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**The 17<sup>th</sup> Meeting of the Department of Computer Science and Technology  
Buildings and Environment Committee**

**Meeting held via Teams  
at 2 p.m. on Thursday, 21 January 2021**

**Minutes**

**Committee Members:**

Prof Simon Moore, Chairman (SWM)

Dr Piete Brooks (PB)

Mr Thomas Bytheway (TB)

Mr Ian Burton-Palmer (IBP)

Dr Matthew Danish (MRD)

Mrs Caroline Stewart (CS)

Mr Malcolm Scott (MAS)

**1. Apologies for Absence**

Apologies were received from Celia Burns and Martin McDonnell.

**2. Minutes**

The Minutes of the meeting held on 22 October 2020 were approved.

*SWM reported that he would like to bring item 11 forward to discuss after item 3 to enable full discussion in order for us to report back to Estates Division (ED). The numbering of the minutes has been left as is.*

**3. Matters Arising**

It was noted that we had still not established why the recent ED asset survey had resulted in asset stickers being put on departmental owned IT equipment. It was felt it was important we follow this up. IBP agreed to look into this further.

**Action: IBP**

**4. Committee Membership**

We welcomed TB to the meeting. TB reported that the Committee website incorrectly stated his representation on the Committee as PhD student, rather than in his role as Hardware Manager. CS will get this corrected.

**Action: CS**

**5. Coronavirus Situation**

CS reported that the building occupancy is low. Those entering the building have responded well and are following the protocol for safe working.

TB reported that he has been able to use an empty office for soldering work to spread the load on the hardware lab. There seems to be plenty of air flow, but we will also be purchasing soldering extractors with carbon filters to use.

SWM reported that there may be a need for 2/3 people from his group to go into GN09 to remove some experimental equipment from on a top rack, where a stepladder would be needed. It was felt that given the time needed to do this, the use of masks should be sufficient. PB noted there is a risk assessment tool we can use to assess the risks for such activities, which is relatively lightweight to use.

## **6. PhD Representation on the Committee**

The Postgraduate Forum have reported that, despite having extensively promoted the opening for a rep within the PSF, no interest has been shown. Committee members agreed that we should re-visit this next academic year, noting there may be more interest when we are back in the building. It should be removed from the Agenda until that point.

## **7. Reducing Energy Consumption**

**Monitoring energy consumption:** SWM and PB have not had the opportunity to follow up the problem with the data on electricity supply/usage from Trend. IBP said that he has the names of the correct people to contact and he will send them to SWM.

**Action: IBP/SWM**

## **8. Building Matters**

### **a) Lighting**

#### **i) Atrium lighting**

The Committee agreed at the April 2020 meeting to defer the issue of whether to revert to fluorescent lamps in The Street until we are back in the building and can assess how the current lighting is working out. It was agreed this item should be removed from the Agenda for the time being.

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

IBP reported that a Minor Works application for the replacement of the lights in LT1 had been submitted. It was hoped that this could be carried out during the Easter vacation, but lockdown has given more flexibility on timing. Replacement lighting for LT2 has been put on hold.

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

IBP reported that ED had tried to install a new inverter for the emergency lighting but it did not fit. The matter is still with ED to resolve.

#### **iv) Lighting in SW01**

IBP reported that the replacement lighting had been fitted but there are a few faults to be resolved. Contractors are currently on site trying to resolve the problems.

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

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

The works have been completed and are now on the Verex system. It was asked if they are working with the fire alarm system. It was agreed this should be raised with MMcD and for him to report back to the Committee.

**Action: MMcD**

**c) Office recycling**

Now complete. TB asked if a bin for non-recyclable waste could be provided for the Hardware Lab. It was agreed that the size and type of waste created in the lab warranted a separate bin and, so long as we can provide black sacks, the cleaners should be content to empty it. TB agreed to liaise with Louis Massuard to get something suitable.

