



**The 23rd Meeting of the Department of Computer Science and Technology
Buildings and Environment Committee**

**Monday, 24 April 2023, 14.00
Room FW11, William Gates Building**

MINUTES

Present

Prof Richard Mortier, Chair (RMM)
Dr Pietie Brooks (PB)
Celia Burns, Secretary (CB)
Thomas Bytheway (TB)
Dr Andrew Caines (APC)

Ali Digby (AJD)
Martin McDonnell (MJM)
Daniel Porter (DRP)
Malcolm Scott (MAS)
Caroline Stewart (CS)

1. Apologies for Absence

Apologies had been received from Luis A. Saavedra del Toro.

2. Minutes

The minutes of the meeting held on 18 January 2023 were approved.

3. Matters Arising

There were no matters arising.

4. Estates Division

CS had reported the concerns about Estates Division to the Head of Department, who had raised the issue with the appropriate University authorities. AJD reported that other departments had also raised the issue and service had improved significantly. RMM reported that he had met with Graham Matthews (Director of Estates), who had confirmed that Equans are doing much better now.

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

AJD reported that all the cycle parking and landscaping works relating to the Cavendish building and affecting the William Gates Building are now complete and she was not aware of any other planned works relating to this building or JJ Thomson Avenue.

6. Reducing Energy Consumption

(a) Monitoring energy consumption: AJD reported that access to Trend had not yet been restored but she does now have access to Honeywell (which covers most of the

building). There is no reason why access to Trend cannot be restored, and AJD is progressing that.

7. Building Occupancy

The Committee discussed building occupancy. CS noted that the reason for requiring information about building occupancy relates to the issue of maximising the use of space and identifying possible hot desking areas. RMM reported that he had heard that Estates would be looking into utilisation of space across the University, since figures had shown that the University has the highest University per capita space in the country. It would be useful, therefore, for us to get an idea of how much space we use in the Department. DRP noted that the most accurate data would be from what people say they do, rather than card data which would give only a rough idea. CS noted that hot desking could be practiced within groups, rather than Department-wide. APC noted that the threshold for occupancy data should be in term time. It was agreed that RMM would speak to the Head of Department to find out what data should be collected and for what purpose.

Action: RMM

8. Building Matters

a) Lighting

i) Lighting in the Lecture Theatres and The Street

With regard to the programme of LED whole-building upgrades, AJD reported that Thorlux had been in the building several times to look at all the lighting and would be submitting a design to Environment and Energy soon. The project is moving forward, albeit slower than AJD would like.

PB raised the question of whether the lighting works should be in step with the AV upgrade work in the Lecture Theatres, and TB and MAS noted that there was an issue around the AV in that some bulbs work with AV and some bulbs do not. AJD noted that she can address these issues once she has received the lighting design.

b) Fire strategy for the William Gates building

AJD reported that she had had a meeting with the new Deputy Fire and Safety Manager, who had looked at all the outstanding issues. Many of these issues were now moving forward, including the roof vents, and everyone was aware of the potential solar project on the roof, which may need to be worked around.

c) Verex security system

DRP reported that he had discussed with MAS and AJD the replacement of the Verex security system, which is working but running on old software and at significant risk of failure. DRP had polled other departments (who all use separate systems) and a few different systems had been suggested. MAS noted that there was a possibility that the University might offer a standard card system across the University at some point. It was acknowledged that the Department could be an early adopter of a potential University-wide standard system but, as it was unlikely that this would occur in the next year or two, DRP, MAS and AJD would continue to look into updating the Verex system. Issues to take into consideration would be how the alarms would integrate with the new system, whether to keep the existing door hardware, and whether to virtualise the server.

Action: DP, MAS and AJD

d) Building management system (cooling and heating)

- i) **Heating problems:** The heating issues are long term, with the building not capable of producing a comfortable working environment for some areas even when it is working as optimally as it can. A solution will require a big infrastructure change. AJD reported that she had switched off the heating on 3 April.

- ii) **Ventilation:** There had been a problem with ventilation to the SW corner of the building, which still needed to be fixed. AJD will follow this up with Equans. Regarding ventilation in GN09, MAS noted that generally one of the chillers would be in use and one would be on standby, but on very hot days, both would be required. If there were a failure in either one of the chillers, problems could arise very quickly. The usual back up is to open the doors for ventilation but if the air temperature is above 20 degrees, this would not be effective. AJD wondered whether the issue was about the chillers not working correctly or the specification not having accounted for very hot weather.

e) Refit of the WGB Library

AJD reported that, with the roof projects going on (roof vents and solar panels), it was unlikely that the Library refit would take place during summer 2023. It was more likely that it would take place in Easter 2024 (since the Christmas vacation would not be long enough).

f) Cleaning service

AJD reported that she is going to contact Procurement for support with the process for a new contract from August. It was noted that the current supplier was doing a good job.

g) Clearing of FN11 Machine Room

MAS reported that he was almost certain that, beyond the experimental CPUs that MJM is going to drill out and smash, everything left in the room can be scrapped. He will send a 'last chance' email to give people a final opportunity to claim any of the remaining items.

