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**The 14<sup>th</sup> Meeting of the Department of Computer Science and Technology  
Buildings and Environment Committee**

**Meeting to be held remotely (via Teams Chat)  
at 10 a.m. on Thursday, 23 April 2020**

**Agenda**

**Committee Members:**

Prof Simon Moore, Chair (SWM)  
Dr Piete Brooks (PB)  
Ms Celia Burns, Secretary (CB)  
Mr Ian Burton-Palmer (IBP)  
Dr Matt Danish (MRD)

Mr Martin McDonnell (MJM)  
Dr Richard Mortier (RMM)  
Mrs Caroline Stewart (CS)  
Dr Graham Titmus (GT)

**1. Apologies for Absence**

**2. Minutes**

The Minutes of the meetings held on 2 February 2020 and 7 March 2020 are attached (2020-04-02).

**3. Matters Arising**

**4. Coronavirus Situation**

**5. Committee Terms of Reference**

SWM had agreed to talk to the Head of Department about the Committee's remit and whether it was felt that the Committee should be retained. SWM to report.

**6. PhD and Postdoc Representation on the Committee**

Dr Matt Danish has volunteered to join this committee as the Postdoc representative. The Graduate Student Forum has circulated a call for a PhD representative.

**7. Reducing Energy Consumption**

**a) New Chiller**

Installation of the new chiller is complete; however, remedial works are required in GN09 (see item 8g, below).

**b) Monitoring Energy Consumption**

The Committee had agreed the importance of ensuring that we have a usable energy monitoring system so that we can demonstrate any energy savings made. PB to update the Committee on if he knows how to use the system.

## 8. Building Matters

### a) Lighting

#### *i) Atrium lighting*

Before deciding on whether to revert to fluorescent lamps in The Street (which would provide more even light) and thereby complete the Atrium lighting works, the Committee wanted to see if there have been any energy savings from the existing lights; however, it was unclear whether the energy monitoring system was currently working (see item 7b, above).

#### *ii) Lighting in the LTs*

IBP had planned to meet with a consultant about the lighting system. IBP to report.

#### *iii) Emergency lighting in the Atrium and LTs*

Estates Management (EM) were arranging for a contractor to carry out works (hopefully to replace only some of the components, rather than the whole system).  
IBP to report.

### b) Vent leaks

New frames had been installed to resolve the leaks over the lifts and reception; however, as there had not been much rainfall to test this, the issue was being monitored. IBP to report.

### c) Fire strategy for the William Gates building

#### *i) Refurbishment of the doors to the courtyards*

Works on the fly-open doors were in progress. IBP to report.

### d) Office recycling

IBP had agreed to install a third bin in the bin holder outside the FC kitchen for food waste, and explore the possibility of relocating the bin holder to the kitchen. IBP had also agreed to place a small general waste bin in the GC kitchen for the disposal of used paper towels and explore the availability of compostable paper towels. IBP to report.

The Committee has agreed by circulation to extend the recycling programme throughout the building. IBP to report.

### e) Verex security system

Software updates for the system were still pending. IBP to report.

### f) Microwaves

IBP had agreed to arrange for tamper-proof push-button timers to be fitted to each of the two microwaves in the FC kitchen as a trial. IBP to report.

### g) Building management system (cooling and heating)

In order to ensure a better flow of chilled water to GN09, an extra set of pumps was required to increase the pressure. The design work was complete but the engineers had not yet been instructed by EM to carry out the works. IBP to report.

**h) Treatment of sound in the Atrium**

Installation of the additional panels had been completed, but not yet tested with a large group of people. GT to report.

**i) FW03 and FN16 kitchen refits**

IBP had agreed to get a price for refit works to the FW03 and FN16 kitchens and seek approval from the Committee by circulation. IBP to update.

