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**The 11<sup>th</sup> Meeting of the Department of Computer Science and Technology  
Buildings and Environment Committee**

**Thursday, 3<sup>rd</sup> October 2019, Room SW00, William Gates Building**

**Agenda**

**Present:**

Professor Simon Moore (Chair)  
Dr Piete Brooks  
Ms Celia Burns  
Mr Ian Burton-Palmer  
Mr Martin McDonnell  
Dr Richard Mortier  
Mrs Caroline Stewart  
Dr Graham Titmus

**1. Apologies for Absence**

**2. Minutes**

The Minutes of the meeting held on 30 April 2019 are attached (2019-10-02).

**3. Matters Arising**

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

**4. Reducing Energy Consumption**

- (a) Type and design of a new chiller  
Update on the chiller project (IBP/GT)

**5. Building Matters**

- (a) Internal/Atrium window installation in SW02  
It was agreed to keep this item on hold until the replacement lighting in SW02 has been fixed (see below) since an internal window may not subsequently be required.
- (b) Fixing current lighting in SW02  
IBP to report.
- (c) Fixing mains extensions from the projection booth to power cameras.  
IBP has acquired three updated quotes for the works to both LT1 and LT2 and has passed these over to BJ to check. IBP to report on progress.
- (d) GS15 and FC35 kitchenette refurbishments  
The refurbishments are now complete.
- (e) Lighting update  
EM have reported their Lighting Replacement Plan for 2023/24, which may have an impact on the Department's plans for replacement lighting. The current work in discussion by the Committee is detailed below. IBP to report on EM's plans.

- i) Atrium lighting update  
IBP has put one new unit on display and is awaiting feedback. The Committee had asked previously for the lighting unit specifications to be checked to ensure that (1) the lumen output closely matches the existing lighting, and (2) the replacement lighting is significantly more efficient than the existing lighting. There was also a query raised regarding DALI compatibility which may need to be revisited. IBP to report.

It was agreed that an alternative lighting option for SW00 would be investigated.

- ii) Update on EM replacing the bulbs in LT1 and LT2  
The question of overhauling the LT1 & LT2 lights to an LED system to save energy and to replace the aging controllers that are at risk of failure was raised at the last meeting. The committee requested that a replacement programme be started and IBP agreed to ask Chris Lock of EM for his view. BJ reports that Chris Lock believes the issue to be more complex than had originally been thought. How does the Committee wish to proceed?

**Note:** BJ is no longer responsible for AV so will not continue as a member of the Committee. Does the Committee wish to replace him?

- iii) Update on replacing the control panel in the Lecture Theatres  
Following on from the previous item, BJ had reported that the lighting controllers in the Lecture Theatres which take input from the wall buttons and convert them into a set of brightness settings for the zones in each LT are currently a Dynalite system (now part of Philips). No one knows how to program the system or override it to allow the lights to all be on or all be off. If the system were to fail, it would result in no lighting in the LTs. How does the Committee wish to proceed?
- iv) Trialling LED lighting in the SN corridor  
Nothing has been done regarding trialling LED lighting in the SN corridor. There were concerns about the price of the lights used in the GE corridor and it was felt that alternative options should be explored.

IBP to report on a project for upgrading lighting in the building.

- (f) Intel Lab ceiling (bowing panel)  
IBP to report.
- (g) Vent leak on the 2<sup>nd</sup> floor  
MJM to report.
- (h) Fire strategy for the William Gates building  
The original fire strategy for the building is now being worked on and updated, which should save having to introduce a new strategy. The fly-open doors to the courtyards will be refurbished with electric motors so that they fly open when the fire alarm is activated. The repairs to the smoke vents should also comply with the original fire strategy.
- (i) Office recycling  
At the last meeting, IBP agreed to run a trial as follows:
- GC kitchenette: 1 compostable materials bin
  - GC crossroads: 1 mixed recycling bin and 1 non-recycling bin
  - SC kitchen: 1 compostable materials bin, 1 mixed recycling bin, 1 non-recycling bin
  - Common Room kitchen: 1 compostable materials bin, 1 mixed recycling bin, 1 non-recycling bin

Office bins in the SC and GC corridors will be removed during the trial and the bin stations will be the only points for disposal and recycling waste.

Glasdon have been identified as a suitable supplier. We are awaiting updated signage from EM before we can order the new bins.

- (j) Solar panels (PVs) for the roof  
IML has been consulted and he suggested this item is dropped for now as the strengthening of the roof has been decoupled from the provision of solar panels. He suggests we review this again at a later date.

- (k) Update on roof works  
IBP to report on the recent work to the roof.

- (l) Verex security system  
Following concerns re. the longevity of the system, IBP agreed to get an update from EM on the planned timeframe for changing the University access cards and to ask for the latest information on security system compatibility. IBP to report.

IBP to report on his meeting with Fitzwilliam Museum on 17 May to discuss the Verex system and software updates.

