The 27th Meeting of the Department of Computer Science and Technology
Buildings and Environment Committee

11.00 – 12.30, Tuesday, 30 April 2024
Room FW11, William Gates Building

AGENDA

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. Apologies for Absence
   Apologies have been received from Andrew and Gabrielle (who are only available from around 12.00) and Malcolm.

2. Minutes
   The minutes of the meeting held on 22 January 2024 are attached for approval.

3. Matters Arising

4. Reducing Energy Consumption
   (a) Monitoring energy consumption. Ali was waiting to hear from the Sustainability team about the possibility of acquiring historical energy usage data. Ali to report.

   (b) Recording energy use and solar panel contributions. There had been interest in being able to see how much energy would be coming from the solar panels once they are online, and a way to record the historical data too. Ali was going to bring up this subject at a Wednesday meeting, ask the contractor for all the information available, and contact IT about how the data could be shared. Ali to report.

5. Building Matters
   a) Department Café
      It has been agreed that the café space can be franchised out and Ali was hoping to get some example design specifications from the Head of Workplace Services, so that she can start the tendering process. Ali to report.

   b) Drinks Vending Machine
      Martin was going to follow up with the University Catering Service about the currently out-of-action drinks vending machine. Martin to report.
c) Lighting  
   i) LED whole-building upgrade  
      This project is planned for Summer 2024 (at the same time as the audiovisual  
      equipment upgrades), with the lighting in the Lecture Theatres being a priority.  
      Ali was waiting to hear back from Roger Lin, the electrician for this project. Ali to  
      report.

d) Verex security system  
   The Verex security system is running on old software and at significant risk of failure.  
   UIS have decided that the William Gates Building will be used as proof of concept for their  
   new central security system, with works due to start in the next few months. Malcolm 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. Any solution would be a major works issue and would be very  
      disruptive to the department, but this issue is something that should be considered.  
      Richard was going to follow up with Ali to understand what the practical options might  
      be to mitigate the heating problems. Richard to report. See attached paper  
      BEC-2024-04-05e.

f) Refit of the WGB Library  
   Ali had not had a response from Alan Gleaves, the surveyor for this project, and Richard  
   was going to follow this up with Graham Matthews (Director, Estates Division) again.  
   Caroline was going to mention the issue to the Head of Department who could perhaps  
   bring it up at the upcoming School of Technology Strategy and Planning Committee  
   where the Reshaping the Estate report was scheduled to be discussed. Caroline to  
   report.

g) Clearing of FN11 Machine Room  
   With now only non-sensitive equipment left in FN11, Richard was going to send an email  
   to ask Nick Batterham (Electronics Workshop Manager) and the Systems Research  
   Group whether there was anything left worth salvaging. Richard to report.

h) Downpipe Leaks  
   There had been some progress with this issue but no resolution so far. Ali to report.

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

j) Generator Provision for GN09  
   Chris Purnell (Estates) had suggested running a cable from the Roger Needham Building  
   generator and getting Estates plus both departments and their surveyors to discuss this  
   idea. Ali was going to follow this up with Alan Gleaves, the Building Surveyor. Ali to  
   report.
k) Improvements to the Ventilation and Extraction in the Hardware Lab
   Thomas was going to put some information together about improvements to the
   ventilation system to present to the Head of Department. Thomas to report.

l) Visitor Car Park – Barrier and Lockable Bollards
   Installation of a barrier to the car park has been put on hold. The installation of some
   lockable bollards (paused due to the redesign of access to the Department’s car parks
   because of the Whittle extension works), has been picked up again. Ali to report.

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

n) Decommissioning of Plain Old Telephone Service (POTS) phones
   BT will soon be cutting off all POTS phones. Ali was going to enquire with Estates about
   what their plan was for the Redcare fire alarm phone line. The analogue phone in
   Reception and the phones in the lifts also need to be considered. Ali to report.

do) Ground Floor Showers
   Maintenance is required. APC to report.

p) Pool Table
   Replacement of the baize is required. APC to report.

6. Electricity Devolution Project (EDP)
   (a) Solar panels
   There were some final snagging items to be sorted out, the metering needed to be fitted,
   and the system needed to be independently verified. Ali to report.

7. Whittle Extension
   Richard, Caroline, and Ali were going to meet with the Department of Engineering about their

8. Equans
   Andrew Smart (Director of Estates Operations) had advised that Equans now has a new
   system, having moved on from their practice of opening new tickets when a job is reopened.
   Richard was going to respond to Andrew to note the issue with duplication of orders. Richard
   to report.

9. Out of Hours Use of Rooms on the Public Side of the Building
   Committee members are asked to discuss and propose a draft Departmental policy on the
   use of rooms on the public side of the building during out of hours periods. This largely
   concerns requests from students, but Committee members may also have views on requests
   from members of staff and this can be incorporated in the policy if it is felt relevant.

   Considerations may include:
   - Health and safety
   - Risk assessment
10. Student Feedback
   Gabrielle to report on any feedback that has not already been presented in earlier items.

11. Any Other Business

12. Date of Next Meetings
   The next meeting will take place from 11.00 – 12.30 on Tuesday, 2 July 2024.