**j) Refit of the WGB Library**

The Committee had held an extraordinary meeting on 2 March 2020 to discuss plans for the library refit in order to provide a recommendation to Prof Beresford and Prof Copestake. The Committee had agreed to recommend that the space be divided into three teaching/meeting rooms, with the option to convert the middle room into two rooms later if required. SWM to report.

IBP had agreed to take the work ahead once the HoD team had approved the plan. IBP would also initiate the feasibility study. IBP to report.

**9. AV Matters**

**a) Projection booth in LT2**

SWM had agreed to speak to the Head of Department about the likely cost of removing the projection booth and to suggest that a feasibility study is carried out. SWM to report.

**b) Projector in FW26**

GT had agreed to liaise with MJM and IBP to arrange for removal of some of the ceiling lights in order to make room for the relocation of the projector. GT to report.

**10. William Gates Cycle Parking Options**

The Committee had reservations about the proposed changes for the reconfiguration of the cycle park outside the William Gates Building, but had agreed to convey to Matt Danish and EM that the Department was content with option 2. The Committee did want, however, reassurance from EM that the proposed changes would not have a negative impact on access to the building by fire services. IBP to report.

**11. Any Other Business**

**12. Date of Next Meeting**



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**The 13<sup>th</sup> Meeting of the Department of Computer Science and Technology  
Buildings and Environment Committee**

**10 a.m. on Friday, 7 February 2020, Room SW00, William Gates Building**

**Minutes**

**Present:**

Prof Simon Moore, Chair (SWM)

Ms Celia Burns, Secretary (CB)

Mr Ian Burton-Palmer (IBP)

Mr Martin McDonnell (MJM)

Dr Richard Mortier (RMM) (to item 5(a)(ii))

Mrs Caroline Stewart (CS)

Dr Graham Titmus (GT)

**1. Apologies for Absence**

Apologies were received from Dr Pieter Brooks (PB).

**2. Minutes**

The minutes of the meeting held on 22 November 2019 were approved as a correct record.

**3. Matters Arising**

**a) Committee Terms of Reference and Membership**

- i) SWM noted the Committee's terms of reference—to oversee and provide guidance on projects relating to all aspects of the building and the environment—and some recent projects which had not come to the committee's attention before being acted upon (for example, the coat hooks in the drying room and access control to the drying room). Acknowledging that some projects need to be acted on very quickly and cannot necessarily wait for the next committee meeting, the Committee agreed that a mechanism should be set up to allow for discussion or approval by the Committee by circulation. SWM agreed to talk to the Head of Department about the Committee's remit and if it was felt that the Committee should be retained, in which case we should ensure that all projects are presented to the Committee in future.

**Action: SWM**

- ii) SWM noted the lack of student representation on the committee. It was agreed that having both a PhD and a Postdoc representative would be useful since those groups are full users of the building. (It was noted that undergraduate issues are reported via the SSCOF.) CS to ask the Research Staff Forum and the Graduate Students Forum to appeal for volunteers.

**Action: CS**

**4. Reducing Energy Consumption**

**a) New Chiller**

Installation of the new chiller is complete; however, remedial works are required in GN09 (see item 5(g), below).

**b) Monitoring Energy Consumption**

The Committee briefly discussed the monitoring of energy consumption (see item 5(a)(i) below).

**5. Building Matters****a) Lighting****i) Atrium lighting**

The Atrium lighting works are now complete but the question remains whether to revert to fluorescent lamps in The Street. Although fluorescent lamps would provide more event light, the Committee would like to see if there have been any energy savings from the existing lights. It was reported that it was unclear whether the energy monitoring system was currently working, and it was agreed that PB should be asked if he knows how to use the system. The Committee agreed that it is important to demonstrate the savings we have made, and so action should be taken, if necessary, to ensure we have a usable energy monitoring system.

**Action: PB**

**ii) Lighting in the LTs**

GT reported that documentation had been found about how the controllers are programmed for the current lighting system. IBP reported that he will be meeting with a consultant about the lighting system, having already met with the building surveyor. GT to pass the lighting system documentation to IBP before he meets with the consultant.

