



**Building Committee Minutes**  
**11.00, 18 April 2017**  
**Turing Room, Informatics Forum**

**Attendees:** Martin Wright (Chair), Dave Hamilton, George Ross, Alastair Scobie, David Sterratt, Ben Gordon, Neil Heatley, Michael Fourman, Carol Marini (Secretary)

**Apologies:** Johanna Moore

	Summary	ACTION
1	<p><b>Approval of previous minutes</b>  Minutes from the meeting held on 7 February 2016 were approved.</p>	
2	<p><b>Matters Arising from previous meeting:</b>  The following items were discussed and moved to the rolling actions:</p> <ul style="list-style-type: none"> <li>• Self-managed Server Room Expansion</li> <li>• Forum Access Requests via Internal Corridor from PPLS</li> <li>• Tardis</li> <li>• Student Access to the Forum when Reception is closed.</li> </ul>	
3	<p><b>Update on Projects:</b></p> <ul style="list-style-type: none"> <li>• <b>Forum 3 for 2 conversions:</b>  DCH explained we are now in Phase 3 and starting Phase 4, which leaves 6 more offices to do. It is due to be completed before the end of June. MJW said that the sound insulation is much improved in the latest conversions, and we have asked for a retro-fit on previous rooms under this contract. Once the room conversions are complete the door clearances will be looked at en masse.  MJW explained how tight space was, that there were a small number of 3 for 2s that could still be done, as well as options on South Wing. There is to be a long-term space planning exercise at the end of the month and those options will be looked at at that time. The 2017/18 academic year intake is extremely difficult with a squeeze on space for Academic/RA and PGR space. Compromises will be needed over the next 12 months.</li> <li>• <b>Reoccupation of Appleton Tower:</b>  MJW said that works were under way with agreed handover dates. The project group are meeting regularly and planning the move from FH to AT, with a very tight programme. The plan is to provide Level 5 with computing labs and be up and running before FH becomes unavailable.</li> <li>• <b>DTI/Bayes Centre for Data Technology:</b>  MJW reported that although occupancy was expected in June 2018 there is a potential for a further delay. He and JM had stressed that it must be available for the academic year 2018/19 otherwise it would cause major problems.</li> <li>• <b>Wolfson Wing:</b>  The heating system will be replaced this summer. The 3 for 2s will be done at the same time. Sound insulation/ventilation is being discussed, staff have been informed of the impending works, and we are working on the decant planning. MF1 will be an open plan office between June and August. There are obvious issues around computer security and storage which will be dealt with as best we can.</li> </ul>	
4	<p><b>Stationery Points Meeting Room Conversion</b>  As part of the current Ashwood contract the South-West stationery points on levels 1 and 2 will be converted into small meeting rooms. They will contain a table, chairs, a wall-mounted LED screen and a camera. David Casey from Estates is doing the detailing and MF</p>	

	asked if we could request Bennetts to look at the design and see if it is keeping with the building. <b>Action:</b> AS and DCH to discuss the screen and camera.	AS/DCH
5	<b>Conversion of Room 2.33 to PGR Room</b> MJW said that Strategy Committee agreed the use of 2.33 for a PGR hot-desk room for session 2017/18. Any student over 4 years will have the option to use it.	
6	<b>Video Conference for Shared Office Residents</b> <ul style="list-style-type: none"> <li>• <b>Acoustic Pods:</b> MJW showed examples of various pods on screen. There was a short discussion on which kind, where to put them, the potential use etc. It was suggested putting a small acoustic hood in the main stationery rooms for people to make phone calls rather than disturbing people in corridors. MF also suggested contacting Bennetts for their advice on what fits with the building. <b>Action:</b> MJW to speak to Bennetts.</li> </ul>	MJW
7	<b>Electronic Sign-in Book</b> MJW suggested we should look at modernising the way people sign into the building. There followed a discussion on security issues, the reason for the sign-in book (eg fire drills) etc. <b>Action:</b> MJW to take forward this suggestion in context with the wider Bayes/Dugald Stewart security.	MJW
8	<b>Doors Open Day</b> This year it will be the weekend of 23/24 September. The Committee were asked their opinion of whether we should participate. AS raised his concerns about security. Most members felt it was good for the University, and for promoting Informatics, but could be an issue for the building. The Committee gave their support in principle but would need a clear operational plan of how it will work in practice.	
