**UNIVERSITY OF STRATHCLYDE**

**DEPARTMENT OF PHYSICS**

**INFRASTRUCTURE GROUP MINUTES**

**Tuesday 29th November, 2016**

PRESENT: Mr. Timothy Briggs, Mr. John Gillan, Dr. David McKee, Ms. Kirsten Munro,

MINUTES: Mrs. Shirley Wylie

1. MINUTES FROM THE LAST MEETING

The minutes of the meeting held on Tuesday 4th October, 2016 were approved.

1. FINANCE

Matters Arising

Kirsten reported that Catherine had contacted Group Heads with the running costs amounts allocated to them.

Timothy suggested that moving forward all new grants be accessed through FMS only. Existing grants can still be accessed using both FMS and the departmental finance website and this is likely to be the case until their conclusion.

New Items

No new items to report.

1. SERVICES AND SPACE MANAGEMENT

Matters Arising

John reported the following:

Extension snagging,

* With the help of the SCAPA staff, the cleanroom air conditioning issues were resolved in time for the arrival of the new laser.
* An updated SCAPA snagging list has been sent to the project manager (PM) and the Clerk of Works.
* As a result of the EQOP heat load tests which took place on Monday 2nd May further works have been re-scheduled to be completed by January 2017.
* The missing signage issue is currently with Estates and John has agreed to chase this up with them. **ACTION: John Gillan**
* Level 6 and 7 door locks, some of these issues have been dealt with by the contractors but there are ongoing problems with locks sticking on between 3-4 doors. **ACTION: John Gillan**
* There was an investigation carried out with regards to the additional roof works that are necessary to see if the current pipework was suitable for the new roofing system. The outcome of this investigation was that a plenum box and a larger drain outlet would be installed on North West riser No.3 and South East riser No.6 and the pipework would be increased to help the flow. The estimated completion date for this is 22nd December, 2016. The committee raised concerns over this decision and have asked that these concerns are discussed with Estates. They have also asked if Estates have a contingency plan in place should these new installations not solve the flooding problem. **ACTION: John Gillan**

Work has started on increasing the size of the network cabinet room JA4.12b

Backlog Maintenance:

Levels1-8 are now complete with the exception of the removal of the old data boxes and some general snagging issues.

* The DDA toilet alarms will be wired to the back to Livingstone Tower. Estimated completion 31st March, 2017
* The North stairwell toilets will be completed by the 21st December, 2016.
* The South stairwell toilets still have snagging issues and the showers have to be re-designed as they are currently not fit for purpose. Estimated completion 31st March, 2017
* SCAPA now have hot water but there is no cold water in JA4.13a and Estates are looking into this.

New Items

Phase 2 of the refurbishment will start on the 9th January, 2017 with a completion date of the 31st March. Works are still to be confirmed.

1. HEALTH AND SAFETY

 Matters Arising

 John reported the following:

 The Physics safety handbook is still ongoing and John will have this completed by the next safety meeting. **ACTION: John Gillan**

 Updating the protocol for the Safety Audit is ongoing and will be finalised for the next Safety meeting. **ACTION: John Gillan/David McKee**

The review of the departmental PAT policy has been postponed and will be completed by the next safety meeting. **ACTION: John Gillan**

Safety Inductions were held on 5th October, 2016.

Fire Assistant training was held on 4th & 25th November, 2016 and we have 18 assistants in place with 14 of these assistants now trained.

New Items

John Revie has been dealing with the disposal of hazardous waste and the committee would like to thank John for the great work he is carrying out in this area.

The scaffolding under the stairs on Level 3 has to be removed and this has been raised with Estates.

The fire doors at SCAPA are not alarmed, Estates have been made aware of this and are currently getting a quote to have alarms fitted.

Kirsten suggested that we ask Estates to reduce the sound of the fire alarm on Level 4 as it is currently too loud. **ACTION: John Gillan**

There are two actions from the TIC Safety Committee which the DSC is dealing with.

The contractors have been asked to keep the areas clean and tidy on the North stairwell as this is used by visitors.

1. IT SERVICES

Matters Arising

With regards to new display screens, the installation of these may be delayed due to the Phase 2 refurbishment.

The new Computer Technician is due to start on 5th December and will work Tuesday, Wednesday and Thursday 9am-5pm.

New Items

No new items to report.

1. ANY OTHER BUSINESS

The departmental Christmas party will take place on Wednesday 14th December and there is a committee in place to organise this.

1. DATE OF NEXT MEETING

Tuesday 24th January, 2017