UNIVERSITY OF CAMBRIDGE
Department of Computer Science
& Technology

Athena SWAN Bronze Award

The 29th Meeting of the Department of Computer Science and Technology
Buildings and Environment Committee

10.30, Thursday, 17 October 2024
Room GC22, William Gates Building

AGENDA

Committee Members:

Prof Richard Mortier, Chair   Dr Markus Kuhn
Dr Piete Brooks   Ian Lewis
Celia Burns, Secretary   Martin McDonnell
Thomas Bytheway   Daniel Porter
Dr Andrew Caines   Malcolm Scott
Ali Digby   Caroline Stewart
Gabrielle Gaudeau

1. **Welcome**
    Welcome to our new committee members, Markus Kuhn, Lecturer, and Ian Lewis, Director of the Adaptive City Programme.

2. **Apologies for Absence**

3. **Minutes**
    The minutes of the meeting held on 2 July 2024 are attached for approval.

4. **Matters Arising**

5. **Reducing Energy Consumption**
    (a) **Building System Upgrade (BMS). *** Ali has reported that one more item needs fixing, then the upgrade will be complete.

    (b) **Recording energy use and solar panel contributions.** An adjustment to the current transformers to enable recording of how much energy we are giving to the grid was pending; and Ali was going to ask for information about the percentage of energy consumed through renewable energy and the percentage consumed by the grid (currently separate data) to be imported into one place. **Ali to report.**

6. **Building Matters**
    a) **Department Café ***
    Ali has discussed the franchising of the café space with the Head of Department and a meeting with Procurement is planned.

b) Snacks Vending Machine *

Following a request for more healthy options in the snacks vending machine, Ali suggested that a refrigerated vending machine with healthy food and drink for out of hours could be included as part of the café space franchise (See item 5a above).

c) Lighting

  i) LED upgrade

  Tenders for the LED upgrade to the lecture theatres and the ground floor (not including the library space) had been received, and a conversation about the proposed lights for The Street was planned for offline. **Ali to report.**

d) Verex security system

The Verex security system is running on old software and at significant risk of failure. UIS plans to replace our old Verex system with a proof of concept for what may turn out to be a new University system. The project is ongoing. **Malcolm to report.**

e) Building management system (BMS; cooling and heating) *

Heating problems. A document outlining the background to the heating problems and possible mitigations was circulated on 8 May 2024 to Departmental staff for information (BEC-2024-07-5f). Ali has reported that with the BMS upgrade almost complete, she will soon be able to collect data for evaluation.

f) Re-fit of the WGB Library

To discuss: Committee members to discuss how to progress this item.

g) Clearing of FN11 Machine Room *

The clearing of the room is almost complete.

h) Downpipe Leaks *

This issue is still with the surveyors.

i) Portable Appliance Testing (PAT) *

Ali is going to contact the Safety Office about the general testing of the building.

j) Generator Provision for GN09

There had been a suggestion to run a cable from UIS's Roger Needham Building (RNB) generator. There were plans for the Department of Engineering to move into the RNB but, with the emphasis on collaborative use of space (in accordance with the Reshaping Our Estate initiative), the Committee felt that it would be useful to keep this item on the agenda. Richard was going to talk to the Head of Department to find out what Engineering's planning process is and whether we have any influence on it. **Richard to report.**

k) The Hardware Lab

Richard was going to talk to the Head of Department about the proposal to relocate the workshop to what is currently the bin store, as well as facility sharing with Engineering at the RNB. **Richard to report.**

Thomas, Malcolm, Ali and Martin were going to work out a detailed plan for the relocation of the workshop. **Thomas to report.**

l) **Visitor Car Park – Lockable Bollards ***
Installation of the six lockable bollards (for three parking spaces) will be carried out soon.

m)**Refurbishment of the Audiovisual Systems in the Lecture Theatres and FW26 ***
The refurbishment works are now complete.

n) **Ground Floor Showers ***
The ground floor showers are still not fixed. The works are still with Equans and CPS.

o) **Pool Table ***
Ali is sourcing a supplier to re-cover the pool table.

p) **Meeting Pods ***
Andrew, on behalf of the Research Staff Forum, had raised a request for more meeting pods. Caroline and Ali are progressing this.

q) **Smoking/Vaping by the Cafeteria Area**
As requested, signs have been put up by the café doors making it clear that the area there is a non-smoking area.

r) **Use of the Garden on the South Side of the Building**
Andrew had asked if we could make use of the fenced off garden on the south side of the building as a quiet place. **Ali to report.**

s) **Hybrid meeting rooms**
Richard and Caroline were going to ask UIS to re-quote on rooms that would likely be cheaper to equip and then go back to the Head of Department with a lower quote. **Caroline to report.**

7. **Out of Hours Use of Rooms on the Public Side of the Building**
The Head of Department has asked the Committee to propose a Departmental policy for the use of rooms on the public side of the building during out-of-hours periods.
Caroline to report.