9	<b>AOB</b> <ul style="list-style-type: none"> <li>• <b>Heating/Lack of in G.07/G.07a</b> There have been a number of complaints from users about the temperature. <b>Action:</b> BG to look into the issues raised and attempt to find a solution.</li> <li>• <b>Mirrors for Shower Rooms</b> It was agreed to provide mirrors in the shower rooms. <b>Action:</b> DCH to arrange. It was also noted that appropriate signage on usage and reporting faults should be displayed in both shower rooms and toilet corridors. <b>Action:</b> CM to arrange.</li> <li>• <b>Taught Student use of Forum</b> This had been raised via the Student Liaison Committee since they had been told they could use open areas etc. The Committee said this was not appropriate, the Forum is a research building and that AT will provide adequate space.</li> <li>• MF asked if the edges of the stairs could be cleaned. <b>Action:</b> CM to speak to cleaners.</li> </ul>	BG DCH CM CM
1	<b>Date of next meeting</b> 6 June, 2017, 11am, Turing Room	

	ISSUE AND ACTION REQUIRED	OWNER
	<b>Action list from 7<sup>th</sup> December 2015</b>	
1.	<p><b>AV in G.07.</b>            AS has circulated a recommendation about the AV to this committee. AS has spoken with the team from IS. It will cost £60-80k+VAT to complete these works and will take a month, with the requirement that one clear week is needed. The design spec for this has still to be written. <b>Update 07/11/2016:</b> The audio installation will take place in December 2016. The video replacement will be scheduled at a later date. <b>Update 06/12/2016:</b> The audio installation has been postponed. LTS have awarded the contract to AV Impact. They are proposing a single column speaker be installed between the projector screens on the main panel. This would give the most coverage for both G.07 and G.07A when open. When closed G.07A wouldn't need audio as it will be operated from a podium. This would cost between £6,000-£8,000 to include speakers, installation and replacement of parts. MJW suggested placing the speaker on a table to see if it works for both areas before doing joinery work. <b>Action: AS</b> to make a mock up and do a demo before Xmas. <b>Action: AN:</b> to book rooms out for this to happen. <b>Update 07/02/17:</b> AS informed the committee that the technicians had made a mock up and it was still in G.07. There had been no response so far. He is trying to get the AV company to give a demo of the speakers in the next few weeks. <b>Update 18/04/17:</b> AS reported that a demo of the speakers had been given but were not satisfactory. The AV company said the ceiling was not high enough. The only proposed solution is one from previously: column speakers on the concrete pillars which will cover mid to back of the room, with small downward-angled speakers on the edges of the columns covering the front. JM had suggested we go ahead with just the column speakers for now and see if that works, installing the smaller speakers if necessary. It was suggested that the existing speakers at the back could also be angled downwards and might help. <b>Action:</b> AS to get two quotes, one for doing column speakers and small speakers, and the other for just the column speakers.</p>	AS
2.	<p><b>Partition Walls.</b>            Issues in G.07/A and 4.31/33. <b>Action:</b> MJW to chase. <b>Update 09/12/16:</b> ongoing. <b>Update 07/02/17:</b> ongoing. <b>Update 18/04/17:</b> still waiting on a response.</p>	MJW
3.	<p><b>Gas suppression system.</b>            This has been completed. <b>Update 07/11/2016:</b> No progress. Activation of system need to be scheduled as a matter of urgency. <b>Action:</b> DCH to raise with Premises. <b>Update 09/12/16:</b> DCH has raised with Premises and asked for date – no response. <b>Updated 07/02/17:</b> DCH reported no further updates and that it has been passed to BG. It is off at the moment, all adjustments have been made and now waiting for a switch on date. <b>Action:</b> BG to follow up. <b>Update 18/04/17:</b> <b>Action:</b> BG to confirm the date for the switch on. <b>Action:</b> AS to get large signs showing the override button.</p>	BG AS
