



**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)
Dr Piete Brooks (PB)
Celia Burns, Secretary (CB)
Thomas Bytheway (TB)
Dr Andrew Caines (APC)
Ali Digby (AJD)

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

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