



Buildings Committee Minutes
11.00am, 4 December, 2018
Room 5.02, Informatics Forum

Attendees: Martin Wright (Chair in JH's absence), Dave Hamilton, David Sterratt, Ben Gordon, George Ross, Evgenia Teplechuk, Carol Marini (Secretary)

Apologies: Jane Hillston, Neil Heatley, Alastair Scobie, Jim Ashe

	Summary	ACTION
1.	Approval of previous minutes Minutes from the meeting held on 2 October 2018 were approved.	
2.	Matters Arising from previous meeting and moved to rolling actions: <ul style="list-style-type: none"> • Forum Opening Hours • Ventilation to Internal Offices • Showers • Signage • Power tripping issues 	
3.	Review of outstanding issues and actions from previous Minutes Done, see rolling issues and actions.	
4.	Informatics Forum: <ul style="list-style-type: none"> • Forum works programme: Starts 11th Oct until May 2019 consisting of further 3 for 2 conversions, additional meeting rooms and acoustic booths. Action: DCH to give GR a list of rooms for network points purposes. MJW invited GR to attend the Project Set-up meeting on Monday. Update 4/12: Done. Level 4 is now complete pending Ecophon panels. G.03 should be handed back this month and work has now commenced on L2 which is due to finish 18th January. Next phase will be L1. • InSpace Reinstatement: DCH said they are waiting on painters for InSpace. There has been a partial fix on the lights but they are still not properly controllable. Waiting on barrisol panels which may take some time. Currently the old InSpace material is sitting in area for collection/waste. DM-R to look at items by Thursday then Mark Daniels to sift through what is left. MJW reported that DM-R attended Strategy and talked about InSpace use (eg no noisy events during daytime) with a full programme of events. Space should be available for School's use during appropriate times. Putting a decibel level on events in that space was suggested and this could also be applied to G.07 and G.07a. • Informatics Display Space: This involves the reinstatement and enhancement of G.03 including additional AV facilities. Potentially we could put our display area into InSpace thereby making dual use of the space. The disadvantage to this would be in the indirect access to the area from the Forum. There is a meeting on Monday to discuss what to do with the space, how it will be funded (how much will school have to fund), making good and reinstatement of AV and the enhanced AV facilities. There is a small budget within the Bayes project for AV for InSpace, and the Design Informatics Creative Hub EHRC grant has a sum of money for exhibition space. Update 4/12: This will now be incorporated within InSpace. Action: MJW to convene another meeting with Chris Speed, AS, DCH, MJW, DM-R. • Storage: Action: DCH and CM to do an audit: what we have and how it is being used, by whom. Update 4/12: DCH and CM have checked the storage units in the Forum and there are a few spaces where we can add more cupboards/shelving etc. DCH 	MJW

	<p>reported he made 2 requests for storage to Bayes. Robotics' request has been refused due to the proposed area not being Informatics space, but DI's request has been approved for under their stairs. DCH has approached Estates who are to provide a costing. There is the potential for some of the cost to be reclaimed from funding.</p> <ul style="list-style-type: none"> • Housekeeping – a blitz level by level: MJW suggested we go through the Forum, one level per week, in the New Year, and have a spring clean. For example in communal areas, asking people to remove what they don't want by a certain date. PGR rooms, occupants should be encouraged to look after their space. Include Level Offices, IGS in the planning. Action: CM to arrange. Occupants to take ownership of the clean-up. Get KK (Comms) involved. • Door to Courtyard: Concern was raised about the security of the large door to the courtyard as it is being used as a quick way to Bayes and potentially could be left open. DCH said it has an alarm which goes back to Security but it is not possible to put a door closure on it due to the weight of the door. Once the exit doors in the Pend and Charles Street Lane are changed then they will be used for out of hours. Appropriate signage should then be looked at. 	CM
5.	<p>Appleton Tower:</p> <ul style="list-style-type: none"> • AT L5 teaching studios/suite: DCH reported that all AV and furniture have now been done. Action: NH to inform people it is ready. Update 4/12: NH reported (by email) that "they are awaiting instructions from Uni team on how to fully utilise equipment and some minor snagging reported. Should be 100% for semester 2". • AT Level 4 tutorial rooms' reconfiguration: Desks for L4 are due for delivery in December. Update 4/12: Furniture due to arrive this week. There was an issue about desktops and whether they are in the project or not. If they are not then the school will pick up the cost. • Basement Project: MJW and DCH met and viewed the space. Action: MJW to do a high level outline but expected to include: extension of workshop, server room space, an anechoic chamber for Paul Patras' group and an experience lab for Helen Pain. Update: 4/12: Bid has been submitted. Prov costing £400,000 to include experience lab, server room, extension to workshop etc. • AT L5 Cyber Security Lab: Included in the small capitals project. 	
6.	<p>DTI/Bayes Centre for Data Technology:</p> <ul style="list-style-type: none"> • Occupancy: CM did an audit and most of our space is accounted for. There are a few opportunities to add some desks and make better use of space. Bayes policy is not to put anything on the windows and occupants have been asked to remove posters etc. We are considering manifestations for some of the small meeting rooms in order to provide a private space. Update 4/12: MJW asked for all desks to have someone's name against it. CM has organised door labels for all academic rooms. We should look to see if we can get in more desks. • Access/Security: MJW had raised the issue re access on levels 2 and 3 through doors in Bayes which have push button access into the Forum. This means the Forum is not secure. During daytime hours the doors will be open but locked down outside working hours. Swipe readers to be installed on both sides of connecting doors on L2 and L3. Action: MJW to deal direct with Mark Parsons re swipe on EPCC level. Bayes have agreed that all Informatics staff will have access to all common areas, this will appear on their staff cards automatically. The main link between the Informatics Forum and Bayes should be via L3. Update 4/12: Access now agreed. Swipe locks etc still to be installed and programmed accordingly, including between DI and Forum. 	

