

University of York Department of Biology

INFRASTRUCTURE COMMITTEEMinutes of the meeting held on Wednesday 1st October 2008

- Present** Dawn Cartwright (Chair), Peter Crosby, Andrew Collingwood, Sylvia Haddock, Trevor Illingworth, Geoff Stimson, Nicola Charlton, David Nelmes, David Nelson, Jo Hossell Rebecca Regan (Secretary)
- Apologies** David Hammond, Mike Snelling, Colin Abbott
- IC8/061** **Minutes of the meeting held on 3rd September 2008**
The minutes were accepted.
- IC8/062** **MATTERS ARISING**
- IC8/062.1** **Cleaning of dirty air conditioning vents [IC8/054.3 ii]**
Cleaning of the air vents was requested via Planon. The request bounced back and the Infrastructure Team were asked to contact the Rapid Response Team. The Rapid Response Team did start the job, but were halted because they were using poor health & safety practices [balancing on chairs in order to reach vents]. It is uncertain how far the Team progressed with the cleaning of the vents and SH will follow-up. **Action: SH**
- The issue of general/routine inspection and maintenance of air vents [ducting, filters and air inlets] was raised. This followed an incident in the p53 lab, where a vent that had not been inspected/serviced for a number of years had been depositing debris onto a piece of equipment in the lab. The frequency of inspection/maintenance will be raised at the next Safety Committee meeting, which is scheduled to take place on 5th November 2008. **Action: DN**
- IC8/062.2** **Heating in Teaching [IC8/054.6]**
Two of the heaters have been replaced. They won't be tested until the boiler is up and running again. A couple of temperature sensors are not working and JH will chase. **Action: JH**
- IC8/062.3** **Metal and small electrical items skips [IC8/054.8]**
Yorwaste met with DC yesterday. A pallet holder with a lockable lid has been ordered – this will deter people from placing items in the skip without following correct procedure. Collection arrangements are still to be confirmed – a list of items in the skip will need to be collated if Yorwaste collect; this will not be necessary if collected by the Gator Men.
- IC8/062.4** **PAT testing standards [IC8/054.9]**
AC will raise this at Departmental Health & Safety Committee before taking to Health Safety and Welfare Committee. **Action: AC**
- IC8/062.5** **Stores survey [IC8/054.12]**
AC will produce a response – this is ongoing. **Action: AC**
- IC8/062.6** **LEV testing / YSBL [IC8/055 ii]**
AJM has been instructed to send the certificates for YSBL equipment to Sally Lewis.
- IC8/062.7** **Horticulture - fire warning beacon [IC8/055 iii]**
The re-siting of the beacon is included on the delayed fire improvement works. The works are still 'live' – a start date is awaited.
- IC8/062.8** **Liquid nitrogen - training [IC8/055 v]**
PC will send a reminder via global e-mail. PC is also hoping to introduce swipe card access to the store. Swipe card access would be given to authorised people only. **Action: PC**
- IC8/062.9** **Voltage monitoring/reduction in the Biosciences Building [IC8/056 i]**
This is ongoing. **Action: JH**
- IC8/062.10** **Drying cabinets [IC8/056 iii]**
This is ongoing. **Action: JH**

IC8/062.11 Computer monitors [IC8/056 iv]

This is ongoing. JH will put a message in the Bulletin informing people that using the monitor on/off button does not actually save any power – monitors need to be switched off at the plug. **Action: JH**

IC8/062.12 Ventilation in the BSF [IC8/056 v]

JH has spoken to MS; MS will look into this further.

Action: JH / MS

IC8/062.13 Sustainable Action Plan [IC8/056 vii]

JH has sent the Plan to Elizabeth Heaps.

IC8/062.14 Lock down lists [IC8/058]

JH will take this up with groups through their regular lab meetings.

Action: JH

IC8/062.15 Blue paper towels / blocked drains [IC8/060 a]

SH has spoken to John Maddison re: storage of blue paper towels on toilet cisterns. A message reminding people not to flush blue paper towels down the toilet has been circulated via a global e-mail and also in the Biology Bulletin.

IC8/063 Safety

i). Autoclave facility: DN is looking into a system whereby waste is not autoclaved unnecessarily, thus reducing the amount of waste that is processed by the autoclave facility. This system will involve an improved facility for segregation between autoclave waste and black bin waste; lab groups will also need to be educated about what waste does and does not need to be autoclaved. This system should also save money and JH will provide DN with the average cost of an autoclave run.

