



**The 15th Meeting of the Department of Computer Science and Technology
Buildings and Environment Committee**

**Meeting to be held remotely (via Teams)
at 10 a.m. on Thursday, 28 May 2020**

Agenda

Committee Members:

Prof Simon Moore, Chair (SWM)
Dr Piete Brooks (PB)
Ms Celia Burns, Secretary (CB)
Mr Ian Burton-Palmer (IBP)
Dr Matthew 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 meeting held on 23 April 2020 are attached (2020-05-02).

3. Matters Arising

4. Coronavirus Situation

Update from CS on anything building-related.

5. PhD and Postdoc Representation on the Committee

Dr Matthew Danish has already joined the committee as the Postdoc representative. The Graduate Student Forum has circulated a call for a PhD representative.

6. Reducing Energy Consumption

a) Monitoring Energy Consumption

The feed from Trend for the data on electricity supply is broken. GT had agreed to talk to the Head of Computing Services about how to get the system working again. GT to report.

IBP had agreed to follow up with EM about getting the works to refine the GN09 system done. These works had been put on hold since they were not classed as essential during the coronavirus lockdown. IBP to report.

7. Building Matters

a) Lighting

i) Atrium lighting

The Committee has agreed to wait until we are back in the building to make a decision on whether to revert to fluorescent lamps in The Street.

ii) *Lighting in the LTs*

IBP had agreed to contact EM to request these works to be carried out before the building re-opens. IBP to report.

iii) *Emergency lighting in the Atrium and LTs*

IBP had agreed to follow up with EM about these works. IBP to report.

iv) *Lighting in SW01*

Since the room is probably going to be re-purposed as a lab for use by the Robotics and Rainbow groups, IBP had agreed to consult with Alastair Beresford before proceeding with changing the lighting over to LED lighting. IBP to report.

b) Vent leaks

Since there had not been any heavy rainfall to test the repaired vent frames, IBP had agreed to monitor the issue. IBP to report.

c) Fire strategy for the William Gates building

i) *Refurbishment of the doors to the courtyards*

IBP to report on the status of these works.

d) Office recycling

The Committee had agreed to extend the recycling programme throughout the building and IBP had agreed to put together a plan for recycling bins for the whole building, for approval by the Committee. IBP to report.

e) Verex security system

Software updates for the system were still pending with Chubb and will not be carried out until normal building occupancy is resumed. GT is going to follow up when appropriate.

f) Microwaves

The works to fit tamper-proof push-button timers to each of the two microwaves in the FC kitchen as a trial had stalled since they are not classed as essential works during the coronavirus lockdown. IBP is going to follow up when appropriate.

g) Building management system (cooling and heating)

i) *GN09—extra pumps*

In order to ensure a better flow of chilled water to GN09, an extra set of pumps is required to increase the pressure. As it is strategically important to get the extra set of pumps installed during the summer, IBP had agreed to follow up this issue with EM. IBP to report.

ii) *Heating failure on the north and south sides of the building*

IBP was liaising with EM regarding repairs to the old pumps, which were leaking due to worn-out seals. IBP to report.

h) 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 report.

i) Refit of the WGB Library

The Committee's proposal to divide the Library space into three teaching/meeting rooms had been approved by Prof Beresford and Prof Copestake, and a feasibility report had been requested. IBP had not received a response to the feasibility report application, and CS had agreed to look for a central email address and follow this up. CS to report.

j) Cleaning service

IBP had agreed to liaise with the cleaning company about a part-time cleaning service when the need arises and then coordinate with CS. IBP to report.

8. AV Matters

a) Projection booth in LT2

IBP had agreed to request a feasibility study for the proposed removal of the projection booth in LT2. IBP to report.

b) Projector in FW26

IBP had agreed to arrange for LED lighting to be installed in the ceiling of FW26, allowing room for the projector and for the front row of lighting to be turned off independently of the other lights. IBP to report.

9. William Gates Cycle Parking Options

Does anyone in the Committee have any update on progress?

10. Any Other Business

Touch-free coolers: to discuss.