	<ul style="list-style-type: none"> • Wolfson Wing Heating: Heating to be reconnected as part of occupancy (and therefore still not functioning as of today). Rooms 2.47 and 1.40 have been returned and are usable. Any issues will be included in snagging. InSpace partition wall still there. Update 2/10: Ongoing issues, no real resolutions. DCH has resubmitted all the problems still not dealt with. Update 4/12: Still has problems. DCH is resubmitting list of issues. • Working Group Issues Log: All items were discussed and agreed to close. 	
7.	<p>Wilkie</p> <ul style="list-style-type: none"> • Current Status: Only two offices are occupied by Informatics staff/equipment. We need to decide where the things in those offices should go to going forward (by end of November). 4/12: Still available now until March. Estates to use two rooms for a decant. CM has given David Casey keys. Action: CM to put a ticket in to comp support saying non-informatics tenants in Wilkie re network. 	CM
8.	<p>AOB</p> <ul style="list-style-type: none"> • GR asked about revolving doors in AT. Signs showing it's still locked. BG received email this morning from Dorma and the problem has been identified. Craig Fleming looking at this. Action: BG to discuss with him. • AT: There is a swipe lock on the nearby door behind the lifts but it's not been activated. Action: GR to send BG more details. 	BG BG
	<p>Date of next meeting Tuesday 5th February 2019, 11.00am, Room 5.42</p>	

	ISSUE AND ACTION REQUIRED	OWNER
	Action list from 7th December 2015	
1.	<p>Gas suppression system. This has been completed. Update 07/11/2016: No progress. Activation of system need to be scheduled as a matter of urgency. Action: DCH to raise with Premises. Update 09/12/16: DCH has raised with Premises and asked for date – no response. Updated 07/02/17: 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. Action: BG to follow up. Update 18/04/17: Action: BG to confirm the date for the switch on. Action: AS to get large signs showing the override button. Update 6/6/17: BG has just contacted the contractor and is waiting to hear back. AS not done the signs yet. CM will now prepare. Action: AS/GR to give CM the info in order to prepare signs. Update 1/8/17: Engineer to come back with report on which bottles need replaced, how it would work in server area, how the alarm system would work. It has not been made active yet. Action: BG to update on actions required to make active and action date. Update 3/10/17: BG has the quote for renewing cylinders downstairs. Some fittings to cylinders need replacing too so he is now looking for a second quote. He has spoken with Fire Safety about use of space and is waiting to firm up details. Update 5/12/17: BG has received two quotes - one to replace cylinders (£15k), another for a complete replacement (£30K). Action: BG to pass to his manager, Jim Brown, to investigate funding. Insurance office have advised that as it is already in place it should be used. Update 6/2/18: BG sent a report saying that costs had been passed to management in Estates to review and provide steer but that there had been no new update. Ongoing. Update 3/4/18: BG has passed to senior estate management and waiting for a steer. Update 14/6/18: Being considered as a major replacement and will be included in tomorrow's meeting. Remains non-operative. Update 7/8/18: BG – no update currently available for this, matter submitted as part of a wider major replacement submission. Update 2/10: Carry forward. Update 4/12: BG reported that estates had had a meeting discussing this and that he is waiting on this to filter back. No movement as yet. Carry forward.</p>	BG
2.	<p>Faulty network connections. Boston Networks to visit. Update 07/11/2016: No progress. DCH to raise with Premises. Update 09/12/16: DCH has raised with Premises, no action so far. Update 07/02/17: There have been several problems with the cables that were put in (under warranty). Action: BG to follow up. Update 18/04/17: BG said that Jim Brown would be taking this forward to Boston Networks. Action: DCH to forward JB a list of defects and send him a copy of the Boston Networks warranty. UPDATE 6/6/17: DCH has sent the list to JB We now have a scanned copy of the warranty. Action: DCH to send BG the latest list of faults (cc JB). Update 1/8/17: Need update from BG at next meeting. Update 3/10/17: This is now being taken forward by Jim Brown. He has been in contact with IS. Action: Ongoing as he is off sick. BG to follow up. Update 5/12/17: Jim Brown actioning – ongoing. Update 6/2/18: BG sent a report saying that Jim Brown/Malcolm Bell (IS) were to advise on Boston Networks. Action: MJW to chase Jim Brown/Malcolm Bell. Update 3/4/18: Carry forward. Update 14/6/18: Carry forward – MJW needs a draft for a document (DCH has a list). Update 7/8: Action: DCH to pass list to MJW. Update 2/10: Done. MJW to draft a document. Update 4/12: DCH will send MJW the text.</p>	DCH
3.	<p>Replacing the UPS GR said that we now have a complete set of working UPS. AS and GR are having a meeting with Graham Wood, IS Infrastructure to find out whose responsibility these</p>	

