

*University of York Department of Biology***INFRASTRUCTURE COMMITTEE****Minutes of the meeting held on Monday 16th June 2008**

- Present** Dawn Cartwright (Chair), Andrew Collingwood, Sylvia Haddock, Steve Howarth, Colin Abbott, Mike Snelling, David Nelson, Jo Hossell, Nicola Charlton, David Nelmes, Rebecca Regan (Secretary)
- Apologies** Peter Crosby, Geoff Stimson, David Hammond, Chris Teeling
- IC8/038** **Minutes of the meeting held on 29th April 2008**
The minutes were accepted.
- IC8/039** **MATTERS ARISING**
- IC8/039.1** **Window washing [IC8/031.1]**
DWH will update the Committee at the next meeting. **Action: DWH**
- IC8/039.2** **Glasshouse work/repairs [IC8/031.5 i]**
DC has met with Walter Thompson re: the problems that have recently been encountered with Estates. This is ongoing and will continue to be monitored.
- IC8/039.3** **3 phase supply testing [IC8/031.5 ii]**
A system is now in place - the Electronics Workshop have bought an adaptor for testing portable appliances; testing of hard wired equipment must be requested through Planon as a chargeable job. The inventory of hard wired 3 phase equipment in the Department is being updated by PC prior to the Planon request.

The outstanding testing of the growth cabinets has been completed. 5 cabinets registered an insulation resistance failure. These failures did not present imminent danger to an individual, and all failures have been rectified.
- IC8/039.4** **Shower heads in the BSF [IC8/031.5 v]**
DWH will update the Committee at the next meeting. **Action: DWH**
- IC8/039.5** **Departmental audit [IC8/031.6]**
The audit will take place between 07/07/2008 – 10/07/2008. Areas to be audited include:
- Staff induction & training (Departmental HR Office)
 - Maintaining & monitoring departmental risk register (DC)
 - Ordering and receipt of goods and services (AC)
 - Creditor payments (Departmental Finance Office)
 - The use of purchasing cards (AC)
 - Cash handling and banking (Departmental Finance Office)
 - Asset register / inventory controls (DC)
 - Register of interests (DC)
 - Implementation of health & safety procedures (DN)
- The auditor (Ricardo Falconi) will be based in the Purchasing Office.
- IC8/039.6** **Cleaning: general feedback & ad hoc jobs [IC8/031.7]**
Standards have started to drop again; this is due to staffing problems within the Biology cleaning team.

On a recent Safety inspection it was noted that a number of air conditioning vents in some labs and offices are very dirty/dusty. These vents should be cleaned every 6 months and Wayne Spaven is responsible for arranging this. SH will follow-up with Wayne. **Action: SH**
- IC8/039.7** **Change of room use in CNAP [IC8/032 ii]**
Compartmentalisation plans are still awaited. A 'DorGard' has been fitted to the door of the room, and the detector has been changed from particle to heat.

