

*University of York Department of Biology***INFRASTRUCTURE COMMITTEE****Minutes of the meeting held on Monday 28th July 2008**

- Present** Dawn Cartwright (Chair), Peter Crosby, Andrew Collingwood, Sylvia Haddock, Steve Howarth, Colin Abbott, Geoff Stimson, Nicola Charlton, David Nelmes, Rebecca Regan (Secretary)
- Apologies** David Hammond, Mike Snelling, David Nelson, Jo Hossell
- IC8/047** **Minutes of the meeting held on 16th June 2008**
- Amendment to minute IC8/042 v): the fire drill took place on Friday 13th June 2008 and not on Thursday 12th June 2008 as stated.
- Amendment to minute IC8/046 ii): mischarged was spelled incorrectly.
- IC8/048** **MATTERS ARISING**
- IC8/048.1** **Window washing [IC8/039.1]**
The Atrium canopy (above the revolving door) has been cleaned, along with all other windows in the atrium. There was some confusion whether the rest of the windows in the older part of the Department have been cleaned and SH will follow-up. **Action: SH**
- IC8/048.2** **Shower heads in the BSF [IC8/039.4]**
Estates have employed someone to clean all showerheads in the Department. Door labels will be applied to those rooms housing showers; AC will produce the labels and pass to SH to apply. **Action: AC / SH**
- IC8/048.3** **Departmental audit [IC8/039.5]**
The audit has taken place and DC thanked Committee members for their help. No major items were raised in the initial feedback; the official response is awaited.
- IC8/048.4** **Cleaning: general feedback & ad hoc jobs [IC8/039.6]**
- i). General: Standards in teaching are still a problem. NC has been liaising directly with John Maddison regarding this. In future NC will include Sam Jamieson, the Biology Cleaning Supervisor, in correspondence relating to cleaning problems in Teaching. DC will pass Sam's contact details to RJR – for circulation to all Committee members. **Action: DC / RJR**
- ii). Cleaning of dirty air conditioning vents: This job will be carried out by the emergency cleaning team and we have been asked to identify which vents need to be cleaned. The dirtiest vents are in the lab entrance areas and the departmental meeting rooms. SH will make a list of these rooms (aided by Colin Bingham); the list will be sent to John Maddison who will arrange for the emergency cleaning team to undertake the job. **Action: SH**
- iii). Water fountains: John Maddison has agreed to speak to Sam about this as it is the cleaning team rather than the rapid response team who should be performing regular cleaning of the fountains. SH will remind John about this. **Action: SH**
- IC8/048.5** **Safety inspections (paper towels at hand-wash sinks in labs) [IC8/039.8]**
No complaints have been received recently, so hopefully this has been resolved.
- IC8/048.6** **Liquid nitrogen [IC8/039.9]**
- i). Location of small quantity dispensing: this has been moved from D0 to the G corridor stairwell. No problems have been reported so far. DC would prefer an alternative location to be found as there is some through-traffic in that area, which is also not off-limits to children, although the current location is better than the original one on D0.
- ii). Delivery: a chain and sign have been provided – to be used during delivery times; the sign asks that people find an alternative route during delivery. This will become more relevant once the

planned alterations to the Stores yard have been implemented. The driver will be responsible for putting the chain across during deliveries; staff are asked to be alert to new drivers.

IC8/048.7 HSE (Safety) [IC8/040 iii]
Apologies were received from DN and he will report back on this at the next meeting. **Action: DN**

IC8/048.8 Web pages, voltage testing/reduction & recycling (Environmental performance) [IC8/041]

i). Web pages: the Energy & Environment web pages are now live; Committee members are encouraged to look at them: <http://www.york.ac.uk/depts/biol/energy/> **Action: ALL**

ii). Voltage testing / reduction: this is still to go ahead; exact timings are awaited.

iii). Recycling: Jill Thackrah is arranging delivery of the new recycling bins to the areas specified by DC.

