

UNIVERSITY OF YORK

Department of Biology

INFRASTRUCTURE COMMITTEE

Minutes of the meeting of the Infrastructure Committee held on 5 September 2012

Present: L Hudson, D Cartwright (chair), A Collingwood, S Dwyer (sec), D Nlms, J Lee, S Haddock, M Bentley, H Daniels

Apologies for absence were received from: C Abbott, P Roberts, D Nelson, N Charlton

IC12/048 MINUTES OF THE MEETING HELD ON 18 JULY 2012

SH noted that in the minute TF Safety Inspection [IC12/042] the room under discussion was B/102A and not B/C/102A

IC12/049 MATTERS ARISING

Teaching overhead ventilation [IC12/042] – J Lee confirmed that this has been resolved

Waste recycling [IC12/043] – LH confirmed that re-labelling of waste bins within the Department has not taken place; she will contact Jane Whyman to discuss progressing this. It was also noted that the food caddy bins for placement in the Atrium have not yet arrived. **Action: LH**

Emergency Lighting [IC12/044] – SH confirmed that she met with Mark Loraine and that he stated the Fire Signs are acceptable

Portable Equipment Tests in Walled Garden [IC12/047] – LH confirmed that this work has been completed by Trevor Illingworth

Infrastructure Holiday Google Calendar [IC12/047] – This had not been done, it was noted that in order to see a Google Calendar you must request permission from the Calendar Owner, in this case SH, NC to action. **Action: NC**

IC12/050 MINUTES OF RESOURCE BOARD

12/052 (v) Use of GPC Cards – DC explained that the GPC cards are the Barclay Cards and that the Centre would prefer purchases to be bought on these instead of setting up new suppliers for occasional orders, however this creates extra work for the Finance team as purchases must be matched up to statements and also the Centre are not comfortable with an upper limit of £20,000 on each card. Michelle Squires is pursuing this issue with Central Finance.

12/055 Case for new autoclaves in Autoclaving & Glasswashing and BSF – SH queried whether the new Teaching Labs will have their own autoclave, LH confirmed that this has been included in the price of the new build.

12/054 (ii) Printing – DC noted that she is going to agree to the suggestions for the F0, C0 and K1 MFD's. It was noted that the C0 machine has A3 capability and this should be available for everyone to use once it is networked.

IC12/051 UPDATE ON TEACHING BLOCK

DC noted that draft specifications have been sent to the University's independent Architect and then they will be issued to the external Architect. The provisional plans are hoped to be ready by October for a Steering Group

meeting and it is hoped that the new build will be complete by the summer of 2014. DC noted that the new construction will be the first of a 2-phase interlinking build.

IC12/052

ANY OTHER BUSINESS

(i) First Aid Supplies – AC noted that the Health, Safety & Welfare department are no longer issuing First Aid supplies and instead they should be ordered from Biology Stores

(ii) Recording of Annual Leave – DC noted that the current practice of recording annual leave on Flexi Sheets is fine. For other staff who do not use Flexi Sheets, DC would like them to record their annual leave on the Departmental Annual Leave Record Sheet for the new annual leave year. The template was circulated.

Action: All Managers and Non-Flexi Sheet Users

Date of the next meeting:

Infrastructure Committee Dates – Academic year 2012 / 2013

Day	Date	Month	Year	Room	Time
Wednesday	3	October	2012	J005	2.15pm
Wednesday	7	November	2012	J005	2.15pm
Wednesday	5	December	2012	J005	2.15pm
Wednesday	2	January	2013	J005	2.15pm
Wednesday	6	February	2013	J005	2.15pm
Wednesday	6	March	2013	J005	2.15pm
Wednesday	3	April	2013	J005	2.15pm
Wednesday	8	May	2013	J005	2.15pm
Wednesday	5	June	2013	J005	2.15pm
Wednesday	3	July	2013	J005	2.15pm
Wednesday	7	August	2013	J005	2.15pm
Wednesday	4	September	2013	J005	2.15pm