The 26th Meeting of the Department of Computer Science and Technology
Buildings and Environment Committee

11.30 – 12.30, Monday, 22 January 2024
Room FW11, William Gates Building

AGENDA

Committee Membership
Prof Richard Mortier, Chair (RMM) Gabrielle Gaudeau (GJG)
Dr Pietre Brooks (PB) Martin McDonnell (MJM)
Celia Burns, Secretary (CB) Daniel Porter (DRP)
Thomas Bytheway (TB) Malcolm Scott (MAS)
Dr Andrew Caines (APC) Caroline Stewart (CS)
Ali Digby (AJD)

1. Committee Membership
   Welcome to Gabrielle Gaudeau, who is the new PhD Representative.

2. Apologies for Absence

3. Minutes
   The minutes of the meeting held on 28 November 2023 are attached for approval.

4. Matters Arising

5. Reducing Energy Consumption
   (a) Monitoring energy consumption: AJD was going to contact the Sustainability team about the possibility of acquiring historical energy usage data. AJD to report.

   (b) Recording energy use and solar panel contributions: APC to report.

6. ★ Building Occupancy
   RMM has spoken to the Head of Department, who didn’t have any immediate concerns about building occupancy. They both agreed that occupancy appears to be rising, with more people around more regularly now than a year ago, for example.
7. Building Matters
   a) Department Café
      The Head of Department sent an email to the Wednesday group, requesting feedback on
      a proposal for franchising out the café space. AJD was going to send the proposal to PSS
      for their feedback too. AJD to report.
   b) Drinks Vending Machine
      AJD was waiting to hear back from the University Catering Service about the currently
      out-of-action drinks vending machine. AJD to report.
   c) Lighting
      i) LED whole-building upgrade
         AJD was in touch with Roger Lin, the electrician for this project, and has
         communicated that the lighting in the Lecture Theatres is a priority and that the
         upgrade should take place in the summer, at the same time as the audiovisual
         equipment upgrades. AJD to report.
   d) Fire strategy for the William Gates building
      Roof vents: the replacement of the roof vents and accompanying electrical installation
      work was re-scheduled to the week commencing 8 January. AJD to report.
   e) Verex security system
      The Verex security system is currently working but running on old software and at
      significant risk of failure. We hope to be an early adopter of a new central system that UIS
      is currently gathering requirements for, the first phase of which is not expected until
      around the end of 2024. DRP and MAS are keeping in contact with UIS about this.
   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: Replacement of a part to solve the ventilation problem in the second-
       floor west corner of the building was scheduled for 7 December. Andrew Smart
       (Director of Estates Operations) was following up on this issue. AJD to report.
   g) Refit of the WGB Library
      It is hoped that the refit will go ahead in the summer. AJD was going to follow up with
      Alan Gleaves (the Department’s surveyor) about this. AJD to report.
   h) Cleaning service
      The Department was asked to extend the contract with the current provider for two years
      rather than one year because Central Procurement is bringing in a new cleaning
      framework at the end of August 2025, which the Department will be obliged to join.
   i) Clearing of FN11 Machine Room
      There is now only non-sensitive equipment left in the room. MAS to report.
   j) Downpipe Leaks
This matter is on the list of several ongoing issues with Alan Gleaves, the Building Surveyor. AJD to report.

k) Portable Appliance Testing (PAT)  
AJD was going to arrange for a contractor to do the overdue general testing in the building. AJD to report.

l) Generator Provision for GN09  
Chris Purnell (Estates) suggested running a cable from the Roger Needham Building generator, and getting Estates plus both departments and their surveyors to discuss this. AJD was going to follow this up with Alan Gleaves, the Building Surveyor. AJD to report.

m) Improvements to the Ventilation and Extraction in the Hardware Lab  
TB was going to put some information together about improvements to the ventilation system to present to the Head of Department. TB to report.

n) Visitor Car Park Barriers  
The lockable bollards project has been paused due to the redesign of access to the Department’s car parks (caused by the Whittle extension works) and will be revisited when the current phase of the Whittle extension works is complete.

o) Refurbishment of the Audiovisual Systems in the Lecture Theatres and FW26  
The refurbishment works are scheduled for the week commencing 22 July 2024.

8. Electricity Devolution Project (EDP)  
   (a) Solar panels  
The shutdown required for further works by MainTech, the solar panels contractor, was scheduled for 14 January. AJD to report.

9. Whittle Extension  
RMM was going to ask the Department of Engineering about its long-term plan for the Whittle Building. RMM to report.

10. Equans  
RMM has been in contact with Graham Matthews (Director, Estates Division) and Andrew Smart (Director of Estates Operations) about the issues with Equans. RMM to report.

11. E-bikes and Electric Scooters  
The minutes of the 12 October 2023 meeting stated that no e-bikes or scooters are allowed in the building, and e-scooters other than Voi scooters are not allowed on site. The Research Staff Forum would like some clarification about this. APC to report.

12. Any Other Business

13. Date of Next Meetings  
The dates and times for the next meetings are as follows:
   - Tuesday, 30 April 2024, 11.00 – 12.30  
   - Tuesday, 18 June 2024, 10.30 – 12.00