



**The 21st Meeting of the Department of Computer Science and Technology
Buildings and Environment Committee**

**Thursday, 13 October 2022, 11.30 a.m.
Room FW11, William Gates Building**

AGENDA

Membership:

Prof Richard Mortier, Chair (RMM)
Dr Piete Brooks (PB)
Celia Burns, Secretary (CB)
Thomas Bytheway (TB)
Ali Digby (AJD)

Martin McDonnell (MJM)
Daniel Porter (DRP)
Malcolm Scott (MAS)
Caroline Stewart (CS)

1. Apologies for Absence

2. Committee Membership

(a) *New Chair:* Welcome to Prof Richard Mortier.

(b) *Building Services Manager.* Welcome to Miss Alison Digby, who joined the Department in June as the Building Services Manager.

(c) *IT Support Manager.* Welcome to Daniel Porter, who has joined the Committee in his role as IT Support Manager.

(d) *PhD Representation.* CB has asked the Postgraduate Student Forum (PSF) Secretary to include on the agenda for the next PSF meeting the opening for a PhD representative on this committee. The date of the next PSF meeting is not yet known.

(e) *Postdoc Representation.* Until now, the Chair of the Research Staff Forum (RSF) has represented the postgraduate community on this Committee. Now there is a change of RSF Chair, would the Committee like to discuss the best way of including representation from the postdoc community?

3. Minutes

The minutes of the meeting held on 1 February 2022 are attached.

4. Matters Arising

5. William Gates Cycle Parking and Landscaping of JJ Thomson Avenue

Matt Danish has forwarded the following update from Joe Ackers, Estates Project Manager:

Phase 6 of the JJT Ave footpath and cycleway is now substantially complete, this is the section in front of WGB, including alterations to the secure cycle compound. There has been an unavoidable delay to the manufacture of the new powered gate and delivery is now expected later this month, following that we need to arrange for the controls specialist to complete the works. We have agreed with the WGB FM team that the continued closure of the compound provides an opportunity for the canopy to be cleaned and I understand this will be done over the next week or so.

Work to complete JJT Ave will now pause until the end of this current term. This allows work to be carried out in a holiday period and time for Bouygues to relocate their site entrances to the west of the site, leaving the road clear for the final phases which are due to start 01/12/22 and last for 17 days. This work includes resurfacing of the entire road, resurfacing of the 2 cycleway and footpath vehicle crossing points, i.e., the WGB car park and Whittle spur road and associated road markings, including the two new tiger crossing points. When complete the red cycleway will become continuous for the length of the road and until complete cyclists will not have priority at the vehicle crossing points, when complete they will have priority. This final phase will need a 2-week closure of the road and all departments and the bus company will be notified of alternative arrangements.

The target dates for the final phases are not guaranteed, they are dependent on weather and other work on site, however we are currently working to 1 – 17 December.

6. Reducing Energy Consumption

(a) Monitoring energy consumption: Prof Simon Moore had been in communication with Roger Ling, Estates Division, to follow up on the problem with the data on electricity supply/usage from Trend, but he had not received a response.

7. Building Matters

a) Lighting

i) Atrium Lighting

The Committee had agreed that the replacement of the lamps in The Street with LEDs would be passed to the new Building Services Manager. AJD to report.

ii) Lighting in the LTs

The replacement lighting for LT2 is on hold. With regard to the lighting in LT1, one of the main concerns is the risk of the controller failing. It was agreed at the last meeting that this would be a priority project for the new Building Services Manager. AJD to report.

iii) Lighting in SW01

MJM was going to find out who at Thorn Lighting he could follow up with regarding the issue with one of the diffusers not sitting in its housing properly. MJM to report.

b) Fire strategy for the William Gates building

Do members of the Committee have anything to report under this item?

c) Verex security system

At the last meeting, MAS reported that he and Daniel Porter (IT support Manager) would be working on the new system set up by the previous IT Support Manager to integrate the University cards with our internal database. MAS to report.

d) Building management system (cooling and heating)

i) Heating problems

At the last meeting, MJM had reported that an engineer from Estates Division was visiting the building once a fortnight to rectify the building heating problems. CS was going to contact Andrew Freeman, Estates Division, to ask for more help with this issue. CS to report.

ii) Ventilation

The ventilation is currently set to run 24/7 and it is not known how to set it on a timer to have it on for a reduced amount of time. CS was going to take advice from Estates Division on this. CS to report.

e) Refit of the WGB Library

AJD to report.

f) Cleaning service

A year's dispensation has been granted (from 1 September 2022) to continue with the current contractor, cleanTEC.

g) Alcove Conversions

This project is now complete.

h) Clearing of FN11 Machine Room

At the time of the February meeting, there had been some progress on clearing the room. MAS had not had time to clear the servers, but the equipment of historical interest was slowly being sorted. MAS to report.

