



**The 33rd Meeting of the Department of Computer Science and Technology
Buildings and Environment Committee**

**14.00-15.00, Monday, 12 May 2025
Room FW11**

Agenda

Membership:

Prof Richard Mortier, Chair
Sarah Bainsfair (Observer)
Dr Piete Brooks
Celia Burns, Secretary
Tom Bytheway
Dr Andrew Caines
Gabrielle Gaudeau

Dr Markus Kuhn
Dr Ian Lewis
Martin McDonnell (MJM)
Daniel Porter
Malcolm Scott
Caroline Stewart

1. Apologies for Absence

Apologies have been received from Ian.

2. Minutes

To approve: the [minutes](#) of the meeting held on 17 March 2025.

3. Matters Arising

4. Committee Membership

A new Buildings Services Manager, Diana Gauvrit, has been appointed and will start in post on 9 June.

5. Reducing Energy Consumption

(a) Building System Upgrade (BMS) *

Ali has reported that the upgrade is now complete. This item can now be removed from the agenda.

(b) LED upgrade

Ali has reported that the lighting upgrade, which began on 9 December 2024, is now complete except for a project addition of light switches to some offices. Feedback about the project was discussed at the last meeting and Richard was going to address the student's complaints provided by Gabrielle and circulate a department-wide communication about the project. Feedback will also be provided to Estates.

Richard to report.

(c) Recording energy use and solar panel contributions *

Ali was looking into getting additional accounts to access usage data for Malcolm and Markus.

6. Building Matters

a) Department Café *

Caffiend has indicated an interest in providing a cafeteria service for the Department and Procurement is considering whether a tender process is required.

b) Verex security system

A new security system is required to replace the current at-risk Verex system and there have been discussions between the Department, Estates and the UIS about the Department participating in a pilot project. Daniel was going to obtain updates on the quotes from the original proof of concept for Richard to provide to the Head of Department for discussion with Estates about this issue. **Daniel/Richard 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). This item will now be removed from the agenda.

ii) **Sludge in the system.** Ali has reported that we now have a side stream filter on boiler circuit No. 1, which is filtering the system.

d) Re-fit of the WGB Library *

The Library refit could qualify for funding available for supporting developing education spaces. Ian has reported that he has successfully collected/combined the prior information gathered for the library from himself and Ali, and the plan is to sit down with the new Building Services Manager and kick off the next steps.

e) Downpipe Leaks *

This is a siphonic drainage issue. Ali has reported that the works have been awarded to Millcam.

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

The Head of Department had asked whether there are other spaces on the West Cambridge site where we could collaborate on this issue, and Thomas has been gathering information. **Thomas to report.**

h) Pool Table *

Ali has reported that a new table has been ordered.

i) Meeting Pods *

Caroline is chasing the replacement desks for the second lot of pods (which were delivered with the wrong colour desks). Once the desks have been replaced, Ian will mount CO₂ sensors on the underside of them. This will take about a week.

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

Ali has reported that the Department is permitted to use the fenced-off garden on the south side of the building as a quiet place. The surveyors have recommended that we install a gate within the fencing so that the area does not look like an open area. The Department would be expected to cover the cost of the gate, related materials, and labour, and these works would be a minor works application.

k) Hybrid meeting rooms

A UIS-recommended kit was to be installed in GS15, but we were waiting on power sockets for the additional power. **Daniel to report.**

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

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.

A policy document is not yet available but Building Services have been approving RAs as event hosts for various out-of-hours events (though these have not been large events).

Richard to report.

8. Student Feedback

Gabrielle to report.

9. Equality, Diversity and Inclusion (EDI)

All Department committees have been asked to include a standing item on equality, diversity and inclusion to ensure that these issues are considered across the Department.

Do Committee members have any EDI issues they would like to raise?

10. Any Other Business

11. Date of Next Meetings

The next meeting will be held on Friday, 13 June 2025, 10.00 – 11.00, in SC04