



**The 24th Meeting of the Department of Computer Science and Technology
Buildings and Environment Committee**

**Tuesday, 20 June 2023, 10.30
Room FW11, William Gates Building**

MINUTES

Present

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

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

1. Apologies for Absence

Apologies were received from Luis A. Saavedra del Toro and Malcolm Scott.

2. Minutes

The minutes of the meeting held on 24 April 2023 were approved.

3. Matters Arising

There were no matters arising.

4. Reducing Energy Consumption ★

(a) Monitoring energy consumption: AJD has access to Honeywell and is looking into getting access to Trend restored.

5. Building Occupancy

RMM reported that he had spoken to the Head of Department about the kind of building occupancy data to be collected and for what purpose. Some survey work is currently being carried out with PIs to see how much of the building is being used, so the committee has been asked to check the survey results by carrying out a few ad hoc physical checks in random parts of the building a couple of times a week. AJD agreed to organise these spot checks once the survey results are in.

APC suggested that the spot checks should be carried out for a period long enough to cover more than just the summer vacation period. The possibility of using unoccupied desks during the summer for interns and visitors was proposed.

Action: AJD

6. Building Matters

a) Department Café

APC reported that this issue had been brought up at the Research Staff Forum, noting that there was a desire for more choice than is offered currently by the coffee trolley (Caffiend) and that improvements in this area might encourage people back to the building. The Committee discussed the options, including:

- Reinstating the University catering service: the University has already said that it will not bring back the service as it does not get enough business.
- Bringing in a University-approved franchise. Due to the lack of business, this would require a very expensive subsidy and the Department is not in a position to pursue this option.
- Having a second refreshments trolley. For various reasons, this is not a feasible option.

The Committee discussed how the cafeteria space is considered to be a University space and yet the University does not want to provide catering services in it (possibly as it might be viewed as competition for the catering they have planned for the new Cavendish building across the road). Since the option to bring in a University-approved caterer is too expensive, the Committee agreed that we would need to disengage the catering space from the University so that the Department can do what it wants with the space.

Discussion about what to do with the space if relinquished from the University included doing any necessary maintenance first and then having something like an internal food park (sandwiches or hot plates) or vending machines. It was agreed that, as a starting point, AJD will look into whether it is possible to get the space back from the University.

It was noted that the current cold drinks vending machine has been out of order for a long time. Since the machine is University managed, AJD will follow this up with the University.

Action: AJD

b) Lighting

i) *LED whole-building upgrade*

Thorlux had been expected to submit a design to Environment and Energy following their survey of the building. AJD reported that she has not heard anything since the survey, possibly as the Building Manager has left the University. AJD will follow this up.

Action: AJD

c) Fire strategy for the William Gates building ★

Following a meeting with the new Deputy Fire and Safety Manager, many of the outstanding issues are now moving forward.

d) Verex security system

DRP, MAS, and AJD are looking into options for the replacement of the Verex security system, which is currently working but running on old software and at significant risk of failure.

e) 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.
- ii) **Ventilation**: AJD reported that she had not heard anything from Equans about the ventilation problem in the SW corner of the building. She will report the dissatisfaction with Equans at the 21 June School Admin meeting.

Action: AJD

f) Refit of the WGB Library ★

With the roof vents and solar panel projects going on, the library refit will not take place until Easter 2024.

g) Cleaning service

AJD reported that she is working with Procurement on the process for a new contract, which should be complete by August when the current contract ends.

h) Clearing of FN11 Machine Room

RMM reported that he is going to check with Ian Pratt about which machines require the CPU to be destroyed. MJM will then drill out and smash the relevant CPUs.

Action: RMM and MJM

i) Downpipe Leaks

Parts of the downpipe had been found to be rotting and unsealed. Several pinhole leaks had been quick-fixed, but bigger repairs are required. AJD reported that the major work has not yet been done but this item is in progress. A report has gone to the surveyors. As it is the summer with less rainfall, there have been less leaks.

j) Portable Appliance Testing (PAT)

At the last meeting, the Committee had 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.

AJD reported that she had looked on the Safety website, where it showed the only people insisting on PAT testing were the Fire Safety Team. As it is the Department's responsibility to get the testing done, AJD will look into the kit required. TB noted that he would be happy to be involved in the PAT testing.

k) Generator Provision for GN09 ★

The new transfer switch had tripped occasionally when tested and MAS is looking into what might be done to mitigate this.

With regard to the issue of having a permanent generator, MAS is going to request more information about the potential to run a cable from the Roger Needham Building generator, which is under-utilised but maintained.

l) Improvements to the Ventilation and Extraction in SE17 ★

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

m) Visitor Car Park Barriers

RMM reported that he had spoken to Jo de Bono, PA to the Head of Department, about this issue. A barrier would be very expensive, but Jo was happy that lockable bollards would solve Reception's problems. The car park comprises 14 spaces plus two blue badge spaces and it was felt that four bollards would be sufficient. AJD agreed to look at types of locking systems and costs for the Committee to take forward.

Action: AJD

7. AV Matters ★

a) Projectors in FW26

The projectors and ceiling mounts have been received, and Mark Cresham plans to carry out the installation in the next few weeks.

8. Electricity Devolution Project (EDP)

(a) Solar panels

AJD reported that she had received another redesign from Cor-Energy, who have been awarded the contract to install solar panels. The work is planned to commence the week beginning 24 July, with a six-week project time to mid-September. The project will start with scaffolding (from the delivery bay, up and over the walkway, leaving space for deliveries, and not affecting the front of the building).

When the solar panels are commissioned, they will need to be powered, which will require a shutdown. This would be scheduled for the Christmas break, for example, when there would be less impact for the Department.

The Committee noted that we should keep in mind the refurbishments of the audiovisual systems in the lecture theatres and FW26, and that this item should be added to the next agenda.

9. West Cambridge Site Committee

Discussion at the last meeting about where to provide feedback about the Cambourne to Cambridge Busway had led to a question about the West Cambridge site committee, which had stopped meeting some time ago. RMM reported that he had spoken to the Head of Department about this, and she had noted that she is a member of the West and North-West Cambridge Committee and expects the incoming Head of Department to be a member of that committee too. She suggested that any comments relating to the West Cambridge site should be fed through the Head of Department to the West and North-West Cambridge Committee.

10. Any Other Business

Whittle extension

AJD reported that the extension has been given the go ahead, with work starting this week. AJD has received an email communication from the contractors, who have said they will give a presentation to anyone who will be affected, including the Department. AJD has responded to the email and is keen to engage with the contractors as there have been various surveys and road markings carried out that she had not been informed about. AJD agreed to forward the email communication to RMM so that he can engage in the process too, both as an academic and as Chair of this Committee.

11. Date of Next Meeting

The next meeting will be held in October, just before the beginning of Michaelmas term. A Doodle poll will be circulated.