



**The 25th Meeting of the Department of Computer Science and Technology
Buildings and Environment Committee**

**Thursday, 12 October 2023, 14.30
Room SC04, William Gates Building**

MINUTES

Present

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

Ali Digby (AJD)
Martin McDonnell (MJM)
Luis A. Saavedra del Toro (LAS)
Malcolm Scott (MAS)
Caroline Stewart (CS)

1. Apologies for Absence

None.

2. Minutes

The minutes of the meeting held on 20 June 2023 were approved.

3. Matters Arising

There were no matters arising.

4. Reducing Energy Consumption

(a) Monitoring energy consumption: AJD reported that she has been given access to Trend and can now monitor energy consumption. Estates are looking at converting buildings on Honeywell over to Trend.

5. Building Occupancy

The occupancy surveys had not been carried out, but it was apparent that there were many more people using the building this term. CS wasn't sure whether it was still right to go ahead with these. RMM said he would ask the Head of Department if he has concerns about occupancy and whether he would like the Committee to do anything in this regard.

Action: RMM

CS was concerned that space is getting tight and there are now fewer desks available than people requiring a desk, therefore occupancy of offices will probably need to be increased. Issues such as whether some people work from home fully and whether others might be willing to hot desk were considered. APC said that he would share the results of some hot-desking surveys which had been carried out some time ago.

Action: APC

6. Building Matters

a) Department Café

AJD reported that UCS staff had been clearing the equipment from the café servery and kitchen. Her understanding is that UCS are keen to keep control of franchises in café areas, but she had been unable to find out what is happening with the CST catering space. RMM said he would speak to Graham Matthews, Director of Estates, about this.

Action: RMM

b) Drinks Vending Machine

AJD reported that the out-of-action drinks vending machine had been managed by UCS in the past, with products from Cambridge Vending. However, when UCS pulled out of the William Gates Building, they stopped managing the machine. As the Department has a contract with Cambridge Vending for other machines in the building, AJD said she would talk to them to see how we might take over the management of the machine (with Cambridge Vending stocking it).

Action: AJD

c) Lighting

i) *LED whole-building upgrade*

AJD reported that she had just found out that all the Building Energy Managers had left the Environment and Energy section, and Roger Ling (Electrical Engineer) was now overseeing the LED lighting upgrade. AJD had received an email from Thorlux who would be visiting the building next week to double-check a few things before finalising the project. AJD to report back.

Action: AJD

d) Fire strategy for the William Gates building

AJD reported that many of the outstanding issues had been resolved and the work on the roof vents was progressing. Andrew Kerley (Projector Surveyor, Estates Division) wants to get this work done as quickly as possible. All the work would be done from the roof and would require a crane outside for one or two days. As the work is a fire and safety issue, it's important to go ahead with it soon, but the noise involved could be an issue too. AJD said she would ask Andrew Kerley for a meeting to talk about scheduling these works.

Action: AJD

Post-meeting note: The electrical installation is scheduled to start before the end of term and the replacement of the vents (with a crane onsite) is scheduled for the week commencing 4 December (weather-dependent).

e) Verex security system

DRP, MAS, and AJD were 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. MAS reported that there had been renewed interest from UIS in a central system and suggested that the Department waits to see what happens with that. With no clear schedule from UIS currently available, the Committee discussed a plan for if the current system were to break. The expected failure would be that everything would work but we would not be able to change it or that things might get stuck in the state they were in when they broke. As the system is supported to some level by Chubb, Chubb might be

able to help, or perhaps do some updates if the UIS project takes too long. DRP/MAS to track progress with UIS.

Action: DRP/MAS

f) 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.

Ventilation: AJD reported that the ventilation problem in the Second-floor West corner of the building had still not been resolved, and the Equans ticket had gone missing. AJD reported that someone in Estates had investigated the ventilation issue. They had put in a ticket on the Department's behalf two or three months ago and thought that a works order had gone out. This is a problem as when tickets are re-opened, it is not clear that they have been waiting some months. The Equans issue around ticketing was still clearly a problem and RMM said he would speak to Graham Matthews about this.

Action: RMM

g) Refit of the WGB Library

With the roof vents and solar panel projects going on, the library refit was not going to take place until Easter 2024. AJD reported that she had found out earlier in the day that Alan Gleaves had replaced Andrew Kerley as the Department's surveyor, but she had not yet heard from Alan. In the meantime, the Library area was being cleared. AJD to follow up on this and report back.

