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**The 19<sup>th</sup> Meeting of the Department of Computer Science and Technology  
Buildings and Environment Committee**

**Friday, 1 October 2021, 11 a.m.  
via Teams**

**AGENDA**

**Committee Members:**

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

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

**1. Apologies for Absence**

**2. Minutes**

The Minutes of the meeting held on 13 May 2021 are attached.

**3. Matters Arising**

**4. Coronavirus Situation**

**5. PhD Representation on the Committee**

The Postgraduate Student Forum reported earlier this year that, despite it having extensively promoted the opening for a representative on this committee, no interest had been shown. Committee members had agreed to re-visit this in the new academic year, noting there may be more interest when we are back in the building.

**6. Reducing Energy Consumption**

**(a) Monitoring energy consumption:** SWM and PB were going to contact Roger Ling, ED, to follow up on the problem with the data on electricity supply/usage from Trend. SWM to report.

**7. 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.

**ii) Lighting in the LTs**

The replacement lighting for LT2 is on hold. Regarding the lighting in LT1, IBP was going to follow up with ED to get a potential timeframe for the works. The Committee's strong preference was for the works to be done in August or September 2021, but if that was not possible, the works might need to be postponed until the Easter vacation 2022. IBP to report on progress.

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

The inverter had been installed and was up and running. A test of the inverter by ED had been planned for five or six months after installation but the Safety Officer felt it would be preferable for the test to be done sooner. MJM to report.

**iv) Lighting in SW01**

MJM was going to follow up on an issue with one of the diffusers that was not sitting in its housing properly. MJM to report.

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

**i) Refurbished doors to the courtyards**

MJM was waiting for ED to come and look at the issue of one of the doors not opening. MJM to report.

**c) Verex security system**

Graham Hatt had been in discussion with Chubb about the installation of updates, but MAS had not yet received an update on those discussions. MAS had recommended waiting to see what form UIS's new card management platform would take so that we can integrate with it. MAS to report on the discussions with Chubb and on the status of UIS's new card management platform.

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

Nothing to report.

**e) Refit of the WGB Library**

CS was going to talk to Ian Lewis about the Committee's support for pre-ordering the chillers (due to the long lead-time) if it was possible to do so without an ED purchase order. CS to report.

**f) Cleaning service**

A further year's dispensation (from 1 September 2021) to continue with the current contractor, cleanTEC, was going to be submitted to the HoD. This would allow more time to undertake the tendering process. IBP to report.

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

IBP was going to request a complete list of everything that ED had tagged in the Department as part of their university-wide compliance programme so that any incorrectly tagged items could be easily identified. IBP to report.

**h) Alcove Conversions**

Quotes for the building works and chilled beams were due to be submitted to ED for their decision in May. IBP to report.

**i) Clearing of FN11 Machine Room**

It was agreed that MAS would coordinate sorting through the equipment in FN11. MAS would deal with items on the server racks and Chris Hadley and Richard Mortier would deal with the items on the shelves. If necessary, CS would talk to other UTOs. In addition, this item was forwarded to the Secretary of the IT Strategy Committee for inclusion on its agenda. MAS to report.

**j) Damaged Baffle Panels on the Roof**

The original contractor had strapped down the materials and made the panels safe but had subsequently gone bankrupt. IBP was going to follow up with Andrew Kerley, ED, about getting another contractor to assess the damage. IBP to report.

**8. AV Matters**

**a) Projector in FW26**

The projector was going to be installed when Mark Cresham was back in the building and available to help MJM with the installation. MJM to report.

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

**(a) Solar panels**

IBP was going to follow up with the University's Energy manager as to whether the University would be willing to pay for solar installation. IBP to report.

**(b) EDP Update:**

CS was going to find out more about the planned review of the baselining progress of the Electricity Devolution Project. CS to report.

**10. William Gates Cycle Parking and Landscaping of JJ Thomson Avenue**

MRD to update the Committee on any progress.

