



**The 31st Meeting of the Department of Computer Science and Technology
Buildings and Environment Committee**

**14.00-15.00, Monday, 20 January 2025
Room FW11**

Agenda

Membership:

Prof Richard Mortier, Chair
Sarah Bainsfair (Observer)
Dr Piete Brooks
Celia Burns, Secretary
Tom 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

Apologies have been received from Dr Piete Brooks and Dr Andrew Caines.

2. Minutes

To approve: the [minutes](#) of the meeting held on 15 November 2024.

3. Matters Arising

4. Reducing Energy Consumption

(a) Building System Upgrade (BMS) *

Ali has reported that the parts have been received and she is awaiting engineers to carry out the remaining repair.

(b) LED upgrade

The lighting upgrade started on 9 December 2024 in Lecture Theatre 2. **Ali to report.**

5. Building Matters

a) Department Café *

Caffiend has indicated an interest in providing a cafe service for the Department. The proprietor has recently provided a business plan, which will be considered by Procurement to determine whether a tender process is required.

b) Verex security system

With the project paused due to lack of funding, the following actions by committee members were agreed at the last meeting:

- Ali was going to find out what system Physics are using in their new building. **Ali to report.**
- Ali was going to inform Rob Lindsay, Security Design Engineer, Security Section, of the situation. **Ali to report.**
- Ian was going to discuss the issue further with Dan and the UIS. **Ian to report.**
- Richard was going to find contact details for the new Chair of the University Card Committee. **Richard to report.**

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

For information: a document outlining the background to the heating problems and possible mitigations was circulated to Departmental staff on 8 May 2024 (BEC-2024-07-5f).

d) Re-fit of the WGB Library

At the last meeting, the Committee had noted that the Library refit would probably qualify for funding available for supporting developing education spaces; and it was agreed that an outline plan and estimated cost should be produced. Ian was going to provide the previous refit plans to the Committee. **Ian to report.**

e) Downpipe Leaks

This is an Estates Division issue. On 18 November 2024, Sika did an assessment of the roof with the surveyor. **Ali to report.**

f) Portable Appliance Testing (PAT) *

Arrangements for the general testing of the building are ongoing.

g) Generator Provision for GN09

The UIS's Roger Needham Building (RNB) will be undergoing a complete refurbishment, and it is thought that plans for the refurbished building do not include having a generator. Richard was going to talk to the Head of Department to try to find out whether it would be possible to obtain the RNB generator. **Richard to report.**

h) 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 on this issue. **Thomas to report.**

i) Ground Floor Showers *

Ali has reported that these works have now been completed.

j) Pool Table *

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

k) Meeting Pods

At the last meeting, it was agreed that three more meeting pods would be purchased, but first the ventilation would be addressed (as the ventilation built into the pods is not

sufficient and creates a serious CO² concern); Ian was going to discuss this with the supplier. **Ian to report.**

l) Smoking/Vaping by the Cafeteria Area *

Ali has reported that signage in this area has been increased and made bigger in this area to make it clear it is a non-smoking and non-vaping area.

m) 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. Ali was going to talk to the new surveyor about this since the area is maintained by Estates. **Ali to report.**

n) Hybrid meeting rooms

Absolut AV were going to install the UIS recommended size kit for GS15.
Daniel to report.

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

At the last meeting, it was agreed that Ali would document the responsibilities of event hosts and sponsors, including a risk assessment for all events. Students would be informed once a policy was available. Ali has reported that a policy is not yet available, but she and Reception have been carrying out risk assessments for out of hours events.

7. Bike Shed Gate

A request has been received to extend the duration the bike shed gate stays open (from 15 seconds to a suggested 45 seconds). **Committee members to discuss.**

8. Student Feedback

Gabrielle, PhD Student Rep, **to report.**

9. Any Other Business

10. Date of Next Meetings

Future meetings are scheduled from 14.00 – 15.00 in FW11 on

- Monday, 17 March 2025
- Monday, 12 May 2025 (rescheduled from 28 April 2025)

The meeting scheduled for Monday, 16 June 2025, needs to be rescheduled.