4.	<p><b>Faulty network connections.</b>            Boston Networks to visit. <b>Update 07/11/2016:</b> No progress. DCH to raise with Premises. <b>Update 09/12/16:</b> DCH has raised with Premises, no action so far. <b>Update 07/02/17:</b> There have been several problems with the cables that were put in (under warranty). <b>Action:</b> BG to follow up. <b>Update 18/04/17:</b> BG said that Jim Brown would be taking this forward to Boston Networks. <b>Action:</b> DCH to forward JB a list of defects and send him a copy of the Boston Networks warranty.</p>	DCH
5.	<p><b>Replacing the UPS.</b>            Meeting has been held with Estates and Buildings. There is a smaller UPS available from KB and we need to look at the cost of replacing our larger UPS with this one. This should be more energy efficient. There is a possibility of getting improved ventilation to inner rooms while replacing the UPS either through venting individual rooms or through use of fans. <b>Update 07/11/2016:</b> Agenda item for this meeting, see above. <b>Update 09/12/16:</b></p>	

	<p>DCH spoke with Jim Brown who was to take responsibility for this but there was no update. DCH chased to find out progress and to make him aware of potential funding. <b>Update 07/02/17:</b> GS has shown sustainability people round and waiting on quote. DCH has spoken to premises and pointed Jim Brown in their direction. We understand that Rab Calder is dealing with it. <b>Action:</b> BG to speak with Jim Brown.</p> <p>DCH mentioned that Jim is concerned about the old UPS Server. DS said if we could replace the existing 100KVA UPS that serves the floor sockets and cooling fan with 150KVA to run the servers and the cooler, turn off the UPS floor sockets and IT sockets except critical ones, we could have a saving in usage of up to 50%. Rab is keen for UPS to be the responsibility of Estates and not the Forum. The issue: we need a run time of 40+ minutes instead of current 20+ minutes. DS has emailed his concerns re this to Rab but had not reply. <b>Action:</b> BG to check current status and report back. <b>Update 18/04/17:</b> BG said that Jim Brown plans to repair the existing UPS with a view to a replacement in the future. <b>Action:</b> BG to confirm timescale.</p>	BG
6.	<p><b>Forum reception glass partition.</b></p> <p>A quote has been requested for this. <b>Update 07/11/2016:</b> Glass partition installed and logo added. <b>Action:</b> DCH to arrange for device to amplify sound to be bought. <b>Update 09/12/16:</b> DCH has raised with premises – no response. <b>Update 07/02/17:</b> ongoing. <b>Update 18/04/17:</b> DCH said a sound amplification system has been purchased and is being installed.</p>	DCH
7.	<p><b>Paintwork in 1.49</b></p> <p>DCH has passed the list of rooms which need painting to premises team. <b>Update 07/11/2016:</b> a schedule is being created of rooms which need painting. This is likely to raise issues in terms of finding offices for people who are moved to allow this work to be carried out.</p> <p><b>Update 09/12/16:</b> No word from Premises on schedule. This may be a difficult time to have this done but MJW said to make a start on this where possible, as it should only take approximately 3 days' upheaval per room. <b>Action:</b> DCH to draw up list of worst cases. <b>Update 07/02/17:</b> DCH has drawn up list and discussed with Premises team. People would need to be willing to vacate their rooms for approximately 3 days. It was suggested that DCH send an email general population and ask who would like their room painted, bearing in mind there is nowhere for them to move to. Walls would need to be clear and would involve dismantling whiteboards, posters, shelves etc. Discussion was then had regarding the lead time on this, and, with the forthcoming Wolfson wing decant, holidays and start of term time, it was decided to put this on hold just now.</p> <p><b>Update 18/04/17:</b> DCH said that work had been due to start this week on painting the corridors. BG said this has been postponed. <b>Action:</b> BG to provide DCH with update.</p>	BG