**11. West Cambridge Wayfinding Stakeholder Consultation**

The University has appointed a specialist to look at signage on West Cambridge and they are currently gathering information, with particular focus on first time or infrequent visitors. As part of the study, they have sent a survey to key representatives for the West Cambridge buildings. IBP has circulated the survey <https://forms.gle/7pgpFDZ4JTdyE35u9> to the Committee for comment before reply. Does the Committee have comments for IBP to consider before he completes the survey?

**12. Any Other Business**

**13. Date of Next Meeting**





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

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

**Minutes**

**Present:**

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

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

**1. Apologies for Absence**

None.

**2. Minutes**

The Minutes of the meeting held on 21 January 2021 were approved.

**3. Matters Arising**

None.

**4. Coronavirus Situation**

There were no changes to report other than undergraduate students being able to return to Cambridge from 17 May.

**5. Reducing Energy Consumption**

**(a) Monitoring energy consumption:** SWM and PB had not yet had an opportunity to follow up on the problem with the data on electricity supply/usage from Trend.

**Action: SWM/PB**

**6. Building Matters**

**a) Lighting**

**i) Lighting in the LTs**

The replacement lighting for LT2 is on hold. IBP reported that the replacement of the lights in LT1 had unintentionally been on hold due to the ED person responsible for the lighting having been unavailable due to personal reasons. Now that person was available again, it was agreed that IBP would follow up with him to get a potential time frame for the works. The Committee's strong preference was for the works to be done in August or September 2021, and if this was the case, we should proceed with the works; otherwise they may need to be postponed until the Easter vacation 2022.

**Action: IBP**

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

MJM reported that the inverter had been installed and is up and running. However, ED need to do a test, but this will not be carried out for five or six months. PB noted that he would have preferred the test to have been carried out when the inverter had been installed and he was slightly concerned about it being used for that length of time without it having been tested.

**iii) Lighting in SW01**

The replacement lighting had been fitted. Contractors had been in to resolve faults but MJM reported that one of the diffusers was not sitting in its housing properly and will follow this up.

**Action: MJM**

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

**i) Refurbished doors to the courtyards**

MJM reported that the doors had been working fine until that morning, when one of them would not open. He has asked ED to come and look at the problem as soon as possible.

**Action: MJM**

**c) Verex security system**

MAS reported that he and Graham Hatt had been looking at what they need in relation to the installation of updates. Graham Hatt had been talking to Chubb but MAS did not have a recent update on those discussions. MAS also reported that UIS is defining a new card management platform which will be relevant to the upgraded Verex security system, so he would recommend waiting to see what form the new card management platform will take so that we can integrate with it. MAS did not know when UIS are likely to finish the development of the card management platform.

**d) Microwaves**

MJM and PB reported that all the push-button timers for the microwaves had been fitted and were working. This item will be removed from the agenda.

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

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

IBP reported that a pump filter had been commissioned and was working fine. MJM reported that he has been checking the filter every 4-6 weeks and it was clean so far. It was agreed that this item could be removed from the agenda.

**ii) Under floor heating failure**

Following the repair of the fan for the boilers that serve the underfloor heating, the Committee confirmed that no further action was required, and this item could be removed from the agenda.

**iii) Hot water failure**

As above. The Committee agreed that this item could be removed from the agenda.

**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. Ian Lewis has been asked to take this project forward in the first instance and had provided an update for the Committee.

The Committee welcomed the news that doors to the courtyard are not required for fire safety reasons but noted the possible 10 to 12-week lead-time required for ordering the chiller units. It was agreed that CS would feed back to Ian Lewis that the Committee are keen to see the project progress and that they are in support of ordering the chiller units to ensure that the project moves forward as quickly as possible. IBP reported that we are unable to order the chiller units independently of ED as it is an ED project and therefore requires an ED purchase order to order any goods or services. CS, however, agreed to talk to Ian Lewis about this to emphasise the Committee's support for pre-ordering the chillers if it turned out to be possible. When CS receives further information, she will circulate it to the Committee.

