UNIVERSITY OF CAMBRIDGE
Department of Computer Science & Technology

The 25ᵗʰ Meeting of the Department of Computer Science and Technology Buildings and Environment Committee

**Thursday, 12 October 2023, 14.30
Room SC04, William Gates Building**

AGENDA

Committee Members

Prof Richard Mortier, Chair (RMM)

Dr Piete Brooks (PB)

Celia Burns, Secretary (CB)

Thomas Bytheway (TB)

Dr Andrew Caines (APC)

Ali Digby (AJD)

Martin McDonnell (MJM)

Daniel Porter (DRP)

Luis A. Saavedra del Toro (LAS)

Malcolm Scott (MAS)

Caroline Stewart (CS)

1. **Apologies for Absence**

2. **Minutes**
   The minutes of the meeting held on 20 June 2023 are attached for approval.

3. **Matters Arising**

4. **Reducing Energy Consumption**
   (a) **Monitoring energy consumption:** AJD has access to Honeywell and is looking into getting access to Trend restored. AJD to report.

5. **Building Occupancy**
   PIs had been surveyed about building occupancy and AJD was going to organise some physical checks in random parts of the building once the survey results had been received. AJD to report.

6. **Building Matters**
   a) **Department Café**
   The cafeteria space is considered to be a University space and yet the University does not want to provide catering services in it. Since the option to bring in a University-approved caterer is too expensive, the Committee agreed that it would be necessary to disengage the catering space from the University if the Department wants to do something independently with the space. AJD was going to look into this. AJD to report.

The cold drinks vending machine has been out of order for a while. AJD was going to follow this up with the University, who manage the machine. AJD to report.

b) Lighting
   i)   LED whole-building upgrade
  AJD was going to follow up with Environment and Energy about this item since she had not heard anything since Thorlux had done the building survey. AJD to report.

c) Fire strategy for the William Gates building
Following a meeting with the new Deputy Fire and Safety Manager, many of the outstanding issues were moving forward. AJD to report.

d) Verex security system
DRP, MAS, and AJD were looking into options for the replacement of the Verex security system, which is currently working but running on old software and at significant risk of failure. DRP to report.

e) Building management system (cooling and heating)
   i)   Heating problems: The heating issues are long term, with the building not capable of producing a comfortable working environment for some areas even when it is working as optimally as it can. A solution will require a big infrastructure change.

   ii) Ventilation: AJD had not heard anything from Equans about the ventilation problem in the SW corner of the building, and was going to report the dissatisfaction with Equans at the 21 June School Admin meeting. AJD to report.

f) Refit of the WGB Library
With the roof vents and solar panel projects going on, the library refit will not take place until Easter 2024.

g) Cleaning service
AJD was working with Procurement on the process for a new contract to start in September. AJD to report.

h) Clearing of FN11 Machine Room
RMM and MJM have reported that the CPUs of relevant machines have been destroyed. MAS to report.

i) Downpipe Leaks
Parts of the downpipe had been found to be rotting and unsealed. Several pinhole leaks had been quick-fixed, and the bigger repairs were in progress. AJD to report.

j) Portable Appliance Testing (PAT)
At the last meeting, the Committee had agreed that it would be useful to have PAT testing equipment in the department for ad hoc tests and, since the last PAT tests were carried out five years ago, full tests should be done again soon. In addition, it would be good to have someone qualified to do ad hoc tests, and it would be better to buy new testing

equipment than to recalibrate the old equipment. AJD was going to look into the kit required. AJD to report.

k) **Generator Provision for GN09**
The new transfer switch had tripped occasionally when tested and MAS was looking into what might be done to mitigate this. With regard to the issue of having a permanent generator, MAS was going to request more information about the potential to run a cable from the Roger Needham Building generator. MAS to report.

l) **Improvements to the Ventilation and Extraction in SE17**
TB had not had the opportunity to follow up on the suggestions he received relating to his proposal for a better ventilation system in the hardware lab. TB to report.

m) **Visitor Car Park Barriers**
It had been agreed that four lockable bollards would be sufficient to resolve the problem of unauthorised parking, and AJD was going to look at types of locking systems and costs for the Committee to take forward. AJD to report.

n) **Refurbishment of the Audiovisual Systems in the Lecture Theatres and FW26**
At the last meeting, it was noted that this item should be added to the agenda for ongoing consideration in relation to other works.

7. **AV Matters**
   a) *Projectors in FW26*
   The projectors and ceiling mounts have been received, and Mark Cresham plans to carry out the installation of the projectors with Martin McDonnel the week commencing 9 October.

8. **Electricity Devolution Project (EDP)**
   (a) *Solar panels*
   Cor-Energy were scheduled to commence work the week beginning 24 July, with a six-week project time to mid-September, starting with the scaffolding. AJD to report.

9. **Whittle Extension**
   Work on the extension had started in May. AJD and RMM were going to engage with the contractors throughout the process. AJD to report.

10. **Occupation Risk**
    To discuss an item included in the 22 September 2023 Key Issues Bulletin (attached) relating to unauthorised occupation of premises.

11. **Any Other Business**

12. **Date of Next Meeting**

Risk of Unauthorised Occupation of Premises
Excerpt from the 22 September 2023 Key Issues Bulletin.

You may be aware from reports in the media, and information issued by the Secretary of State for Education, that the campaign group Just Stop Oil is planning an escalation of activity across university estates in the coming weeks. The University Security team is aware and remains vigilant. Action by the group may include occupations. The University has guidance on how to deal with an occupation. If there is an unauthorised occupation of premises, or it is believed that such an occupation is planned, heads of institutions, operations managers and/or departmental administrators should be aware of the following key actions:

1) Make an immediate call to the University Security Control Centre (31818 or emergency – 101). This will activate the action plan to deal with such events, including notification of key officers in the Security Centre and other UAS offices.

2) Inform Security of key details, including the location and time of occupation, number of occupiers, and whether there is any damage, violence or unruly behaviour. Use the Questionnaire annexed to the guidance.

3) Communications. Initially a senior member of the department or the security team should communicate with the occupiers. The department is advised not to make an early agreement with the occupiers that they may remain or move to alternative University premises. This would render their occupation lawful for the period of occupation. Only members of the Office of External Affairs and Communications (01223 332300, out of hours: 07879 116949) should comment to anyone outside the University or with representatives of the student media.

4) Health and safety. Where the protest or occupation is in breach of any health and safety requirements, the occupiers should be informed immediately.

5) Security. It will not usually be appropriate for staff or legitimate visitors to remain in occupied premises. Before leaving, they should be encouraged to secure data and confidential material (for example, by logging out of computers, putting files away and locking filing cabinets), and take with them any essential personal belongings. An aggressive position should not be taken by any individual. No-one should try to force their way back into a building.

In the event of an occupation, more detailed guidance and support will be given. If you have any further queries, please contact Clara East: clara.east@admin.cam.ac.uk.