8.	<p><b>Inspace front door</b></p> <p>There is no warning buzzer to alert users when the door isn't properly closed. <b>Update 07/11/2016:</b> No progress. <b>Action:</b> DCH to pass to premises team. <b>Update 09/12/16:</b> DCH has raised with Premises team – no response. <b>Update 07/02/17:</b> This is ongoing and is on the list.</p>	DCH/BG
9.	<p><b>External lighting outside Forum</b></p> <p><b>Update 07/11/2016:</b> JM raised concerns about lighting, especially as we are coming in to the winter months. The floor-level lighting outside the Forum is still to be replaced. <b>Action:</b> DCH to send a reminder email highlighting personal safety during winter months. <b>Action:</b> DCH to report that ground-level lighting is still faulty. <b>Update 09/12/16:</b> DCH has asked for lights to be fixed. <b>Action:</b> DCH to send round another email reminder. <b>Update 07/02/17:</b> DCH has passed to BG. <b>Action:</b> BG to speak with Trades and see who deals with the outside pavement strip lights. <b>Update 18/04/17:</b> BG had forwarded to Trades but had no response so far.</p>	BG

<b>ACTIONS FROM 2<sup>nd</sup> FEBRUARY 2016</b>		
10.	<p><b>Videoconference facilities</b>  <b>Update 07/11/2016:</b> New equipment has been fitted in 4.02 for use by Intel/ATI. This room is generally not available for use by Informatics, but it was noted that on the occasions when it is being used it would be helpful to have instructions for using the equipment. <b>Action:</b> AS to speak with Chris Williams about this. <b>Update 09/12/16:</b> This is now up and running. Chris is happy for people to use it as long as ATI have priority. <b>Action:</b> AS to put instructions on the computing help site. <b>Action:</b> AS to investigate the possibility of putting videoconferencing equipment in 5.02. <b>Update 07/02/17:</b> AS reported that instructions are imminent. There is a requirements survey currently taking place. DS asked if the VC rooms are available for use but was told no. <b>Update 18/04/17:</b> AS reported that instructions for using the equipment were now available on <a href="#">computing.help</a>. With regards to 5.02 he proposed replicating 4.02 from the physical side but trying a variety of different software techniques.</p>	AS
11.	<p><b>Fault reporting:</b> It was suggested that the process for fault reporting could be more clearly highlighted online. MJW/DCH to review. <b>Update 07/11/2016:</b> No progress. <b>Ongoing. Update 09/12/16:</b> still ongoing. <b>Action:</b> CM to remind MJW/DCH. <b>Update 07/02/17:</b> DS has prepared a draft induction document with lots of useful information. CM reported trying various search options on the inf.web without success. <b>Action:</b> CM to speak to Knowledge Management about links on the main page. <b>Update 18/04/17:</b> CM suggested a Facilities link on the inf.web main page to be populated with information about fault reporting etc. <b>Action:</b> CM to approach Knowledge Management to have this added.</p>	CM
12.	<p><b>Wolfson Wing decant:</b> MJW sent the report about insulation to the DTI project managers. DS has raised a further query about heating works in the Wolfson Wing and MJW will refer this to the project managers. <b>Update 07/11/2016:</b> MJW to review progress. <b>Update: 09/12/16:</b> Still on plan for next summer. Further investigations were happening today. Heating will be done in the summer and the 3 for 2s at the same time. Bennetts are drawing up plans and costings. <b>Update 07/02/17:</b> MJW said he was still waiting on confirmation of costs but that there was no further progress. <b>Action:</b> DCH to copy MJW on info re cancelled meeting. <b>CLOSE ISSUE 18/04/17</b></p>	CLOSED 18/4/17
<b>ACTIONS FROM 6<sup>th</sup> JUNE 2016</b>		
13.	<p><b>Keyloggers:</b> AS to consider what steps we can take to avoid issues with items such as keyloggers and to report back to this committee. <b>Update 09/12/16:</b> <b>Action:</b> AS to raise awareness. <b>Update 18/04/17:</b> AS said AD had been going to send an email. <b>Action:</b> AS to check status and advise the Committee by email.</p>	AS
