



**The 20th Meeting of the Department of Computer Science and Technology
Buildings and Environment Committee**

**Tuesday, 1 February 2022, 11 a.m.
via Teams**

MINUTES

Present:

Prof Simon Moore, Chairman (SWM)
Dr Piete Brooks (PB)
Celia Burns, Secretary (CB)
Thomas Bytheway (TB)

Martin McDonnell (MJM)
Caroline Stewart (CS)
Malcolm Scott (MAS)

1. Apologies for Absence

None.

2. Minutes

The minutes of the meeting held on 1 October 2021 were approved.

3. Matters Arising

None.

4. Coronavirus Update

CS reported that Covid arrangements for the William Gates Building have now reverted to the pre-omicron situation. Wednesday Group has been updated about the fact that staff no longer need to report to work in the building. CS agreed to email everyone to clarify the situation.

Ian Lewis is continuing to monitor the CO₂ levels in the lecture theatres and, even with the increase in the amount of in-person teaching, the readings have stayed well below the threshold of 800. However, students have complained that is very cold with the external LT doors open. It was agreed that Lecturers should be reminded that it is sufficient to open the internal LT doors. The ventilation is currently set to run 24/7 and it is not known how to set it on a timer to have it on for a reduced amount of time. CS needs to take advice from Estates Division on this. The lifts should continue not to be used unless for transporting equipment. MJM reported that covid building arrangements are running smoothly.

Action: CS

5. Committee Membership

- (a) **Facilities Manager:** CS reported that the process for the Facilities Manager post is currently with the School and that she hopes to advertise the post in two weeks' time, with a view to the appointment being made in April.

Action: CS

- (b) **PhD Representation:** the Postgraduate Student Forum (PSF) reported last year that, despite it having extensively promoted the opening for a representative on this committee, no interest had been shown. The Committee agreed that, since more people are now using the building, it would be worthwhile inviting the PSF again. CB will ask the PSF Secretary to add this item to the next meeting agenda.

Action: CB

6. William Gates Cycle Parking and Landscaping of JJ Thomson Avenue

MJM had circulated to the Committee the landscaping plans from Estates Division for these works. CS reported that Phase 6, which includes the work to our cycle parking, will probably take place in July/August. The grass area they are currently storing supplies on should be reinstated in the autumn. Work on the pavement has already started outside the Maxwell Centre building.

7. Reducing Energy Consumption

- (a) **Monitoring energy consumption:** SWM reported that he had emailed Roger Ling, Estates Division, to follow up on the problem with the data on electricity supply/usage from Trend, but he had not yet received a response. SWM had conveyed to Roger Ling that it would be interesting to know how the usage profile changes over the period of more and more people coming back to the office. PB noted that it would also be interesting to know how much energy is used on room heating. SWM will follow up with Roger Ling.

Action: SWM

8. Building Matters

a) Lighting

i) *Atrium Lighting*

The Committee discussed the fluorescent lamps in The Street and agreed that the replacement of the lamps with LEDs would be passed to the new Building Services Manager when they start.

Action: Building Services Manager

ii) *Lighting in the LTs*

The replacement lighting for LT2 is on hold. Regarding the lighting in LT1, CS reported that she had not received an update from the former Facilities Manager. One of the main concerns is the risk of the controller failing as it is now quite old, having been installed when the department moved into the building. It was agreed that this would be a priority project for the new Building Services Manager.

Action: Building Services Manager

iii) Lighting in SW01

There was an issue with one of the diffusers not sitting in its housing properly. MJM reported that no progress had been made and that he would find out who at Thorn Lighting he could follow this up with.

