



The 33rd Meeting of the Department of Computer Science and Technology Buildings and Environment Committee

14.00-15.00, Monday, 12 May 2025
Room FW11

Minutes

Attendance:

Prof Richard Mortier, Chair
Sarah Bainsfair (Observer)
Dr Piete Brooks
Celia Burns, Secretary
Tom Bytheway
Dr Andrew Caines

Gabrielle Gaudeau
Dr Markus Kuhn
Martin McDonnell (MJM)
Daniel Porter
Malcolm Scott
Caroline Stewart

1. Apologies for Absence

Apologies were received from Ian.

2. Minutes

The [minutes](#) of the meeting held on 17 March 2025 were approved.

3. Matters Arising

There were no matters arising.

4. Committee Membership

The Committee noted that Ali Digby had now left and a new Buildings Services Manager, Diana Gauvrit, had been appointed, to start in post on 9 June.

5. Reducing Energy Consumption

(a) Building System Upgrade (BMS) *

The upgrade is now complete, and this item will be removed from the agenda.

(b) LED upgrade

The lighting upgrade is now complete except for a project addition of light switches to some offices. Richard reported that he had addressed all the student's complaints and had provided feedback to the Head of Department for Estates. As things had since calmed down, he had not wanted to bring up the issue again by sending a department-wide communication about the project. However, Gabrielle, Student Rep, felt that it would be useful if Richard could send the communication and it was agreed that Richard would do so.

Post-meeting note: Richard sent an email to building-users@cl.cam.ac.uk on 15 May 2025.

Markus reported that Lecture Theatre 1 had also now been fitted. It was agreed that Markus would announce the changes to the configurations made to the Lecture Theatres.

Action: Markus

(c) Recording energy use and solar panel contributions *

The former Building Services Manager had started looking into getting additional accounts for Malcolm and Markus to access usage data. The new Building Services Manager can pick this up.

6. Building Matters

a) Department Café *

Caffiend has indicated an interest in providing a cafeteria service for the Department and Procurement is considering whether a tender process is required. The new Building Services Manager can pick this up.

b) Verex security system

A new security system is required to replace the current at-risk Verex system and there have been discussions between the Department, Estates and the UIS about the Department participating in a pilot project. Daniel reported that he has been collecting updates on the quotes from the original proof of concept and will provide them to Richard for his talks with the Head of Department. The ball-park figure is £100K (similar to the original quotes).

Action: Daniel and Richard

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

- i) Heating problems.** A document outlining the background to the heating problems and possible mitigations was circulated to Departmental staff on 8 May 2024 (BEC-2024-07-5f). This item will now be removed from the agenda.
- ii) Sludge in the system.** A side stream filter was installed on boiler circuit No. 1 a couple of weeks ago to filter the system. Martin agreed to check that the filtering is happening.

Post-meeting note: Martin advised on 20 May that the contractor has checked the filter.

d) Re-fit of the WGB Library *

The Library refit could qualify for funding available for supporting developing education spaces. Ian has collected/combined the prior information gathered for the library from himself and the former Building Services Manager. Richard noted that the next step is to make an application to the teaching space fund. Richard also noted that a Faculty member, currently using the demo room which has no ventilation, has requested temporarily using the south end of the Library, where the windows could be opened if necessary. This has been discussed and agreed with the Head of Department.

e) Downpipe Leaks *

This is a siphonic drainage issue. The works have been awarded to Millcam and we are waiting for a date for Millcam to come in.

f) Portable Appliance Testing (PAT) *

Arrangements for the general testing of the building are ongoing.

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

The Head of Department had asked whether there are other spaces on the West Cambridge site where we could collaborate on this issue. Thomas has been requesting information but needs to do some follow up before he is in a position to report on this matter.

Action: Thomas

h) Pool Table *

A new table has been ordered and is due to be delivered soon.

i) Meeting Pods *

The replacement desks for the second lot of pods (which were delivered with the wrong colour desks) are due this week. Once the desks have been replaced, Ian will mount CO₂ sensors on the underside of them. This will take about a week.

Action: Ian

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

The Department is permitted to use the fenced-off garden on the south side of the building as a quiet place. The surveyors have recommended that we install a gate within the fencing so that the area does not look like an open area. The Department would be expected to cover the cost of the gate, related materials, and labour, and these works would be a minor works application for the new Building Services Manager to pick up, and costs could be rolled over to next year. It was noted that as the garden was already open on one side, it would be a good idea to close that off with a fence so that the garden does not become a thoroughfare.

k) Hybrid meeting rooms

Daniel reported that the kit was installed in GS15 on Thursday. There was a question about the wall hanging that had been replaced by the screen (the wall hanging is still in the room, but now rolled up).

7. Out-of-Hours Use of Rooms on the Public Side of the Building

Richard reported that there is a need for a policy documenting the responsibilities of academic event hosts and sponsors for out-of-hours events, as well as clarification for finding academic hosts. Caroline noted that there is a possibility of charging for non-Lab events, which is what other departments do. Richard is working on the policy document.

Action: Richard

8. Student Feedback

Gabrielle reported that she did not have any new feedback from her fellow students, but noted that she will be intermitting from 16 June 2025 to do an internship and therefore ending her membership of the Committee after this meeting. Daniel, member of the Postgraduate Student Forum (PSF), agreed to mention the need for a new Student Rep at the next PSF meeting.

Action: Daniel

9. Equality, Diversity and Inclusion (EDI)

The Committee discussed the following items:

- **A follow up on the medical issues relating to the lighting upgrade:** Markus noted that some of these issues had been resolved by altering the lighting levels. Richard noted that he had spoken to a member of the Health and Safety Committee who was going to pick up some of these issues with Estates. The UCU health and safety person was going to follow up with the Health and Safety Executive about what the current guidance is for LED lighting for VDU users. Richard will report back anything he hears.

Action: Richard

- **Supreme Court ruling on the definition of a woman:** Caroline noted the Department's concern over this difficult issue, and that the Department is working on the response. Any feedback can be given to Caroline.

10. Any Other Business

- **Money left over for lighting:** Caroline reported that there was some money left over for lighting. It was agreed that FW11 could be upgraded (plus FW26 if finances allowed). The new Building Services Manager can take this up.
- **Fault with the chiller:** Malcolm reported that a fault with the chiller occurs at least once a month. Estates are aware of the issue but there is confusion about who is going to rectify the problem. The problem will get increasingly urgent as the temperature goes up. The issue is thought to be a faulty sensor and it was suggested that the sensor be swapped to prove that the sensor is the problem but this has not happened. It is not known whether the sensor is completely inoperable or just impaired.

Another issue is that there are two different air conditioning companies involved, with one of their contracts coming to an end soon. Malcom reported that he and Martin will contact Estates, and they hope to make progress before the new Building Service Manager arrives.

Action: Malcolm and Martin

11. Date of Next Meetings

The next meeting will be held on Friday, 13 June 2025, 10.00 – 11.00, in SC04.