	<p>come under. Action: AS to provide an update on the UPS re-provisioning at next meeting. UPDATE 14/6: GR: Waiting until IS tender is complete and we will then confirm our requirements, hopefully using funding from sustainability grants. Action: BG to check position regarding sustainability funding. UPDATE: 14/6: BG spoke to Jim Brown and understands there is no time limit on the sustainability funding. No proposal as yet in terms of what they will be replacing although we do have a spec. Update 7/8: Action: BG to report back with an update. New spec may be required. Action: AS to review the spec required in the light of higher than historic usage. Update 2/10: AS had been hoping to piggy-back on IS' request via Procurement. He is hoping to call off the same contract. AS mailed Jim Brown and Duncan Herd, with no response. Action: AS will now email Gary Jebb. Update 4/12: AS reported via email that this proved unnecessary. "Estates have had a contractor in to give an estimate for the work. We now have a rough figure, but it needs some more work to finish off. It's clear that Informatics will have to pay for the work, though I think the possibility of some funding from a sustainability pot is still likely. Once we have a firm estimate, the School will need to make a decision on whether to go ahead or not."</p>	AS
4.	<p>External lighting outside Forum Referred to Estates senior management for consideration due to cost. Update 14/6: ongoing and being considered as a major replacement. Update 7/8: as above, no further update. Update 2/10: Carry forward. Update 4/12: BG said there is a plan for street lighting and they are to wait until this is all confirmed.</p>	BG
ACTIONS FROM 6TH DECEMBER 2016		
5.	<p>Windows outside MF1 - 3/4/18 Action: BG to arrange cleaning once access is available. Update 14/6: Ongoing. Update 7/8: BG to progress once Bayes site facilities have been removed. Update 2/10: Carry forward. Update 4/12: BG to speak to Peter Thomson re power-washing the windows and see about spikes.</p>	BG
6.	<p>Office cleaning –3/4/18 Action: BG to arrange for high ledges to be cleaned in the Atrium once access is available. Ongoing. Update 14/6: Ongoing. Update 7/8: BG to progress once Bayes site facilities have been removed. Update 2/10: Carry forward. Update 4/12: This was supposed to happen last weekend but there was a problem with machinery. To be re-arranged.</p>	
ACTIONS FROM 6 JUNE 2017		
7.	<p>Heating/Lack of in G.07/G.07a There have been a number of complaints from users about the temperature. Action: BG to look into the issues raised and attempt to find a solution. Update 6/6/17: BG has looked into this and says there is plenty of hot water and decent temperatures. DCH says it's a built in problem and has been going on for years. Previous suggestions which were made were knocked back. Currently we are reactively using electric heaters as there has been no acceptable solution. AS suggested more tiles with vents? Action: BG to speak to estates to look for another alternative. Update 1/8/17: Ongoing. Update 3/10/17: BG not progressed any further. Ongoing. Update 5/12/17: BG is looking to install temperature monitors in room. Action: BG to follow up. Update 6/2/18: Ongoing. Update 3/4/18: Action: BG to feedback on results of temperature monitoring. Update 14/6/18: BG: monitoring confirmed low temps. BG met with another group that deal with hot and cold water and passed on the info. Waiting on feedback. Ongoing. Update 7/8: Awaiting feedback. BG: Temperature information gathered during monitoring period and submitted to Building Services Group in Estates. Update 2/10: Carry forward. Update 4/12: BG has chased but not heard anything back.</p>	BG
ACTIONS FROM 1 AUGUST 2017		
8.	Forum Security	

