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**The 27<sup>th</sup> Meeting of the Department of Computer Science and Technology  
Buildings and Environment Committee**

**11.00 – 12.30, Tuesday, 30 April 2024  
Room FW11, William Gates Building**

**MINUTES**

**Present:**

Prof Richard Mortier, Chair

Dr Piete Brooks

Celia Burns, Secretary

Thomas Bytheway

Dr Andrew Caines (from 12.00)

Ali Digby

Gabrielle Gaudeau (from 12.00)

Martin McDonnell

Daniel Porter

Caroline Stewart

**1. Apologies for Absence**

Apologies were received from Malcolm Scott.

**2. Minutes**

The minutes of the meeting held on 22 January 2024 were approved.

**3. Matters Arising**

There were no matters arising.

**4. Reducing Energy Consumption**

**(a) Monitoring energy consumption.** Ali reported that she had received confirmation that she will be able to acquire historical energy usage data.

**(b) Recording energy use and solar panel contributions.** Ali reported that the solar PVs had been switched on and were powering the building; however, there was a communications issue which required an adjustment in the server room (which could potentially involve switching the power off, but Ali was hoping this would not be necessary). The adjustment was related to incorrect current transformers having been installed by the contractor. The communications panel shows power coming in from the panels but not what is coming in from the grid.

**5. Building Matters**

**a) Department Café**

Ali reported that she is working with the Procurement section on the tendering process for franchising out the café space.

**b) Drinks Vending Machine**

Martin and Ali reported that removal of the out-of-action drinks vending machine will be included in the general removal of University Catering Service equipment from the building.

**Action: Ali and Martin**

**c) Lighting**

**i) LED upgrade**

Ali reported that the funding for the LED whole-building upgrade (originally planned for Summer 2024) had been pulled, but there was some sustainability money available—not enough to do the whole building upgrade but enough to do the lecture theatres and the ground floor (although the Department will not be including the library space). The plans are currently with the Quantity Surveyor for costing. A timeline is not yet available.

**d) Verex security system**

The Verex security system is running on old software and at significant risk of failure. UIS are using the William Gates Building as proof of concept for their new central security system. Daniel reported that Malcolm (who had sent his apologies for this meeting) is reviewing vendor proposals from UIS.

**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. Richard had prepared a document (BEC-2024-04-05e) outlining the background to the heating problems, possible mitigations, and a conclusion. The Committee discussed the possible mitigations and agreed that Richard would amend the document to reflect the discussion and then provide it to the Head of Department with the proposal that it be circulated to the Department for information.

**Action: Richard**

**f) Refit of the WGB Library**

Ali had not had a response from the surveyor for this project and Richard had not had an opportunity to follow this up with Graham Matthews (Director, Estates Division) again. Caroline noted that the Head of Department had asked the Committee to look at the refit plans to check that the proposal still meets our needs. It was agreed that Caroline would locate the plans for the Committee to review.

**Action: Caroline**

**g) Clearing of FN11 Machine Room**

Richard reported that he had notified people that there was now only non-sensitive equipment in the room and a few people had expressed an interest in checking out whether anything left was salvageable. Martin reported that the removal of the remaining items had started but some items in the central rack might need disconnecting first, under Malcolm's guidance.

**Action: Malcolm and Martin**

**h) Downpipe Leaks**

Ali reported that this issue has been a cycle of her being asked to provide photos of the pipes, different companies diagnosing the problem, and nothing actually getting fixed. It was agreed that Ali would copy Richard on any future correspondence about this issue.

**Action: Ali**

**i) Portable Appliance Testing (PAT)**

Ali reported that at the recent safety audit, she had learned that the Safety Office has provision to carry out the testing and she will, therefore, contact them to arrange the general testing of the building.

**Action: Ali**

**j) Generator Provision for GN09**

Chris Purnell (Estates) had suggested running a cable from UIS's Roger Needham Building generator and getting Estates plus both departments and their surveyors to discuss this idea. This item is currently on hold as there are now plans for alternative occupancy of the Roger Needham Building.

**k) Improvements to the Ventilation and Extraction in the Hardware Lab**

Thomas reported that he had not yet had the opportunity to put some information together about improvements to the ventilation system to present to the Head of Department.

