

**UNIVERSITY OF CAMBRIDGE
BUILDINGS AND ENVIRONMENT COMMITTEE**

Minutes of the 8th meeting of the Computer Laboratory Buildings and Environment Committee
held on Wednesday 12 September 2018 at 10:00am in Room SW00.

Present: Mr Ian Burton-Palmer (IBP)
Miss Claire Chapman (Secretary) (CLC)
Professor Ian Leslie (IML)
Professor Simon Moore (Chair) (SWM)
Mr Martin McDonnell (MJM)
Mrs Caroline Stewart (CS)
Dr Graham Titmus (GT)

The Committee welcomed Professor Simon Moore as the new Chair of the Committee

1. Apologies for Absence

Dr Piete Brooks
Mr Brian Jones

2. Minutes of the Previous Meeting

The minutes from the meeting held on 22 June 2018 were approved.

3. Matters Arising

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

- i. IML requested that *Electricity Devolution* is added to Item 9. Any Other Business

4. Reducing Energy Consumption

i. Clearing of SE14, SE18 and SE21 (GT & CS)

- o ***Fitting of chilled beam in SE21 before converting to office space (IBP)***

IML advised that it would not be necessary to fit a chilled beam, as the office has an opening window and there should not be enough computers in the room to overheat it. It was agreed to monitor this when the room is in use and to action only if it is felt a chilled beam is needed.

ii. Crane to remove the chiller in SE18 once room cleared (IBP & GT)

GT reported that SE18 is almost cleared. It was felt that a realistic timeframe for using the room would be December 2018. Adcock's will do the decommissioning of the air conditioning unit and arrange for a crane to be booked, MJM will then do the refit. CS suggested that the room may be better used as lab space for Rafal Mantiuk but this is something that needs further consideration and discussion with the occupants of SS and SC corridors.

Action: GT, IBP, CS and MJM

iii. Type and design of a new Chiller

IBP had obtained two energy certificates and reported that in 2017 our usage was 98 kWh/m²/year and in 2018 it was 102 kWh/m²/year. IML did not consider the certificates to provide very meaningful information as the variation in usage was so small. IML agreed to liaise with EM regarding the proposed specification for the proposed chiller and will circulate information to committee members for comments.

Action: IML

5. Passive Cooling

i. Access Hatches Quotation for Stairways *Trial run of opening the roof vents (BDJ & MJM)*

The trial run of opening the roof vents in July 2018 resulted in a 2°C drop in temperature. IML reported that passive cooling does reduce the running costs, but we need further experimentation in particularly hot temperatures to discover what works best and what adaptations to make. It was agreed that any design of new hatches should include motorised openings to cope with rainfall.

IBP reported that the chilled beam is currently running at 18°C in order to trial run the new chiller. IBP had obtained a quote for motorised hatches but the committee decided to defer the decision until the next meeting.

ii. Curtain wall window installation *Update of windows to manual opening (IBP)*

IBP reported that the cost to change all the windows below to manual opening would be £117,000.

SW00 all top level windows (x 2 high)
SW01 all top level windows
SW02 all top level windows
SW04 all top level windows

Addendum:

Lise Gough has requested if windows can be inserted into the SW02 wall (looking into the Atrium/courtyard) so that natural daylight can be introduced into the room. IBP reported that this is a supporting wall, but this matter will be discussed outside of the committee by SWM, GT and IBP in order to prioritise this work.

Action: SWM, GT and IBP

6. Building Matters

i. Fitting mains extensions from the projection booth to power cameras (IBP)

BDJ has marked up where the electric points should be fitted. MJM will fit these points once all quotes have been received. IBP will chase the outstanding quotes.

Action: IBP & MJM

ii. Kitchenette refurbishments

It was agreed that IBP will report at the next meeting if there are any kitchenettes which need to be refurbished urgently.

Action: IBP

iii. Trial run of 1 LED and BSS report (BDJ & IML)

○ **Readdressing SW02 poor lighting**

IML reported that 1 LED unit has been fitted in SW02. He felt the lighting is effective but it produces a glare, which should be easily resolved with the addition of a diffuser. CLC reported that BDJ has made 18 LED sets (*BDJ redacted the initial number from 24 sets to 18 sets*). It was agreed CLC should contact BDJ to ascertain their location as the committee felt as a short term solution they should be fitted before the start of term. IBP stated that EM should fit them to ensure all the necessary regulations are obtained.

