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**The 18<sup>th</sup> Meeting of the Department of Computer Science and Technology  
Buildings and Environment Committee**

**11 a.m. on Thursday, 13 May 2021  
via Teams**

**Agenda**

**Committee Members:**

Prof Simon Moore, Chairman (SWM)  
Dr Piete Brooks (PB)  
Celia Burns, Secretary (CB)  
Mr Thomas Bytheway (TB)  
Mr Ian Burton-Palmer (IBP)

Dr Matthew Danish (MRD)  
Martin McDonnell (MJM)  
Mrs Caroline Stewart (CS)  
Mr Malcolm Scott (MAS)

**1. Apologies for Absence**

**2. Minutes**

The Minutes of the meeting held on 21 January 2021 are attached.

**3. Matters Arising**

**4. Coronavirus Situation**

**5. Reducing Energy Consumption**

**(a) Monitoring energy consumption:** SWM and PB had not yet had the opportunity to follow up on the problem with the data on electricity supply/usage from Trend. IBP has since passed on to them contact details for Roger Ling, ED, who deals with BMS & Trend Controls. SWM to report.

**6. Building Matters**

**a) Lighting**

**i) Lighting in the LTs**

The replacement lighting for LT2 has been put on hold. The replacement of the lights in LT1 had been planned, possibly for the Easter vacation. IBP to report.

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

The issue of a new inverter for the emergency lighting was still with ED. IBP to report.

**iii) Lighting in SW01**

The replacement lighting had been fitted but contractors were on site to resolve a few faults. IBP to report.

**b) Fire strategy for the William Gates building**

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

The works to the doors had been completed and connected to the Verex system. MJM has confirmed since the last meeting that the doors do open when the alarms are activated.

**c) Verex security system**

Due to concern from Mark Cresham about the installation of updates, MAS and Graham Hatt were going to ask Chubb for some information about the different releases of software. MAS to report.

**d) Microwaves**

Some of the push-button timers sourced by SWM had already been fitted, with five more still to be fitted. IBP to report.

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

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

There had been a major failure of the BMS pumps, which had been fixed, but there was still an issue with sludge in the system. There were also faults with the valves that allow the distribution of heat onto each floor. Because we have opted to retain control of the system (for the flexibility of controlling the heating/cooling in the building), ED does not carry out annual maintenance of the system.

The Committee to consider if there is any follow-up from this item needed.

***ii) Under floor heating failure***

The fan for the boilers that serve the underfloor heating have now been repaired. The Committee to confirm that no further action is needed.

***iii) Hot water failure***

As above. The fans have now been repaired and hot water is available throughout the building. The Committee to confirm that no further action is needed.

**f) Refit of the WGB Library**

Given the very high costings provided by ED for the library refurbishment, the HoD had proposed that a Departmental working party consider the options before we go any further. CS reports that Ian Lewis has been asked to take this project forward in the first instance. An update from Ian Lewis is attached (attached).

**g) Cleaning service**

The HoD team had requested that the cleaning contract is kept under Departmental control for the time being rather than being taken over by ED. IBP was making plans to go to tender. IBP to report.

**h) Asset stickers on Department IT equipment**

A recent ED asset survey had resulted in asset stickers being put on department-owned IT equipment and it had not been established why this was the case. IBP was going to look into this matter. IBP to report.

**i) Alcove Conversions**

IBP to update the Committee on the progress of the latest alcove conversions.

**7. AV Matters**

**a) Projector in FW26**

The front row of lights had been removed to allow space for the projector. MJM has since reported that the projector has not yet been relocated. As this is a two-person job, MJM will ask Mark Cresham for his help with the relocation once it is covid-safe to do so. MJM to report.

**8. Electricity Devolution Project (EDP)**

**(a) GN09:** The temperature in GN09 had significantly increased and MAS had noted that he needed to balance the thermal load in the room. MAS to report.

**(b) Solar panels:** IBP had contacted the University's Energy Manager to ask whether the University would be willing to pay for solar installation. He had not yet heard back but it was agreed that we should give more time before following this up.

**(c) EDP Update:** an update has been provided by the Sustainability Team (attached).

**9. William Gates Cycle Parking Options**

MRD had agreed to feed back to ED the Committee's requests concerning ED's proposals to the building's cycle parking. MRD to report.