**Action: TB**

**d) Verex security system**

IBP reported that Mark Cresham was concerned about going ahead with the installation of updates as we need to ensure the system is able to interact with the database. MAS agreed that we should first get some information from Chubb about the different releases of software for the Verex security system. IBP agreed to pass the contact details to Graham Hatt and Malcolm Scott.

**e) Microwaves**

SWM had now advised on this matter and had sourced suitable push-button timers. IBP said some have already been fitted and Sotham Engineering will be fitting the other five stations. There are two spare timers in stores.

**f) Building management system (cooling and heating)**

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

IBP reported that there had been a major failure of the BMS pumps. They are now up and running but there is still an issue with sludge in the system and there is no indication of where the sludge is. The engineers have also highlighted faults with the valves that allow the distribution of heat onto each floor. SWM raised the question about how many of these problems should be picked up by annual maintenance. IBP reported that there was no annual maintenance of the system and it is only when faults occur that such issues are identified. The Committee were concerned to hear this. IBP reported that this is because we have opted to retain control of the system, rather than handing over control to ED. Handing it over is an option but we would then lose the flexibility of controlling the heating/cooling in the building.

**g) Refit of the WGB Library**

SWM reported that the feasibility report for the refurbishment of the Library together with costings had been received from ED. The HoD is in receipt of the report but given the estimates were far higher than we could have anticipated, she has proposed that a Departmental working party consider the options before we go any further. The HoD has been clear that she is not able to give the go-ahead at the moment. CS agreed to report on progress at the next meeting.

**Action: CS**

**h) Cleaning service**

IBP reported that arrangements were underway for the cleaning contract to be taken over by ED but the HoD team have now requested that we keep the contract under Departmental control for the time being. He is now making plans to go to tender. IBP will report back at the next meeting.

**Action: IBP**

## 9. AV Matters

### a) Projector in FW26

IBP reported that the front row of lights had been removed but was unsure as to whether the projector had been fitted. It was agreed that we should ask Martin to check if the Projector has been installed and report back.

**Action: MMcD**

## 10. Electricity Devolution Project

The Committee noted that that our average electricity usage is likely to be much lower during lockdown. CS had highlighted to the Centre but had not heard back. The Committee assumed that the University were aware of the effect this will have when deciding average use figures.

MAS reported on the likely increase of power consumption due to more use of GPUs. He also noted the temperature in GN09 had significantly increased and was aware that he needed to balance the thermal load in the room.

**Action: MAS**

IBP reported on the matter of solar panels. He had made a request to the University's Energy Manager but had not heard back. It was agreed that we should give more time before IBP chases this up.

**Action: IBP**

## 11. William Gates Cycle Parking Options

Committee members had a lengthy discussion about the proposals received for changes to the building's cycle parking. MRD reported that ED urgently need our comments so that it can be moved forward.

Committee members agreed that the following action points should be referred back to ED:

- Reduce the cycle spaces in front of the café to one single line of cargo cycle spaces. Move these closer to the building so that there is a more spacious area in front of the cafe.
- Ensure that the space in front of the cafe is suitable for fire egress.
- Spaces lost by reducing the stands in front of the cafe could be replaced with Sheffield stands by; (i) extending each of the southern rows of Sheffield stands by 1 in the direction of the building; (ii) the possibility of adding more Sheffield stands into the very wide aisle between the security fence and the proposed 'outside' stands.
- Change the style of the current 'ladder like' security fence to something more secure.
- Point out the inconsistencies / issues with the cycleway as shown on the diagram, noting that our understanding is that these will be resolved under a different process.

MRD agreed to feed the Committee's requests back to ED.

**Action: MRD**

## 12. Any Other Business

None.

### **13. Date of Next Meeting**

It was agreed that we would try to meet again this term if there was a report on the Library refurbishment, otherwise the Committee would meet at the start of Easter term. CB to do a Doodle Poll.

**Action: CB**