**Action: Thomas**

**l) Visitor Car Park – Barrier and Lockable Bollards**

Ali reported that six bollards (for three parking spaces) have been received and will be concreted in when the weather permits.

**m) Refurbishment of the Audiovisual Systems in the Lecture Theatres and FW26**

Daniel reported that the refurbishment works scheduled for the week commencing 22 July 2024 are proceeding to plan.

**n) Decommissioning of Plain Old Telephone Service (POTS) phones**

Ali reported that Estates are taking care of updating the Redcare emergency line to a non-analogue system. The lift phones will continue to work since they have already been changed to a non-analogue system. This item can now be dropped from the agenda.

**o) Ground Floor Showers**

Andrew had raised the issue of maintenance/repairs required to the ground floor showers. Ali noted that she had initiated these works through a ticket to Equans early in January 2024. Someone had come out to quote for the job and although no work had been carried out, on 22 February the work status in the Equans system had been updated to 'complete'. When Ali queried this with Equans, she was told that the 0.1 version of the works had been completed and that they were now on version 0.2 of the works. Nothing further had happened regarding the showers. Martin and Ali noted a few more examples of this Equans system of ticketing. Mort said he would ask the Head of Department to take this issue to the School and Caroline said she would ask School Administrators about it.

**Action: Ali, Alastair, Caroline**

**p) Pool Table**

The baize on the pool table needs replacing. Ali said she would follow this up.

**Action: Ali**

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

**(a) Solar panels**

Ali reported that, apart from the incorrect current transformer issue discussed in item 4(b) above, these works were complete, and this item could now be removed from the agenda.

**7. Whittle Extension**

Richard, Caroline and Ali had met with the Department of Engineering about plans for the Whittle Building. Caroline reported that they had been surprised about the lack of consultation with our department. Things had since improved, but we still do not have information about Engineering's long-term plan. Caroline said she would contact them about this issue.

**Action: Caroline**

**8. Equans**

Richard reported that he had not yet had an opportunity to respond to Andrew Smart (Director of Operations) about the issues with Equans' ticketing system. He agreed to collate some evidence and follow up with the Head of Department and Andrew Smart.

**9. Out of Hours Use of Rooms on the Public Side of the Building**

The Head of Department had asked the Committee to propose a Departmental policy for the use of rooms on the public side of the building during out-of-hours periods. Requests for use of the rooms have been largely but not solely from students.

The Committee discussed a potential policy and agreed that a shared document should be set up for Committee members to contribute to before providing it to the Head of Department. Ali said she would ask Security if they were aware of other Departments having a similar policy and Caroline said she would ask School Administrators if they had similar policies.

Issues discussed included:

- Criteria for what kinds of event/request the policy applies to (requestor, number of participants, etc)
- The requirement to have a designated responsible host
- Eligibility to be a designated responsible host (e.g. a UTO)
- Possible requirements for the host to undertake (e.g., online fire training, etc.)
- Logistical issues (e.g., programming of doors, potential first-aid requirements, circulation of contact details for host / Building Services Manager / Building Services Coordinator, etc.)

**Action: Ali, Caroline, other Committee members**

**10. Student Feedback**

Gabrielle reported on feedback that she had received from fellow students, including:

- A leaking room. Ali noted that this was an ongoing issue that was being addressed.

- A request for healthy options in the vending machine. Ali said that she would look into this.
- A request for a simple stationery storage cupboard for when Stores is closed. The response was that, as this had been tried before—and abused—students should be encouraged to get what they need from Stores during the day.
- Unused common areas and limited office space. This prompted a brief discussion about low building occupancy in general.
- Heating. This had been discussed above in item 5e) i).
- Invisibility at the crossing. It was noted that revisions to the hoarding and pavement coating had already been made.

**Action: Ali**

## **11. Any Other Business**

### **Building Management System (BMS) Project.**

Ali reported that, since the last committee meeting, the BMS project had been commissioned and started, and was scheduled to be completed at the end of May.

## **12. Date of Next Meetings**

The next meeting will take place from 11.00 – 12.30 on Tuesday, 2 July 2024.