- IC8/039.8 Safety inspections (paper towels at hand-wash sinks in labs) [IC8/032 iii]**
DWH will update the Committee at the next meeting. **Action: DWH**
- IC8/039.9 Liquid nitrogen [IC8/032 iv]**
This is currently with PC who will update the Committee at the next meeting. **Action: PC**
- IC8/039.10 Phones in lifts [IC8/035 i]**
This was taken to HSWC, and DC did obtain an update from Len Brindley. The new communication systems should be in place. A problem with the line between the BSF lift and Security was identified during a recent visit from an insurance inspector. A problem with the floor level in this lift was also identified.
- IC8/039.11 Plant system maintenance request [IC8/035 iii]**
This has been done.
- IC8/039.12 Legionella – isolation of outlets [IC8/035 vi]**
SH received an apology from the plumber [in the shape of a large box of chocolates]. The problem seems to have been resolved.
- IC8/039.13 Freezer alarm call-out [IC8/036]**
Lucy Hudson and DN have agreed to be added to the list. DC thanked Lucy and DN. The updated call-out list was forwarded to Security.
- IC8/040 Safety**
- i). Safety inspection: a recent inspection of growth rooms and glasshouses used to house plant pathogens went well on the whole. Some host plants were found to be present in an infected area; these plants were not labelled. Although the risk was low this will need to be monitored and CA will ask for DN's assistance if necessary. Good lines of communication between the users/licence holders and Horticulture staff are essential.
- ii). Heath surveillance: it is possible that charges for health surveillance will be passed to the departments. Local control of the budget means that surveillance and associated costs can be monitored. It is possible that groups will be expected to raise money for health surveillance through their grants. This has not yet been agreed and DN will keep the Committee updated. In the event of this happening DC will request that the current Health Surveillance budget be transferred to the Department.
- iii). HSE: Work with hazard group 3 organisms is currently being carried out in the containment level 2 labs in the BSF. This was a temporary arrangement and the work has now gone over the estimated deadline. DN is required to inform the HSE when the work finishes, and DN will follow-up with the user and the HSE. **Action: DN**
- IC8/041 Environmental performance**
- i). Meter data: JH now has a map of the meters and the areas they cover. JH also has remote access to the meter data. A problem has been identified re: the EASII software - there is currently no data available from the end of May.
- ii). Vending machines: JH has been monitoring the energy consumption of the vending machines in the Atrium and they use approximately £900 of electricity per annum. The glass fronted machines use the most power; this is due to the poor insulation provided by the glass front. Suppliers are not keen on switching these machines off for any length of time due to effect this has on the products [i.e. bloom on chocolate]. However, John Greenwood has agreed that timer clocks can be installed on the hot and cold drinks machines.
- The Committee agreed that the hot and cold drinks machines in the Atrium should be switched off between midnight and 6am each day. These machines must function 7 days a week in order to serve those people who work at the weekend. The cold drinks machine in the Concourse will be switched off between 7pm – 8am each week day, and can be switched off completely at the weekend as student access is denied to this area at the weekend; this will be implemented once the current access problems with the power source have been resolved. Further discussion of this issue will take

place at the Environmental Group on Thursday.

Action: JH

JH will produce signage alerting people to the on/off schedules.

Action: JH

JH will also look at using power cycling/power saver plugs as an alternative to the timer clocks.

Action: JH

iii). Web pages: the web pages are not yet complete; it is hoped that they will go live in the next couple of weeks. The development of the pages will be an ongoing process.

iv). Voltage testing / reduction: Willy Hoedemann will be working on this and JH asked Committee members to let her know if they have any voltage sensitive equipment.

Action: ALL

v). Comparative stats/data: JH agreed to send figures to DC by the end of July, to include information on contract renewal costs; DC needs this information for work on the Departmental Plan.

Action: JH

vi). Recycling: Jill Thackrah would like to extend the recycling facilities in Biology. The Committee were asked to suggest locations for the new recycling facilities. The Gator Team will empty the bins on a regular basis and locations must be on an easy route for collection. The following locations were suggested: Biology Concourse (2 plastics, 1 can, 1 cardboard) / Biology Atrium / A004 (plastics) / by the pigeon holes or bridges on L1 & 2 and M 1 & 2 / J block entrance / CNAP kitchen area / IIU / S block. Any further suggestions should be sent to DC. Special carrier bags can also be provided to office and lab areas to facilitate the collection of recycling locally, and the easy transfer to the central departmental recycling stations.

Action: ALL

IC8/042

Estates issues / Biology/Estates Group meeting of 16th May 2008

i). Heating in Teaching: the Committee noted that the issue with regards to excessive cold has been resolved; the issue with regards to excessive heat is still to be resolved. A student recently fainted in Teaching; the injuries sustained resulted in a visit to hospital. The heat was thought to be a contributory factor. The heating is being monitored with a data-logger, which NC will pass to PC; PC and DN will then follow-up with Estates. Various steps have been taken to alleviate the problem with little success, including the use of fans and flow hoods to extract hot air; JH will look into more environmentally friendly ways to extract/circulate air. JH will also crosscheck the data from the data-logger with the data from the BEMS system, to check that the BEMS system is working properly. This is a health & safety issue and needs to be resolved.

