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**The 15<sup>th</sup> Meeting of the Department of Computer Science and Technology  
Buildings and Environment Committee**

**Meeting held remotely (via Teams)  
at 10 a.m. on Thursday, 28 May 2020**

**Minutes**

**Present:**

Prof Simon Moore, Chair (SWM)  
Dr Piete Brooks (PB)  
Ms Celia Burns, Secretary (CB)  
Mr Ian Burton-Palmer (IBP)  
Dr Matthew Danish (MRD)

Mr Martin McDonnell (MJM)  
Dr Richard Mortier (RMM)  
Mrs Caroline Stewart (CS)  
Dr Graham Titmus (GT)

**1. Apologies for Absence**

None.

**2. Minutes**

The Minutes of the meeting held on 23 April 2020 were approved.

**3. Matters Arising**

None.

**4. Coronavirus Situation**

***a) Risk assessment for partial opening of the building***

CS reported that she had received a risk assessment to complete from the centre, and would be circulating it to IBP, MM, PB and GT for their input. The submitted paperwork would require approval by Estates Division, after which the building could be partially re-opened for a small number of people who need access to the department for hardware and equipment or for whom it is not possible to work from home.

***b) General maintenance of the building***

MM reported that he has been decorating and carrying out regular maintenance in the building during shutdown (e.g., doing water temperature checks, flushing toilets, running taps, draining the main water tank weekly, and wiping handles, push bars and buttons). MM has also been dealing with the various contractors who have required access to the building.

**5. PhD Representation on the Committee**

The Graduate Student Forum has circulated a call for a PhD representative.

## 6. Reducing Energy Consumption

### a) Monitoring energy consumption

The feed from Trend for the data on electricity supply is broken. GT reported that he has not heard anything back from the Head of Computing Services about how to get the system working again. GT suspects this has gone down the priority list and will follow up when appropriate.

**Action: GT**

### b) Works to refine the GN09 system

These works are discussed under item 7(g), Building management system (cooling and heating), below.

## 7. Building Matters

### a) Lighting

#### i) *Atrium lighting*

The Committee had agreed at a previous meeting to wait until we are back in the building to make a decision on whether to revert to fluorescent lamps in The Street.

#### ii) *Lighting in the LTs*

IBP reported that a contractor from EM (Thorlux) had visited the site and subsequently quoted c. £17,500 for replacing the lighting in LT1 to LED and providing a control system. Thorlux had suggested that the cost for LT2 would be similar but slightly lower.

The Committee considered tying in these works with the emergency lighting in the Atrium and LTs (item 7(a) iii). IBP to follow up.

**Action: IBP**

#### iii) *Emergency lighting in the Atrium and LTs*

IBP reported that a new contractor had been found for these works, who would also be carrying out the works in SW01. IBP to follow up.

**Action: IBP**

#### iv) *Lighting in SW01*

As SW01 is probably going to be re-purposed as a lab for use by the Robotics and Rainbow groups, IBP had contacted Amanda Prorok and Alastair Beresford about the proposal to change the lighting over to LED but had not heard back from Alastair Beresford. Acknowledging that Amanda Prorok had already been consulted and is in agreement with these works, the Committee agreed to go ahead. IBP to progress the works.

**Action: IBP**

### b) Vent leaks

MM reported that all the roof vents are working, and the Committee agreed to remove this item from the next agenda.

### **c) Fire strategy for the William Gates building**

#### **i) *Refurbishment of the doors to the courtyards***

IBP reported that he is waiting to hear from EM about these works, which are probably on hold while EM focuses on essential works only.

### **d) Office recycling**

The Committee had agreed to extend the recycling programme throughout the building and IBP had circulated to the Committee a plan for recycling bins for the whole building. MD had noted that his main observation was that the bins not being located in the kitchen might be an issue (for example, resulting in confusion or a lack of motivation to recycle). IBP and CS noted that additional, smaller bins would be provided inside each kitchen for food waste and that the recycling bins could be moved if that proved necessary. In addition, the system on the ground floor has been going well.

The Committee noted that signage for the recycling is key, as confusion over where to put types of recycling results in contamination. Although the University pays to have the waste sorted and for an allowance of 25% crossover in materials, the ideal is to have *no* contamination.

It was agreed that IBP would order the bins as detailed in the proposal.

