

UNIVERSITY OF YORK

Department of Biology

INFRASTRUCTURE COMMITTEE

Minutes of the meeting of the Infrastructure Committee held on 1 February 2012

Present: Dawn Cartwright (chair)
S Dwyer (secretary)
D Nelson
C Abbott
D Nelmes
M Bentley
L Doucet
S Haddock
L Hudson
S Howarth
N Charlton

Apologies for absence were received from: Phil Roberts, Jane Whyman and Andrew Collingwood

IC12/007 MINUTES OF THE MEETING HELD ON 10 JANUARY 2012

The following corrections were noted:

- IC12/002 Dennis Fowler (Safety department) should have read Dennis Fowler (Health and Safety department)
- IC12/004 "...fill the chiller batteries with anti-freezer..." should have read "...fill the chiller batteries with Anti freeze..."

IC12/008 MATTERS ARISING

Recent accident [IC12/005 (ii)]

LH reported that the cost of high visibility edging strips with a curved edge would be around £200 in total; it was **agreed** to go ahead with the purchase and fitting of these items.

Action: LH

Trial of Power Management [IC12/006 (i)]

This is covered later in the minutes.

IC12/009 SAFETY

(i) Cleaning issues – DN reported that in a recent safety inspection of L block the cleaning standards on L1 were found to be unacceptable. NC also commented that standards have slipped in Teaching. SH reported that she has spoken with Carl (cleaning supervisor) and that he had stated that the floor in L1 was clean enough but needed buffing; Carl also confirmed to SH that cleaning staff are allowed to move chairs when they are cleaning work areas. DC **agreed** to do a walk-round and have a good look at cleaning standards in teaching after the meeting and determine a way forward.

Action: DC

(ii) Areas prone to spillages – DN reported that several people have commented that the anti-slip tape in front of the -80 freezers is an improvement. It was noted that L1 and M1 landing areas in the Atrium, with the water dispensers, is a slipping hazard. It was **agreed** to put down some anti-slip tape in front of the water dispensers and that LH will add emptying of the spill trays to Nick Leckenby's list of duties.

Action: LH/DN

Health and Safety Improvement – DN suggested introducing a monthly H&S focussed talk led by a committee member at each meeting. The talks would focus on a significant H&S hazard in a work area, how it is managed, if there are any improvements to be made and how will they be done. DC **agreed** that the H&S talks could be put on the agenda instead of the environmental topics. Once every member has presented, the topic will move back to environmental issues for another round; CA will start off next month. **Action: CA**

IC12/010 ORDERING EQUIPMENT

DC noted that AC had tabled a new document to support staff purchasing large pieces of equipment – this documents aspects that should be considered prior to the purchase. MB suggested adding a note about checking door magnets when large pieces of equipment are delivered. **Action: AC**

IC12/011 TRIAL OF POWER MANAGEMENT

DNIms reported on his experience with a trial implementation of a power management tool; the main points were:

- Rolled out to 188 computers (10%) of computers in department, due to not knowing what impact would be on each machine, didn't want to risk too many problems.
- Company said there is already an effective power management strategy within the department, i.e. notes to people to turn off computers when not in use.
- 60% of the time computers were sampled was active time and 40% inactive = 4.3 inactive hours per day per computer
- Projected savings of £12,670 per year for 600 computers to be actively managed
- Cost of software to buy for 500 machines is just under £3K

DC suggested that DNIms meet with Jo Hossell to discuss further, as any decision and subsequent purchase should be a central University one. **Action: DNIms**

IC12/012 ENVIRONMENTAL IMPACT

CA gave a short report on recent environmental improvements within Horticulture, the main points were:

- Continuing the Horticultural Service commitment to reduce energy costs the last remaining Walled Garden glasshouse supplementary lighting system has recently been connected to the central computer. The lighting will now automatically switch off when outside radiation levels reach 88wm2. For December the lighting switched off for a total of 57hours.
- The electricity savings for December in this facility including climate change levy and VAT were £30.28. The total saving in all the glasshouses for December was £321.00. The supplementary lighting operates from October through to April. Further calculations for the whole of this period will be made to ascertain the total savings; this information will then be forwarded to Jo Hossell to enable her to calculate the CO2 savings for the Carbon Management update.
- The replacement of the old heating pipes in the Walled Garden and the improved insulation has significantly improved the performance of the heating in 2 of the 3 glasshouses particularly in 032 which is divided into several compartments. This improvement has allowed the heating set point in this glasshouse to be reduced by 2 degrees whilst still maintaining the minimum night temperature. A further reduction of 1 degree has also been made in 034 glass house. However, minimum night temperatures in 033 are still below the required set point. The improvements to the heating system clearly indicate how energy savings can be made when infrastructure is properly maintained.
- Stockbridge Technology Centre in conjunction with Philips Lighting are setting up a research and development unit looking into developing LED lighting units for horticulture. There is a possibility that 25%

energy savings could be made if this form of lighting is found to be suitable for plants in the glasshouse environment.

IC12/013 GREEN IMPACT UPDATE

SD noted the following main points:

- All the Bronze level tasks have been completed, the online workbook needs to be updated and then she will look at the Bonus criteria **Action: SD**
- There was a short discussion about taking Green Impact forward for 2012/13 and it was decided to try and roll it out across the wider department to more teams rather than the Infrastructure Committee aiming for Silver award.
- There was a small discussion about involvement with Green Impact and most of the members agreed that they were happy with the level of input they had been asked to provide.
- DC suggested that Jo Hossell give a talk to the Biology Staff meeting about the benefits of Green Impact participation towards end of March and that SD accompany her giving an overview of our experience

Action: JH/SD

IC12/014 ANY OTHER BUSINESS

(i) DC asked how to best manage booking of the concourse, it was **agreed** that SD will create a sheet like the Charity Cake Stall sheet and it will be stored in the Room Bookings folder; it was noted that Reception staff must be informed when anything is put on the sheet so they know which visitors to expect. **Action: SD**

(ii) CA reported that there is moss lifting up the glazing seals in the D block glass house roof; LH to raise issue at next Estates meeting **Action: LH**

(iii) CA reported that there have been some problems with incorrect use of the Walled Garden toilets; LH **agreed** to speak to the supervisor of the Gator men **Action: LH**

(iv) LH reported that Jo Hossell has raised money for 12 -80°C freezers to replace the worst freezers in the Department; the orders are still to be signed off. LH noted that she needs to speak to Electronics Workshop as there are some issues with electronic door magnets, LH to let the people know that Mark Bentley can make racking **Action: LH**

(v) NC reported that recently there have been people working on the roof at times when Teaching have the fume hoods switched on. It was **agreed** that in future Reception will ring Teaching when contractors come in so that better arrangements can be made and therefore lessen any risks to contractors. **Action: SH**

(vi) DC noted that additional MFD's will be trialled in K1, K2 and Graduate / Undergraduate offices, there will be an assessment of users needs before implementation goes ahead.

Date of the next meeting: INFRASTRUCTURE COMMITTEE DATES – ACADEMIC YEAR 2011 / 2012

Day	Date	Month	Year	Room	Time
Wednesday	7	March	2012	J005	2.15pm
Tuesday	3	April	2012	J005	2.15pm
Wednesday	9	May	2012	J005	2.15pm
Wednesday	6	June	2012	J005	2.15pm
Wednesday	4	July	2012	J005	2.15pm
Wednesday	5	September	2012	J005	2.15pm