

**UNIVERSITY OF CAMBRIDGE  
BUILDINGS AND ENVIRONMENT COMMITTEE**

The 5th meeting of the Computer Laboratory Buildings and Environment Committee will be held on Friday 12 January 2018 at 10:00am in Room SW00.

Committee Members: Dr Piete Brooks  
Mr Ian Burton-Palmer  
Miss Claire Chapman (Secretary)  
Mr Brian Jones  
Professor Ian Leslie (Chair)  
Mr Martin McDonnell  
Mrs Caroline Stewart  
Dr Graham Titmus

**AGENDA**

**1. Apologies for Absence**

None.

**2. Minutes of the Previous Meeting**

The minutes of the meeting held on 18 October 2018 are attached **(2018-01-02)**

**3. Matters Arising**

Matters arising from the previous minutes are included in Agenda items below.

**4. Reducing Energy Consumption**

- i. Pick and Place machine report (BDJ)
- ii. Report of unused equipment in SE18 (GT)

**5. Passive Cooling**

- i. List of all items to be removed from the roof; list to be submitted to Tim Jones (IBP)
- ii. Update on replacing all vents in the Atrium; including obtaining a quote (IBP)
- iii. Quotes for installing 2 high level windows in SW00, SW01, SW02 and SW04 (IBP)

**6. Building Matters**

- i. Re-mounting both meters in GN17 (IBP)
- ii. Specification for the positioning of 8 mains sockets in LT1 (BDJ)
- iii. Cost code for VELFAC order and update on when work will be carried out (CS & IBP)
- iv. Types of minor works which committee members feel require attention (All members)
- v. Advanced Electronics re configuring Lux Logger software (IBP)
- vi. Replace all fluorescent tubes which are not functioning in SW02 (MJM)
- vii. Replace all fluorescent tubes which are not functioning on the first floor student hangout area (MJM)

- viii. Outside bike shelter
  - Wednesday Staff and Post-Doc views (CS)
  - Report of bike theft to circulate to building users (IBP)
- ix. Roof Membrane
  - Proposal to fit solar panels in the upper side of roof membrane whilst EM replace roof membrane (IBP)
- x. Committee to agree a list of energy reduction proposals for the Facilities Manager to submit to Estate Management (All members)
- xi. Car Parking
  - to convert 1 disabled space to a normal car parking space (views sought from members of the Department) (CS)
- xii. Sourcing Office Lighting
  - Change to LED lighting due to existing light units becoming difficult to source (IBP)

## **7. AV Matters**

- i. Lecture theatre lights
  - Creston software update (BDJ)
- ii. Temperature control fan on back wall of LT1
  - Specification (BDJ)

## **8. Committee Budget**

Expenditure Report (CS & IML)

## **9. Any Other Business**

## **10. Date of next meeting**

The next meeting of the Committee will be arranged for April by Doodle Poll.

## UNIVERSITY OF CAMBRIDGE BUILDINGS AND ENVIRONMENT COMMITTEE

Minutes of the 4th meeting of the Computer Laboratory Buildings and Environment Committee held on Wednesday 18 October 2017 at 11:00am in Room GC22.

Present: Dr Piete Brooks  
Mr Ian Burton-Palmer  
Miss Claire Chapman (Secretary)  
Mr Brian Jones  
Professor Ian Leslie (Chair)  
Mr Martin McDonnell  
Mrs Caroline Stewart  
Dr Graham Titmus

### 1. Apologies for Absence

None.

### 2. Minutes of the Previous Meeting

The minutes of the meeting held on 1 August 2017 were approved.

### 3. Matters Arising

None

### 4. Reducing Energy Consumption of corridor lights

i) A trial has been undertaken on the GN corridor with lights being replaced with more commercial units; this has proved successful. BDJ has completed and tested a pick and place machine to produce circuit boards.

**Action: BDJ**

#### ii) Report of unused equipment in SE18

A removal date of December has been set and AWM has agreed to provide funds for manpower to move his equipment. Malcolm Scott will be commissioned to do the setting up.