<b>ACTIONS FROM 7<sup>th</sup> NOVEMBER 2016 (NONE)</b>		
<b>ACTIONS FROM 6<sup>th</sup> DECEMBER 2016</b>		
14.	<p><b>Windows outside MF1:</b> DCH following up on possibility of getting spikes to discourage birds on ledge causing mess on windows and outside pend door. DCH has passed this to BG along with other items. <b>Action:</b> DCH to re-send list of items to BG. <b>ONGOING</b></p>	DH
15.	<p><b>Donation to ground floor projects</b> being used to arrange cleaning of chairs. DCH has distributed rest of pods round floors where possible. He reported that approximately 10 have broken legs. It was decided to spend some of the £1,000 donation on replacing the broken legs. <b>Action:</b> MJW to find out where the money currently is. CM has arranged a cleaning schedule for chairs which is taking place. <b>Action:</b> CM to look at the possibility of a cleaning/maintenance schedule for issues in Forum (eg power-washing terrace etc). <b>CLOSE ISSUE 18/04/17</b></p>	CLOSED 18/4/17
16.	<p><b>Office cleaning</b> – A query was raised about the regularity of office cleaning. <b>Action:</b> DCH to speak to cleaners about this, and to arrange to have the tops of light shades cleaned – ongoing 09/12/16. <b>Update 7/2/17</b> - DCH spoke with Estates regarding cleaning of ledges.</p>	

	<p>Ray Flockhart thinks Peter Thomson should have hoses. DCH has also spoken with cleaners who advise they clean offices every day but ignore cluttered areas. They are not responsible for cleaning the dust above the light fittings. <b>Action:</b> BG to speak to Peter re cleaning ledges and light fittings. <b>Update 18/04/17:</b> BG has spoken with Peter Thomson and asked for quotes for cleaning ledges. Light fittings haven't been done yet.</p>	BG
	<b>ACTIONS FROM 18TH APRIL 2017</b>	
18.	<p><b>DTI/Bayes Centre</b>            There will be some space available in DTI/Bayes. MJW met with Barbara Webb to discuss staff movements and will now meet with the two other CDT teams re moving students. May 2018 is now looking at the likely date for occupation of Bayes. <b>Update 7/2/17</b> – MJW has had a discussion with IPAB about space in the building. He has had no detailed discussions with other groups. <b>Action:</b> MJW to speak with Jon Oberlander. <b>Update 18/4/17:</b> Ongoing</p>	MJW
19.	<p><b>Self-managed Server Room Expansion</b>            As the server racks are full, we have been looking into options for more space for self-managed servers. Various options were explored, the easiest and quickest being the conversion of B.01, which needs some work but could be adapted to take three racks' worth. GR said B.Z17 may become available. It was decided to go ahead with B.01 meantime, and continue to look at other options for future increases. <b>Action:</b> DCH to find out about power, costs etc from Premises team. Update 7/2/12 – DCH had a walk round with premises team, no response from Jim. We don't know its capability, nor the cost to get cabling (needs 6 x commando sockets at 32 amp). He has explained this is needed in a hurry. <b>Action:</b> BG to follow up on this. There is a question whether we need a new fan coil. <b>Action:</b> GR to give DCH an estimate of the power required. <b>Update 18/4/17:</b> BG has provided estimated costs (approx. £10k) for electrics and the improvement of ventilation but could not confirm if that included VAT. GR said his costs were in region of £6/7. BG said the lead-in time would be approx. 4-5 weeks and can be done in this financial year. It was agreed to go ahead at a cost of up to £20k. <b>Action:</b> AS (with Jane Hillston) to take paper to research committee in order to re-state our position so there is clarity on the efficient use of space, and that our policy and procedures are visible.</p>	AS
