

**UNIVERSITY OF CAMBRIDGE
BUILDINGS AND ENVIRONMENT COMMITTEE**

The 8th meeting of the Computer Laboratory Buildings and Environment Committee will be held on Wednesday 12 September 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
Professor Simon Moore (Chair)
Mr Martin McDonnell
Mrs Caroline Stewart
Dr Graham Titmus

AGENDA

The Committee welcomes Professor Simon Moore as the new Chair of the Committee

1. Apologies for Absence

Piete Brooks
Brian Jones

2. Minutes of the Previous Meeting

The minutes from the meeting held on 22 June 2018 are attached **(2018-09-02)**

3. Matters Arising

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

4. Reducing Energy Consumption

- i. Clearing of SE14, SE18 and SE21 (GT & CS)
 - o Fitting of chilled beam in SE21 before converting to office space (IBP)
- ii. Crane to remove the chiller in SE18 once room cleared (IBP & GT)
- iii. Type and design of a new Chiller
Energy certificate from EM to ascertain previous energy usage and to compare running costs (IBP)

5. Passive Cooling

- i. **Access Hatches Quotation for Stairways**
Trial run of opening the roof vents (BDJ & MJM)
- ii. **Curtain wall window installation**
Update of windows to manual opening (IBP)

6. Building Matters

- i. Fitting mains extensions from the projection booth to power cameras (IBP)

- ii. Kitchenette refurbishments
On hold until ongoing projects finished
- iii. Trial run of 1 LED and BSS report (BDJ & IML)
 - o Readdressing SW02 poor lighting
- iv. Sourcing Office LED Lighting – Has the HoD granted approval for work to go ahead? (CS)
- v. Employing cleaners directly rather than having a cleaning contract. Has the HoD reached a conclusion? (CS)
- vi. Cycle Park Report – Have the HoD and DHoDs a report? (CS)
- vii. Green Impact Suggestion
To install a hot cup in each kitchenette (IBP)
- viii. Intel Lab Ceiling (bowing panel) (IBP)
- ix. Vent Leak on 2nd Floor (IBP)
- x. The refurbishing of SC30 Print Room to a Store Room (IBP)
- xi. The Fire Strategy
Proposed date when EM will be rewriting the Fire Strategy for the building (MJM)
- xii. Electrical Shutdown
The shutdown date has been agreed with GT and the Contractor to take place at 0800 on 18/12/18. Do the committee agree with this?
- xiii. Office Recycling
HoD proposal to have office bins with lids and labelled accordingly (IBP)

7. AV Matters

- i. Any Business (BDJ)

8. Committee Budget

- i. Charge code for committee (CS)

9. Any Other Business

- i. Watering of plants in courtyard – EM guidance on gardening maintenance in hot weather (IBP)

10. Date of next meeting

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

**UNIVERSITY OF CAMBRIDGE
BUILDINGS AND ENVIRONMENT COMMITTEE**

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

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

1. Apologies for Absence

Mr Martin McDonnell

2. Nominations for change of Chair

The group discussed possible candidates for a Chair of the Committee. CS said that a major consideration would be work load. CS will discuss options with the Head of Department who will make the appointment.

Action: CS

Addendum: Professor Simon Moore has agreed to be the Chair from the next meeting.

3. Minutes of the Previous Meeting

The notes from the meeting held on 30 April 2018 were approved.

4. Matters Arising

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

5. Reducing Energy Consumption

i. Clearing of SE14, SE18 and SE21

SE14 is 50% cleared and removal of the remainder depends on SC30 being available.

The clearing of SE18 has been delegated to GT.

SE21 is almost cleared and awaiting the shelving to be removed

CS and GT will meet with HoD to discuss the storage of machines as space is at a premium and a room with cooling is required.

Action: CS & GT

ii. Crane to remove the air conditioning

A crane has been booked for Sunday 8 July to remove the old condenser on the roof and to replace with a new model.

A crane is also needed to remove the chiller from SE18. GT will liaise with IBP once the room has been cleared.

Action: IBP & GT

iii. **Temporary chiller from EM for cooling of GN09**

A temporary chiller is in place.

