

University of York Department of Biology

INFRASTRUCTURE COMMITTEE

Meeting held on Tuesday the 13th June 2006 in Room B/A001 at 2.00pm.

Present Mr N. Beach, Mr T. Broxup, Ms D.Cartwright, Ms. N. Charlton,
Mr. A. Collingwood, Mr. P. Crosby, Ms J. Harris, Dr D. Nelson,
Mr. M. Snelling, Mr G. Stimson.

Apologies Mr. C. Abbott, Mr C Teeling.

The minutes of meeting Wednesday 3rd May 2006 were accepted.

IC6/024 MATTERS ARISING

IC6/024.1 Emergency Signage

NB reported that Joe Augustine has been to assess the situation.

IC6/024.2 Legionella related maintenance

NB has compiled a comprehensive list of equipment within the Department. DC, NB & DN to meet to agree schedule of maintenance.

IC6/024.3 Lecture theatres flooring repair

Patching of trip hazards will be done this week.

IC6/024.4 B103 Health & Safety Changes

CT reported that this is being discussed with Estates. **Action: CT**

IC6/024.5 J020

Awaiting quote from supplier.

Action: CT

IC6/024.6 Lab chairs for Leese Laboratory

PC, AC & DN to discuss which chairs should be ordered.

Action: PC

IC6/024.7 Fire escape K1/F1

Has been agreed at the BSF/HOLO meeting that the swipe card access to the stairwell is not necessary. A quote will be requested for changing it to a push button release.

Action: NB

IC6/025 ADVICE ON FIRE ESCAPES

Lynne Jarrett will visit the department on Wednesday 14th June to give advice on Fire escapes from the Lecture theatres (B002 & B006) into the courtyard and also from the teaching corridor towards the atrium. There is currently a lack of fire signage and agreement on the route. Advice will also be requested on the fire signage in the lecture theatres.

IC6/026 SAFETY REPORT

IC6/026.1 DN, PC will meet with the cleaning supervisor to discuss the cleaning of radiation rooms.

IC6/026.2 GS will make sure that DN gets a copy of the list of the pressure vessels when Zurich insurance does it.

IC6/026.3 DN has been approached about the horticulture staff getting tired feet and legs while pot cleaning for long periods of time at the sink. DN will speak to CA about testing a second hand anti-fatigue mat.

IC6/026.4 It is recommended that there is annual sealability testing. There was some discussion about who is responsible for this. There is a Laboratory Maintenance meeting with estates taking place at the end of June where responsibility for maintenance will be agreed. PC to attend the meeting. **Action: PC**

IC6/027 FACILITY REPORTS

IC6/027.1 Stores:

AC wondered whether the area outside stores could be concreted at the same time as the road is done. PC to follow up. **Action: PC**

IC6/027.2 BSF

1. MS complained of the lack of communication from estates regarding the arrival of contractors in the department (painters). This experience is repeated around the department – DC to contact John Street. **Action DC**

2. Ground floor autoclave. The long downtime of this autoclave is concerning. The response time of service contractors is not really acceptable. PC to investigate the costs of upgrading the contract and putting the water cycling programme onto another machine as well. **Action: PC**

IC6/027.3 TEACHING

1. Heat in teaching. There is an ongoing ventilation problem in teaching. NC will speak to Paul Hampshire about the ceiling fans.
2. NC reported that the new exit door adjacent to the common room is extremely heavy and students have difficulty getting trolleys through there. PC will ask Mark Hudson to have another look at it. **Action: PC**

IC6/028 TERMS OF REFERENCE

DC will redraft the TOR and table them at the next Infrastructure Meeting.

IC6/029 ANY OTHER BUSINESS

IC6/029.1 Contingency Management Plan & Contingency Operational Plan:

DC has been working on these documents and will be circulating them before the next meeting for discussion at the meeting .

IC6/029.2 Zones 3/5 Meeting:

Any requests for financing of small works should be forwarded to PC by Thursday 22nd June.

IC6/029.3 Porterage

DC has been informed that the Biology porter services are going to be reduced and a meeting has been arranged with Ken Batton & Lyndon to discuss the implications of this. Some of the matters identified for discussion were:

- Planon
- Room changes
- Keys
- Post
- Taking visitors/students to destinations

JH will identify where the pigeon holes are located throughout the building.

Next meeting: Wednesday 5th July 2006 in B/A001 at 2.00p.m.