Action: MJM and MAS

h) Office Floor Boxes—reduced reliability of power supply in some offices

AJD reported that she had not taken this item forward because there had not been any further instances reported. This item will now be removed from the agenda.

i) Downpipe Leaks

AJD reported that the surveyors had brought in a company who had fully inspected the downpipe, parts of which were rotting and unsealed. They had quick-fixed several pinhole leaks, but bigger repairs will be required.

j) Portable Appliance Testing (PAT)

AJD reported that she had looked on the Safety Office website for guidance about PAT testing but had not found anything. The Committee discussed the issue. PB found a health and safety report from 2018, establishing that the last time a PAT test had been done in the building was 2018 and that PAT testing at that time was no longer a legal requirement. It was suggested that insurers might require the testing, but AJD reported that a recent visit from the insurance section had not brought up PAT testing at all. Also

mentioned was the requirement from some other universities for department demo equipment to be PAT tested.

It was agreed that it would be useful to have PAT testing equipment in the department for ad hoc tests and, since the last PAT tests were carried out five years ago, full tests should be done again soon. In addition, it would be good to have someone qualified to do ad hoc tests, and it would be better to buy new testing equipment than to recalibrate the old equipment.

k) Generator Provision for GN09

AJD reported that the electrical maintenance and testing required by Estates had been carried out on 11 April. Although it had been very last minute, everything had gone well. MAS reported that when the new transfer switch had been tested, it had tripped occasionally. This was apparently due to a flaw in the wiring and MAS was looking into what might be done to mitigate that. The risk was small, with a low probability that its impact would be high.

MAS had raised the issue of having a permanent generator at the latest IT Strategy Committee meeting. The IT Strategy Committee did not have an opinion and wanted to know about costs first. In the meantime, another option had arisen—a suggestion from Chris Cornell, Estates, to run a cable from the Roger Needham Building generator which is under-utilised but maintained. It was agreed that MAS would request more information about this, particularly regarding whether such an arrangement would still stand if the Department of Engineering were to move into the Roger Needham Building, and around maintenance of the generator.

Action: MAS

l) Improvements to the Ventilation and Extraction in SE17

TB had not had the opportunity to follow up on the suggestions he had received relating to his proposal for a better ventilation system in the hardware lab.

m) Security Cameras

AJD had talked to the Cavendish project manager about their security cameras. They had confirmed that although their pole cameras would pan 360 degrees, they would need to be moved into position. AJD had, therefore, left in place the Department's outside cameras covering the bike park. The Committee agreed that the external cameras should be left in place.

n) Visitor Car Park Barriers

AJD reported that there has been a problem with unauthorised people using the visitor car parks. Reception had left notes on the cars and used cones to try and prevent the problem. AJD was in favour of lift-up lockable bollards for which Reception or Building Services could hold the keys. It would be quite easy for a contractor to install these, potentially for half of the spaces (with the other half being marked as reserved).

CS noted that the Head of Department had stalled on this project due to the uncertainty about what might happen to the visitor car park with the extension to the Whittle Building. It was agreed that AJD would find out about the status of the Whittle Building extension.

Action: AJD

9. AV Matters

a) Projectors in FW26

The projectors and ceiling mounts have been received, and Mark Cresham hopes to carry out the installation before the end of the Easter term.

10. Electricity Devolution Project (EDP)

(a) Solar panels

AJD reported that Cor-Energy had been awarded the contract to install solar panels but the possibility of batteries for storage had been dropped, probably due to cost. Some redesign is required to accommodate walkways around the roof vents, but the works are planned for this summer.

MAS noted that the solar panels would probably not remove the need for a generator, and it was decided that it would be useful for AJD to involve MAS in information relating to this project from now on.

11. Cambourne to Cambridge (C2C) Busway

APC introduced the topic of the busway's route over the West Cambridge campus. Discussion about the busway led to the question of whether a channel exists for individuals and/or this committee to provide feedback on projects such as this as well as other projects that might affect the local environment. It was noted that in the past there had been a West Cambridge site committee, but it had stopped meeting some time ago. It was agreed that RMM would raise this issue with the Head of Department with a view to finding a way for the site committee to be resurrected.

Action: RMM

12. Any Other Business

There was no other business.

13. Date of Next Meeting

It was agreed that the next meeting would take place at the end of this term to address any necessary items (the rest would be starred for information and would be carried forward to the next meeting). The following meeting would be held in October, just before the beginning of Michaelmas term.