



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

**Tuesday, 28 November 2023, 10.30
Room FW11, William Gates Building**

AGENDA

Committee membership

Prof Richard Mortier, Chair (RMM)
Dr Pietie Brooks (PB)
Celia Burns, Secretary (CB)
Thomas Bytheway (TB)
Dr Andrew Caines (APC)

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

1. Committee Membership

Luis A. Saavedra del Toro has left the committee. Luis is no longer representing his research group (it got dissolved and absorbed by others) and he is starting the final year of his PhD. Does the Committee wish to find another PhD Representative?

2. Apologies for Absence

3. Minutes

The minutes of the meeting held on 12 October 2023 are attached for approval.

4. Matters Arising

5. ★ Reducing Energy Consumption

(a) **Monitoring energy consumption:** AJD can now monitor energy consumption on Trend.

6. Building Occupancy

RMM was going to ask the Head of Department if he had concerns about occupancy and whether he would like the Committee to do anything in this regard. RMM to report.

7. Building Matters

a) Department Café

RMM was going to speak to Graham Matthews, Director of Estates, about the status of the catering space in the building. Does AJD have any further update? RMM and AJD to report.

b) Drinks Vending Machine

AJD was going to talk to Cambridge Vending about the Department taking over management of the currently out-of-action drinks vending machine. AJD to report.

c) Lighting

i) *LED whole-building upgrade*

Thorlux were scheduled to visit the building in late October to double-check a few things before finalising the project. AJD to report.

d) Fire strategy for the William Gates building

The electrical installation for the roof vents (the only outstanding issue) was scheduled to start before the end of term and the replacement of the vents is scheduled for the week commencing 4 December (weather-dependent). AJD to report.

e) 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. We were waiting to see what happens following renewed interest from UIS in a central system. DRP/MAS to report.

f) 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: the ventilation problem in the Second-floor West corner of the building has still not been resolved, and the Equans ticket had gone missing. AJD to report on any update on the works.

RMM was going to talk to Graham Matthews about the Equans ticketing issue. RMM to report.

g) Refit of the WGB Library

The library refit will not be taking place until Easter 2024. Alan Gleaves had replaced Andrew Kerley as the Department's surveyor, but she had not yet heard from Alan. AJD to report.

h) ★ Cleaning service

Procurement had asked for an extension to be granted to the current contractor for two years rather than one year.

i) Clearing of FN11 Machine Room

The next steps for MAS were to clear out the remaining (non-sensitive) equipment. MAS to report.

j) Downpipe Leaks

AJD was going to talk to Alan Gleaves (Building Surveyor) about this issue to find out who the surveyor is for these works. AJD to report.

k) Portable Appliance Testing (PAT)

MAS was going to discuss with our technician whether he could take on very occasional PAT requirements. MAS to report.

l) Generator Provision for GN09

The new transfer switch has tripped occasionally when tested and MAS was looking into what might be done to mitigate this. MAS to report.

Chris Purnell (Estates) had made the suggestion to run a cable from the Roger Needham Building generator. AJD was going to talk to him for further information. AJD to report.

m) Improvements to the Ventilation and Extraction in the Hardware Lab

Before making improvements to the ventilation system, TB was looking into an alternative location for the Hardware Lab. TB to report.

n) Visitor Car Park Barriers

The lockable bollards project has had to be paused due to the redesign of access to the Department's car parks (caused by the Whittle extension works). Is the committee content for this item to be removed from the agenda for the time being?

o) Refurbishment of the Audiovisual Systems in the Lecture Theatres and FW26

The refurbishment is planned for the summer vacation 2024. DRP to report.

8. AV Matters

a) Projectors in FW26

MAS was going to follow up with Mark Cresham about the status of the installation. MAS to report.

9. Electricity Devolution Project (EDP)

(a) Solar panels

There were a few snagging issues after installation of the panels, and the electrical part of the works (which Estates Management was dealing with) had stalled. AJD to report.

10. ★ Whittle Extension

CS was going to contact the Head of Buildings and Estate Services for the Department of Engineering about the lack of information about works affecting the William Gates Building. Weekly updates are now being sent to CS and AJD.

11. Any Other Business

12. Date of Next Meetings

The dates and times for the next meetings are as follows:

- Monday, 22 January 2024, 11.30 – 12.30
- Tuesday, 30 April 2024, 11.00 – 12.30
- Tuesday, 18 June 2024, 10.30 – 12.00