

*University of York Department of Biology***INFRASTRUCTURE COMMITTEE****Minutes of the meeting held on Tuesday 18th March 2008**

- Present** Dawn Cartwright (Chair), Peter Crosby, Andrew Collingwood, Sylvia Haddock, Stephen Howarth, Colin Abbott, Nicola Charlton, Mike Snelling, David Nelmes, Jo Hossell, David Hammond, Rebecca Regan (Secretary)
- Apologies** David Nelson, Geoff Stimson
- IC8/017** **Minutes of the meeting held on 6th February 2008**
The minutes were accepted.
- IC8/018** **MATTERS ARISING**
- IC8/018.1** **Window washing [IC8/009.1]**
From the next financial year window washing will be included under the zone cleaning budget. This should enable better control locally. The windows in Biology have not been cleaned for approximately two years and it was agreed that cleaning should be brought forward into this financial year. The Atrium photo cell is located beneath the glass canopy above the main entrance to the Department; the build-up of dirt on the canopy is causing problems with the function of the photo cell. DWH will take this back to the Centre. **Action: DWH**
- IC8/018.2** **Authorisation to work form [IC8/009.2]**
DC, PC and SH have produced guidelines to accompany the form; the form and guidelines are being trialled by Lucy Hudson. DC will also pass the guidelines to CA for checking. The form and guidelines will be rolled-out to the rest of the Department once the trial has been completed and Colin has checked the guidelines. **Action: DC**
- IC8/018.3** **Convion growth cabinets [IC8/009.9]**
This item has been taken to the Environmental Performance Group and can be removed from the agenda.
- IC8/018.4** **New accident report forms [IC8/009.15]**
The reference number has been returned by the Centre and the system seems to be working well.
- IC8/018.5** **Sanyo room [IC8/008.17]**
This has been added to the ongoing fire improvement works.
- IC8/018.6** **Storage space under the lecture theatres [IC8/009.18]**
Mick Elliott has assessed the space. There is no problem using the space for storage but a detector needs to be installed. SH will add this to the fire improvement works. The space also needs to be tidied. **Action: SH**
- A number of additional jobs have been added to the fire improvement works in stages. SH will send a list of these additional jobs to DC who will forward to Eric Hannah to ensure that they have been added to the works. **Action: SH / DC**
- IC8/018.7** **Missing filters [IC8/009.20]**
Graham Tucker has assured PC that this will be resolved; nothing has happened yet. It was suggested that the filters be ordered by Biology on Graham's workorder; PC will contact Graham for the workorder and order the filters. **Action: PC**
- IC8/018.8** **Departmental vehicles [IC8/009.22]**
This is ongoing and the item can be removed from the agenda.
- IC8/018.9** **Security / CCTV cameras [IC8/009.23]**
DC has spoken to Ken Batten. Ken feels that fewer crimes are reported in areas on campus where CCTV cameras exist. Resources Board feel that funding for cameras surveying the cycle sheds should be covered by the new build.

PC is waiting for a response from Bailey Oliver re: improvement to the security of the Stores yard gates. Security of the gates is a priority; CCTV coverage for the Stores Yard will be re-visited at a later date.

IC8/018.10 Environmental performance: photocells / meter data / vending machines [IC8/011]

Photocells in the Atrium and Teaching corridor: the override switch for the Atrium photocell has been installed, and Reception have the key. The key for the teaching corridor override is still to be located and JH hopes to collect it from Estates shortly.

Meter data and vending machines: dealt with under minute IC8/020 below.

IC8/018.11 Insurance for contractors [IC/014]

DC has spoken to Ian Jennings and an inter-departmental database would need to be web-based. This cannot currently be actioned, but will be revisited in the future. DC is in contact with the other science departments about this.

IC8/018.12 York Extra [IC8/015]

All members have taken the agreed action and no problems were reported.

