



**The 11th Meeting of the Department of Computer Science and Technology
Buildings and Environment Committee**

Thursday, 3rd October 2019, Room SW00, William Gates Building

Minutes

Present:

Professor Simon Moore, Chair (SWM)
Dr Piete Brooks (PB)
Ms Celia Burns (CB)
Mr Martin McDonnell (MJM)

Dr Richard Mortier (RMM)
Mrs Caroline Stewart (CS)
Dr Graham Titmus (GT)

1. Apologies for Absence

Apologies were received from Mr Ian Burton-Palmer.

2. Minutes

The Minutes of the meeting held on 30 April 2019 were approved.

3. Matters Arising

There were no matters arising.

4. Reducing Energy Consumption

- a) Type and design of a new chiller
Update on the chiller project (IBP/GT)

GT reported that the chiller project is now complete. A month-on-month comparison for August/September shows that it is using the same amount of energy as the previous chiller, however, we now have spare capacity. The Committee thought that we may have seen a reduction but this is not the case. The flow rates have been checked by Estates Management (EM).

5. Building Matters

a) Internal/Atrium window installation in SW02

It was agreed at an earlier meeting to keep this item on hold until the replacement lighting in SW02 had been fixed (see below). Now the lighting has been fixed, it does not seem that internal windows will be needed, however, we will keep this under review.

b) Fixing current lighting in SW02

The lighting project in SW02 is now complete, with the general feeling being that it is a great improvement. CS reported that Thorlux would be coming on Friday 4 October to correct the dimmer settings. IBP had proposed to ask Thorlux to separate the room into quarters for

dimming purposes. The Committee felt that if only one quarter of the room was occupied, it would make the room very dark if 3/4s of the room were dimmed. CS reported that IBP had planned to discuss requirements with Lise Gough but she would do this in his absence.

Afternote: Lise Gough asked that the room be set to all on or off. Thorlux attempted to do the work but they needed to refer some electrical issues back to EM before proceeding.

Action: CS/IBP

c) Fixing mains extensions from the projection booth to power cameras

IBP had acquired three updated quotes for the works to both LT1 and LT2 and had passed these over to Brian Jones to check. The Committee asked for IBP to report on progress by circulation.

Action: IBP

d) GS15 and FC35 kitchenette refurbishments

The refurbishments are now complete.

e) Lighting update

EM have reported their Lighting Replacement Plan for 2023/24, which may have an impact on the Department's plans for replacement lighting. The current work in discussion by the Committee is detailed below. The Committee asked for IBP to report on EMs plans by circulation.

A main concern for the Committee was the longevity of the controllers in the Lecture Theatres (item (e)iii, below). It was noted that our Lecture Theatre requirements would be very different to, and might fall outside, EM's lighting replacement plans.

Another concern was lighting efficiency (items (e)i, ii and iv, below). CS reported that Srinivasan Keshav had given IBP details of an LED tube (c. £30/tube) that could replace the fluorescent tubes in offices. The Committee asked that IBP investigate further and test the efficiency in one office.

Action: IBP

i) Atrium lighting update

IBP had put one new unit on display and was awaiting feedback. The Committee had asked previously for the lighting unit specifications to be checked to ensure that (1) the lumen output closely matches the existing lighting, and (2) the replacement lighting is significantly more efficient than the existing lighting. There was also a query raised regarding DALI compatibility which may need to be revisited. It was agreed that an alternative lighting option for SW00 would be investigated.

It was noted that the industry is slow to deliver efficient LEDs but that it might be worth waiting to see what EM's plans were rather than building our own systems. IBP to check on the unit efficiency and report back by circulation.

Action: IBP

ii) Update on EM replacing the bulbs in LT1 and LT2

The question of overhauling the lecture theatre lights to an LED system to save energy and to replace the aging controllers that are at risk of failure had been raised at the April 2019 meeting. The Committee had requested that a replacement programme be

started, and IBP had agreed to ask Chris Lock of EM for his view. Brian Jones had reported that Chris Lock believed the issue to be more complex than had originally been thought. It was suggested that now there is less need for dimming, we should seek an electrician's advice as to whether the Dynalite system could be manually bypassed and if this is possible, establish if EM would cover the cost of the works.

Action: IBP

As Brian Jones was no longer responsible for AV, he would not be continuing as a member of the Committee. The Committee agreed to invite Mark Cresham to submit a report to each Committee meeting via GT.

Action: GT

iii) Update on replacing the control panel in the Lecture Theatres

Brian Jones had reported that the lighting controllers in the Lecture Theatres which take input from the wall buttons and convert them into a set of brightness settings for the zones in each LT are currently a Dynalite system (now part of Philips). No one knows how to program the system or override it to allow the lights to all be on or all be off. If the system were to fail, it would result in no lighting in the LTs.

This item had been discussed under point ii) above.

iv) Trialling LED lighting in the SN corridor

Nothing has been done regarding trialling LED lighting in the SN corridor. There were concerns about the price of the lights used in the GE corridor and it was felt that alternative options should be explored. IBP to report by circulation on a project for upgrading lighting in the building.

