

University of York Department of Biology

INFRASTRUCTURE COMMITTEE**Minutes of the meeting held on Wednesday 13th May 2009**

- Present** Dawn Cartwright (Chair), Steve Howarth, Peter Crosby, Colin Abbott, Wendy Crosby, Sylvia Haddock, Jo Hossell, Andrew Collingwood, David Nelmes, Geoff Stimson, Mike Snelling, Jo Hossell, Rebecca Regan (Secretary)
- Apologies** David Nelson, David Hammond
- IC9/038** **Minutes of the meeting held on 1st April 2009**
The minutes were accepted subject to the following change:

IC9/033: SH is waiting for a response from Mike Bristow, not Keith Reynolds.
- IC9/039** **MATTERS ARISING**
- IC9/039.1** **Autoclave facility (Safety) [IC9/029.1]**
JH now has the equipment to measure energy use during an autoclave run. **Action: JH**
- IC9/039.2** **Lecture Theatres [IC9/029.2]**
Repair has been made to the blackboard in B006. Longer-term discussions re: blackboards / white boards are taking place. This is a centrally bookable room; although Biology will have some input, the final decision is not a departmental one.
- IC9/039.3** **Annual fire training (Safety) [IC9/029.3]**
The training has been rolled-out to post graduates.
- IC9/039.4** **Wentworth / Goodricke Way [IC9/029.6]**
DWH was not present re: reporting whether there are any plans to resurface/repair Goodricke Way. DWH will report back at the next meeting. **Action: DWH**
- IC9/039.5** **Blinds in A032 (computer room) [IC9/029.7]**
The joiner's vehicle now has a roof rack and the work will be completed by the end of the week.
- IC9/039.6** **Sterile water demos/presentations [IC9/029.11]**
MS has submitted an order for trial in the Facility.
- IC9/039.7** **Autoclave replacement plan [IC9/029.12]**
This is ongoing. A bid for replacement of one of the teaching autoclaves is currently being considered - this seems to be the most pressing at present. PC is pulling information together from members of the Autoclave Focus Group prior to a meeting. **Action: PC**
- IC9/039.8** **Power cut / fire alarms (Safety) [IC9/029.13]**
This is ongoing [DN is awaiting a reply from Bailey Oliver]. **Action: DN**
- IC9/039.9** **Feedback from Resources Board [IC9/029.15]**

i). Environmental Performance minutes - Artemisia lighting: CA is still waiting for a reply from the relevant PI, and will chase-up. **Action: CA**

ii). Common room facilities: Lorna Evans is looking at the feasibility of block booking B/102 as a space for the Masters students to work/network. The system will be trialled for the next Masters intake. The students will be asked to use Wentworth for eating and drinking.
- IC9/039.10** **Storage space for compost [IC9/029.17]**
The space has been cleared and is ready for use. CA will get a key cut. **Action: CA**
- IC9/039.11** **Plant growth cabinets for disposal [IC9/029.18]**
The small fridges have been disposed of.

IC9/039.12 Fabric covered chairs in labs (Safety) [IC9/030]

This has been done.

IC9/039.13 Change to Planon requests (from Biology-Estates Group minute 09/002 k) [IC9/033]

SH was copied into an e-mail from Wayne Spaven to Mike Bristow. The e-mail asked Mike to contact SH about this; SH has not had any response from Mike. DC will take this to the next Biology-Estates Group meeting.

Action: DC

IC9/039.14 2009/10 budgets [IC9/034]

The budgets have all been submitted.

IC9/040 Safety

i). Pipe installation for hydrogen cylinder (D0 / Ineson Group): there is no certificate to indicate / confirm that this has been officially tested. However, PC reported that it is to be tested as part of the Estates strategy re: testing of all gas installations in the near future. The pipe is not in use at the moment. This will be taken to the next Biology-Estates Group meeting.

Action: PC

ii). Waste disposal charges: AC circulated an update on changes to waste disposal costs for 'clinical & offensive' waste. This included information on the official 'offensive waste' bag, which is yellow with a black stripe. There were no further questions/comments.

iii). Asbestos management: DN & DC recently attended a Departmental Safety Officer Advisory Group meeting, where asbestos management was discussed. DC tabled a draft 'Asbestos Survey Application Form'. The form will need to be completed prior to any work being undertaken on the fabric of the building. Completed forms will be returned to Mark Newsome for prioritisation. This form is currently at draft stage and has not yet been released. No comments / questions were raised.