11. Date of Next Meeting



**The 14th Meeting of the Department of Computer Science and Technology
Buildings and Environment Committee**

**Meeting held remotely (via Teams Video Conference)
Thursday, 23 April 2020**

Minutes

Present:

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

Mr Martin McDonnell (MJM)
Dr Richard Mortier (RMM) from item 9 (b)
Mrs Caroline Stewart (CS)
Dr Graham Titmus (GT)

1. Apologies for Absence

None.

2. Minutes

The Minutes of the meetings held on 2 February 2020 and 7 March 2020 were approved.

3. Matters Arising

None.

4. Coronavirus Situation

It was noted that the current unoccupied status of the building during lockdown offered the opportunity to get some necessary works done.

IBP reported that there had been a complete failure of the heating on the north and south sides of the building, where the old pumps were leaking due to worn-out seals. IBP has been liaising with Estates Management (EM) and hopes that repair works will be carried out in the next few weeks.

MJM reported that he had been flushing the water systems around the building to comply with water hygiene; Jordan Water Services were taking water samples, as instructed by EM; and BBC Fire had been carrying out maintenance of the fire extinguishers, including changing them to CO₂ and relocating them from stairwells to corridors. MJM had also been doing some decorating.

It was noted that more people may be allowed back into the building in the near future and it was suggested that, in order to keep the occupancy numbers down, this could be limited to one person from each team per day. Another consideration relating to increased building occupancy was the need for a cleaning service (one day per week, for example), with priority given to the toilets and door handles. It was agreed that IBP would liaise with the cleaning company about a part-time service when the need arises and then coordinate with CS.

Action: IBP/CS

5. Committee Terms of Reference

SWM had agreed to talk to the Head of Department about the Committee's remit. It was agreed that this item would be discussed at a subsequent meeting.

6. PhD and Postdoc Representation on the Committee

Dr Matthew Danish was welcomed to the committee as the Postdoc representative. Matt is a Post-doc Research Associate, Chair of the Research Staff Forum, and has an interest in cycling and has been coordinating the changes to the Department's cycle parking.

The Graduate Student Forum has circulated a call for a PhD representative.

7. Reducing Energy Consumption

a) Monitoring Energy Consumption

The feed from Trend for the data on electricity supply is broken. GT agreed to talk to the Head of Computing Services about how to get the system working again.

Action: GT

We have access to the Trend website and IBP has the building management service information and a link direct to the chiller. The link shows energy usage at a given time but this usage is not recordable.

IBP reported that the works to refine the GN09 system are on hold since they are not classed as essential during the coronavirus lockdown. The works will include linking a sensor to the network to enable measurement of the flow and return temperatures. It was felt that this would be a good time for the work to be done. IBP to follow up with EM.

Action: IBP

8. Building Matters

a) Lighting

i) Atrium lighting

The Committee decided to wait until we are back in the building to make a decision on whether to revert to fluorescent lamps in The Street (which would provide more even light). It was noted that it might be worth waiting for new LED lights to become available in time, which may help with the evenness. It was also noted that the uneven effect might be caused by the position of the bulb in the holder.

ii) Lighting in the LTs

IBP reported that the works have stalled as they are not classed as essential during the coronavirus lockdown. However, since the lighting is critical for teaching and needs to be ready for next term, and since the lecture theatres are currently unused, it was agreed that IBP would request these works to be carried out before the building re-opens.

Action: IBP

iii) Emergency lighting in the Atrium and LTs

IBP reported that EM are finding it difficult to find a specialist contractor to carry out the works. IBP to follow up.

Action: IBP

IBP reported that he had been looking at changing the lighting in SW01 over to LED lighting. The design and funding had been approved by EM. The room was probably going to be re-purposed as part of the Library refit and the lighting would need to be addressed in terms of the room's new purpose (probably as a lab for use by the Robotics and Rainbow groups). IBP reported that he had consulted Amanda Prorok and she was content with the proposals. CS, however, advised that IBP should consult with Alastair Beresford before proceeding.