**Action: IBP**

### **e) Verex security system**

GT reported that the software updates for the system were still pending with Chubb and will not be carried out until normal building occupancy is resumed. GT will follow up when appropriate.

**Action: GT**

### **f) Microwaves**

The works to fit tamper-proof push-button timers to each of the two microwaves in the FC kitchen as a trial had stalled since they are not classed as essential works during the coronavirus lockdown. The Committee discussed the priority of these works in light of the possible partial re-opening of the building, including:

- the likelihood of microwave fires being higher when the building has low-occupancy (when overheating incidents are more likely to go un-noticed)
- preventing the use of the microwaves weighed against the likelihood that there would not be any catering facilities in the building and staff would probably be spending complete days (not just an hour or so) in the building
- the possibility of segregating staff to their own corridors (and microwaves not being available on every corridor).
- The relative risks of microwaves overheating versus COVID-19.

The Committee agreed that it would be ideal if the works could be done soon, but understands if the works are not considered essential. IBP agreed to follow up.

**Action: IBP**

## **g) Building management system (cooling and heating)**

### ***i) GN09—extra pumps***

In order to ensure a better flow of chilled water to GN09, an extra set of pumps is required to increase the pressure. IBP reported that he has made arrangements for Gowing and Hunt to service the Rittal machines. He also reported that the new pumps were on site and the works should take about a week. MM would carry out the induction for the supervisor and the supervisor would subsequently carry out the inductions for the contractors (to save MM having to do them).

In response to SM's concern that there will be a significant number of people dependent on the equipment, GT reported that there will be a temporary chiller online during the works and staff will be on hand at the points when the temporary chiller is commissioned and switched back over. He felt that all risks have been minimised as much as possible.

### ***ii) Heating failure on the north and south sides of the building***

Repairs were necessary to the old pumps, which were leaking due to worn-out seals. IBP reported that two new pumps have been installed in the north side and are awaiting wiring work to be done by an electrician. Additional pumps have been ordered for the south side, for which some flanges are also required (as the new pumps are much bigger than the old ones).

## **h) FW03 and FN16 kitchen refits**

IBP had agreed to get a price for refit works to the FW03 and FN16 kitchens and seek approval from the Committee by circulation. IBP reported that tenders had been sent out by EM in March, and he will follow this up.

**Action: IBP**

## **i) Refit of the WGB Library**

The Committee's proposal to divide the Library space into three teaching/meeting rooms had been approved by Prof Beresford and Prof Copestake, and a feasibility report had been requested. CS reported that the request for a feasibility report should have gone via the School and it had since been submitted via the School. Nothing has been heard since that and so IBP agreed to follow this up.

**Action: IBP**

## **j) Cleaning service**

IBP reported that the cleaning company is willing to come in and do a pre-opening deep clean and provide a cleaning service when we are ready to open the building. They would require only a couple of days' notice.

## **8. AV Matters**

### ***a) Projection booth in LT2***

The Committee discussed whether a feasibility study for the proposed removal of the projection booth in LT2 was still a priority, considering that the Lab has now secured the use of the lecture theatre in the Roger Needham Building. It was agreed that this would be put on hold and CS agreed to inform the Head of Department about the Committee's decision.

**Action: CS**

It was also suggested that, in order to take advantage of the space not being occupied and the efficiency of having several lighting works done at the same time, the lighting could also be switched over to LED lighting. CS reported that the space is still likely to be used during term time so works would need to take place out of term. IBP agreed to progress this.

**Action: IBP**

**b) Projector in FW26**

IBP had agreed to arrange for LED lighting to be installed in the ceiling of FW26, allowing room for the projector and for the front row of lighting to be turned off independently of the other lights. The Committee agreed to progress these works with the other lighting projects (lighting in the LTs and the emergency lighting in the Atrium and LTs) and IBP agreed to get the works priced.

**Action: IBP**

**9. William Gates Cycle Parking Options**

Committee members had not received an update on progress with the cycle parking project. MD agreed to find out what is happening on the planning side.

**Action: MD**

**10. Any Other Business**

*Touch-free water coolers*

The Committee briefly discussed touch-free water coolers and agreed that they are not worth pursuing at the moment.

**11. Date of Next Meeting**

It was agreed that, unless anything new arises, most issues could be dealt with by circulation and therefore a meeting would not be necessary until September. CB will circulate a Doodle poll nearer the time.

**Action: CB**