20.	<p><b>Forum Access Requests via Internal Corridor from PPLS (has our policy changed in light of the VAT restrictions being lifted on the building?)</b>            Currently PPLS must supply a research reason for entry to the building. MJW pointed out that once BAYES is completed there will be access to the Forum with no barriers. There is obvious discrepancy in security between the Forum and Bayes. He has raised this at the DTI Project Board. AS also said that commercial tenants in Bayes would not accept that level of security. MJW said he had been in discussions which had taken place between the respective Heads of School regarding opening the corridors between here and PPLS but no action had been taken. DCH pointed out that between 60/70 PPLS staff access our building with 13/14 of our staff accessing theirs. Do we drop our current policy? It was suggested we give open access to and from PPLS to staff and PG research students on a reciprocal basis. <b>Action:</b> to be recommended to Head of School. <b>Update 18/04/17:</b> MJW said it had been agreed to provide staff access between IF and Dugald Stewart buildings. DCH reported that there are now large numbers (123) of staff accessing our building and a small number (13) of ours using the access. Anyone who needs access can have their name added to the list via Level Admin or DCH. We will continue to monitor this and review if necessary. <b>CLOSE ISSUE 18/4/17.</b></p>	CLOSED 18/4/17

21.	<p><b>Tardis</b> (for those who don't know, that's a long-standing student-run project to provide system-management experience for them while hosting a real user base of student clubs and societies).</p> <p>It was previously on Appleton Tower level 5, and is currently in the Forum main server room (with chaperoned access for the students). Should it go back to ATL5? It'll need around 12A of power, corresponding ventilation, and a network connection; and it's quite noisy.</p> <p>GS explained that the students have a 0.5 rack in level 5 along with Comp Soc. He asked if it was going back into the same room when we return to AT. AS said they would prefer it went somewhere else as they don't like it in their server rooms due to the need to chaperone students and related time costs, along with space constraints. DCH also said there was a problem with mess and that no one was held accountable. GS said the space required was only for a computer rack and table, although there was heavy power consumption. They have the availability to control it through the Informatics Firewall but there is no H&amp;S Control. MF asked if anyone from teaching staff could take responsibility. DCH suggested there should be a nominated individual from the students' committee to take responsibility. DS suggested we ask Tardis to have a management group. <b>Action:</b> MJW to email Tardis group re responsibility. MJW asked if Comp Soc and Hoppers would need a dedicated space but the answer was no, just a cupboard would do. <b>Update 18/04/17:</b> MJW said that space had been identified on Level 7 of AT for Tardis and space on Level 7 for a Comp Soc cupboard. <b>CLOSED ISSUE 18/4/17.</b></p>	CLOSED 18/4/17
22.	<p><b>Student access to the forum when reception is closed.</b></p> <p>CM explained that students were entering the building at 5pm to see their tutors and that therefore required someone to be on reception to allow them entry/to leave. DCH suggested we ask the door access people to allow exit rights to anyone with a card. NH was concerned about open access to the building after hours and there were security issues with who should/shouldn't be in the building. MF suggested we open reception until 6pm until the moves to AT happen. This would obviously have some cost as it would require a servitor. <b>Action:</b> DCH to speak to Peter MacDonald re availability and cost of servitor from 5pm – 6pm each evening until the summer at least and to investigate use of student swipe cards for exit only.</p> <p><b>Update 18/04/17:</b> DCH has spoken with Peter MacDonald who unfortunately does not have the availability of staff. MJW announced, however, that following Margaret Acton's departure there has been a proposal to replace the position of receptionist with two part-time (0.6) positions, thereby covering 8.30-5.30 each day. The addition of assistance with event planning, open days etc has also been added into the job description. <b>CLOSE ISSUE 18/4/17.</b></p>	CLOSED 18/4/17