Action: NC / PC / DN / JH

NC also reported that smoke from the smoker's shelter enters Teaching at the glasshouse end when the windows are open. This is unacceptable and DC will speak to Tom Fleming about this.

Action: DC

ii). Buffer rails: the schedule for installation has been tightened. The work will be completed in mid-July and will be invoiced before the end of this financial year.

iii). Humidifiers: an installation date of 30th June has been agreed with Len Brindley.

iv). Sealability: 5 rooms are outstanding. These rooms are currently occupied, but occupation will be shuffled to facilitate the installation of the buffer rails. This should be completed by 16th July.

v). Major flood in K3 plant room: the flood was caused a number of factors - a leak that was reported on Friday, the failure of a gas solenoid valve and the effect of the cool water on other plant (which leaked!). The flood did miss two server rooms, but the K2 labs were severely affected. The damage could have been avoided if the K3 plant room floor had been sealed and drainage put in place. It is essential this doesn't happen again; DC will communicate with Estates Managers about implementing sealing and drainage.

The solenoid is being replaced this evening at a cost of £7,000. The valve itself is obsolete and a whole unit has had to be purchased. The cost is prohibitive to storing spares. There are various ideas re: the cause of the gas solenoid failure including the fire drill that took place on Thursday 12th June. There is another fire drill next week and the gas solenoid will be monitored

Post meeting note – a further flood was experienced on Monday night – after the replacement of the valve the heating was switched back on but a safety valve failed resulting in a massive flood. The

water leaked into K2 and K1 again and disrupted the services further. We have also been informed that much of the plant in K3 is obsolete making the sourcing of spare parts extremely difficult. An email has been sent to Walter Thompson (copied to Keith Lilley, Sally Neocosmos and Dale Sanders) expressing the Departments concern regarding the lack of sealing of the K3 plant room floor and the lack of robustness with the K3 plant – urgent action has been requested.

IC8/043 Fire signage

Mick Elliott has provided suggested examples of new/additional fire signage to be placed on lab doors. It was agreed that labs already have adequate signage and the new/additional signage is not currently necessary. Signage will continue to be monitored and updated/changed if/when necessary.

IC8/044 P Block glasshouse insect screens and filtration unit

i). Insect screens: CA is experiencing problems with the replacement of the cassettes; Hortimax has been taken over and no longer provides the service. CA has sourced replacement from a company in Holland. This company can re-cover the old screens [which CA kept from the last time the cassettes were replaced] at a cost of £2688; they will also collect and deliver for an additional £700. This is the cost for 12 screens. DC agreed that CA should go ahead and arrange. **Action: CA**

ii). Filtration unit: over the past few months it has cost approximately £1300 to repair the filtration unit. This is to date, with a further £500 expected on top of that shortly. The likely cause of the problem is the amount of water directed through the filter via the autoclave. A quote for £2,100 to re-direct the autoclave drain was received last year. DC asked CA to put the job on Planon, marked as urgent; this will be paid from DC's account rather than the Horticulture account. **Action: CA**

IC8/045 Loose block work P block

There are a considerable amount of blocks loose along the wall and SH will put this on Planon as a building maintenance request. **Action: SH**

IC8/046 Any other business

i). Metal and small electrical items skips

There is not enough waste from Biology to warrant a full-size dedicated metal skip. A small lockable skip will be provided for small electrical items; the Gator Team will empty the cabinet, but they will need to be provided with a list of contents on collection. This contents list will be kept in Biology Stores. AC will set-up the system so it is ready to go when the cabinet arrives. **Action: AC**

ii). Agresso

There are still problems with people being miss-charged on Agresso – for information.

iii). IT – supplier change

DN reported that there has been a switch of supplier from Viglen to Dell. Dell are currently providing some very good deals – for information.

iv). Next meeting

The July meeting will be rescheduled to take place in late July; the August meeting has been cancelled. RJR will circulate for dates re: the July meeting. **Action: RJR**

Calendar of meetings:

- July: to be reschedule from 2nd July to late July
- August: cancelled