UNIVERSITY OF CAMBRIDGE
BUILDINGS AND ENVIRONMENT COMMITTEE

The 5th meeting of the Computer Laboratory Buildings and Environment Committee will be held on Friday 12 January 2018 at 10:00am in Room SW00.

Committee Members: Dr Pietro Brooks
Mr Ian Burton-Palmer
Miss Claire Chapman (Secretary)
Mr Brian Jones
Professor Ian Leslie (Chair)
Mr Martin McDonnell
Mrs Caroline Stewart
Dr Graham Titmus

AGENDA

1. Apologies for Absence
   None.

2. Minutes of the Previous Meeting
   The minutes of the meeting held on 18 October 2018 are attached (2018-01-02)

3. Matters Arising
   Matters arising from the previous minutes are included in Agenda items below.

4. Reducing Energy Consumption
   i. Pick and Place machine report (BDJ)
   ii. Report of unused equipment in SE18 (GT)

5. Passive Cooling
   i. List of all items to be removed from the roof; list to be submitted to Tim Jones (IBP)
   ii. Update on replacing all vents in the Atrium; including obtaining a quote (IBP)
   iii. Quotes for installing 2 high level windows in SW00, SW01, SW02 and SW04 (IBP)

6. Building Matters
   i. Re-mounting both meters in GN17 (IBP)
   ii. Specification for the positioning of 8 mains sockets in LT1 (BDJ)
   iii. Cost code for VELFAC order and update on when work will be carried out (CS & IBP)
   iv. Types of minor works which committee members feel require attention (All members)
   v. Advanced Electronics re configuring Lux Logger software (IBP)
   vi. Replace all fluorescent tubes which are not functioning in SW02 (MJM)
   vii. Replace all fluorescent tubes which are not functioning on the first floor student hangout area (MJM)
viii. Outside bike shelter
   - Wednesday Staff and Post-Doc views (CS)
   - Report of bike theft to circulate to building users (IBP)

ix. Roof Membrane
   - Proposal to fit solar panels in the upper side of roof membrane whilst EM replace roof membrane (IBP)

x. Committee to agree a list of energy reduction proposals for the Facilities Manager to submit to Estate Management (All members)

xi. Car Parking
   - to convert 1 disabled space to a normal car parking space (views sought from members of the Department) (CS)

xii. Sourcing Office Lighting
   - Change to LED lighting due to existing light units becoming difficult to source (IBP)

7. AV Matters
   i. Lecture theatre lights
      - Creston software update (BDJ)

   ii. Temperature control fan on back wall of LT1
      - Specification (BDJ)

8. Committee Budget
   Expenditure Report (CS & IML)

9. Any Other Business

10. Date of next meeting
    The next meeting of the Committee will be arranged for April by Doodle Poll.