Action: AJD

h) Cleaning service

AJD reported that she was in touch with Procurement, who have asked for an extension to be granted to the current contractor for two years rather than one year. AJD to report back.

Action: AJD

i) Clearing of FN11 Machine Room

MAS reported that his next steps are to clear out the remaining (non-sensitive) equipment.

Action: MAS

j) Downpipe Leaks

AJD reported that she will talk to Alan Gleaves (Building Surveyor) about this. Her understanding is that the report and photos were meant to have been given to the surveyor but, due to a lack of communication from Estates Division, she does not know who the surveyor is for these works.

Action: AJD

k) Portable Appliance Testing (PAT)

AJD reported that there was a difficulty in identifying a person or persons to take on the PAT testing for ad hoc and new equipment, as MJM does not have the capacity. CS

asked if our technician could take on very occasional requirements. MAS agreed to discuss this with them.

Action: MAS

l) Generator Provision for GN09

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

MAS reported that he had not been able to find anyone who could definitively say yes to the proposal to run a cable from the Roger Needham Building generator. AJD suggested contacting Estates, who could communicate with both departments. Since Chris Purnell had made the proposal initially, AJD said she would talk to him about this.

Action: AJD

m) Improvements to the Ventilation and Extraction in the Hardware Lab

TB reported that, before making improvements to the ventilation system, he was looking into an alternative location for the Hardware Lab. This followed difficulty in installing the new laser cutter to the current second floor location. Once a decision has been made on the location, TB will then follow up on the suggestions he has received for improving the ventilation and extraction. TB to report back on possible relocation of the Hardware Lab.

Action: TB

n) Visitor Car Park Barriers

AJD reported that the lockable bollards project has had to be paused due to the redesign of access to the Department's car parks (caused by the Whittle extension works), which will mean the loss of the delivery bay parking and a line of parking spaces in the main car park. It was agreed that we should not proceed with any changes during the Whittle works. Everything should be reverted back to its original state once the Whittle works are completed but this could be around four years' time.

o) Refurbishment of the Audiovisual Systems in the Lecture Theatres and FW26

The refurbishment is planned for the summer vacation 2024. DRP is currently consulting with staff to pin down specific dates. DRP to report back.

Action: DRP

7. AV Matters

a) Projectors in FW26

MJM reported that he is waiting for Mark Cresham to contact him about carrying out the installation of the projectors. MAS to follow up with Mark.

Action: MAS

8. Electricity Devolution Project (EDP)

(a) Solar panels

AJD showed the Committee some drone footage of the installed panels and reported that there were a few snagging issues, which would take half a day to clear up. The electrical part of the works, which Estates Management is dealing with, has been stalled due to a health issue with the owner of the contracting company. The works will require

a shut-down, so works out of term-time or during a weekend would be preferable. AJD to report back.

Action: AJD

9. Whittle Extension

AJD reported that she has not heard anything further about these works and this morning, she had discovered the delivery bay completely barred off, due to work being done on the access road. She had spoken to the SDC contractors on site about this and they had said they would remove the barriers.

Yesterday, AJD had received a response to her enquiry about a timeline, informing her that the access road works would not be completed until 20 December 2023. CS said, if AJD could summarise the situation for her, she would contact the Head of Buildings and Estate Services for the Department of Engineering about this.

Action: CS and AJD

10. Occupation Risk

The Committee discussed an item included in the 22 September 2023 Key Issues Bulletin relating to unauthorised occupation of premises and agreed that RMM would speak to the Head of Department about this issue.

Post-meeting note: an email was sent on 31 October from the Head of Department outlining guidance for building access.

11. Any Other Business

i) Survey of Wireless Network Coverage

MAS asked for views on the best time to schedule a survey of wireless network coverage, which would involve surveyors setting up in everyone's office. Weekends were the preference but as UIS are outsourcing a company to do this, weekends are probably not an option. CS noted that the most important thing is to give people notice.

ii) E-Bikes and Electric Scooters

PB noted that no e-bikes or scooters are allowed in the building, and e-scooters other than Voi scooters are not allowed on site.

12. Date of Next Meetings

The following dates and times were agreed:

- Tuesday, 28 November, 10.30 – 12.00
- Monday, 22 January 2024, 11.30 – 12.30
- Tuesday, 30 April 2024, 10.30 – 12.00*
- Tuesday, 18 June 2024, 10.30 – 12.00

***Post-meeting note:** the Tuesday, 30 April 2024 meeting has been rescheduled, from 10.30 – 12.00 to 11.00 – 12.30.

It was suggested that for the next meeting, items that do not need discussion could be starred.