8. **Student Feedback**
Gabrielle to report.

9. **Any Other Business**

10. **Date of Next Meeting(s)**
The next meeting is scheduled for 11.00 on Friday, 15 November 2024.

UNIVERSITY OF CAMBRIDGE
Department of Computer Science & Technology

The 28th Meeting of the Department of Computer Science and Technology
Buildings and Environment Committee

11.00 – 12.30, Tuesday, 2 July 2024
Room FW11, William Gates Building

MINUTES

Present:

Prof Richard Mortier, Chair	Martin McDonnell
Celia Burns, Secretary	Daniel Porter
Thomas Bytheway	Malcolm Scott
Ali Digby	Caroline Stewart

1. **Apologies for Absence**
   Apologies were received from Andrew Caines, Gabrielle Gaudeau and Piete Brooks.

2. **Minutes**
   The minutes of the meeting held on 30 April 2024 were approved (BEC-2024-07-02).

3. **Matters Arising**
   There were no matters arising.

4. **Reducing Energy Consumption**
   (a) **Building System Upgrade (BMS).** Ali reported that the upgrade was ongoing, with any problems being fixed as they were encountered. Due to the upgrade, settings were being returned to factory settings and so these may need to be reset later.

   (b) **Recording energy use and solar panel contributions.** The solar PVs had been switched on and were powering the building. Ali reported that an adjustment to the current transformers is still required so that they can record how much energy we are giving to the grid—which should be none (there had been one day where more energy had been produced than used). The solar panel app can monitor production and building usage; however, currently the percentage of energy consumed through renewable energy and the percentage consumed by the grid are shown in different places. Ali has asked for the information to be imported into one place.

   Action: Ali

5. **Building Matters**
   a) **Department Café ***
   The café space is to be franchised out. A meeting with Procurement is planned.

b) Drinks Vending Machine *

The out-of-action drinks vending machine has now been removed.

c) Snacks Vending Machine

A request was received to look into more healthy options for the snacks vending machine. Ali suggested that a refrigerated vending machine could be included as part of the café space franchise, with healthy food and drink for out of hours—especially since there was no out-of-hours provision by the West Café, the West Hub and the West Hub shop.

d) Lighting
   i) LED upgrade

   Ali reported that the tenders for the LED upgrade to the lecture theatres and the ground floor (not including the library space) had been received, two of which were very competitive. A conversation about the proposed lights for The Street will be conducted offline.

   Action: Richard, Caroline, Ali

e) Verex security system

The Verex security system is running on old software and at significant risk of failure. Malcolm reported on UIS's project to replace our old Verex system with its proof of concept for what may turn out to be a new University system. The project is ongoing but the timescale (which was optimistic) has slipped. Malcolm will be meeting with the vendors this week and work on the building will be taking place over the summer. There may be some disruption (for example, it may be necessary to carry two cards for a while and out-of-hours access for students may not be available for a short period).

f) Building management system (cooling and heating) *

Heating problems. A document outlining the background to the heating problems and possible mitigations had been circulated on 8 May 2024 to all Departmental staff for information (BEC-2024-07-5f). Data from the new system will be evaluated once Ali has access to the BMS system following the upgrade. This data will be more accurate.

g) Re-fit of the WGB Library *

This project will be addressed in the next academic year when Ian Lewis (a member of the library refit project committee in 2021) will be joining the Committee.

h) Clearing of FN11 Machine Room

There is not much left in the room now except for the rack cabinet, which needs dismantling. Malcolm noted that the flooring also needs attention.

Action: Malcolm

i) Downpipe Leaks *

This issue has gone back to the surveyors again, with new pictures and videos provided by Ali.

j) Portable Appliance Testing (PAT) *

The general testing of the building will be raised at the Health and Safety Committee and Ali will be contacting the Safety Office about this.

k) Generator Provision for GN09

There had been a suggestion to run a cable from UIS's Roger Needham Building (RNB) generator. With plans now for the Department of Engineering to move into the RNB, and with the emphasis on collaborative use of space (in accordance with the Reshaping Our Estate initiative), the Committee felt that it would be useful to keep this item on the agenda. As a first step, Richard will talk to the Head of Department to find out what Engineering's planning process is and whether we have any influence on it.

