

**UNIVERSITY OF CAMBRIDGE
BUILDINGS AND ENVIRONMENT COMMITTEE**

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

Present: Dr Pieter 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 were approved.

3. Matters Arising

None.

4. Reducing Energy Consumption

i) Pick and Place Machine Report

BDJ reported that he has constructed a *Pick and Place* machine for light installations and it is now in use. It is slow compared to commercial units, but can be done in-house without any costs.

ii) Report of unused equipment in SE18

It was agreed that SE18 will be fully cleared after Easter and it needs to be ready to use as office space by October. Simon Moore's and Theo Marketos's equipment will be the next to be cleared from the room.

The next room to clear will be SE19 which currently stores Andrew Moore's equipment. This room will have capacity for 2 people but it was noted that as the building is adaptable, the walls can be moved. As the racks can be dismantled in-house they can be cleared by 19 January.

BDJ agreed to clear SE14. GT said that there is storage capacity under the seats in LT2 if needed.

It was agreed the air conditioning will be switched off on 1 June. IBP will contact EM to advise them that this will be the date when the crane will be required.

Action: IBP and BDJ

5. Passive Cooling

i) List of all items to be removed from the roof; list to be submitted to Tim Jones

It was agreed that the heat exchangers in offices will be removed at the same time as the chillers on the roof. IBP will inform Andrew Curley and IML will inform Richard Mortier.

Action: IBP and IML

ii) Update on replacing all vents in the Atrium; including obtaining a quote

At the last test, 5 of the 16 vents had failed. Jim Gorman has been notified and said that Colt have ceased working with BBC Fire and Frost Engineering will now assess the roof vents. MJM will ask Jim Gorman the timeframe for completion and CS will ask Andy Hopper to write a letter asking when the work will go ahead.

Action: MJM and CS

iii) Quotes for installing high level windows in SW00, SW01, SW02 and SW04 (IBP)

The windows on the East side of the building have been replaced and will be sprayed on 15/01/18. Once this has been completed, IBP will obtain quotes for the new work to be carried out and the work should be completed by the summer.

Action: IBP

6. Building Matters

i. Re-mounting both meters in GN17

This should be amended to *'Replace both meters in GN17' as it was cheaper to replace them with newer meters which are configured from the front panel.*

The CT setting for the meters were not correctly configured when they were installed. It is important that the metering works correctly before shutting down SE18, so that the changed can be monitored. A calibrated kettle may be used to test the supply before any shut down.

[Afternote: the settings have been corrected]

Action: IML

ii. Specification for the positioning of 8 mains sockets in LT1

BDJ estimated that 30 sockets will need to be installed to gain full benefit. It was agreed that the data wiring for the cameras in the projection booth is the most vital to action and it was agreed to go ahead with this. GT questioned the need to install extra sockets, as there are only approx. 3 conferences per annum and it would be perfectly adequate to warn organisers against trailing wires along the stairways and provide tables at the front of the LT to charge devices between sessions. The committee agreed with this.

Action: BDJ

iii. Cost code for VELFAC order and update on when work will be carried out

This has been completed and the work will be carried out 22/01/18.

iv. Types of minor works which committee members feel require attention

This relates to the Kitchenette refurbishments and will be kept on the agenda until the work has completed.

v. Advanced Electronics re configuring Lux Logger software

This can be taken off the agenda as there are no further costs involved, and the system allows us to monitor all the emergency luminaires.

vi. Replace all fluorescent tubes which are not functioning in SW02

The bare boards have arrived and BDJ will build them up as LED boards and do a trial run. All failed tubes have now been replaced in SW02 and the hangout area, but some are not working due to failed ballasts which are no longer available.

Action: BDJ

vii. Replace all fluorescent tubes which are not functioning on the first floor student hangout area

A new model of LED light has been found, which has three colour temperature settings, so can be changed if needed. These are also being fitted on the First Floor of the Street.

viii. Outside bike shelter

Matt Danish from the Post -Doc Forum is collating a report. CS reported that the Cavendish Laboratory re-development plan will make cycle security a priority and so we should hold on this item for now, as the existing path by the shelter may be widened.

Report of bike theft to circulate to building users

A report was circulated to all building users by MGK in December 2017.

ix. Roof Membrane

Proposal to fit solar panels in the upper side of roof membrane whilst EM replace roof membrane

IBP said that EM will give a progress report to IML.

Action: IBP and IML

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

It was agreed the list includes: replacing windows and fire doors to allow passive cooling and changing the lighting to LED.

xi. Car Parking

1 disabled space has now been converted to a normal car parking space.

xii. Sourcing Office Lighting

- **Change to LED lighting due to existing light units becoming difficult to source**

It was agreed to do a trial test in the SN corridor as it has false ceilings and replace all lighting with LEDs. These lights have light sensors which turn on and off, adjust their brightness due to light levels and can be used as emergency lighting. IBP will obtain the costs involved to carry out the work. CS will get approval from Andy Hopper for the work to go ahead.

Action: IBP and CS

7. AV Matters

i. Lecture theatre lights – Creston software update

No further progress has been made with updating the programme. Discussion took place on whether to give up on the current software and install basic software which we can program ourselves. This item will be removed from future agendas until BDJ is ready to make progress.

Action: BDJ

ii. Temperature control fan on back wall of LT1

IBP will contact Andrew Curley for the approved supplier name.

Action: IBP

8. Committee Budget

IML will produce a budget report for the next meeting comparing our costs to this time last year.

Action: IML

9. Any Other Business

None.

10. Date of next meeting

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