



**The 32nd Meeting of the Department of Computer Science and Technology
Buildings and Environment Committee**

**14.00-15.00, Monday, 17 March 2025
Room FW11**

Agenda

Committee Membership:

Prof Richard Mortier, Chair
Sarah Bainsfair (Observer)
Celia Burns, Secretary
Dr Piete Brooks
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 Piete Brooks and Martin McDonnell.

2. Minutes

To approve: the [minutes](#) of the meeting held on 20 January 2025.

3. Matters Arising

4. Committee Membership

Buildings Services Manager, Ali Digby, will be leaving us on 9 May to take up the position of Property, Estates and Safety Manager at Madingley Hall. The job advertisement for her current role closes on 19 March.

5. Reducing Energy Consumption

(a) Building System Upgrade (BMS) *

Ali has advised that she is still waiting for engineers to carry out the remaining repair.

(b) LED upgrade *

The lighting upgrade, which began on 9 December 2024, is ongoing.

(c) Recording energy use and solar panel contributions.

6. Building Matters

a) Department Café *

Caffiend has indicated an interest in providing a cafeteria service for the Department. Procurement was considering whether a tender process is required. Ali has advised that there has been no further progress on this.

b) Verex security system

A new security system is required to replace the current at-risk Verex system. Ian was going to arrange for 3 or 4 members of the Buildings and Environment Committee to meet with a relevant person from Estates to come up with a shared understanding of the system we currently have, what we need and how that can be provided. **Ian to report.**

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

i) **Heating problems.** 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).

ii) **Sludge in the system.** At the time of the last meeting, a new issue—sludge in the system, thought to be dirt from construction of the building—was affecting the system flow. Ali has reported that she has raised a ticket for this and is waiting for Estates to address it.

iii) **Building thermometers.** Ali was going to ask Roger Ling (Estates) if we could raise the building set-point temperature above the University policy temperature to account for the variability in temperature related to electric heaters being used in offices with a thermometer. Ali has reported that the set point temperatures are now higher than the University average.

d) Re-fit of the WGB Library

The Library refit could qualify for funding available for supporting developing education spaces. The Committee was going to produce an overall estimated cost that could be passed to the Head of Department and submitted for funding. **Ian to report.**

e) Downpipe Leaks *

The roofing and pipe contractors were going to work together to address this problem of siphonic drainage. Ali has advised that this work is in progress.

f) Portable Appliance Testing (PAT) *

Arrangements for the general testing of the building are ongoing.

g) 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 are other spaces on the West Cambridge site where we could collaborate on this issue. **Thomas to report.**

h) Pool Table *

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

i) Meeting Pods *

Ali has reported that the three additional meeting pods have been installed but we are awaiting the correct tables (the pods arrived with the wrong colour tables).

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

A request to make use of the fenced-off garden on the south side of the building as a quiet place by installing a gate in the fence had been received. Ali has reported that this project is in progress.

k) Hybrid meeting rooms

A quote for additional power for the installation of the UIS recommended kit for GS15 had been carried out and the equipment had been ordered. **Daniel to report.**

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

Ali has reported that there are two components to this issue:

- (i) the need for a policy documenting the responsibilities of the academic event hosts and sponsors (including a risk assessment) for out-of-hours events; and
- (ii) the need for, and difficulty in finding, the academic hosts.

8. Student Feedback

Gabrielle, PhD Student Rep, to report.

9. Any Other Business

10. Date of Next Meetings

Future meetings are scheduled as follows

- Monday, 12 May 2025, 14.00 – 15.00, in FW11
- Friday, 13 June 2025, 10.00 – 11.00, in SC04