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**The 34<sup>th</sup> Meeting of the Department of Computer Science and Technology  
Buildings and Environment Committee**

**10.00-11.00, Friday, 13 June 2025  
Room SC04**

**Agenda**

**Membership:**

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

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

**1. Welcome**

Welcome to our new Building Services Manager, Diana Gauvrit, who started in post on 9 June 2025.

**2. Apologies for Absence**

**3. Approval of the Minutes**

For approval: the [minutes](#) of the meeting held on 12 May 2025.

**4. Matters Arising**

**5. Committee Membership**

Richard will be taking sabbatical leave for the 2025/26 academic year, so this is his last meeting as a member of the Committee. Ian has agreed to take over as Chair after this meeting.

**6. Reducing Energy Consumption**

**(a) LED upgrade**

The project is now complete. Richard sent an email to [building-users@cl.cam.ac.uk](mailto:building-users@cl.cam.ac.uk) on 15 May 2025 addressing feedback about the project. As agreed at the last meeting, Markus has announced the changes to the configurations made to the Lecture Theatres (his email of 4 June 2025 to [cl-lecturers-discussion@lists.cam.ac.uk](mailto:cl-lecturers-discussion@lists.cam.ac.uk)). This item can now be removed from the agenda.

**(b) Recording energy use and solar panel contributions \***

The former Building Services Manager had started looking into getting additional accounts for Malcolm and Markus to access usage data. Diana can take this issue forward.

**7. 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. Diana can take this issue forward.

**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. Richard has reported that Daniel has collected updated quotes from the original proof of concept, the Head of Department seems comfortable that they're at a level and it's sufficiently urgent that we can find the money, and Richard has met with Daniel and Stephen Cummins (School IT Lead) to discuss next steps. Richard to report.

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

i) **Sludge in the system.** A side stream filter was installed on boiler circuit No. 1 to filter the system, and the contractor came to check the filter on 20 May. Diana/Martin to provide an update (if any).

**d) Re-fit of the WGB Library**

The Library refit could qualify for funding available for supporting developing education spaces. Ian has collected/combined the prior information gathered for the library from himself and the former Building Services Manager. The next step is to make an application to the teaching space fund. Ian to report.

**e) Downpipe Leaks**

This is a siphonic drainage issue. We were waiting for a date for Millcam, the contractor, to come in. Diana/Martin to provide an update.

**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 finding a site for a larger/separate workshop. Thomas (who has been requesting information about this from other departments on the West Cambridge site) to report.

**h) Pool Table \***

A new table has been ordered, and delivery is expected sometime during the summer.

**i) Meeting Pods**

The replacement desks for the second lot of pods (which were delivered with the wrong colour desks) have now been installed. Ian plans to mount CO<sub>2</sub> sensors on the underside of the desks. Ian to report.

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

The Department is permitted to use the fenced-off garden on the south side of the building as a quiet place. It is recommended that we install a gate within the fencing so that the area does not look like an open area and to fence off the other end so that the area does not become a thoroughfare. This is a minor works application for Diana to take forward.

**k) Chiller**

At the last meeting, Malcolm reported that a fault with the chiller occurs at least once a month. Estates are aware of the issue but there is confusion about who is going to rectify the problem. Additionally, the problem will get increasingly urgent as the temperature goes up. Malcolm and Martin were going to contact Estates about this. Malcolm to report.

**l) Bike cage gate**

Diana has received several comments about the bike cage gate and would like to hear the views of the committee on how to proceed with these issues. Diana to report.

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

There is a need for a policy documenting the responsibilities of academic event hosts and sponsors for out-of-hours events, as well as clarification for finding academic hosts. Richard is planning to draft a policy document.

**9. Student Feedback**

The Committee does not currently have a Student Rep. Daniel (member of the Postgraduate Student Forum (PSF)) was going to bring up this issue at a PSF meeting. Daniel to report.

**10. Equality, Diversity and Inclusion (EDI)**

(i) **Lighting issues:** at the last meeting, Richard noted that he would report back if he heard anything further regarding the medical issues relating to the lighting upgrade and HSE guidance about LED lighting for VDU users. Richard to report.

**11. Any Other Business**

**12. Date of Next Meeting**