**Action: GT**

### 5. Passive Cooling

#### i. Two quotes for crane hire

Tim Jones is responsible for requesting crane hire quotes. IBP will produce a comprehensive list of all items to be removed from the roof and will submit this to Tim Jones once we have a firm idea of the date needed.

**Action: IBP**

#### ii. Meeting with Tim Jones (primarily an Electrician, but also our main EM contact) regarding replacing all roof vents in the Atrium (MJM, PB and IML)

The existing unit will be replaced by ones with side vents which can be used even if it is raining. When used as a smoke vent, the tops will open. IBP will obtain a quote. It has been reported that the vents in the Atrium are beyond repair and so they will all need to be replaced. IBP explained the benefits to the new type of vents we should install. It was agreed that we should try to push EM to move this project along.

**Action: IBP**

#### iii. Merger of SW00 with SN01 alcove

EM recommended that we should avoid going through grid line E, and suggested that we should consider installing opening windows in SW00 instead. There was agreement with this, particularly as we may need to utilise the SN01 alcove as office

space. It was agreed IBP should obtain quotes to install 2 high level windows in SW00. SW01 was also discussed as a possibility to install high level windows to help with the air flow. IBP will obtain quotes for this at the same time, along with SW02 and SW04. It was noted that due to the overhang of the roof, a scissor lift would be required to carry out the work rather than a crane. There was discussion about having openings between SW00 and the street as the work could all be done inside from the gangway. The suggestion was to see if opening the door would suffice.

**Action: IBP**

## **6. Building Matters**

### **i. Monitoring of the new 200A 'new UPS DB in Server Room GN13' B02L feed to the UPS**

IML stated that the two meters in GN17 located on the right hand wall will need to be remounted as currently they are not visible on the network, and not accessible to investigate the problem. IBP will arrange for the electrician to remount both meters.

**Action: IBP**

### **ii. Quote from BBC Fire regarding putting all 9 stair case doors on the East side of the building on automatic door hold back**

The quote for ~ £5,400 is now out of date and a new quote will need to be obtained. As the work is a departmental scheme, the cost will need to be made from Departmental funds. This work will enable passive cooling of the building and it was agreed when the new quote is obtained HoD approval will be required, but if the amount is close to the previous one, the work can proceed without needing to come back to the committee.

**Action: MJM and CS**

### **iii. Mains sockets and video signals in Lecture Theatres**

It was agreed that 8 mains sockets with USB connections and steel covers should be inset in the floor risers and initially installed in LT1 only. The positioning of the sockets was discussed and BDJ agreed to produce a specification for IBP to proceed. For the video cables, it was agreed that contractors should be asked to install the back box but the point to point wiring should be done in-house.

**Action: BDJ, IBP and MJM**

### **iv. Quotes to adapt the three high windows (to include the option to add motorised openers later) on the east corridor of each floor to help with passive cooling (IBP)**

It was agreed that we should adapt the 3 high level windows on the east end of the SC corridor to opening windows. IBP had obtained a quote from VELFAC for £2034.52. The committee agreed this was a fair price and asked IBP to proceed. CS will obtain a cost code for IBP to use.

**Action: IBP and CS**

### **v. The types of minor works which committee members feel require attention**

All committee members are asked to submit their examples to IBP.

**Action: All committee members**

### **vi. Cancel 'cloud management' of LEDs (IBP)**

IBP explained he had established that this refers to the 'Lux Logger' software which monitors the lux created by each emergency lighting unit around the building. It reports non-functioning and all functioning units. This is a legal requirement to comply with and should be recorded by an electrician or by a monitoring system. IBP reported that the £240 fee charged is a one-off fee which has already been paid and it was therefore agreed that there would be no point in trying to cancel it. IBP agreed to

continue to try to get Advanced Electronics to configure the software properly. He had not been successful with this so far.

**Action: IBP**

vii. **Removal of Maglock in SW00 to change door hinge to open inwards rather than outwards**

Now done.

viii. **Increase the lighting in SW02 – proposals from Alan Blackwell**

BDJ reported that some of the fluorescent tubes are not functioning. It was agreed we should replace the tubes that are not working to see if this alleviates the problem in the short-term.

