

University of York Department of Biology

INFRASTRUCTURE COMMITTEE

Meeting held on Wednesday the 18th January 2006 in Room B/A001 at 2.00pm.

Present Mr. C. Abbott, Mr N. Beach, Mr T.Broxup, Mrs D.Cartwright, Mr. A. Collingwood (Minutes), Mr. P. Crosby, Dr D. Nelson, Ms N. Pirozek, Mr. M. Snelling, Mr G. Stimson, Mr C Teeling.

Apologies Ms. N. Charlton, Ms J. Harris.

IC6/001 The minutes of meeting held on Wednesday 7th December 2005 were accepted.

IC6/002 **MATTERS ARISING**

IC6/002.1 Smoking shelter screening

A risk assessment had been completed by Gordon Eastham and contractors would now be coming in to locate underground cables.

The deadline for the work to be done would be early spring to allow time to plant Evergreens.

IC6/002.2 Doors

PC liaising with Rothwell's to arrange for the work to go ahead on the automated door between the F/K link and also the holdbacks for the other doors along the corridor. There is now a pressing need for the job to go ahead to meet DDA requirements.

The door near the common room is to be funded by the Zone 3/5 Resources fund.

Action: PC

IC6/002.3 Access to roof glasshouse

The newly appointed Small Projects Manager had looked at the job and the cost is now around double of the budget originally allocated, so will be forwarded to Resources Board

Action: PC

IC6/002.4 BSF Access in fires

Security has confirmed that they can find out if anyone is in the unit although this may take some time. MS would write a protocol for access to the BSF by the Fire Brigade outside working hours.

Action: MS

IC6/002.5 Porter's store under B002

CT is liaising with Lyndon Taylor to arrange for this Store to be cleared.

Action: CT

IC6/002.6 Signage in teaching

NB had been in contact with Mike Bristow (Estates) who is to arrange for this to take place.

Action: NB

IC5/07.8 Onity lock request on steel doors in P block

It was agreed that this would be taken to the Resources Board.

IC6/002.7 Water dispensers

AC would produce signs for the water dispensers and put a note in the bulletin encouraging people to re-use the plastic cups.

Action: AC

IC6/002.8 Overcrowding in K018

DN has placed some notices in the K018. AC will provide two more to be placed at the back of the theatre.

Action AC

IC6/002.9 Agresso downtime

The Agresso upgrade is still scheduled to take place from 10th until 21st February. AC has been putting weekly notices in the bulletin warning users about system unavailability.

Stores will carry out barcode sales during this time and AC will have a contingency plan in place for the creation of emergency orders.

Action AC

IC6/002.10 Noise assessment of ventilation duct in IIU

DN is to meet with Soombul to carry out a noise assessment. The problem has also been highlighted on the snagging list.

Action DN

IC6/002.11 Damaged fire door in teaching

NC is progressing this with Mike Bristow.

Action NC

IC6/003**SAFETY REPORT**

- ? The Health & Safety Laboratory has given a presentation on the servicing options they offer for safety cabinets. PC is to provide them with information on the requirements for the department so that a quotation can be produced.

Action PC

- ? DN is producing a document highlighting safety management responsibilities for YSBL. It was agreed that Chemistry are responsible for the payment of safety cabinet servicing for YSBL. DC would check that they are being charged for this service.

Action DC/DN

- ? Paul Genever requires improved facilities to carry out future GM/DP work. PC has arranged for him to liaise with Lorna Skiera to negotiate use of other facilities on L0.

Action PC

- ? A recent inspection of the Biology lecture theatres has highlighted poor signage and damaged flooring which needed to be repaired as a matter of urgency.

Action CT

IC6/004

FACILITY REPORTS

? **Stores:**

The department would start using the Post Room from February for the sending of documents and non hazardous packages.

Dave Thorpe would be leaving the department on 27th February. The replacement post has now been advertised.

An IATA Dangerous Goods by Air course has been organised by AC to be held on-site, with delegates from local Universities attending. This has meant that 3 members of Stores staff can be trained for less than the cost of sending 2 delegates to an external course.

? **Horticulture:**

Rothwells were looking into problems with the lights tripping in the Teaching Greenhouses.

? **BSF:**

There are currently problems with the humidity ventilation. John Pilmoor is meeting regularly with Estates to progress building problems.

The new cage washer is now installed.

Karen Travis will be attending a First Aid course this month to increase the First Aid coverage in the BSF.

A review of the allergen management procedures are currently taking place with DN.

A cleaner's store cupboard is required for the BSF. AC would obtain ordering information as several are now needed in the department.

Action AC

? **Personnel:**

All recruitment of HEFCE/Departmental funded posts are now to be delayed 8 weeks due to current financial restraints. Posts would also be advertised internally first, and once advertised externally would only be placed on the University website and not in the local press.

The notification of HERA grades will now be issued in June instead of May.

IC6/005 MAINTENANCE WORK

Maintenance work would be taking place on C and D corridors to repair the damage caused by water during the Christmas break. The work is likely to start in February and last 4-5 weeks. It would result in C0 corridor and D0 stairwell being sealed off for about 2 weeks while asbestos is removed.

IC6/006 REDUCING ENERGY COSTS

DC reported that we need to look at ways of reducing energy costs within the department and asked facility managers to review their own work areas and make suggestions for ways of reducing costs.

The Environmental Performance Group has discussed some of the issues at previous meetings. DC would liaise with Richard Firm to co-ordinate efforts.

Action DC

NB raised the possibility of fitting secondary glazing to some windows on D0 to help reduce drafts, which may help reduce heating costs.

Action NB&GS

IC6/007 ACCOUNTS

DC is currently looking at the accounts for each facility and would be meeting with managers to go through them in the coming weeks.

Next meeting: Wednesday 1st February 2006 in B/A001 at 2.00p.m.