

**UNIVERSITY OF CAMBRIDGE
BUILDINGS AND ENVIRONMENT COMMITTEE**

The 7th meeting of the Computer Laboratory Buildings and Environment Committee will be held on Friday 22 June 2018 at 2:30pm in Room FW09.

Committee Members: Dr Pieter 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. Nominations for change of Chair

Following IML's appointment to Director of UIS, a new academic chair is sought. Members are asked for their nominations.

3. Minutes of the Previous Meeting

The notes from the meeting held on 30 April 2018 are attached **(2018-06-03)**

4. Matters Arising

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

5. Reducing Energy Consumption

i. Clearing of SE14, SE18 and SE21 (BDJ)

ii. Crane to remove the air conditioning – proposed date of 01/08/18 (IBP)

iii. Temporary chiller from EM for cooling of GN09 (GT)

iv. **Type and design of a new Chiller**

The committee are asked to consider the type, design and capacity of a new Chiller. Firm proposals to be sent to the Secretary of the Committee for discussion at the next meeting.

6. Passive Cooling

i. **Access Hatches Quotation for Stairways**

IBP has circulated quotes for roof vents. Does the committee wish to proceed with the quote or recommend adjustments to the quoted design?

ii. **Curtain wall window installation**

Quotes have been obtained for 6 opening windows to SW00, SW01 & SW02. IBP to clarify what 6 windows the quotes related to. Committee to decide whether more than 6 are needed so that a requote can be requested. Committee also to recommend whether they should be manual or electric opening.

7. Building Matters

- i. Data wiring for cameras in the projection booth (IBP)
- ii. Kitchenette refurbishments (IBP)
- iii. Trial run of LED boards (BDJ)
- iv. Roof Membrane proposal to fit solar panels (IBP)
- v. Sourcing Office LED Lighting (IBP)
- vi. Acoustic tiles – have they worked? Do we need more? (GT and BDJ)
- vii. Employing cleaners directly rather than having a cleaning contract (CS)
- viii. Cycle Park Report - the report and suggestion from the committee to trial some trailer bike parking at the front of the building on the SW side, under the building's shelter have been taken to HoD and DHoDs (CS)
- ix. Green Impact Suggestion - suggestion to install pressurised boiling water dispensers in all kitchenettes as an alternative to kettles. Kettles take up a lot of energy and waste energy when water is left to cool. The pressurised water dispensers store water in an insulated tank so boiling water is instantly available and less is lost due to cooling.
- x. Intel Lab Ceiling (bowing panel) (IBP)
- xi. Monitoring of dip with the laser measure (IBP)
- xii. Vent Leak on 2nd Floor (IBP)
- xiii. Should SC30 Print Room be changed to a Store Room?
For information. It has been proposed that SC30 should be changed from an alcove to a storage room. HoD has been asked to approve.
- xiv. The Fire Strategy
For information. EM will be rewriting the Fire Strategy for the building
- xv. 5 year IT testing
GT and MAJ will decide this directly outside of the committee.

8. AV Matters

- i. Temperature control fan on back wall of LT1 (BDJ)
- ii. Approved supplier name from Andrew Kerley

9. Committee Budget

- i. Budget report comparing our costs to this time last year (IML)

10. Any Other Business

- i. **Individuals to be nominated from the Committee to make urgent decisions about urgent works**

The timeframe for turnaround of urgent jobs can be slow, due to the regularity of meetings. Does the Committee agree that for urgent requests, 3 committee members are responsible for approving works?

If so, CS suggests the Chair, Senior CO and Buildings Facilities Manager. If there is a quorum of 2, the people proposing items should step down to avoid a conflict of interest. Other members can deputise as required as requested by Chair of Dept Sec. It is expected that consultations with relevant members of staff would take place before decisions are made.

11. Date of next meeting

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

-----Original Message-----

From: cl-buildings-environment-bounces@lists.cam.ac.uk <cl-buildings-environment-bounces@lists.cam.ac.uk> On Behalf Of Caroline Stewart

Sent: 01 May 2018 10:51

To: Piete Brooks <Piete.Brooks@cl.cam.ac.uk>; Cl-buildings-environment@lists.cam.ac.uk

Subject: RE: Buildings and Environment Committee Meeting

As agreed, we didn't take notes but here is my understanding of what I said I would do, as well as a few other points for others.

Agenda items will be carried forward to the next meeting. Claire to arrange another meeting soon, ideally before end June (I think?).

- IBP will postpone the crane for the air con unit until 1 August.
- EM have confirmed we will get a temporary chiller which should deal with cooling in GN09. Graham Titmus will be the senior contact with EM, on behalf of the HoD. GT needs to be kept fully informed.
- IBP said we hope to hear Andrew Kerley's firm proposals for vents for stairwells soon. This will be urgently needed when the weather turns warmer.
- CS will look back at her emails regarding lift lights and let IBP and PB know what IML asked us to do.
- CS will take plans for cycle parking to HoD and DHoDs. She will inform them that the B&E Committee suggest we should trial some trailer bike parking at the front of the building on the SW side, under the building's shelter. The bike shelter could then be locked. (Note: CS not too keen on that idea but appreciates the need for easier parking available for trailers and providing secure cycle storage for all.)
- IBP will monitor the dip in the Intel Lab ceiling panel with the laser measure.
- We should all think about whether the acoustic tiles have worked. Do we need more?
- CS will investigate whether we would be able to employ cleaners directly rather than having a cleaning contract.

IMPORTANT: WE all need to think about the new chiller capacity. Tim Jones from EM will be working on this soon and it something that needs consideration. Should 550kw was suggested.