Action: CLC and IBP

iv. Sourcing Office LED Lighting – Has the HoD granted approval for work to go ahead? (CS)

IBP said that the trial carried out on the GE Corridor has been successful with all lighting and emergency lights working. It would cost approximately £30,000 to install LED lighting in the SN corridor. CS said that she still needed to seek Andy Hopper's permission as the ceiling that was adapted for the BAT system needed to be used.

Action: CS

v. Employing cleaners directly rather than having a cleaning contract.

CS reported that the HoD agreed that the decision should be made by the Committee. CS said she will contact DAMTP and Physics who are reported to employ their own cleaners to obtain their advice on how well this works and will report back at the next meeting.

Action: CS

vi. Cycle Park Report

CS reported that this is on hold due to the proposed redevelopment of the cycle path on JJ Thomson Avenue.

The Committee agreed that we should still provide provision for cargo bike stands and asked IBP to obtain quotes for erecting some stands under the roof canopy near the student entrance to the building.

Action: IBP

vii. Green Impact Suggestion

To install a hot cup in each kitchenette

IBP reported that hot cup machines for all the kitchenettes had been purchased. It was agreed that we should initially do a trial run on the 1st floor and remove each kettle so that solely hot cups in each kitchenette are provided. If no complaints are received, then we will extend this throughout the building. CLC suggested that a poster promoting the efficiency and environmental benefits of the hot cups should be displayed in each kitchenette as this may help ward off complaints.

Action: IBP

viii. Intel Lab Ceiling (bowing panel)

IBP is monitoring the panel every week and no movement has been found. He will continue to take a weekly measurement.

Action: IBP

ix. Vent Leak on 2nd Floor

BBC Fire are meant to be resolving this. MJM will chase them up and give a report at the next meeting.

Action: MJM

x. The refurbishing of SC30 Print Room to a Store Room (IBP)

IBP has received 1 quote and will chase the other 2 companies. IBP agreed to let SWM have a copy of the proposed design.

Action: IBP

xi. The Fire Strategy - proposed date when EM will be rewriting the Fire Strategy for the building

MJM has not received any response to his enquiry to EM and will chase them for a proposed date.

Action: MJM

xii. Electrical Shutdown

The committee agreed that the shutdown should take place at 0800 on Tuesday 18 December 2018.

xiii. Office Recycling

HoD proposal to have office bins with lids and labelled accordingly

IBP reported that the cost of 3 separate bins in each office would be ~£20,000 and would also incur extra labour to empty each bin.

IML suggested removing all bins from offices and having 3 separately labelled bins in each alcove. It was agreed the kitchenettes are too small to accommodate 3 bins.

SWM proposed that this issue should be raised at the Wednesday Staff Meeting to obtain feedback before action is taken.

Action: CS & SWM

7. AV Matters

- i. No Business

8. Committee Budget

i. Charge code for committee

CS reported that it would be preferable for expenditure to be approved as items were approved by the Committee. She could approve smaller works but any items requiring significant expenditure should be approved by the HoD.

9. Any Other Business

i. Watering of plants in courtyard – EM guidance on gardening maintenance in hot weather (IBP)

IBP reported that he has dismantled the irrigation system and this item can therefore be removed from the agenda.

ii. Electricity Devolution

IML reported that the pilot scheme in 2017 was not continued due to lack of communication about what information was required. IML reported that he felt we should opt in to the proposed ghost scheme, working with the baseline that had already been agreed. IML agreed to discuss this with Sally Pidgeon.

Action: IML

iii. Solar Panels on Roof

This item will be added to the next agenda and IML will give a report.

Action: CLC

iv. SW20 Powerbox in Intel Lab

IBP reported that the wiring outside of the powerbox is an electrical hazard. PB and IML are involved with this and it was agreed we should ask BDJ if he can rewire the box so all cables are inside the box.

Action: BDJ and IML

10. Date of next meeting

The next meeting of the Committee will be arranged for December by Doodle Poll as CS noted that SWM is on sabbatical leave in Lent 2019.