Action: DN / JH

Once this first step has been implemented DN will contact White Rose re: the collection and disposal of non-autoclaved 'offensive' waste material [i.e. gloves, plastic containers etc.] in line with health & safety best practise.

Action: DN

ii). Temperature issue in K1 admin area: JH thinks that this might have been remedied and the temperature is now up to 20 degrees C. The temperature will be monitored. Unfortunately temperature sensors are usually located in the ceiling where it is warmer, thus not reflecting the temperature at ground/working level.

iii). General heating issue: AC expressed some concern that areas of the Department will be without heating for a further two weeks - as a result of the delayed work being undertaken in the plant room. Asbestos removal is scheduled for completion on 10th October after which the calorifier will be tested; heating should be restored during the week commencing 20th October. In the interim, heaters supplied by Estates will be available from Stores – for those areas that are affected. PC will advertise the availability of the heaters in the Biology Bulletin. A number of teaching practicals will need to be cancelled if heating is not restored the week commencing 20th October.

Action: PC

IC8/064 Environmental Performance

i). Heating strategy – Biosciences Building: PC, JH and Roger Hartshorn (Willy Hoedeman's temporary replacement) are working on a strategy for the Biosciences Building. There has been some success with the BEMS system i.e. getting the lecture theatres up to temperature. Roger is keen to get the Biology Building onto the same system as the Biosciences Building, or onto a more controllable system.

ii). Friday 2nd January: the first day at work after the Christmas/New Year break will be Friday 2nd January. It is thought that many people will choose to take a day's leave on this date. DC queried heating arrangements over weekends and bank holidays compared with days when the Department is fully staffed. JH confirmed that the air handling units supplying offices and write-up areas do not operate during weekends and bank holidays, but do operate 24/7 in lab areas. JH and PC will liaise re: energy consumption in respect of 2nd January.

Action: PC / JH

IC8/065 Biology-Estates Group - minutes from the meeting held on 20th August 2008

i). Follow-up repairs - replacement of ceiling tiles [08/021 i]: the Group noted that ceiling tiles in some areas of the Department have not been replaced within the 24 hour replacement period. It was also

felt that there is little point replacing the tiles if there is still a problem i.e. if a leak has not been repaired.

ii). IIU lift - Communication systems in lifts [08/022]: this was initially raised at Departmental Safety Committee. DC will follow-up with Wayne Spaven and report back at the next meeting. **Action: DC**

iii). Repairs to the Atrium roof [08/026]: this is ongoing.

iv). Handrails on slopes [08/027 a i]: DC has been informed that the rails are being made and should be installed soon.

v). False fire alarms in the undercrofts [08/027 b]: PC confirmed that the fire alarms are being regularly serviced/tested.

vi). Authorisation for funding for floor sealing in K3 plant room [08/027 d]: this has been delayed. A further leak was discovered earlier in the week, but no damage was sustained. DC will chase this. **Action: DC**

Vii). Authorisation to work [08/027 e]: PC/DC clarified that the 'less experienced staff' referred to in the minute were those who were not necessarily experienced with specific regulations i.e. working at height etc. This is a problem when contractors arrive to undertake work without the necessary equipment. If contractors are signed-in by Estates then this should have been checked, and contractors only sent on to Biology if all is in order. However there have been some occasions where this has not been the case and a member of the Infrastructure Team has had to take responsibility/make the decision to send the contractors back to Estates.

IC8/066 Estates issues

i). Planon / Estates maintenance team: Job completed messages are being received from Planon when the jobs have not actually been completed. SH has received a number of these messages and has returned them alerting the Planon administrator that the jobs have not been completed. The system will be monitored and problems will be raised at the next Biology-Estates Group meeting.

IC8/067 Any other business

i). Artemisia conference: the conference is being organised by CNAP and will take place 8th – 10th October in a number of the Biology meeting rooms and the Atrium. This is a very prestigious conference involving a number of VIP's. The Committee are asked to report any problems in the public areas of the Department to the Infrastructure Team.

ii). Workshop floor: there are problems with the mechanical workshop floor. Graham Tucker is liaising with the company who laid the floor. No one has been to look at it yet and GS will chase Graham. **Action: GS**

Calendar of meetings:

- November: Tuesday 4th November, 2.15pm in Biology room M049
- December: Wednesday 3rd December, 2.15pm in Biology room J005