Action: IBP

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 reported that the vents are tested once a month, with all of them open for the first week in every month. IBP to monitor the issue.

Action: IBP

c) Fire strategy for the William Gates building

i) Refurbishment of the doors to the courtyards

IBP reported that he believes EM have now invited tenders for these works and responses are pending. IBP to check and report at the next meeting.

Action: IBP

d) Office recycling

The Committee had agreed by circulation, shortly before non-essential works were put on hold, to extend the recycling programme throughout the building. It was agreed that we should go ahead with an order for the required recycling bins, which could be put in place while the building was closed. IBP agreed to put together a plan for the whole building, which he would circulate to the committee for approval.

Action: IBP

e) Verex security system

GT reported that software updates for the system were still pending with Chubb and would not be carried out until normal building occupancy was resumed. GT to follow up when appropriate.

Action: GT

f) Microwaves

It had been agreed that tamper-proof push-button timers would be fitted to each of the two microwaves in the FC kitchen as a trial. IBP reported that the EM electrician already has the timer units and is acquiring panels for each kitchen. However, the works had stalled since they are not classed as essential during the coronavirus lockdown. IBP to follow up when appropriate.

Action: IBP

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. IBP reported that the contractor had set up the pumps in their workshop but the works had not proceeded since they were not classed as essential during the coronavirus lockdown.

It was noted that it would be strategically important to get these works done during the summer, and so IBP agreed to follow this up with EM.

Action: IBP

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. It was agreed that this item could now be removed from the agenda.

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 reported that EM had sent out an invitation for tenders and responses were pending. IBP to report at the next meeting.

Action: IBP

j) Refit of the WGB Library

The Committee had held an extraordinary meeting on 2 March 2020 to discuss plans for the library refit and had recommended to Prof Beresford and Prof Copestake that the space be divided into three teaching/meeting rooms. The plan had been approved and a feasibility report requested. IBP reported that he had not received a response to the initial application sent on 16 March 2020 to the planning office, nor to his follow-up email. CS agreed to look for a central email address and follow up this matter.

Action: CS

9. AV Matters

a) Projection booth in LT2

SWM reported that, since arrangements have been made to use the Roger Needham Building lecture theatre for the short term, removal of the projection booth in LT2 is no longer so urgent. However, the Head of Department would still like to proceed with a feasibility study. IBP to continue this action to initiate a feasibility study.

Action: IBP

b) Projector in FW26

It had been agreed that some of the ceiling lights in FW26 would be removed in order to make room for the relocation of the projector (which needs to be near the ceiling in order for the larger projection to fit onto the screen). However, noting that at some stage, we would want to move over to LED lighting anyway and that we could take advantage of the current building lockdown, the Committee discussed the overall lighting plans for the room. IBP noted that the type of lighting units which had recently been installed in SW02 also allow for ceiling installation. IBP agreed to speak to the consultant who was doing the lecture theatres and would arrange for the LED lighting to be installed in FW26, and to ensure that this would allow room for the projector and also that the front row of lighting could be turned off independently of the other lights.

Action: IBP

10. William Gates Cycle Parking Options

MD reported that he had conveyed the Department's preference for option 2 of the parking options, which included a desire to retain more of the grass area, to the architects and EM. Luigi Scalera of EM had asked for the Department's Fire Strategy. MJM had asked Andrew Kerley (EM) to contact Luigi about this as the fire strategy has been put on hold.

MD also reported that he done a survey on potential future cargo bike usage, which had provided an idea of potential usage, with 16 or 17 people having indicated that they might use a cargo bike in the future. The committee briefly discussed issues such as method of secure parking (e.g., stands or anchors), the large size and high value of these bikes, and parking security. MD would think about camera placements. The architects should also be considering this.

11. Any Other Business

Access to the building: MD asked about how to arrange for a supplier to collect some property from the building during the lockdown if necessary. MJM could arrange this on request.

12. Date of Next Meeting

The Committee agreed to hold the next meeting (via Teams video conference) at 10 a.m. on Thursday, 28 May. CB agreed to check Committee members' availability again one week before the meeting.

Action: CB