PC informed the Committee that work to fill vertical cracks and holes in the walls of the old Biology building would commence next week. The contractors will start their survey / work in A block. For information.

MS reported that there has been some progress re: the connection of the fan in the autoclave room. This has been delayed because of asbestos related issues. For information.

IC9/041 Environmental performance

i). 3 phase monitor on autoclave boiler: the autoclave is using approx. 106 kw in a 24 hour period, which equates to approx. 5 kw per hour; there are approx. 7 autoclave runs in this time. This will be monitored over a period of time in order to work out the average energy use, both when the machine is in and not in use. The monitor can be used on other equipment in the Department.

ii). Metering strategy: Roger Hartshorn in Estates is working on this. Roger would like Biology to be a demonstration department for a new web based monitoring system. This will result in more meters being available in Biology. The system will also give easier access to data, including an instantaneous display of data, which could be displayed publicly to the Department (e.g. in the Atrium or Concourse). This is scheduled for July 09.

iii). -80 freezers: 2 'greener' -80 freezers have recently been purchased by a group in the Department. The Department agreed to pay the difference between a standard, less energy efficient freezer – pay back will be in energy savings. The Department are prepared to consider funding other equipment in this way and JH will publicise via the Biology Bulletin – this will be linked to the energy WIKI site.

Action: JH

IC9/042 Feedback from Resources Board

There was nothing to report.

IC9/043 Estates issues

PC & MS have met with Roger Dunstan from Estates re: the BSF/Estates Action Plan. Roger is currently pulling information together and is working on the plan. For information.

IC9/044 Probation procedure

The induction and probation policy & procedures have recently been updated on the HR website. All

managers that recruit/manage staff are asked to familiarise themselves with the new policy & procedures. Procedures & policies are being continually updated and managers can sign-up to an e-mail alert – for information.

Action: ALL

IC9/045

Any other business

i). New University policy/procedure for events management

DC confirmed that this policy applies to any events being held in the Department that are out of the ordinary e.g. involving very large numbers of external people; events being held out of hours etc. Committee members are asked to be aware and follow this policy/procedure.

ii). Advertising seminars to students

Departmental seminars need to be disseminated more effectively to students in the Department. One possibility is a display screen in the Concourse; Committee members were asked for suggestions re: location. Visibility and asbestos issues were taken into consideration and the best place appears to be the board in front of the cleaner's office. The type of display screen [plasma or LCD] will be discussed at tomorrow's Information Committee meeting. DC will take this back to Strategy Group.

Action: DC

iii). Storage space for BSF

Space to store bedding and food in Stores is running out and suggestions re: additional storage space were invited from the Committee. The Committee noted that the BSF is expected to expand in the future. Storage must be watertight and rodent-proof. Suggestions included the temporary use of the lab next to Stores; an external container in the gravelled area of the Stores yard, either for the food and bedding or to free-up further space in Stores; purpose built storage between F & D blocks; the conversion of G001. DC will continue to work on this, and carry out feasibility studies. Any further suggestions should be sent to DC.

Action: ALL / DC

iv). Visual Identity booklet

A copy of this booklet seems to have been sent to every member of staff. This is expensive and unnecessary, especially as the information is available on the web. Committee members were unanimous in agreement.

v). PAT testing

The Electronics Workshop proposes to order pre-printed numbered bar-coded labels for items not on the asset register – DC agreed that this is a good idea and the labels will be paid for from DC's workorder. Detachable mains leads also now need to be tested and green wrap-around labels will be fixed to the leads once tested – for information.

Action: SHth

vi). Mechanical Workshop representation

Mark Bentley will accompany GS to the next meeting – in preparation for GS' retirement in July 09.

vii). Fire risk assessment – rooftop greenhouse

Mark Lorraine conducted a fire risk assessment and was unhappy about the exit route [via the emergency ladder] from the rooftop greenhouse. Appropriate training will be given to all users of this greenhouse and SH will discuss this further with Jo Hardy in Health & Safety.

Action: SH

IC9/046

Next meeting

The next meeting will take place at 2.15pm on Wednesday 10th June, Biology room M049.

Calendar of meetings:

- June: Wednesday 10th June, 2.15pm, room M049
- July: Thursday 2nd July, 2.15pm, room M052
- August: Wednesday 5th August, 2.15pm, room TBC
- September: Wednesday 2nd September, 2.15pm, room TBC
- October: Wednesday 7th October, 2.15pm, room TBC