



**The 30th Meeting of the Department of Computer Science and Technology
Buildings and Environment Committee**

11.00, Friday, 15 November 2024

Minutes

Present:

Prof Richard Mortier, Chair
Sarah Bainsfair (Observer)
Dr Andrew Caines
Ali Digby
Dr Markus Kuhn

Dr Ian Lewis
Martin McDonnell
Daniel Porter
Malcolm Scott
Caroline Stewart

1. Apologies for Absence

Celia Burns, Gabrielle Gaudeau and Tom Bytheway sent their apologies.

2. Minutes

The minutes of the meeting held on 17 October were approved.

3. Matters Arising

4. Reducing Energy Consumption

(a) Building System Upgrade (BMS). * The software update has been done and we were awaiting parts for one repair. One half of the repair is done, parts have been ordered for the second half.

(b) Recording energy use and solar panel contributions.

There was nothing new to report.

5. Building Matters

a) Department Café *

Ali has discussed the franchising of the café space with the Head of Department and a meeting with Procurement is planned to prepare the tendering documents. Caffiend have indicated an interest in providing a cafe service for the Department. We are currently awaiting a business plan from him.

Action: AD

b) Lighting

i) LED upgrade

The lighting upgrade will be starting on 9 December with Lecture Theatre 2 and then moving to the ground floor offices. Ali has offered the contractors a small area of the Ground floor Atrium for storage at their own risk. Ali has a kick off meeting with the contractors on 26 November. Markus will join the meeting to advise on the LT

AV/lighting integration. Ali reported that she hasn't yet got an end date because LT1 will not be done until the Easter break. It is likely, therefore, an end date will be at end of the Easter break.

c) Verex security system

Ian Lewis has spoken with Abraham Martin-Campillo (UIS). It seems that the project has now been paused due to a lack of funding. There is some discussion within the University as to whether this will become a UIS or an Estates Division responsibility. Committee members reported that any system would need to integrate with some central data source but we also need details of who needs access to what. It was agreed that we should get moving on this but that we cannot build and maintain a system of our own. It now needs to be a Central University system.

The following actions were agreed:

AD to find out what they are using in the new Physics building.

AD to inform Rob Lindsay, the Security Design Engineer, Security Section what is happening.

IJL to discuss further with DP and the UIS.

RMM to find contact details of the new Chair of the University Card Committee.

d) Building management system (BMS; cooling and heating) *

A document outlining the background to the heating problems and possible mitigations was circulated to Departmental staff on 8 May 2024 for information (BEC-2024-07-5f). There has been some improvement to the heating since the building system upgrade. There are currently no further updates but Committee members agreed that the building seems warmer since the upgrade.

e) Re-fit of the WGB Library

RMM reported that he had been in touch with Edna Murphy who is managing requests for funding to support developing education spaces that has been made available. RMM thought that projects in the £200-300,000 price bracket would qualify but nothing in excess of that. It seems that our Library refit would qualify as a suitable project.

There are some factors which would need to be considered, and would make for a more successful application:

- Evidence that it will improve education spaces. MPhil spaces would be particularly good.
- The use of space for exams as this is short within the University.
- Improved accessibility.
- A hearing loop.
- The space would need to be available on booker.

The server room can be quite loud at varying points in the Library space so appropriate soundproofing is also a factor.

It was agreed that we should make an agree an outline plan for what we want, with an estimated cost. If it is approved, we believe Estates will be asked to provide a costed proposal.

Ali reported that lighting is being installed as part of the LED programme so we must be clear on plans before that takes place. Ian agreed to provide the previous refit plans to the Committee.

Action: IJL

f) Downpipe Leaks

Ali said that we have got a new surveyor, within Estates Division and they were very concerned to see the state of the leak damage on second floor. They have asked Ali to give them information about the construction of the roof. Sika are coming on Monday 18 November to do an assessment of the roof with the surveyor. The roof repair is an Estates Division issue and will be a major job, potentially involving removal of plant. Ali thought it very unlikely anything would happen this side of Christmas.

Ali now has a monthly meeting with the surveyor to talk about priorities etc. and she hopes this will lead to improved engagement with Estates going forward.

g) Portable Appliance Testing (PAT) *

Progress of the general testing of the building is ongoing.

h) Generator Provision for GN09 *

There had been a suggestion to run a cable from UIS's Roger Needham Building (RNB) generator but the latest understanding was that the building will probably undergo a complete refurbishment for which we don't have any input. Richard has spoken with the HoD to see if there was further information, but we don't yet know any more. We do not think the plans include having a generator in the RNB after the refurb. Richard will talk further with the HoD to try to find out if they are getting rid of the generator, whether we would be able to pick it up if we wanted to do that.

Action: RMM

i) The Hardware Lab—Relocation of the Workshop to the Bin Store

Thomas was going to look into the Head of Department's question about whether there were other spaces on the West Cambridge site where we could collaborate. Thomas to report back at the next meeting

Action: TB

j) Ground Floor Showers *

Ali has reported that the works are now with Estates Division. The work is booked in for 20/21 November.

k) Pool Table *

Ali is sourcing a supplier to re-cover the pool table. Progress is ongoing.

l) Meeting Pods

The main issue with the request for more meeting pods was where to locate them. Ian and Richard have tested the pods and confirm they are sufficiently sound-proofed to be located next to one another. Markus reported that security colleagues were not particularly keen on having a pod on the GE corridor. Andrew reported that there was a lot of enthusiasm for the pods at the Research Staff Forum. It was agreed that we should

purchase three more pods. The ventilation built into the current pods was not sufficient and created a serious CO2 concern. Caroline will loop Ian into the email conversation with the supplier to discuss ventilation for new pods.

Action: CS

m) Smoking/Vaping by the Cafeteria Area

Signs had been put up by the café doors making it clear that the area there is a non-smoking area but people were still smoking there. Martin has spoken with those he has seen smoking / vaping and they have been content to move. It was agreed that we should put some signs on the tables to make it clearer the area is a non-smoking and vaping area.

Action: MMcD

n) Use of the Garden on the South Side of the Building *

A request had been made to make use of the fenced off garden on the south side of the building as a quiet place. As the area is maintained by Estates, Ali will talk to the new surveyor about this.

Action: AD

o) Hybrid meeting rooms

Daniel has got agreement from the HoD to go ahead with the UIS recommended size kit for GS15. Absolute AV will do the installation. Ali asked that she be kept in the loop with the contractors to ensure she is aware of what is happening and when.

Action: DP

6. 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. After the last meeting, Markus and Piete have shared policies from 2011, 2015 and 2022/23 and the 2015 policy had been shared via Google docs.

It was agreed that someone, most likely a UTO, needs to sponsor all out of hours events but they do not necessarily need to be the host at an event. Ali agreed to document the responsibilities of the host and the sponsor, which would include a risk assessment for all events. The Committee were encouraged to input into the Google doc. It was noted that we should inform the students once we have a policy.

Action: AD

7. Student Feedback

There was no student feedback as Gabrielle, PhD Student Rep, had sent her apologies for the meeting.

8. Any Other Business

Andrew reported that the Research Staff Forum had expressed concern about the disruption the significant noise during the wifi works caused, which made it very difficult to work and hold meetings. They asked for improved communication about when works were taking place. Ali noted the concerns but unfortunately the UIS had not communicated with her, which was why building users had not been informed. It was noted that the works have now been completed.

9. Date of Next Meetings

14:00, 20 January 2025

14:00, 17 March 2025

14:00, 28 April 2025

14:00, 16 June 2025