Action: Richard

l) The Hardware Lab

This item had initially been about improving the ventilation and extraction in the Hardware Lab but has now evolved to include the issue of space. Thomas had circulated a Hardware Lab Workshop Expansion document (2024-07-5l), outlining the issues: limited space (with some equipment needing to be held in storage), the desire from users for equipment for small scale fabrication work (especially around working with aluminium), and the hazard from metal dust to sensitive electronic work. The document also presented some proposals: the need for additional fabrication equipment and to make the equipment currently in storage more accessible, and expansion of workshop facilities on site.

Ali suggested moving the bins (currently stored in a room near Stores) to a compound outside and to locate the workshop in what is currently the bin store. The Committee discussed this proposal, including:

- the effort and cost of relocating the bins
- the need to consult Estates
- the need for the room to remain a fire exit
- the need for the electrical waste to remain under cover
- the demand for a fabrication facility (size of demand and from whom)
- the potential for Engineering to use the workshop in the spirit of collaborative use of facilities.

It was agreed that Richard will talk to Alastair about the proposal, particularly with regard to facility sharing with Engineering at the RNB. Thomas, Malcolm, Ali and Martin will work out a detailed plan.

Action: Richard, Malcolm, Ali and Martin

m) Visitor Car Park – Lockable Bollards *

Installation of the six lockable bollards (for three parking spaces) will be carried out soon.

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

Daniel reported that the refurbishment works scheduled for the week commencing 22 July 2024 are on track, with a meeting to be held next week about programming the system.

o) Ground Floor Showers *

The ground floor showers are still not fixed. Equans and CPS have visited again, and the job is being processed.

p) Pool Table *

Ali is going to try to get the pool table baize replaced before the start of the 24/25 academic year.

q) Building Management System (BMS) Project
See item 4(a) above, where Ali reported on the status of the BMS project.

r) Meeting Pods
At its recent meeting, the Research Staff Forum discussed meeting pods and asked Andrew (the Forum's B&EC Rep) to raise the request for more pods. It was agreed that Caroline and Ali would talk about this issue offline, including what type of pod Andrew was referring to, current usage of the one-person pods, and potential locations for further pods.

Action: Caroline and Ali

s) Smoking/Vaping by the Cafeteria Area
Andrew had asked if some signs could be put up to make it clear that the outdoor area by the café doors is not a smoking area as smoke floats into office windows on that side of the building. Ali agreed to put up a sign.

Action: Ali

t) Use of the Garden on the South Side of the Building
Andrew had asked if we could make use of the fenced off garden on the south side of the building as a quiet place. The Committee discussed the request, including the question of whether users of the space would, realistically, be quiet even if it was signed as such, and the possibility of installing a gate in one of the fences. It was decided that Andrew would be asked how strongly he wanted to use this space.

Action: Celia

6. Whittle Extension
Caroline reported that she and Ali are receiving weekly email updates from the Whittle Laboratory Project contractor. Ali said she would forward these on to the Committee. This item can now be removed from the agenda.

Action: Ali

7. Equans *
As noted in the 17 May 2024 Operational Round-Up, the current contract with Equans will finish at the end of November 2024. This item will now be removed from the agenda.

8. Out of Hours Use of Rooms on the Public Side of the Building
The Head of Department has asked the Committee to propose a Departmental policy for the use of rooms on the public side of the building during out-of-hours periods.

Action: Caroline

9. The Proposed Cambourne-Cambridge Busway *
The proposed busway was discussed by the BEC at its April 2023 meeting. Andrew had highlighted, for information, a notice in the latest (26 June 2024) Reporter that noted that, further to its Notice of 30 May 2024, the Council had received comments on the disposal of land at West Cambridge for the Cambourne to Cambridge busway and agreed to add this matter to the agenda of the next Discussion on 9 July 2024. Instructions to join the Discussion were available here.

10. **Student Feedback**

    Gabrielle had sent apologies for this meeting. There was nothing to report.

11. **Any Other Business**

    Hybrid meeting rooms. The Committee discussed the quotes that had been received for equipping meeting rooms to accommodate hybrid meetings. It was agreed that Richard and Caroline would work out which rooms would likely be easier and cheaper to equip, ask UIS to re-quote on those rooms, and then go back to the Head of Department with the lower quote.

    Action: Richard and Caroline

12. **Date of Next Meeting(s)**

    It was agreed that the Committee would meet twice per term, with one meeting taking place during the week before term starts and the other at around Week 6.

Reserved for Cleaning Equipment	Main Workbench	
WEEE Waste Storage	Storage Shelving/Cupboards	Ancillary Workbench