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**The 19<sup>th</sup> Meeting of the Department of Computer Science and Technology  
Buildings and Environment Committee**

**Friday, 1 October 2021, 11 a.m.  
via Teams**

**MINUTES**

**Present:**

Prof Simon Moore, Chairman (SWM)  
Dr Piete Brooks (PB)  
Celia Burns, Secretary (CB)  
Thomas Bytheway (TB)  
Ian Burton-Palmer (IBP)

Dr Matthew Danish (MRD)  
Martin McDonnell (MJM)  
Caroline Stewart (CS)  
Malcolm Scott (MAS)

**1. Apologies for Absence**

There were no apologies.

**2. Minutes**

The Minutes of the meeting held on 13 May 2021 were approved.

**3. Matters Arising**

There were no matters arising.

**4. Coronavirus Situation**

CS reported that work was ongoing on a protocol for returning to pre-covid arrangements with some safety considerations, such as mask-wearing and regular testing. There was a discussion about use of the lifts, noting that they have no ventilation. TB suggested that the doors might be programmed to stay open at their destination, which would mitigate the between-use ventilation problem. IBP agreed to contact ED to enquire about this.

**Action: IBP**

**5. PhD Representation on the Committee**

The Postgraduate Student Forum had reported earlier this year that, despite it having extensively promoted the opening for a representative on this committee, no interest had been shown. Committee members agreed to re-visit this in January, once more people are back in the building.

**6. Reducing Energy Consumption**

**(a) Monitoring energy consumption:** SWM and PB reported that they had not yet had time to contact Roger Ling, ED, to follow up on the problem with the data on electricity supply/usage from Trend.

**Action: SWM and PB**

## 7. 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 to revisit this item at a subsequent meeting.

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

The replacement lighting for LT2 is on hold. Regarding the lighting in LT1, an application had been submitted to the Energy Team some time ago, but it was not clear whether it was being processed. CS agreed to pass a copy of the signed application form to IBP so that he could follow this up with the Energy Team.

**Action: CS and IBP**

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

The inverter had been installed and was up and running. MJM reported that Chris Lock, ED, had carried out a 3-hour duration test with all the lights on, and it had worked as expected.

#### *iv) Lighting in SW01*

There was an issue with one of the diffusers not sitting in its housing properly. IBP reported that he had followed this up with Thorn Lighting but had not heard back from them. IBP agreed to follow up on this issue again.

**Action: IBP**

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

#### *i) Refurbished doors to the courtyards*

MJM reported that he was still waiting for the company concerned to come and look at the issue of one of the doors not opening. He agreed to follow up on this issue.

**Action: MJM**

### c) Verex security system

MAS reported that UIS had announced the launch of its new card management platform—with less than a week's notice to move to it. He reported that Graham Hatt was working on integrating University cards with our database. Discussions with Chubb about the installation of updates were on hold while we move to the new UIS card management system.

### d) Building management system (cooling and heating)

There was nothing to report.

### e) Refit of the WGB Library

IBP reported that a specification for the refit had been completed except for information about the folding doors. CS reported that the Library was now being used for teaching during the Michaelmas and Lent terms, so unless the refurbishment could be completed during the Christmas vacation, it would need to be delayed until the April vacation (which is a longer vacation, and teaching space is not as critical during the Easter term). CS

agreed to follow up with Ian Lewis about the folding doors so that the specification could be completed and passed to ED as soon as possible with a view to works starting in April.

**Action: CS**

**f) Cleaning service**

IBP reported that a year's dispensation had been granted (from 1 September 2021) to continue with the current contractor, cleanTEC. A tendering process to change the dispensation into a contract (with cleanTEC or another supplier) would need to be set up three or four months before the end of the dispensation. It was agreed that this item would be revisited at the next meeting.

**g) Asset stickers on Department IT equipment**

IBP reported that he had requested a complete list of everything that ED had tagged in the Department as part of their university-wide compliance programme so that any incorrectly tagged items could be easily identified. However, ED had in turn asked for a list of the stickers that we disagree with. MAS reported that most of the mis-placed stickers were on old equipment, which will be recycled in the next few months anyway.

**h) Alcove Conversions**

IBP reported that the alcove conversions were progressing slowly and that there were long lead times for doors and chilled beams. The possibility of using the FE06 space without the chilled beams and doors was discussed but there were concerns about safety. It was agreed that if it was safe to do so, the space could be used while awaiting the beams, along with temporary furniture until best occupancy levels could be gauged and suitable furniture ordered accordingly. CS agreed to deal with the purchase of furniture.

**Action: CS**

**i) Clearing of FN11 Machine Room**

MAS reported that he had not had time to start coordinating the clearing of the equipment in FN11 (which has been allocated as an office for MAS). The intention was for MAS to deal with items on the server racks and Chris Hadley and Richard Mortier to deal with the items (mostly of historical interest) on the shelves. TB offered to help MAS with the server racks. It was agreed that CB would send this minute to Chris Hadley and Richard Mortier, asking if they could think about how the equipment of historical interest could be dealt with.

**Action: CB**

**j) Damaged Baffle Panels on the Roof**

The original contractor had strapped down the materials and made the panels safe but had subsequently gone bankrupt. IBP agreed to follow up this issue with Andrew Kerley and Chris Dixon, ED, about getting another contractor to assess the damage.

**Action: IBP**

**8. AV Matters**

**a) Projector in FW26**

MJM reported that the projector would be installed (following the higher-priority installation of three other projectors in the library and SW02) once Mark Cresham was back in the building (expected next week) and available to help him.

**Action: MJM**

**9. Electricity Devolution Project (EDP)**

**(a) Solar panels**

IBP agreed to follow up with the University's Energy Team as to whether the University would be willing to pay for solar installation.

**Action: IBP**

**(b) EDP Update:**

CS was going to find out more about the planned review of the baselining progress of the Electricity Devolution Project. CS reported that she had forwarded an email to the Committee in September, in which the University had acknowledged that covid will have affected baselines and that this would be taken account of.

**10. William Gates Cycle Parking and Landscaping of JJ Thomson Avenue**

MRD reported that he had received an email advising that works on the cycle parking and the landscaping had been delayed and would need to be rescheduled for the next appropriate closure period.

**11. West Cambridge Wayfinding Stakeholder Consultation**

IBP had circulated to Committee members a survey from the University requesting comments about signage on the West Cambridge site, with particular focus on first time or infrequent visitors. Committee members noted that some information on the survey questions (building names, car park options, etc) was incomplete and ideally should be addressed before the survey was completed. CS and SWM agreed to respond to the survey.

**Action: CS/SWM and IBP**

**12. Any Other Business**

SWM noted that IBP would be retiring in December. SWM noted his thanks for IBP's contributions to the Committee.

**13. Date of Next Meeting**

It was agreed that CB would circulate a Doodle poll for dates at the start of the Lent term.

**Action: CB**