i) Damaged Baffle Panels on the Roof

The original contractor had strapped down the materials and made the panels safe but had subsequently gone bankrupt. MJM was not aware whether the former Facilities Manager had received any further information about this from Estates Division before he left so MJM was going to follow up with Andrew Kerley and Chris Dixon. MJM to report.

j) Office Floor Boxes

A concern had been raised in October 2021 by a member of the Department that electrical works that had been carried out might significantly reduce the reliability of the power supply in offices, with circuit breakers tripping more frequently. This did not turn out to be a major problem, but MJM was going to ask an electrician to check the circuit which had tripped (including at what current it trips at and what type of circuit breaker is appropriate for the equipment). The Committee was planning to revisit this issue in the Michaelmas term to see whether there had been further reports of circuits tripping coinciding with more people using the building. MJM to report.

k) Downpipe Leaks

This item has been passed to this Committee from the Health and Safety Committee. MJM to report.

l) Portable Appliance Testing (PAT)

This item has been passed to this Committee from the Health and Safety Committee. At one time, PAT tests had been carried out centrally, but this is no longer the case, and the Department is now responsible for carrying out the tests. Information on the tests carried out centrally has not been obtained and Building Services / Stores probably do not have the resources to do full testing of the building. Would the Committee like to discuss a way forward?

m) Generator Provision for GN09

MAS to report.

n) Improvements to the Ventilation and Extraction in SE17

TB to report.

8. AV Matters

a) Projector in FW26

MJM was going to liaise with Mark Cresham about their installing the projector together. MJM to report.

9. Electricity Devolution Project (EDP)

(a) Solar panels

The question of whether the University's Energy Team would be willing to pay for solar installation was going to be passed to the new Building Services Manager as a longer-term project. AJD to report.

10. Any Other Business

11. Date of Next Meetings

Committee members to agree on the number of meetings required and the dates for those meetings.



**The 20th Meeting of the Department of Computer Science and Technology
Buildings and Environment Committee**

**Tuesday, 1 February 2022, 11 a.m.
via Teams**

MINUTES

Present:

Prof Simon Moore, Chairman (SWM)
Dr Piete Brooks (PB)
Celia Burns, Secretary (CB)
Thomas Bytheway (TB)

Martin McDonnell (MJM)
Caroline Stewart (CS)
Malcolm Scott (MAS)

1. Apologies for Absence

None.

2. Minutes

The minutes of the meeting held on 1 October 2021 were approved.

3. Matters Arising

None.

4. Coronavirus Update

CS reported that Covid arrangements for the William Gates Building have now reverted to the pre-omicron situation. Wednesday Group has been updated about the fact that staff no longer need to report to work in the building. CS agreed to email everyone to clarify the situation.

Ian Lewis is continuing to monitor the CO₂ levels in the lecture theatres and, even with the increase in the amount of in-person teaching, the readings have stayed well below the threshold of 800. However, students have complained that is very cold with the external LT doors open. It was agreed that Lecturers should be reminded that it is sufficient to open the internal LT doors. The ventilation is currently set to run 24/7 and it is not known how to set it on a timer to have it on for a reduced amount of time. CS needs to take advice from Estates Division on this. The lifts should continue not to be used unless for transporting equipment. MJM reported that covid building arrangements are running smoothly.

Action: CS

5. Committee Membership

- (a) **Facilities Manager:** CS reported that the process for the Facilities Manager post is currently with the School and that she hopes to advertise the post in two weeks' time, with a view to the appointment being made in April.

Action: CS

- (b) **PhD Representation:** the Postgraduate Student Forum (PSF) reported last year that, despite it having extensively promoted the opening for a representative on this committee, no interest had been shown. The Committee agreed that, since more people are now using the building, it would be worthwhile inviting the PSF again. CB will ask the PSF Secretary to add this item to the next meeting agenda.

Action: CB

6. William Gates Cycle Parking and Landscaping of JJ Thomson Avenue

MJM had circulated to the Committee the landscaping plans from Estates Division for these works. CS reported that Phase 6, which includes the work to our cycle parking, will probably take place in July/August. The grass area they are currently storing supplies on should be reinstated in the autumn. Work on the pavement has already started outside the Maxwell Centre building.

7. Reducing Energy Consumption

- (a) **Monitoring energy consumption:** SWM reported that he had emailed Roger Ling, Estates Division, to follow up on the problem with the data on electricity supply/usage from Trend, but he had not yet received a response. SWM had conveyed to Roger Ling that it would be interesting to know how the usage profile changes over the period of more and more people coming back to the office. PB noted that it would also be interesting to know how much energy is used on room heating. SWM will follow up with Roger Ling.

Action: SWM

8. Building Matters

a) Lighting

i) Atrium Lighting

The Committee discussed the fluorescent lamps in The Street and agreed that the replacement of the lamps with LEDs would be passed to the new Building Services Manager when they start.