Action: IBP

f) Intel Lab ceiling (bowing panel)

MJM reported that the panel has been monitored and no recent movement has been detected. IBP to monitor.

Action: IBP

g) Vent leak on the 2nd floor

MJM reported that the leak was improving.

Afternote: following heavy rain during the weekend following the meeting, it is apparent there are two leaks, one over the lifts and one over Reception. Both leaks are being monitored.

Action: IBP

h) Fire strategy for the William Gates building

The original fire strategy for the building is being worked on and updated, which should save having to introduce a new strategy. The fly-open doors to the courtyards will be refurbished with electric motors so that they fly open when the fire alarm is activated. The repairs to the smoke vents should also comply with the original fire strategy.

MJM reported an issue regarding the location of the smoke heads in offices, which are currently just outside legal requirements, and the possibility that they might need to be relocated. MJM would update the Committee after Tim Jones had met with Michael Marsh

from University Fire Safety. **Afternote:** a further meeting with Jamie Groom of BBC Fire will be arranged to work out the best plan of action for the relocation of the smoke heads.

All but one of the cupboards had been removed from the Second Floor South corridor (to comply with legal requirements), and Nicholas Cutler had been approached to remove the tapes from the remaining cupboard with a view to digitising them. **Afternote:** both the Second Floor South and Second Floor Central corridors are now clear.

Action: MJM

i) Office recycling

IBP had agreed to run a trial as noted below, but we are still awaiting updated signage from EM before we can order the new bins. It was agreed that the signage should be chased.

GC kitchenette:	1 compostable materials bin
GC crossroads:	1 mixed recycling bin and 1 non-recycling bin
SC kitchen:	1 compostable materials bin, 1 mixed recycling bin, 1 non-recycling bin
Common Room kitchen:	1 compostable materials bin, 1 mixed recycling bin, 1 non-recycling bin

Office bins in the SC and GC corridors would be removed during the trial and the bin stations would be the only points for disposal and recycling waste. Glasdon have been identified as a suitable supplier.

Action: IBP/CS

j) Solar panels (PVs) for the roof

The Committee's understanding was that the work that had recently been carried out on the roof would allow for solar panels to be installed. IBP is asked to clarify this and report back by circulation.

Action: IBP

k) Update on roof works

MJM reported that all the roof work (replacing the membrane and fascia boards) had been completed. No further action was required.

l) Verex security system

Following concerns re. the longevity of the system, IBP had agreed to get an update from EM on the planned timeframe for changing the University access cards and to ask for the latest information on security system compatibility. IBP to report by circulation.

IBP to report by circulation on his meeting with Fitzwilliam Museum on 17 May to discuss the Verex system and software updates.

Martyn Johnson and Graham Titmus had been discussing technical requirements for a new system. GT reported that there was still no further information from the University about a more unified security system. IBP, MJ and GT would be meeting with Chubb (who serve Fitzwilliam) next week to explore whether Chubb could support the Department.

Afternote: It has since been agreed that we will move the maintenance of our alarm/intruder/access system to Chubb, which means that the longevity of the system is no longer an immediate concern, so no further action is currently required.

m) Projector for GS15

The projector has been purchased, to be put up by MJM (with cabling guidance from GT and Mark Cresham if necessary).

Action: MJM

n) Microwaves

We are still getting requests for additional microwaves. IBP to report on progress with identifying an appropriate timer.

Action: IBP

o) Building management system (BMS; cooling and heating)

GT reported that the current BMS is now very old, but the University are not likely to move us over to Trend in the near future. SWM suggested that there might be some need for research projects to access the data, and to achieve that, we would need to move over to Trend. The researchers should raise this issue with EM.

6. AV Matters

The FW26 projected image is small, so the projector is to be moved further away and the screen is to be moved up. MJM to action, with technical input from Mark Cresham if required.

Action: MJM

7. Electricity Consumption Report

The Electricity Consumption Report (1 August 2018 – 31 July 2019) had been circulated previously for the Committee's information.

8. Any Other Business

Treatment of Sound in the Atrium (the Street)

GT reported that sound management panels have been in use in the Street, resulting in considerable improvement in the usability of the space for meetings in terms of ease of conversation. The sound management panels included ceiling panels, moveable absorbable vertical panels and yellow wall panels.

Panels have been installed from the southern end as far as Reception. (The north end of the Street is generally used as the reception area for conferences and for smaller groups).

GT has priced for more of the various panels and recommended acquiring three more moveable panels (£3,000 VAT incl., to be purchased immediately) and more ceiling panels (£8,500 VAT incl., to be installed over the Christmas break).

CS agreed to discuss the proposed action and pricing with Prof Copestake.

Action: CS, GT

9. Date of Next Meeting

Friday, 22 November 2019, 10.30 a.m., was proposed for the next meeting, subject to IBP's availability.