heating is affected. **Action: PC**

iv). Cleaning update

The cleaning team are 6 people down at the moment. Additional support is being provided by the rapid response team and contract cleaners. Liz Parnell has implemented a catch-up plan - the stairwells are currently being worked on and extra hours are being employed as necessary. In the future there will be an increase in quality checks. Interviews will take place next week and the cleaning team should back to full numbers by the end of January 2009.

v). P002 – cleaning

Horticulture staff have been cleaning P002 since the Facility moved into the area. CA feels that this should be done by the cleaning staff but has not mentioned it to the current area cleaner as he/she is already under pressure because of staff shortages. DWH will check whether cleaning of P002 has been costed for/included in the cleaning agreement and will get back to CA. **Action: DWH**

vi). Wentworth Way

The surface of Wentworth Way has suffered some water damage – the tarmac and the road markings have been damaged. This is being looked at and DWH will keep the Committee updated.

Action: DWH

vii). Blinds in A032 (computer room)

A member of staff has reported that they have trouble seeing the computer screen in A032. WC will find out if it is a window or a skylight that is causing problems. WC will then liaise with PC.

Action: WC

viii). Soap dispensers in the BSF

Some time ago a number of the old-style dispensers were replaced with new-style dispensers. The work was never completed and a number of old-style dispensers remain. This is a problem because soap for the old-style dispensers is no longer available. SH will speak to Liz Parnell about this.

Action: SH

IC9/009

Next meeting

The next meeting will take place on Wednesday 4th February 2009, at 2.15pm in Biology room J005.

Calendar of meetings:

- February: Wednesday 4th February, 2.15pm in Biology room J005
- March: Wednesday 4th March, 2.15pm in Biology room J005
- April: Wednesday 1st April, 2.15pm in Biology room M049
- May: Wednesday 6th May, 2.15pm in Biology room M049 – to be rearranged
- June – to be arranged.