Action: Building Services Manager

ii) Lighting in the LTs

The replacement lighting for LT2 is on hold. Regarding the lighting in LT1, CS reported that she had not received an update from the former Facilities Manager. One of the main concerns is the risk of the controller failing as it is now quite old, having been installed when the department moved into the building. It was agreed that this would be a priority project for the new Building Services Manager.

Action: Building Services Manager

iii) Lighting in SW01

There was an issue with one of the diffusers not sitting in its housing properly. MJM reported that no progress had been made and that he would find out who at Thorn Lighting he could follow this up with.

Action: MJM

b) Fire strategy for the William Gates building

i) Refurbished doors to the courtyards

MJM reported that all the doors are now working correctly.

c) Verex security system

MAS reported that there had been several tickets relating to entrance cards not working since the launch of the new UIS card management platform. The problems related to errors in the data from UIS and required manual fixing. Before he left the Department, Graham Hatt had implemented a new system to integrate the University cards with our internal database. MAS had thought Mark Cresham had been trained in the new system, but this was not the case, so MAS and Daniel Porter (the new IT Support Manager replacing Graham Hatt), will need to work on getting the system working as soon as possible.

Action: Daniel Porter and MAS

d) Building management system (cooling and heating)

MJM reported that the numerous building heating problems are related to several faults. A list of the faults has been sent to Estates Division and an engineer from Estates Division is currently visiting the building once a fortnight to rectify these issues. CS noted how bad the heating issue has been. She will contact Andrew Freeman, Estates Division, to ask for more help with this issue.

Action: CS

e) Refit of the WGB Library

CS reported that Ian Lewis has now completed a more affordable specification for the Library refit, which is ready for discussion with Estates Division. Ian Lewis had been relying on the former Facilities Manager to help with those discussions. CS reported that Ian Lewis may take these forward on his own but, mindful of his workload, she would discuss this with him again. She would also request a copy of the specification for circulation to the Committee.

Action: CS

f) Cleaning service

A year's dispensation had been granted (from 1 September 2021) to continue with the current contractor, cleanTEC. A tendering process to change the dispensation into a contract (with cleanTEC or another supplier) would need to commence around the end of April. As the new Building Services Manager is not expected to be appointed until April at the earliest, the Committee agreed to request a dispensation for a further year. MJM

noted that there had been no complaints received about the current contractor. CS will progress the request for a further dispensation.

Action: CS

g) Alcove Conversions

MJM reported that the alcove conversions continue to progress very slowly. He has been trying to get a definite finish date from Tim Saunders and will follow up with him again.

Action: MJM

h) Clearing of FN11 Machine Room

MAS reported that there had been a little progress on clearing the room. He had not had time to clear the servers, but the equipment of historical interest was slowly being sorted. Anil Madhavapeddy had expressed an interest in keeping some of the equipment but did not know where to put it. SWM suggested that if there was nowhere to put it, it could be donated to the Centre for Computing History. TB offered to liaise with Anil Madhavapeddy and Richard Mortier on MAS' behalf to progress the removal of the equipment of historical interest.

Action: MAS and TB

i) Damaged Baffle Panels on the Roof

The original contractor had strapped down the materials and made the panels safe but had subsequently gone bankrupt. MJM reported that he was not aware whether the former Facilities Manager had received any further information about this from Estates Division before he left. He will follow up with Andrew Kerley and Chris Dixon.

Action: MJM

j) Office Floor Boxes

A concern had been raised in October 2021 by a member of the Department that electrical works that had been carried out might significantly reduce the reliability of the power supply in offices, with circuit breakers tripping more frequently. MJM reported that only two more or the new circuit breakers had needed to be reset. These were on the second floor north and were in rooms on the same circuit. There did not, therefore, seem to be a major problem, but it was agreed that MJM would ask an electrician to check the circuit that had tripped, including at what current it trips at (to see if it is particularly sensitive). MJM would also ask the electrician what type of circuit breaker (A or AC type) is appropriate for the equipment. The Committee will revisit this issue at the next meeting to see whether there have been further reports of circuits tripping coinciding with more people using the building.

Action: MJM

9. AV Matters

a) Projector in FW26

MJM reported that he will liaise with Mark Cresham with a view to installing the projector as soon as possible.

Action: MJM

10. Electricity Devolution Project (EDP)

(a) Solar panels

The Committee agreed that the question of whether the University's Energy Team would be willing to pay for solar installation would be passed to the new Building Services Manager as a longer-term project.

Action: Building Services Manager

11. West Cambridge Wayfinding Stakeholder Consultation

SWM reported that he and CS had responded to the survey from the University requesting comments about signage on the West Cambridge site.

12. Any Other Business

There was no other business.

13. Date of Next Meeting

It was agreed that CB would circulate a Doodle poll for dates at the start of the Easter term, by which time it was hoped that the new Building Services Manager would have been appointed.

Action: CB