IC8/019 Safety

DC reported on the recent departmental Health & Safety Audit, which was undertaken over the period of one week by Dennis Fowler along with Stephanie Slater and Mick Elliott. Meetings with various members of the Department took place and related paperwork was inspected. The Audit Report has been sent to Dale Sanders, Keith Lilley and Tom Fleming. Biology, H&S and Estates have a number of points to address; the Audit Report will be taken to Safety Committee and will be placed on the web for further reference.

Overall the Department was praised for its Health & Safety standards and DC relayed the following message from Tom Fleming: 'The audit indicates that the general standard of health & safety management across Biology is extremely high and in many areas is an example of 'best practice'. For achieving this standard the entire management team in Biology should be commended.' DC thanked everyone who is involved with health & safety in the Department and who were involved in the Audit.

IC8/020 Environmental performance

i). Meter data: the database has not been fully commissioned and a different software package might be implemented. The reliability of the data is questionable: it is uncertain which meters cover which areas and also what the unit of measurement is. Stephen Stead from Rothwells has knowledge of the system but he is away for the next 3 weeks - having only one expert might cause problems if he leaves. JH is trying to benchmark where reliable information is available; there is some room for improvement with H block coming out between typical and poor [using the benchmarks for labs]; there may be some issues with the reliability of data for this area and JH will speak to Stephen Stead when he returns. This item is ongoing. **Action: JH**

ii). Vending machines: this item is ongoing. **Action: JH**

iii). Easter weekend: JH will circulate an e-mail to all members of the Department encouraging people to switch off equipment that is not needed over the Easter weekend. JH will monitor any changes in data. **Action: JH**

IC8/021 Minutes from the Biology-Estates Group meeting of 20th February

The following items were discussed:

i). Minute 08/002 r). Emergency telephones in lifts: this item was taken to HSWC by Tom Fleming and should be resolved soon. The Committee noted that the 'original lift' referred to in the minutes is on E wing.

ii). Minute 08/010 a). Temperature in the Teaching labs: room A006 is referred to in the minutes, but NC feels that this should actually be A008. NC reported that the temperature in Teaching has improved since the flood in the concourse, and whatever problem caused the flood was probably responsible for the problems with the heating in teaching.

iii). Minute 08/002 n). BMS terminal to show alarms: this has not been set-up yet; the terminal will be in located in Biology.

IC8/022 Other Estates issues

i). Glasshouse work/repairs: There is an unresolved repair to the roof of the D block glasshouse; access to the area of repair is difficult and repair will need to be initiated by Estates. Both Paul Scott and CA have been in contact with Graham Tucker, and CA has forwarded Hortimax's details to Graham. It is uncertain whether Hortimax have completed all of the training required by the University and this might be causing the delay. CA will forward the details to DC; DC will speak to Len Brindley and Wayne Spaven when she meets with them tomorrow. **Action: CA / DC**

CA raised a question re: unexpected work by contractors: if CA initiates work which he believes can be carried-out in the greenhouse, but on further investigation by the contractor actually involves roof access then Estates must be contacted. The call should be finished at this point and the necessary risk assessments and method statements requested and forwarded to Graham Tucker for approval. A new risk assessment need not be provided for each visit providing that the contractor has confirmed that the current one is still appropriate for the work being undertaken. DC acknowledged that the new procedures do have their difficulties.

ii). 3 phase supply testing: the growth cabinet should have been tested in November 2007. SH will check the job has been out on Planon and will do so if not. **Action: SH**

iii). P002 air handling unit: the filters in this unit are not being changed on a regular basis. This work is contracted out to SES and PC will speak to them about this. The job has been put on Planon. **Action: PC**

iv). Buffer installation: the asbestos survey is still awaited. MS has been in touch with Wayne Spaven and will forward this correspondence to DC, who will contact Alan Willoughby. **Action: MS / WMS**

v). Shower heads in the BSF: Aquatrust queried when Estates last checked the shower heads in the BSF. SH has a list of checks and when they were carried out. BSF staff are running the shower heads regularly; this job should be done by an Estates maintenance assistant – DC to discuss with WMS **Action: DC**