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

Members agreed the following specification:-

100kw Chiller with 2 split resilient units with 1 unit to run the building and 1 unit to run GE09 with the ability to use either unit for either circuit.

IML requested that IBP obtains an energy certificate from EM to ascertain our previous Chiller energy usage and to compare our running costs with a new model.

Action: IBP

6. **Passive Cooling**

i. **Access Hatches Quotation for Stairways**

The committee agreed to a trial run of opening the roof vents week commencing 25/06/18. MJM will be asked to disable the alarms and to close the corridor doors.

Action: BDJ and MJM

ii. **Curtain wall window installation**

It was agreed to change these windows all to manual opening: -

SW00 all top level windows (x 2 high)

SW01 all top level windows

SW02 all top level windows

SW04 all top level windows

It was agreed these should be manual opening but we should ascertain if the windows can be adapted to electric opening if needed.

Action: IBP

7. **Building Matters**

i. **Projection booth data wiring for cameras needs mains to be useful**

BDJ has marked up the points where power is needed for the camera feed. We will fit mains extensions from the projection booth to power cameras.

Action: IBP

ii. **Kitchenette refurbishments**

This is on hold until on-going projects have been finished.

iii. **Trial run of LED boards**

A trial will be done initially to change 1 light to LED (location not yet known) and IML will produce a report to confirm they meet the british safety standard.

Action: BDJ & IML

iv. **Roof Membrane proposal to fit solar panels**

A proposed time frame of 2022-2023 from EM has been given.

v. **Sourcing Office LED Lighting**

IBP has received a quote to change all lighting to LED in the SN corridor at a cost of £30-35k. It was noted that this is lower than other corridors as GN already has a false ceiling. The committee will refer this to the HoD for a decision.

Action: CS

vi. **Acoustic tiles**

GT said the consensus view is that the acoustic tiles have made a large improvement to the far end of the Atrium. Further tiles will be installed opposite the lecture theatres in due course. Any drilling will be done outside of term time.

Action: GT

vii. **Employing cleaners directly rather than having a cleaning contract**

CS reported we can employ our own cleaners. However, it would create the following additional duties; Stock control, ordering of equipment such as hoovers, supervising staff and add on-costs such as pensions, holidays and sick leave. CS will defer the matter to the HoD.

Action: CS

viii. **Cycle Park Report**

The report has been taken to HoD and DHoDs.

Any planned changes are dependent on the final design for the Cavendish Front Path

Action: CS

ix. **Green Impact Suggestion - suggestion to install pressurised boiling water dispensers in all kitchenettes as an alternative to kettles.**

As the pressurised boiling water dispensers are approx. £400 each, an alternative is to provide a 'hot cup' in each kitchenette at a cost of £40 each that boils a single cup at a time. The committee agreed with this suggestion.

Action: IBP

x. **Intel Lab Ceiling (bowing panel) and monitoring of dip with the laser measure**

IBP is monitoring this weekly and will continue to do so.

Action: IBP

xi. **Vent Leak on 2nd Floor**

This will continue to be monitored.

Action: IBP

xii. **Should SC30 Print Room be changed to a Store Room**

Members agreed that SC30 should be changed from an alcove to a storage room.

Action: IBP

xiii. The Fire Strategy

A planned date for when the new Fire Strategy for the building will be available from EM was requested. MJM will be asked to obtain this information.

Action: MJM

xiv. 5 year fixed wiring

PB and GT will nominate a planned outage time. GT requested that the outage should only be 10 minutes' maximum for the machine room.

Action: GT

8. AV Matters

A temperature control fan on back wall of LT1 has been installed. .

9. Committee Budget

A charge code for the committee was requested.

Action: CS

10. Any Other Business

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

Members agreed that the Chair, Senior CO and Buildings Facilities Manager can approve works. 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 or Dept Sec. It is expected that consultations with relevant members of staff would take place before decisions are made.

ii. Watering of plants in courtyard

PB suggested that we ask EM for guidance on any routine works that the Department needs to undertake for the plants, such as whether we need to water any during dry conditions. If so which, and whether they might be replaced with more hard plants over time.

Action: IBP

11. Date of next meeting

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