Martyn Johnson and Graham Titmus have been discussing technical requirements for a new system. GT to report.

- (m) Projector for GS15  
The projector has been purchased but is still to be mounted. Note: BJ is no longer a member of the Committee or responsible for AV (see also agenda item 5(e)ii). Should Mark Cresham be asked to take on this action point? (Note, item 6 was also action point for BJ).

- (n) Microwaves  
We are still getting requests for additional microwaves. IBP to report on progress with identifying an appropriate timer.

- (o) Building management system (cooling and heating)  
Now that the new chiller is in place, are there any other considerations for the Committee with regard to the BMS system?

## **6. AV Matters**

The FW26 projected image is small. The projector can be moved further away but the screen will also have to be moved up. (As per 5(m) above).

## **7. Electricity Consumption Report**

To note: The Electricity Consumption Report has previously been provided for the Committee's information.

## **8. Any Other Business**

## **9. Date of Next Meeting**

The next meeting of the Committee will be arranged by Doodle poll. The Committee are asked to steer the Secretary on the timeframe for the next meeting.

# University of Cambridge

## Buildings and Environment Committee

Minutes of the Computer Laboratory Buildings and Environment Committee held on Tuesday 30<sup>th</sup> April 2019 at 1400hrs in Meeting Room SW00.

**Present:** Piete Brooks  
Ian Burton-Palmer  
Brian Jones  
Ian Leslie

Martin McDonnell  
Simon Moore (Chairman)  
Caroline Stewart  
Graham Titmus

### 1. Apologies for Absence

None.

### 2. Minutes of the Previous Meeting

The minutes from the previous meeting held on 13<sup>th</sup> December 2018 were approved.

### 3. Matters Arising

Matters arising from the previous minutes were included in the agenda items as they were considered.

### 4. Reducing Energy Consumption

- a) Crane removal of the A/C equipment from SE18 and GN09 has been carried out and is now completed.
- b) Type and Design of New Chiller Unit has been distributed to all members of the Committee. *Afternote:* The Temporary Chiller was installed on 3 May. This is working to keep GN09 cool with water running at 10 degrees. Unfortunately the temporary chiller can only run all three circuits at 10 degrees with no adjustments allowed for the chilled beams. This means that the building is now running at a cooler setting than normal. Heating has been used to counteract this but it has been difficult to achieve normal temperatures. The temperatures should improve when/if the outside temperatures rise. Once the new chiller unit is fitted and commissioned the situation should return to normal. It is hoped the works will be complete by mid-June.

**Action: IBP**

### 5. Passive Cooling

No items for discussion

### 6. Building Matters

- a) **SE18 remedial works.**  
All Completed.

#### b) Internal Windows for SW02

It was felt that the lighting was the highest priority. If the new LED lighting solved the issue of the poor lighting in SW02 then windows may not need to be installed.

This is ongoing and can be discussed again once the new lighting has been installed.

**c) Fixing Current Lighting in SW02**

The hold-up has been caused by a communications issue between Estate Management (EM)/Advanced Electronics/Thorlux Lighting. IBP has tried to solve the issue and is now waiting for EM/Advanced Electronics/Thorlux Lighting to all discuss moving the project forward. The Committee emphasised that this work needed to be completed before the beginning of the Michaelmas term 2019. IBP agreed to chase this.

**Action: IBP**

**d) Fitting mains extensions from the projection booth to power cameras**

IBP has acquired three updated quotes for the works to both LT1 & LT2 and has passed these over to BJ to check.

**Action: IBP**

**e) Report on Kitchen Refurbishments**

Two kitchens are about to be refitted (GS15 & FC35). EM have agreed to run the project and contribute two thirds towards the cost. The tender Process is underway at the moment. IBP will update the Committee as necessary.

**Action: IBP**

**f) Lighting Update**

- i. Atrium Lighting – IBP has put one new unit on display and is awaiting feedback. IBP to sort out the Specification for this model. The Committee asked that the specification be checked to ensure that (1) the lumen output closely matches the existing lighting, and (2) the replacement lighting is significantly more efficient than the existing lighting. There was also a queried raised regarding DALI compatible which will need to be revisited at the next meeting.

**Action: IBP**

IML also remarked that use of the same atrium lighting in SW00 would not give ideal illumination for this room and so he agreed to investigate an alternative option for SW00.

**Action: IML**

- ii. The Committee received an update from IBP on EM performing a like-for-like replacement of lamps in LT1 & LT2 – now complete. SWM raised the question of overhauling the LT1 & LT2 lights to an LED system to save energy and to replace the aging controllers that are at risk of failure. The committee requested that a replacement programme be started. IBP agreed to ask Chris Lock of EM for his view.

**Action: IBP**

- iii. SW02 Update – Already covered in 6b.

