



**The 30th Meeting of the Department of Computer Science and Technology
Buildings and Environment Committee**

**11.00, Friday, 15 November 2024
Room GC22, William Gates Building**

AGENDA

Committee membership:

Prof Richard Mortier, Chair
Sarah Bainsfair (Observer)
Dr Piete Brooks
Celia Burns, Secretary
Thomas Bytheway
Dr Andrew Caines
Ali Digby

Gabrielle Gaudeau
Dr Markus Kuhn
Dr Ian Lewis
Martin McDonnell
Daniel Porter
Malcolm Scott
Caroline Stewart

1. Apologies for Absence

Gabrielle Gaudeau.

2. Minutes

The minutes of the meeting held on 17 October are attached for approval.

3. Matters Arising

4. Reducing Energy Consumption

(a) Building System Upgrade (BMS). * The software update has been done and we were awaiting parts for one repair. One half of the repair is done, parts ordered for the second half of the repair.

(b) Recording energy use and solar panel contributions.

Nothing new to report.

5. 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. (Action AD)

b) Lighting

i) LED upgrade

The contractors for the LED lighting upgrade for the ground floor (not including the Library space), The Street and Lecture Theatres will start work on 9 December.

Ali was going to ask the contractors about how to prevent light shining onto the projector screens and to look into who the risk lies with regarding the contractors storing supplies on site.

AD to report

c) Verex security system

The UIS project manager tasked with implementing the proof of concept for a potential new University system has left the University so although the project still exists, there is no-one running it, and the current Verex system is running on old software and at significant risk of failure. A main concern is the significant work that would be required to integrate the system with other University systems. Ian was going to contact Abraham Martin-Campillo (UIS) to follow up on this issue.

IJL to report

d) 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). There has been some improvement since the building system upgrade. There are currently no further updates.

e) Re-fit of the WGB Library

Ali and Ian were going to discuss options and costings relating to this project and get back to the committee with proposals to take to the Head of Department. RMM has been put in touch with Edna Murphy who is managing requests to funding that has been made available to support developing education spaces.

RMM and IJL to report

f) Downpipe Leaks

This is an Estates Division issue, which will be a big job, potentially involving removal of plant.

AD to report

g) Portable Appliance Testing (PAT) *

Progress of the general testing of the building is ongoing.

h) Generator Provision for GN09 *

There had been a suggestion to run a cable from UIS's Roger Needham Building (RNB) generator but the latest understanding was that the building will probably undergo a complete refurbishment for which we don't have any input. Richard was going to talk to the Head of Department to see if there was any further information.

i) The Hardware Lab—Relocation of the Workshop to the Bin Store

Thomas was going to look into the Head of Department's question about whether there were other spaces on the West Cambridge site where we could collaborate.

TB to report

j) Ground Floor Showers *

Ali has reported that these works are now with Estates Division. The work is booked in for 20/21 November.

k) Pool Table *

Ali is sourcing a supplier to re-cover the pool table. Progress is ongoing.

l) Meeting Pods

The main issue with the request for more meeting pods was where to locate them. Ian and Richard were going to test whether the pods were sufficiently sound-proofed to be located next to one another. Richard has reported that this is the case.

CS to report

m) Smoking/Vaping by the Cafeteria Area

Signs had been put up by the café doors making it clear that the area there is a non-smoking area but people were still smoking there. Martin was going to keep an eye on the area and talk to relevant individuals.

MMcD to report

n) Use of the Garden on the South Side of the Building *

A request had been made to make use of the fenced off garden on the south side of the building as a quiet place. As the area is maintained by Estates, Ali was going to talk to the new surveyor about this. Progress is ongoing.

o) Hybrid meeting rooms

Update on the UIS's quoting process and the possibility of moving the bigger kit offered by UIS to another room later if required.

DP to report

6. Out of Hours Use of Rooms on the Public Side of the Building

The Head of Department had 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. After the last meeting, Markus and Piete have shared policies from 2011, 2015 and 2022/23 for information.

CS to report

7. Student Feedback

Gabrielle, PhD Student Rep, has sent her apologies for the meeting.

8. Any Other Business

9. Date of Next Meeting(s)