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**The 27<sup>th</sup> 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 Pieter 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.

**o) 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 long-term plan for the Whittle Building. Ali to report.

**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

- External attendees
- Prevent guidance
- Number of attendees
- Levels of responsibility
- Access control

**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.