- iv. Following on from item f)ii above, Brian Jones reported that the lighting controllers in the Lecture Theatres which take input from the wall buttons and convert them into a set of brightness settings for the zones in each LT are currently a Dynalite system (now part of Philips). No one seems to know how to program the system and It isn't clear if there is a simple way to override the system for the lights to be all on or all off. This is a concern because if the system was to fail, this would result in no lighting

in the LTs. As previously mentioned, Chris Lock's advice should be sought.

**Action: IBP**

- v. Nothing has been done with regard to trialling LED lighting in the SN corridor. There were concerns about the price of the lights used in the GE corridor and it was felt that we should explore alternative options to keep the costs down.
- vi. MJM confirmed that he had replaced the original LED lights in the GN corridor.

**g) Employing Cleaners Directly rather than having a Cleaning Contract**

- i. IBP gave an update on the CleanTec contract since the changes to morning cleaning had taken place. Everything seems to be going well and there has been a noticeable improvement in the quality of the cleaning and vacuuming of offices.
- ii. It was reported that the Finance Division are currently reviewing the tendering process so their preference at the moment was for cleaning contracts either to be extended by one year or for Departments to adopt the University's cleaning contract. The University contract appeared to be more expensive than our existing contract and did not include consumables and so it was agreed that we would extend the contract with CleanTec by one year, through to August 2020. IBP agreed to make the arrangements.

**Action: IBP**

**h) Green Impact Suggestion**

Action to provide Hot Cup Machines in each kitchen is now complete.

**i) Intel Lab Ceiling Bowing Panel**

IBP reports that the measurements have not changed.

**j) Vent Leak on 2<sup>nd</sup> Floor**

MJM reports that BBC Fire was due to attend site on 7<sup>th</sup> May 2019 to repair the failing smoke vents and to stop the water leaks, however, the seals that were ordered were wrong so we are waiting for these to be manufactured. MJM agreed to chase this.

**Action: MJM**

**k) Refurbishing of SC30 Print Room to a Store Room**

Completed.

**l) Fire Strategy for the Building**

MJM reported that nothing has been received from EM yet. They are still working on producing an updated Fire Strategy for the WGB. MJM agreed to chase EM to get this completed.

**Action: MJM**

**m) Office Recycling**

- i. There has been no progress on installing recycling bins since the last meeting. IBP is preparing to run a trial. As agreed at the previous meeting this trial will take place in the following areas:

GC kitchenette – 1 compostable materials bin  
 GC crossroads – 1 mixed recycling and 1 non-recycling bins  
 SC kitchen – 3 bins: compostable materials, mixed recycling and non-recycling bins  
 Common Room kitchen – 3 bins: compostable materials, mixed recycling and non-recycling bins

Office bins in the SC and GC corridor will be removed during the trial.

If the trial goes to plan, the aim is to remove all office bins and for the bin stations to be the only points for disposal and recycling waste. IBP will be working with CS to decide the most ideal type of bin. Glasdon have been identified as a suitable company.

**Action: IBP**

- ii. The Committee asked IBP to find out how Mick George separate waste streams and to suggest suitable signage for waste streams.

**Action: IBP**

**n) Solar Panels (PV's) for the Roof**

The department is enthusiastic about Solar PV for the roof of our building, but they believe that central funds should be used for this project with a long-term payback, rather than using departmental funds. The Committee encourages Estate Management to fund and install solar PV. IML agreed to discuss this with EM.

**Action: IML**

**o) Smoke Vents in Atrium**

Item already covered in item J.

**p) Verex Security System**

IBP agreed to get some idea about the long term actions for Security Systems from EM. IBP has a meeting with Fitzwilliam Museum planned on Friday 17<sup>th</sup> May to discuss the Verex System with them to see how they are getting on with the system and to find out what they do about software updates. IBP will also contact EM to find out the latest information on Security Systems Compatibility.

**Action: IBP**

**q) Meeting Room Update**

The projector is to be changed in GS15 so that it is the same quality as GC22.  
 Action BDJ

**r) Microwave Ovens**

The graduate forum has requested a second microwave for the large first floor kitchen. The committee encourages this but notes that a suitable timer will be needed to guarantee that the microwave cannot be left on for an extended period, thereby reducing the fire risk. IBP agreed to determine what timer to use and install with the microwave.

**Action: IBP**

**s) Hanging Posters and Pictures in Corridors**

After having discussed various ways of hanging posters on the walls of the corridors it was decided that the existing method worked well, was inexpensive to run and suited the majority of requirements around the Department. IBP agreed to inform Markus Kuhn.

**Action: IBP**

**7. AV Matters**

The FW26 projected image is small. The projector can be moved further away but the screen will also have to be moved up. BJ and MJM agreed to investigate.

The screen in GS15 is currently jammed down. We currently plan to leave it as it is.

**Action: BJ & MJM**

**8. Any other Business**

**9. Date of Next Meeting**

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