Action: MJM

b) Fire strategy for the William Gates building

i) Refurbished doors to the courtyards

MJM reported that all the doors are now working correctly.

c) Verex security system

MAS reported that there had been several tickets relating to entrance cards not working since the launch of the new UIS card management platform. The problems related to errors in the data from UIS and required manual fixing. Before he left the Department, Graham Hatt had implemented a new system to integrate the University cards with our internal database. MAS had thought Mark Cresham had been trained in the new system, but this was not the case, so MAS and Daniel Porter (the new IT Support Manager replacing Graham Hatt), will need to work on getting the system working as soon as possible.

Action: Daniel Porter and MAS

d) Building management system (cooling and heating)

MJM reported that the numerous building heating problems are related to several faults. A list of the faults has been sent to Estates Division and an engineer from Estates Division is currently visiting the building once a fortnight to rectify these issues. CS noted how bad the heating issue has been. She will contact Andrew Freeman, Estates Division, to ask for more help with this issue.

Action: CS

e) Refit of the WGB Library

CS reported that Ian Lewis has now completed a more affordable specification for the Library refit, which is ready for discussion with Estates Division. Ian Lewis had been relying on the former Facilities Manager to help with those discussions. CS reported that Ian Lewis may take these forward on his own but, mindful of his workload, she would discuss this with him again. She would also request a copy of the specification for circulation to the Committee.

Action: CS

f) Cleaning service

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 commence around the end of April. As the new Building Services Manager is not expected to be appointed until April at the earliest, the Committee agreed to request a dispensation for a further year. MJM

noted that there had been no complaints received about the current contractor. CS will progress the request for a further dispensation.

Action: CS

g) Alcove Conversions

MJM reported that the alcove conversions continue to progress very slowly. He has been trying to get a definite finish date from Tim Saunders and will follow up with him again.

Action: MJM

h) Clearing of FN11 Machine Room

MAS reported that there had been a little progress on clearing the room. He had not had time to clear the servers, but the equipment of historical interest was slowly being sorted. Anil Madhavapeddy had expressed an interest in keeping some of the equipment but did not know where to put it. SWM suggested that if there was nowhere to put it, it could be donated to the Centre for Computing History. TB offered to liaise with Anil Madhavapeddy and Richard Mortier on MAS' behalf to progress the removal of the equipment of historical interest.

Action: MAS and TB

i) Damaged Baffle Panels on the Roof

The original contractor had strapped down the materials and made the panels safe but had subsequently gone bankrupt. MJM reported that he was not aware whether the former Facilities Manager had received any further information about this from Estates Division before he left. He will follow up with Andrew Kerley and Chris Dixon.

Action: MJM

j) Office Floor Boxes

A concern had been raised in October 2021 by a member of the Department that electrical works that had been carried out might significantly reduce the reliability of the power supply in offices, with circuit breakers tripping more frequently. MJM reported that only two more or the new circuit breakers had needed to be reset. These were on the second floor north and were in rooms on the same circuit. There did not, therefore, seem to be a major problem, but it was agreed that MJM would ask an electrician to check the circuit that had tripped, including at what current it trips at (to see if it is particularly sensitive). MJM would also ask the electrician what type of circuit breaker (A or AC type) is appropriate for the equipment. The Committee will revisit this issue at the next meeting to see whether there have been further reports of circuits tripping coinciding with more people using the building.

Action: MJM

9. AV Matters

a) Projector in FW26

MJM reported that he will liaise with Mark Cresham with a view to installing the projector as soon as possible.

Action: MJM

10. Electricity Devolution Project (EDP)

(a) Solar panels

The Committee agreed that the question of whether the University's Energy Team would be willing to pay for solar installation would be passed to the new Building Services Manager as a longer-term project.

Action: Building Services Manager

11. West Cambridge Wayfinding Stakeholder Consultation

SWM reported that he and CS had responded to the survey from the University requesting comments about signage on the West Cambridge site.

12. Any Other Business

There was no other business.

13. Date of Next Meeting

It was agreed that CB would circulate a Doodle poll for dates at the start of the Easter term, by which time it was hoped that the new Building Services Manager would have been appointed.

Action: CB