**Action: GT, IBP**

**iii) Emergency lighting in the Atrium and LTs**

IBP reported that Estates Management (EM) are arranging for a contractor to carry out works (hopefully to replace only some of the components, rather than the whole system). IBP should have more information in 4-6 weeks.

**b) Vent leaks**

IBP reported that new frames seem to have resolved the leaks over the lifts and reception; however, there has not been much rainfall to test this, so the issue will be monitored.

**c) Fire strategy for the William Gates building****i) Relocation of smoke detectors in all offices**

Relocation of the smoke detectors is now complete.

**ii) Refurbishment of the doors to the courtyards**

IBP reported that works on the fly-open doors are in progress. The doors will be powered by electric motors. As the drain covers in The Atrium will need to be opened in order to run the electric cables through, the work will be scheduled for early morning or during a weekend.

**d) Office recycling**

Recycling bins have been available as a trial in or near the kitchens on the GC and FC corridors since early January, and office bins have been removed.

The bin holder outside the FC kitchen has three sections for bins but only contains two bins. It was agreed that IBP would install a third bin in the bin holder for food waste, and explore the possibility of relocating the bin holder to the kitchen.

It was agreed that IBP would place a small general waste bin in the GC kitchen for the disposal of used paper towels. In addition, IBP agreed to explore the availability of compostable paper towels.

**Action: IBP**

**e) Verex security system**

IBP reported that the maintenance contract had been set up with Chubb and the maintenance work had been carried out. The work had been organised by the Head of Estates Management Security and carried out at no cost to the Department. Software updates are still pending, scheduled to be carried out within the next 6-8 weeks.

**f) Microwaves**

IBP reported that a tamper-proof push-button timer would be fitted for each of the two microwaves in the FC kitchen as a trial. It was agreed that a switch would be included on the fused spur to allow the power to be turned off (in the event of a problem with the microwave). This would also make replacement of the microwave easier. IBP agreed to progress these works.

**Action: IBP**

**g) Building management system (cooling and heating)**

IBP reported that, in order to ensure a better flow of chilled water to GN09, an extra set of pumps needs to be installed to increase the pressure. The design work is complete but the engineers have not yet been instructed by EM to carry out the works.

**h) Treatment of sound in the Atrium**

GT reported that the installation of the additional panels was complete, but not yet tested with a large group of people.

**i) FW03 and FN16 kitchen refits**

It was agreed that the FW03 and FN16 kitchens would be refitted. IBP agreed to get a price for the works and seek approval from the Committee by circulation.

**Action: IBP**

**6. AV Matters****a) Projection booth in LT2**

CS reported that Prof Copestake would like to proceed with the removal of the projection booth. She appreciated that the Committee had reservations about the work but there is a certain amount of pressure from the Colleges and the Education Section to increase our capacity for Tripos students. In addition, Part IA Lectures would need to move to our building and this was an additional stress on timetabling.

Alternatives to the removal of the projection booth were discussed, including:

- Use of an alternative venue, for example the lecture theatre in the Roger Needham Building (though it is not set out as a lecture theatre and is currently not bookable for an entire term), the Physics Department, and two new nearby University buildings which have recently opened.
- Timetabling lectures in the afternoons.

It was agreed that SWM would speak to the Head of Department about the likely cost of the project and to suggest that a feasibility study is carried out.

**Action: SWM**

#### **b) Projector in FW26**

GT reported that the best solution for the small projected image would be to remove the two nearest, centre light sections so that the projector could be moved to a more central location. GT agreed to liaise with MJM and IBP to arrange for this work to be done outside of term time.

**Action: GT, MJM, IBP**

### **7. William Gates Cycle Parking Options**

The Committee discussed the options from EM for the reconfiguration of the cycle park outside the William Gates Building. The Committee had reservations about the proposed changes but agreed to convey to Matthew Danish and EM that the Department is content with option 2 but would, however, like reassurance from EM that the proposed changes would not have a negative impact on access to the building by fire services.

