

**UNIVERSITY OF CAMBRIDGE
BUILDINGS AND ENVIRONMENT COMMITTEE**

Minutes of the 9th meeting of the Computer Laboratory Buildings and Environment Committee held on Thursday 13 December 2018 at 14:00 in Room SW00.

Present:	Piete Brooks	Ian Leslie
	Ian Burton-Palmer	Simon Moore (Chair)
	Claire Chapman (Secretary)	Martin McDonnell
	Brian Jones	Caroline Stewart

1. Apologies for Absence

Graham Titmus

2. Minutes of the Previous Meeting

The minutes from the meeting held on 12 September 2018 were approved.

3. Matters Arising

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

4. Reducing Energy Consumption

i. Crane to remove the air conditioning equipment in SE18 once room cleared

The crane to remove the air conditioning in SE18 is due on 12/01/19, but EM still need to give permission for IBP to oversee the work. IBP agreed to chase EM again and copy SWM and CS into the email. CS will follow up if they do not respond.

Action: IBP and CS

ii. Type and design of a new Chiller

IML said that we were content with the EM proposals and that we expect the replacement chiller to be going ahead. It was hoped that this would take place before summer 2019. IBP was not sure of the exact timeframe, but agreed to contact EM to clarify. There was a strong feeling that the replacement should take place in 2019.

Action: IBP

5. Passive Cooling

i. Access Hatches Quotation for Stairways

The cost to install 3 motorised hatches will be £12,321 + £96 delivery. The committee agreed that this was too expensive. It was suggested that opening the balcony doors would have the same effect and an alternative solution we should try.

ii. Quote for motorised windows

The cost of installing motorised windows in SW00, SW01 and SW02 will be £117k. The committee felt this was too expensive to justify. It was felt a quote for openable windows solely in SW00 should be sought, but after some discussion it was agreed this would not be needed as SW00 already has an efficient temperature control unit.

6. Building Matters

i. Internal/Atrium window installation in SW02

Discussion took place on the practicality of installing windows in SW02 (openable windows are not required as ventilation is not a problem but lack of light). It was

suggested that we should obtain some drawings showing the design and produce a specification. We need to address the following issues before deciding on whether to proceed with the windows:

- Lack of privacy (if translucent blinds are installed this could counter effect the installation of windows)
- Noise from the Atrium

SWM will discuss these issues further with Lise Gough and report back at the next meeting.

Action: SWM

ii. **Fixing current Lighting in SW02**

Rather than continue with the trial of in-house lighting, it was agreed that BDJ will seek a light fitting direct from a manufacturer. He will send the specs by circulation to SWM, PB, IBP and IML for discussion and approval. Once a product has been selected EM will be asked to do the installation.

Action: BDJ and IBP

iii. **Fitting mains extensions from the projection booth to power cameras**

3 quotes had been previously circulated to fit additional electrical sockets and data outlets in LT1. However, BDJ said that as the Wednesday Seminar has now moved to LT2 it would be feasible to refit both lecture theatres. IBP will contact the contractors to request updated quotes.

Action: IBP

iv. **Kitchenette refurbishments**

This has been put on hold until other jobs have been completed.

v. **Lighting Update**

- a. 20 lamps have been replaced in the Atrium which has used all the lamps held in stock. 7 lamps are still out. Moving forwards IML will specify possible alternatives.

Action: IML

- b. EM will be replacing the bulbs that are out in LT1 and LT2 early in January 2019 using a plug-in replacement LED bulb (£12 each). IBP will order sufficient lights.

As a longer-term project, it was noted that the control panel in the Lecture Theatres are 18 years old, so replacements will need to be sought. The refit will remove the ballast and install LED bulbs.

Action: IBP

c. **Sourcing Office LED Lighting**

CS will contact the DTG lecturing staff for their views on trialling LED lighting in the SN corridor. The proposal is to use the same lighting as that used in the new offices in the GC corridor which would require use of the ceiling that was adapted for the BAT system.