**10. Any Other Business**

**11. Date of Next Meeting**





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**The 17<sup>th</sup> Meeting of the Department of Computer Science and Technology  
Buildings and Environment Committee**

**Meeting held via Teams  
at 2 p.m. on Thursday, 21 January 2021**

**Minutes**

**Committee Members:**

Prof Simon Moore, Chairman (SWM)

Dr Piete Brooks (PB)

Mr Thomas Bytheway (TB)

Mr Ian Burton-Palmer (IBP)

Dr Matthew Danish (MRD)

Mrs Caroline Stewart (CS)

Mr Malcolm Scott (MAS)

**1. Apologies for Absence**

Apologies were received from Celia Burns and Martin McDonnell.

**2. Minutes**

The Minutes of the meeting held on 22 October 2020 were approved.

*SWM reported that he would like to bring item 11 forward to discuss after item 3 to enable full discussion in order for us to report back to Estates Division (ED). The numbering of the minutes has been left as is.*

**3. Matters Arising**

It was noted that we had still not established why the recent ED asset survey had resulted in asset stickers being put on departmental owned IT equipment. It was felt it was important we follow this up. IBP agreed to look into this further.

**Action: IBP**

**4. Committee Membership**

We welcomed TB to the meeting. TB reported that the Committee website incorrectly stated his representation on the Committee as PhD student, rather than in his role as Hardware Manager. CS will get this corrected.

**Action: CS**

**5. Coronavirus Situation**

CS reported that the building occupancy is low. Those entering the building have responded well and are following the protocol for safe working.

TB reported that he has been able to use an empty office for soldering work to spread the load on the hardware lab. There seems to be plenty of air flow, but we will also be purchasing soldering extractors with carbon filters to use.

SWM reported that there may be a need for 2/3 people from his group to go into GN09 to remove some experimental equipment from on a top rack, where a stepladder would be needed. It was felt that given the time needed to do this, the use of masks should be sufficient. PB noted there is a risk assessment tool we can use to assess the risks for such activities, which is relatively lightweight to use.

## **6. PhD Representation on the Committee**

The Postgraduate Forum have reported that, despite having extensively promoted the opening for a rep within the PSF, no interest has been shown. Committee members agreed that we should re-visit this next academic year, noting there may be more interest when we are back in the building. It should be removed from the Agenda until that point.

## **7. Reducing Energy Consumption**

**Monitoring energy consumption:** SWM and PB have not had the opportunity to follow up the problem with the data on electricity supply/usage from Trend. IBP said that he has the names of the correct people to contact and he will send them to SWM.

**Action: IBP/SWM**

## **8. Building Matters**

### **a) Lighting**

#### **i) Atrium lighting**

The Committee agreed at the April 2020 meeting to defer the issue of whether to revert to fluorescent lamps in The Street until we are back in the building and can assess how the current lighting is working out. It was agreed this item should be removed from the Agenda for the time being.

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

IBP reported that a Minor Works application for the replacement of the lights in LT1 had been submitted. It was hoped that this could be carried out during the Easter vacation, but lockdown has given more flexibility on timing. Replacement lighting for LT2 has been put on hold.

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

IBP reported that ED had tried to install a new inverter for the emergency lighting but it did not fit. The matter is still with ED to resolve.

#### **iv) Lighting in SW01**

IBP reported that the replacement lighting had been fitted but there are a few faults to be resolved. Contractors are currently on site trying to resolve the problems.

### **b) Fire strategy for the William Gates building**

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

The works have been completed and are now on the Verex system. It was asked if they are working with the fire alarm system. It was agreed this should be raised with MMcD and for him to report back to the Committee.

**Action: MMcD**

**c) Office recycling**

Now complete. TB asked if a bin for non-recyclable waste could be provided for the Hardware Lab. It was agreed that the size and type of waste created in the lab warranted a separate bin and, so long as we can provide black sacks, the cleaners should be content to empty it. TB agreed to liaise with Louis Massuard to get something suitable.

**Action: TB**

**d) Verex security system**

IBP reported that Mark Cresham was concerned about going ahead with the installation of updates as we need to ensure the system is able to interact with the database. MAS agreed that we should first get some information from Chubb about the different releases of software for the Verex security system. IBP agreed to pass the contact details to Graham Hatt and Malcolm Scott.