**Action: CS**

**g) Cleaning service**

IBP reported that, following the HoD's request for the cleaning contract to be kept under Departmental control for the time being (rather than being taken over by ED), he had put the job out to tender but, because the contract is worth over £100K, it required Finance Division input. Given our contact is new to the role and the complexity of the tendering process, it has been suggested that we ask for another year's dispensation from 1 September 2021 in order to continue with the incumbent contractor, cleanTEC, to give us more time to undertake the tendering process. IBP will submit a dispensation request to the HoD for her approval. CleanTEC's price for 21/22 is to be confirmed but is likely to increase to their new price quoted.

**Action: IBP**

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

The Committee discussed the issue of asset survey stickers having been put on department-owned IT equipment. IBP said that he had asked ED about this who had reported they were undertaking a compliance programme covering the whole University estate. They suggested that IBP provide them with the approximate number of incorrectly placed stickers to enable them to assess the scale of the problem and to decide how to handle it. The Committee agreed that it would be much simpler to request from ED a complete list of everything they had tagged so that we could easily identify the Department's items which had been incorrectly tagged.

**Action: IBP**

**i) Alcove Conversions**

IBP reported on the progress of the alcove conversions. Tenders are out for contractors (three for the building works and three for the chilled beams). The quotes are due in on 16 May, when they will be submitted to ED for their decision. Works could start soon thereafter.

## 7. AV Matters

### a) *Projector in FW26*

Two sets of lights had been removed to allow space for the projector to be moved back and centralised so the image projects on the screen correctly. MJM reported that he will ask Mark Cresham to help him with the installation as soon Mark returns to work in the building.

**Action: MJM**

## 8. Electricity Devolution Project (EDP)

(a) **GN09:** MAS had noted that he needed to balance the thermal load in GN09 as the temperature in the room had significantly increased. The Committee discussed other possible options for server storage. MAS reported that we only have two racks in the West Cambridge Data Centre but didn't anticipate there being any more space available. There are two national data centres which might be useful for back up storage but would not address our need for space for research kit.

(b) **Solar panels:** IBP reported that the University's Energy Manager had been unavailable due to personal reasons but was now back at work. IBP agreed to follow up on the question of whether the University would be willing to pay for solar installation.

**Action: IBP**

(c) **EDP Update:** The Committee received the update from the Sustainability Team and drew attention to the review of the baselining process, which is to be undertaken once 'new normal' activities have resumed. It was felt that changing our baseline would be like moving the goal posts and not acknowledging the good progress the Department had already made in terms of energy saving. It was agreed that CS would try to find out more about the planned review of the baselining progress but would speak with PB for advice on the points to raise before she contacted them.

**Action: CS**

## 9. William Gates Cycle Parking Options

MRD confirmed that he had fed back to ED the Committee's requests concerning ED's proposals for the building's cycle parking. He agreed to contact ED to enquire about their final decision. MRD reported that ED's plan was to start the works at the south end of JJ Thomson Avenue in June, but they would provide a construction plan for the department beforehand.

**Action: MRD**

## 10. Any Other Business

**FN11:** IBP noted that he had been asked to clear FN11, which has a lot of equipment in it. The Committee discussed the contents of the room, which included IT infrastructure, inactive equipment, and some hardware of historical interest and so concluded that it should not be cleared without further consultation with the necessary people. It was agreed that MAS would coordinate sorting through the equipment, with MAS to deal with items on the server racks and Chris Hadley and Richard Mortier to deal with the items on the shelves. If necessary, CS could talk to other UTOs about equipment in the room. SWM suggested that GN09 Usage should be added to the IT Strategy Committee agenda.

*(afternote: this will be forwarded to the Secretary of the IT Strategy Committee)*

**Action: MAS/CS/CB**



**Damaged baffle panels:** MAS enquired about the status of the damaged baffle panels on the roof. MJM reported that the original contractor had strapped down the materials and made the panels safe but had subsequently gone bankrupt. Andrew Kerley, ED, was trying to get another contractor in to assess the damage. **IPB to follow up.**

**Action: IBP**

#### **11. Date of Next Meeting**

It was agreed that CB would circulate a Doodle poll to find a meeting date just before the beginning of full Michaelmas term. If a discussion is required before then (for example to progress the Library refit), it could be dealt with by circulation or an ad-hoc meeting.

**Action: CB**