Action: CS

- vi. **Employing cleaners directly rather than having a cleaning contract.**
Feedback from another Department regarding employing cleaners was very negative and given this it was agreed it would be better to continue with contract cleaners. IBP proposed that our current contract should be amended to trial using daytime cleaners, rather than evening cleaners up to the end of their contract (August 2019). This will allow him greater oversight of the contractors. IBP will instigate this with CleanTec.

Action: IBP
- vii. **Cycle Park Report**
Due to the Cavendish III Project, currently instigating cycle parking, the cargo bike stand quote is currently on hold.
- viii. **Green Impact Suggestion**
Hot Cups have been installed in each kitchenette on the first floor. The kettles are still in the kitchenettes but it was hoped that offering an alternative would reduce energy consumption. No complaints have been made so far and a positive comment has been received. It was agreed Hot Cups should be installed in the kitchenettes on all floors.

Action: IBP
- ix. **Intel Lab Ceiling (bowing panel)**
BDJ said that there is approximately 3cm bow but as there is a variance of 4cm in the readings we need more precision before we can be sure that the panel isn't moving. IBP agreed to aim for greater precision by placing a marker on the floor for future measurements.

Action: IBP and BDJ
- x. **Vent Leak on 2nd Floor**
MJM reported this is still ongoing. He will chase BBC Fire in early January 2019.

Action: MJM
- xi. **Refurbishing of SC30 Print Room to a Store Room**
The room has been completed. The internal fit-out needs to be undertaken by MJM with guidance from BDJ

Action: MJM
- xii. **Fire Strategy for the Building**
We are still awaiting this from the Fire Consultant but Andrew Kerley from EM will be in the Department on 20 December 2018 to do a sample fire strategy

Action: MJM
- xiii. **SW20 Powerbox in Intel Lab**
This job has been completed.

xiv. **Office Recycling**

It was decided that we should install a bin service station at each of the 8 corridor crossroads and as a general rule we would provide the following bins:-

- Mixed Recycling
- Non Recycling
- With a Compostable materials bin in each kitchenette

The larger kitchens should be large enough to hold all three bins above.

It was agreed we would trial the new procedure in the GC kitchenette, the first floor Common Room Kitchen and the SC Kitchen with the following:

GC kitchenette – compostable materials bin
GC crossroads – mixed recycling and non-recycling bins
SC kitchen – all three bins
Common Room kitchen – all three bins

The office bins in the SC and GC corridor will be removed.

IBP agreed to find out from Mick George how they separate their waste streams and circulate suggested signage to the committee to ensure the proposed sorting and labelling is correct.

Action: IBP

x. **Signage in the Department**

It was agreed that any signs in the building should include the date and name of the person who created them.

xi. **Solar Panels (PV's) for the roof**

The cost for EM to fit 112 PV's is £40-50k but as there is speculation that in the future the Department may move to larger premises, it was agreed that we should pursue central funding for this. However, it was accepted that the Department may need to make a contribution to this. IBP agreed to contact the Energy Team for further information on the availability of funding.

Action: IBP

xii. **Dataset of Sensors for William Gates Building**

It was agreed we should not go ahead with the research project proposed by Bentley Systems as we are currently undertaking our own data sensor study. IBP will reply to that effect.

Action: IBP

7. AV Matters

These are included in Any Other Business.

8. Any Other Business

a. Electricity Devolution

IML reported that we should be in the trial with the baseline already agreed. IBP has already made adjustments around the building

b. Verex Security System

Further to the concerns raised about the longevity of the Verex System, it was reported that there is likely to be a change in the access cards anyway. It was agreed this would be an alternative solution. IBP will contact EM for an update of the planned time frame.

Action: IBP

c. Meeting Rooms

The email from Robert Watson asking to improve parity between sundry meeting rooms was discussed. It was agreed GS15 should be refitted to the same spec as GC22.

Action: BDJ

9. Date of next meeting

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