**e) Microwaves**

SWM had now advised on this matter and had sourced suitable push-button timers. IBP said some have already been fitted and Sotham Engineering will be fitting the other five stations. There are two spare timers in stores.

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

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

IBP reported that there had been a major failure of the BMS pumps. They are now up and running but there is still an issue with sludge in the system and there is no indication of where the sludge is. The engineers have also highlighted faults with the valves that allow the distribution of heat onto each floor. SWM raised the question about how many of these problems should be picked up by annual maintenance. IBP reported that there was no annual maintenance of the system and it is only when faults occur that such issues are identified. The Committee were concerned to hear this. IBP reported that this is because we have opted to retain control of the system, rather than handing over control to ED. Handing it over is an option but we would then lose the flexibility of controlling the heating/cooling in the building.

**g) Refit of the WGB Library**

SWM reported that the feasibility report for the refurbishment of the Library together with costings had been received from ED. The HoD is in receipt of the report but given the estimates were far higher than we could have anticipated, she has proposed that a Departmental working party consider the options before we go any further. The HoD has been clear that she is not able to give the go-ahead at the moment. CS agreed to report on progress at the next meeting.

**Action: CS**

**h) Cleaning service**

IBP reported that arrangements were underway for the cleaning contract to be taken over by ED but the HoD team have now requested that we keep the contract under Departmental control for the time being. He is now making plans to go to tender. IBP will report back at the next meeting.

**Action: IBP**

## 9. AV Matters

### a) Projector in FW26

IBP reported that the front row of lights had been removed but was unsure as to whether the projector had been fitted. It was agreed that we should ask Martin to check if the Projector has been installed and report back.

**Action: MMcD**

## 10. Electricity Devolution Project

The Committee noted that that our average electricity usage is likely to be much lower during lockdown. CS had highlighted to the Centre but had not heard back. The Committee assumed that the University were aware of the effect this will have when deciding average use figures.

MAS reported on the likely increase of power consumption due to more use of GPUs. He also noted the temperature in GN09 had significantly increased and was aware that he needed to balance the thermal load in the room.

**Action: MAS**

IBP reported on the matter of solar panels. He had made a request to the University's Energy Manager but had not heard back. It was agreed that we should give more time before IBP chases this up.

**Action: IBP**

## 11. William Gates Cycle Parking Options

Committee members had a lengthy discussion about the proposals received for changes to the building's cycle parking. MRD reported that ED urgently need our comments so that it can be moved forward.

Committee members agreed that the following action points should be referred back to ED:

- Reduce the cycle spaces in front of the café to one single line of cargo cycle spaces. Move these closer to the building so that there is a more spacious area in front of the cafe.
- Ensure that the space in front of the cafe is suitable for fire egress.
- Spaces lost by reducing the stands in front of the cafe could be replaced with Sheffield stands by; (i) extending each of the southern rows of Sheffield stands by 1 in the direction of the building; (ii) the possibility of adding more Sheffield stands into the very wide aisle between the security fence and the proposed 'outside' stands.
- Change the style of the current 'ladder like' security fence to something more secure.
- Point out the inconsistencies / issues with the cycleway as shown on the diagram, noting that our understanding is that these will be resolved under a different process.

MRD agreed to feed the Committee's requests back to ED.

**Action: MRD**

## 12. Any Other Business

None.

### **13. Date of Next Meeting**

It was agreed that we would try to meet again this term if there was a report on the Library refurbishment, otherwise the Committee would meet at the start of Easter term. CB to do a Doodle Poll.

**Action: CB**



## WGB Library Refurbishment Project - Notes 2021-05-12

In summary we are planning dividing the existing CL Library space into 3 'flexible-use' rooms. There are considerations/requirements for doors into the adjacent corridor, possible doors to the courtyard, implementation of the partitioning walls, and treatment of the ceiling and lighting.

A small project 'committee' has been formed, which has met once so far to narrow down the options. We will need to meet once more to finalise a priced set of options which will be forwarded to HoD - this meeting required the fire safety input (see below) and can now be scheduled promptly.