IC8/023 Departmental audit

Biology will undergo a departmental audit during the week beginning 7th July 2008. The last departmental audit took place in 2002 and DC has copies that can be circulated to Committee members on request. The audit will look at various areas in the Department including Personnel and Finance. An area of concern from the last audit is the lack of a request & recording system for annual leave. Biology Personnel intend to implement a system to record annual leave. Discussion took place regarding the use of flexi-sheets to record leave instead of the annual leave sheet – it was agreed that staff could record their leave on a flexi sheet as long as the sheet was available for view by their manager. It is also intended to bring in an 'application for leave' system – to be implemented for leave of 1 week or more. Neither of these systems is intended as a check on staff, rather to ensure that there is an audit trail. Committee members supported the proposals; the system will be trialled by the Infrastructure Team - DC will set this up. **Action: DC**

IC8/024 Cleaning: general feedback & ad hoc jobs

i) General: DWH reported that cleaning in the Department has been a challenge. Cleaning in the Department has been reviewed, and specifications/staffing have been implemented as a result of the findings. The workforce now matches the requirements of the business and the majority of cleaning will take place between 6am – 9am each day. A new Team Leader and Supervisor have been appointed. The Team Leader is reviewing practices surrounding the ordering and storage of stock along with security arrangements and lockable cleaner's rooms - each area is being reviewed on its own merit. Cleaning in Biology is comparatively expensive and this is being investigated. DWH acknowledged that the Atrium floor is a problem area; he also agreed to look into why the University severity labels are not displayed on cleaning chemicals. **Action: DWH**

ii). AD hoc cleaning jobs: DWH is awaiting a reply from Jill Thackrah re: costs. DWH will move this

forward.

iii). Teaching: DWH noted that the teaching labs need to be cleaned during the Easter vacation and before a proteomics course takes place in April. The Committee noted that B006 has been cleaned and the blackboards will be refurbished this week.
Action: DWH

IC8/025 Zone funding

The external lighting should be completed next week. The SU space has been painted. The sink for the Biology common room has arrived; installation is awaited. There will be remaining budget for the splash-backs and shelves in the Bioscience wash rooms.
Action: DWH

IC8/026 Replacement of ceiling tiles in the concourse

There is currently some asbestos associated risk from the ceiling tiles and the tiles will hopefully be replaced over the Easter vacation. The plastic sheeting erected to stop people from entering the area keeps falling down and red tape will be applied to stop people from entering.
Action: PC

A new water dispenser for the concourse area can be ordered when Agresso is back on-line.

Action: SH

It has been suggested that the curtains in the concourse be removed in order to let more light into the area. The Committee were generally supportive.
Action: DC

IC8/027 Birds flying into P Block glass link

Concern has been expressed about the number of birds flying into the P block glass link, which can cause some distress. CA proposed the application of stickers to the windows in order deter birds from flying into them. This was supported and DC agreed to pay from her workorder. CA will look into the options and implement. A request to remove the remains of dead birds and other animals on campus can be put on Planon.
Action: CA

IC8/028 Font of minutes

In order to save paper the minutes will be circulated in font size 10; the minutes are not protected and individuals can amend the font size as necessary for their needs. The top, bottom, left and right margins will be made smaller.
Action: RJR

IC8/029 Any other business

i). Commitments on Agresso Finance reports

DC requested that Committee members do not contact Finance about the long standing problem with commitments on the summary part of their reports – some reports have up to half a million pounds of erroneous commitments! Finance are aware of this and hopefully the problem will be rectified before the end of the financial year. True commitments should be shown further down the reports.

Next meeting:

- April meeting: Wednesday 2nd April, 2.15pm in Biology room M049
- May meeting: Wednesday 7th May, 2.15pm in Biology room M049
- June meeting: Tuesday 10th June at 9.30am in Biology room M052