

UNIVERSITY OF YORK

Department of Biology

BIOLOGY ESTATES MEETING

Minutes of the Biology Estates Meeting held on 18 December 2012

Present: P Coulson, R Coates, S Dwyer (sec), D Barber, L Hudson (chair), H Daniels, S Haddock, C Stanley, J Hossell, J Armitage

Apologies for absence were received from: Jane Whyman, Simon Breeden, Dawn Cartwright, Paul Bushnell, Andy Durrant, Phil Dalgleish, Sarah Brown, Richard Bebb

12/027 MINUTES OF MEETING

The minutes of the previous meeting held on 25 September 2012 were accepted

LH introduced Sylvia Haddock (Infrastructure Technical Officer) and Haley Daniels (BSF Manager) to the meeting

12/028 MATTERS ARISING

The following items were noted as completed and have therefore been removed from the main body of the minutes:

- Failing pipe joints [12/019]
- Heating in teaching [12/019]
- New gate required between P and A Block [12/019]
- Stores yard to be painted 'keep clear' [12/025 (i)]
- Cycle route, flagstone missing [12/025 (ii)]
- C0 windows trickle vents [12/026 (i)]
- Clock Tower Leak [12/026 (iv)]
- Keep Clear marking for Biology Stores Area [12/019]

Shutters [12/019] – This relates to the fans in the plant growth room B/E/028 which are required for summer ventilation, in winter they need to be covered. RC agreed to provide the size and make of the vents so that JH can order the shutters **Action: JH/RC**

Procedure for testing the Backup Generators [12/019] – this is covered later in the minutes

Fire Precaution Works [12/019] – SH noted that she is meeting with Wayne Spaven and Dave King in the New Year and will hopefully get an update then. JA noted that joinery works are still outstanding, these have been programmed in for January 2013, some of the works may have to be out of hours

B/B/102A Room Temperature [12/019] – LH agreed to check if Dawn Cartwright has sent supporting wording to PD to be put on the long term maintenance list **Action: LH**

Back-up Generator Monthly start up fills P Block with diesel fumes [12/019] – DB noted that after speaking with Richard Bebb it is likely that these tests will be conducted out of hours, LH asked for confirmation of this or a risk assessment to be carried out **Action: DB**

Fume Cupboards in B/D/104 [(i)] – CS noted that the access lift is currently out of action, but as soon as this is fixed he will investigate and determine a timescale for replacement of the six motors **Action: CS**

Fume Cupboards in K, L & M Blocks [12/020 (ii)] – Mark Bentley is carrying out his work on behalf of Estates, LH to charge RC when job complete **Action: LH**

Grounds and drainage [12/021] – the holes have been filled but the grounds still need tidying by Gordon Eastham's team **Action: GE**

Biology Stores entrance doors B/F/023 [12/022] – it was noted that the magnets have been put on the doors and new doors are still required, Phil Dalgleish to update at next meeting **Action: PD**

BMS no critical alarm raised on 29/08/2012 [12/023] – it was noted that critical alarms have not been working for the last week due to a comms problem; it's believed that IT have found a solution and are currently working on it. It was noted that visual checks have been carried out in place of the critical alarms where required, LH to follow up progress with the alarms **Action: LH**

Planon processing of jobs [12/024] – a list of "completed" jobs has been sent to Paul Bushnell, PB to feedback progress at the next meeting **Action: PB**

New Planon category for non-urgent leaks [12/024 (ii)]- not completed **Action: PB**

New Planon category for collection of fridges/freezers/scrap equipment [12/024 (iii)] - not completed **Action: PB**

Clock Tower Leak [12/026 (ii)] – it was noted that once harness training has been given it doesn't stay current unless it is continuously used; JA and RC agreed to ensure 2 Estates staff are harness trained **Action: JA/RC**

12/029 BSF ISSUES

- (i) Duct work cleaning – DB noted that Julia Fitzgerald would like to do some Asbestos checks before this work is carried out; CS noted that Air Handling Units and Fire Dampers are also checked at the same time as Duct Work is cleaned. All of these actions have been added to the Planon system as a 12 month ppm
- (ii) HEPA filters – RC noted that he has ordered the HEPA filters for the BSF and that the filters in the BSF are on PPM to be checked every 12 months.

12/030 GAS METERS

- (i) SH noted that there are 6 gas meters in Biology each with a different access key (one of the meters is no longer in use) and that they are visited every month by the Utility Company; this adds to the workload of the Infrastructure Team's activities. RC agreed to order some keys so one key can be used for every meter, JH agreed to find out if Heike Singleton can request any of the meters to be read automatically

Action: RC/JH

- (ii) It was also noted that there are several different access keys used by Estates, LH agreed to produce a list of these keys and send to CS so that they can be changed to a Universal key

Action: LH

12/031 PLANON

- (i) SH noted that it would be helpful to have a Planon category for the external area of each Biology block i.e. K block external area etc

Action: PB

- (ii) SH noted that Planon is still saying that some jobs are complete when they are not.

- (iii) SH queried how urgent light replacement jobs can be put on Planon, i.e. some areas cannot safely be left without lights for up to 30 days

Action: PB

This is duplicate request of [12/024 (iii)] above

12/032 COMPRESSION JOINTS IN K BLOCK

LH noted that it was recently reported that another University which had failing pipe joints and had knowledge of it had been refused insurance payment when some equipment was ruined by leaks. It is therefore thought that the K block pipe joints should be replaced as checking them is no longer a viable solution. It was agreed to arrange replacement of the pipe fittings in the accessible areas and to employ an external contractor to access the joints above the Microscope room

Action: RC/DB

12/033 LOW WATER ALARM IN Q BLOCK

LH noted that after Hydro X have visited Q block plant room the low water alarm often sounds because the system doesn't reset itself and questioned if the alarm is still required. CS and DB agreed to investigate further

Action: CS/DB

12/034 LIGHTS IN M049

LH noted that B/M049 and B/M052 are being used more extensively for teaching and asked if it is possible to have the lights at the front of the seminar rooms set to dim. RC agreed to ask Richard Bebb to investigate

Action: RC/RB

12/035 EXTRACTION HEPA FILTER INSPECTION IN BSF, CII, H AND Q BLOCK

LH noted that the HEPA filters in these areas need to be put on PPM for 12 monthly inspection as they are CAT 3 areas, RC agreed to do this and noted that he is currently comparing quotes for replacement HEPA filters in H block

Action: RC

12/036 ANY OTHER BUSINESS

(i) SH thanked Mark Atley for the works he has completed in improving the Biology Atrium heating

(ii) SH asked when the D block heating issue will be resolved, currently in certain areas of the corridor temperatures have been recorded down at 14°C; RC agreed to investigate

Action: RC

(iii) JH noted that Quattro Seal surveyed Biology department windows during the summer and hopefully these will be completed in the New Year; it was noted that only operating windows can be sealed, if they don't operate properly they have to be left or sealed closed.

(iv) JH noted that work to mount invertors in K block pump room is being carried out but they won't be wired up until the New Year

(v) JA noted that roof repairs have been carried out on K/M block

Date of next meeting: SD to circulate for dates