**Action: MJM**

ix. **Increase the lighting on the first floor student hangout area**

BDJ reported that some of the light bulbs in this area are also not functioning. It was agreed to get all bulbs working to see if this alleviates the problem.

**Action: MJM**

x. **Refurbishment of kitchenettes FC35 and GS13**

It was agreed to renovate both kitchenettes to the same specification as the SS17 kitchen. It was agreed that the plumbed in white goods, such as dishwashers, should be specified to last the life of the refit, and that other items, such as fridges, should be free standing units to make it easy to replace them when required. An approximate budget of £3-5k for each kitchen was estimated but it was agreed that IBP will obtain quotes and CS will ask for HoD approval for the work to go ahead. It was agreed not to carry this item over to the next agenda.

**Action: IBP and CS**

xi. **Outside bike shelter**

There was discussion about options to make the outside bike shelter more secure. It was suggested that we could make 2/3 or 1/2 of the cycle shelter controlled card access only and the rest uncontrolled. There are fire implications for this option as we would need two doors to any locking section. It was agreed this needs further consultation. CS will ask for views at the Wednesday Staff Meeting.

*[Afternote: CS reports that she will also ask the views of post-doc staff and report back to the meeting]*

IBP reported that the perpetrator of a recent bike theft from the external shelter had been charged by the police due to the CCTV images that he was able to obtain. PB asked that a report of this incident be sent to members of the Department so that people are aware that the CCTV system is useful in getting convictions, so they should report all incidents. IBP agreed to write a report of the bike theft which CS will circulate to building users.

**Action: IBP & CS**

xii. **New tables in Intel Lab**

Tables have now been installed in the Intel Lab. It was deemed they were suitable for purpose.

xiii. **GN09 corridor soundproofing (IBP)**

It is not clear that soundproofing in this corridor is necessary. No updates will be made at the moment.

#### **xiv. Roof Membrane**

The proposal had been to fit solar panels with the roof membrane on the high level West roof whilst EM replace the roof membrane. However, EM reported that free standing solar panels may be cheaper and more efficient, and would be cleaned by the rain. By utilising the space on the high level roof above SW01, SW02 and SW11 we could gain as much as 30kw from panels set at a slight angle, in order they are not visible from the road. IBP will investigate further and report back at the next meeting.

**Action: IBP**

#### **xv. Committee to agree a list of energy reduction proposals for the Facilities Manager to submit to Estate Management**

Committee members are asked to produce energy reduction proposals and submit to IBP.

**Action: All committee members**

### **7. AV Matters**

#### **i. Lecture theatre lights**

BDJ is still sourcing the Creston software update.

**Action: BDJ**

#### **ii. Temperature control fan on back wall of LT1**

No further update made. BDJ will produce some specifications and submit to IBP.

**Action: BDJ**

#### **iii. Acoustics improvement in the Atrium**

An EDSAC printed wall hanging is currently on order at a cost of £6.5k.

### **8. Committee Budget**

IML and CS will talk to the HoD to agree an expenditure budget.

**Action: IML and CS**

### **9. Any Other Business**

#### **Car Parking**

It was questioned if car parking falls in the committee remit. Committee members agreed it does and it was suggested that due to the current lack of parking, one of the disabled parking spaces should be made available for general parking. It was agreed that views should be sought from members of the Department before proceeding and this item will be added to the next meeting's agenda.

**Action: CS and CC**

#### **Sourcing Office Lighting**

It was reported that parts for the existing light units in offices are becoming more difficult to source from suppliers so an alternative needs to be found. A good example of LED lighting that works well is already installed in the new GE offices. This is working well with no complaints, apart from the sensors turning lights on when people walk past. This issue has now been rectified by the use of a small cover. It was agreed that we should discuss this further at the next meeting.

**Action: CC**

### **10. Date of next meeting**

The next meeting of the Committee will be arranged for January by Doodle Poll.