**Action: IBP**

### **8. Any Other Business**

#### **a) Refitting of the WGB Library:**

CS reported that two proposals had been submitted for the refit of the Library. The suggestion most likely to be accepted was from the Graduate Education team to move their offices and teaching rooms to the Library space. This would result in all teaching administration being located on one floor as well as offering additional space for teaching and meetings. The vacated rooms on the FS corridor could then be used for offices.

CS reported that, as a result of the consultation on the library space, another suggestion had been made to use SW01 as a shared robotic/rainbow lab space. This would also free up the current robotics lab and rainbow lab for potential office space.

The Committee agreed that the proposals should be considered by the Committee. Consideration could be via circulation, and a subsequent extraordinary meeting of the Committee could be called if discussion was required.

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

The next scheduled meeting will take place early in the Easter term and will be arranged by Doodle poll. Extraordinary meetings may be arranged if required.



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**Extraordinary Meeting  
of the Department of Computer Science and Technology  
Buildings and Environment Committee**

**11 a.m., Monday, 2 March 2020, Room GC22, William Gates Building**

**Minutes**

**Present:**

Prof Simon Moore, Chair (SWM)  
Dr Pietie Brooks (PB)  
Ms Celia Burns, Secretary (CB)  
Mr Ian Burton-Palmer (IBP)

Mr Martin McDonnell (MJM)  
Mrs Caroline Stewart (CS)  
Dr Graham Titmus (GT)

**1. Apologies for Absence**

None.

**2. Library Refit**

(a) **Discussion:** The Committee met to discuss plans for the library refit in order to provide a recommendation to Prof Beresford and Prof Copestake, along with the rationale for the recommendation. The Committee discussed dividing the Library space into three or four meeting/teaching rooms, and the pros and cons for each option, considering different aspects as noted below under item 2(c).

(b) **Recommendation (for three rooms):**

The Committee agreed to recommend that the space is divided into three teaching/meeting rooms, with the option to convert the middle room into two rooms later if required (for example following feedback after initial use) by way of a moveable partition wall.

Fixed dividing walls would be located as per the attached floor plan, creating three Rooms A, B and C from east to west.

Room A access would use the existing entrance.

Room B access would be achieved by creating a new door at the NW corner of the room.

Room C access would use the existing entrance at the east end of the Library.

The attached plan gives further details (2020-03-02).

(c) **Issues considered**

In arriving at the above-mentioned recommendation, consideration was given to the following issues:

- Project costs
- Time required for project completion
- Potential to adapt works at later stage (if required following results of initial format, though these works would need to be built in with the initial plans)
- Noise issues
- Ventilation and heat/cooling issues
- Lighting
- Power
- Room use (primarily for Masters teaching, but possibly for general meeting space)
- Potential increase in class size
- Access (particularly disabled access, fire evacuation; public or secure access; and narrow width of existing corridor)
- Audio-visual requirements

(d) **Actions:**

- i) It was agreed that IBP would provide a plan showing the details of the proposal, the measurements of each proposed room, and the seating numbers applicable to each room (with examples of existing similar-sized/formatted rooms for comparison).
- ii) It was also agreed that once the HoD team have approved the plan, IBP would take the work ahead. It was agreed we should include new floor tiles (with a view to keeping the existing Library tiles as spares for other areas in the building).
- iii) IBP will initiate the feasibility study. (*Afternote: this will be via the minor works process*).

(e) **Alternative recommendation (creating four rooms):**

The Committee also considered an option for creating four rooms from the current Library space. It was agreed that, due to the narrow size of and noise level in the GN corridor, this option would require entry from the courtyard, where a conservatory-style walkway could provide such access (as well as, potentially, additional seating areas). The Committee agreed that, although this option would not incur prohibitive expense, the project would take longer to complete and would not be completed by the end of the summer 2020.