There are safety issues surrounding the internal glass recycling bins – broken glass cannot be placed in these bins, and items could explode on impact when placed in them. As a consequence the green glass recycling bin has been removed from the Atrium kitchen, and the only departmental glass recycling bin is now located outside. A small red glass-disposal bin will be placed in the Atrium kitchen; the red bin will be emptied by the Infrastructure Team. SH will arrange for appropriate signage to be placed in the Atrium kitchen alongside the red glass-recycling bin, stating that large items/quantities of glass should be placed in the outside bin, and small items only placed in the red bin. The above only affects those bins emptied by Campus services staff; technicians will still take responsibility for the red glass recycling bins in the lab areas. **Action: SH**

IC8/048.9 Heating in teaching / issues with smokers shelter (Estates issues) [IC8/042]

i). Heating: this is ongoing. JH is cross-checking the data from the data-logger with the data from the BEMS system and will report back to the next meeting. **Action: JH**

ii). Smokers shelter: DC has spoken to Tom Flemming about the problems caused by the smoking shelter; NC will continue to monitor and get back to DC if this becomes a real problem.

IC8/048.10 P Block glasshouse insect screens and filtration unit [IC8/044]

i). Insect screens: CA is taking this forward.

ii). Filtration unit: Hortimax have inspected the unit and agreed that it has never been fit for purpose. A quote for £14,000 has been received from Hortimax - for the purchase and installation of a suitable replacement unit. CA pointed out that replacement should not be our responsibility as the unit has never been fit for purpose. In response Hortimax have provided a quote of £4,000 with the difference [£10,000] to be built into a service contract over a 5 year period. Hortimax have assured CA that the new unit can take the volume of water produced by the autoclave; in fact the new unit requires a certain volume of water in order to function efficiently. Alternatively it would cost approximately £3,000 to re-direct the drain, plus costs to correct the unit itself. DC gave the go-ahead for the new Hortimax unit/work providing CA and Tim Bird check and agree the paperwork once received from Hortimax. **Action: CA**

IC8/048.11 Loose block work P block [IC8045]

Some work has taken place and the majority of the loose block work has been put right.

IC8/048.12 Metal and small electrical items skips [IC8/046.i]

There are difficulties with sourcing three 12 cubic metre skips. Yorwaste are supposed to be contacting DC to discuss suitable alternatives; DC hasn't heard anything and will chase-up.

Action: DC

IC8/049 Safety

i). PAT testing standards: AC has contacted Tom Flemming over concerns re: Pat testing standards/competency. AC will chase-up and request that this be put on the agenda of the next HSWC meeting. It was agreed that the level of competency should be decided by the University.

Action: AC

IC8/050 Environmental performance
No issues were raised.

IC8/051 Estates issues

i). Walled garden: the bins in the walled garden are not being emptied on a regular basis and the toilets are also generally unclean. Jill Thackrah and Steve Wilkinson (zone FM 3) have been contacted about this; SH will follow-up with Steve Wilkinson, copying the message to both Jill Thackrah and DC. **Action: SH**

ii). Calorifier: work on the calorifier is starting today. There will be no hot water in areas of the old building for approximately 3 weeks. Asbestos is being removed from the plant room.

iii). D block glasshouse: scaffolding is being erected today. CA has spoken to Dave Balmford [who has now left the University] and was verbally assured that Estates have taken care of the authorisation to work paperwork at their end.

IC8/052 Any other business

i). Car insurance issue

A visiting researcher/visiting graduate student has requested authorisation to hire and drive departmental vehicles under the University insurance. The visitor has little or no experience driving in the UK and because of this the University insurers may impose a higher than normal excess. The risks were discussed and the go ahead was given providing the visitor's supervisor agreed to pay the first £500 of any insurance claim made whilst the visitor is driving the departmental vehicles. RJR will liaise with the supervisor. **Action: RJR**

ii). Stores survey

The bi-annual Stores & Purchasing user survey has been released and Committee members are encouraged to respond. **Action: ALL**

Calendar of meetings:

- August: Cancelled
- September: Wednesday 3rd September, 2.15pm in Biology room M049
- October: Wednesday 1st October, 2.15pm in Biology room M049
- November: To be rescheduled
- December: Wednesday 3rd December, 2.15pm in Biology room J005