	<p>PA had raised various issues regarding thefts, intruders etc in the Forum, at the H&S committee and was invited to attend the next Building Committee meeting for this item. He also asked about time taken to fix things, general state of the building, and security. MJW informed the meeting that some actions had already been taken. We now have two part-time receptionists, covering the hours of 8.30am – 5.30pm between them. After some discussion he said he would put together some proposals, circulate them to the committee and take any feedback to JM. This to include things like changes to the time the front door is locked/unlocked, delivery of personal parcels, arrangements for visitors to events etc. Our CCTV has been reviewed and deemed adequate. Action: MJW to circulate proposals in order to finalise a draft of a security paper for the building. Update 3/10/17: MJW, DCH and CM have met and discussed issues. Action: MJW to prepare a draft document. Update 5/12/17: Ongoing. Update 6/2/18: Ongoing. Update 3/4/18: Ongoing. Update 14/6/18: Ongoing. 7/8/18: Ongoing. Update 4/12: Ongoing</p>	MJW
	ACTIONS FROM 7 AUGUST 2018	
10.	<p>InSpace Front Door Alarm: Action: Ben to provide quote for InSpace front door alarm and ensure it includes alerting back to Security. UPDATE 14/6: BG met with contractor yesterday and will look at this next week. Update 7/8: BG met with FMs who advised that UoE Security contact their contractor AR Technology, who look after the system, to install an alarm. Action: BG to contact Security regarding this. Update 2/10: ongoing. Update 4/12: BG sought clarification due to new use of space. He will chase up on this and look into increasing speed of door closure.</p>	BG
11.	<p>Partition Walls: Basement wall to be looked at after meeting. G.07 partitions were fixed but are not working properly now. Action: BG to chase Dorma again and will check if partitions are on a maintenance schedule. UPDATE: 14/6: BG has an order out with Dorma to fix and include in a maintenance schedule. Update 7/8: Ongoing. Update 2/10: Ongoing. Update 4/12: BG is arranging this visit and passing dates to Dorma who have an order in for all partition walls.</p>	BG
12.	<p>Bayes Issues: Level 4 Terrace and Room Booking System: MJW - we have noted potential booking issues for access to MF2 terrace from both IF and Bayes, with the Bayes committees. We will monitor this going forward. Update 2/10: Ongoing. Update 4/12: Ongoing</p>	
13.	<p>AV has now been installed in G.07. Action: AV to be demonstrated to techs. Action: Need to replace data projector in G.07A. Update 2/10: This is included in LST list submitted by AS. Update 4/12: Issues with projector in G.07, not heard when G.07a will be installed. Action: AS, DCH and MJW to meet and review the AV in G.07 and G.07a and the support for it.</p>	MJW/DCH/AS
	ACTIONS FROM 4 DECEMBER 2018	
14.	<p>Forum Opening Hours: Action: DCH to speak to door security about options to allow card access on Charles Street door for anyone with a card (egress only). Will review the arrangements and get proper signage. Update 2/10: DCH has asked but no answer as yet. Will follow up. Update 4/12: DCH reported this is not possible. It was suggested we instal a push button on the door. Fire Officer has asked for the door to be changed as it doesn't meet fire regulations. Action: DCH to arrange for the lock to be moved and to get a push button (both Charles St and Pend access doors).</p>	DCH
15.	<p>Ventilation to Internal Offices: DCH to discuss with BG with a view to obtaining professional advice. Update 4/12: DCH has passed to Sheila Scott. She will look into it this week. This will be our cost.</p>	DCH
16.	<p>Showers: DCH to ask estates to look into refurbishing the showers. It was suggested we do it as a small project or add it to the current programme of works at the end. Update</p>	

	<p>4/12: DCH has asked BG if they can refurbish the showers since they are 10 years old. Action: BG to look and see if they can do this work at their cost.</p>	BG
17.	<p>Signage: DS requested a standard format for signage. Action: DS was asked to prepare something. Update 4/12: DS suggested Comms and Admin meet to agree a common standard in line with Inf visual identity. Action: DS to convene meeting to include DS, KK, HL and ND, CM and discuss consistency etc. Provide more noticeboards if necessary.</p>	DS
18.	<p>Power Tripping Issues: Some circuits need to be split off. Action: DCH to instruct BG to get a quote and find out how much disruption this would cause (in order to get dates in diary). Update 2/10: Ongoing, DCH to follow up with BG. Update 4/12: DCH has submitted an Archibus ticket to Estates for this. Extra sockets are needed. They need a proposal to split circuits and provide costing. Action: BG to speak with Drew in Estates.</p>	BG