The Fire Safety analysis has been on the critical path for the work and was recently received. In summary the advice allows:

- \* Max occupancy of 38, 60, 60 people respectively in each of the 3 rooms, starting from the West end (i.e. Nicholas's desk). This should present no issues for us.
- \* The occupancy limit is not affected by our 'option' to use a folding partition between rooms 2/3.
- \* Doors to the courtyard are \*not\* required for Fire Safety reasons. The width of the current windows allows the optional use of 'single window' width doors which will comfortably meet disability requirements.
- \* The occupancy limit is not materially affected by the optional use of a folding partition between rooms 2/3.

The 'Alcove project' has highlighted that the chiller units \*may\* be on a 10-12 week lead time (although they are sourced in the UK). We will be using the same units in the Library project and may want to expedite the procurement of those.

In general our progress with the Alcove and Library projects has somewhat reset our relationship with Estates. For the former they are happy to have the dept. act as 'principal' with the contractors with minimum overhead from Estates (IBP can update) and for the Library we've similarly established a process which will result in costs we recognise rather than the previous high estimates.

The next step is to finalise the 'costed options' template (in which we expect the itemised costs to be realistically modest) and turn that around quickly with a recommendation. We also need to agree pre-ordering the chiller units, which I recommend.

Ian Lewis, Director, Infrastructure Investment



**From:** [cl-buildings-environment-bounces@lists.cam.ac.uk](mailto:cl-buildings-environment-bounces@lists.cam.ac.uk) on behalf of [Caroline Stewart](#)  
**To:** [cl-buildings-environment@lists.cam.ac.uk](mailto:cl-buildings-environment@lists.cam.ac.uk)  
**Subject:** FW: EDP update  
**Date:** 28 January 2021 12:33:47

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For information. We will add this on the Agenda for report at the next meeting in case there are any comments.

Caroline

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**From:** Ian Burton-Palmer <[ib253@cam.ac.uk](mailto:ib253@cam.ac.uk)>  
**Sent:** 28 January 2021 12:25  
**To:** Caroline Stewart <[cb210@cam.ac.uk](mailto:cb210@cam.ac.uk)>; Carol Nightingale <[cs219@cam.ac.uk](mailto:cs219@cam.ac.uk)>  
**Subject:** FW: EDP update

For your information.

Ian

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**From:** Sustainability <[EMEnvironment@admin.cam.ac.uk](mailto:EMEnvironment@admin.cam.ac.uk)>  
**Sent:** 28 January 2021 12:18  
**To:** Electricity Devolution Programme <[electricitydevolutionprogramme@admin.cam.ac.uk](mailto:electricitydevolutionprogramme@admin.cam.ac.uk)>; FIN School Finance Advisers <[schoolfinanceadvisers@admin.cam.ac.uk](mailto:schoolfinanceadvisers@admin.cam.ac.uk)>  
**Cc:** FIN School Finance Managers <[schoolfinancemanagers@admin.cam.ac.uk](mailto:schoolfinancemanagers@admin.cam.ac.uk)>  
**Subject:** EDP update

Dear All

*You are receiving this email because your institution is participating in the ghost years for the Electricity Devolution Programme (EDP), before the scheme goes live.*

The Electricity Devolution Programme (EDP) has now completed its second ghost year, with 58 departments participating across all Schools. August 2020 marked the start of the third ghost year, during which all remaining University departments will participate and receive quarterly progress reports. The intention was to then go live with the scheme across the entire University in the 2021/22 financial year.

However, Covid-19, in particular during the first lockdown period when the University closed, has caused significant disruption to University life, changing the way buildings and people operate. This has created difficulties in both setting baselines for new EDP participants (those not involved up to now) and also comparing existing EDP participant performance against pre-Covid consumption.

Therefore, the full launch of the EDP (when budgets are allocated to departments) will be postponed until at least the 2022/23 financial year due to the uncertainty created by Covid-19. All EDP departmental baselines have been removed, and the Sustainability Team will be undertaking a full review of the baselining process once 'new normal' activities have resumed

within the University.

In the meantime, the Sustainability Team will continue to provide consumption reports to all departments with annual consumption for previous years as a reference, but they will not compare against a baseline. We will begin to compile the quarterly reports following half year (Q2) at the end of January, departments can therefore expect to receive these during March.

For further information, please contact the Sustainability Team ([sustainability@admin.cam.ac.uk](mailto:sustainability@admin.cam.ac.uk)).

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A year of action! [Watch the highlights](#) or view the University's full [2018-19 Environmental Sustainability Report](#) online now.

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