



Buildings Committee Minutes
11.00am, 30 August 2022
MS Teams

Attendees: Joy Candlish (Chair agenda items 3-6) Janet Ball (Chair agenda items 1-2), Dave Hamilton, Alastair Scobie, Neil Heatley, Kasia Stoinska, Patrick Hudson, Vashti Galpin, Carol Marini (Secretary).

Apologies: Drew Dick

	Summary	ACTION
1.	<p>Approval of previous Minutes Minutes from the meeting held on 31 May 2022 were approved.</p>	
2.	<p>Matters arising from previous meeting and review of outstanding rolling minutes</p> <ul style="list-style-type: none"> <p>• <u>Fire Risk Assessments and Actions</u> DCH advised that he had sent the Wilkie RA to Estates (Alex MacCallum, Contract Services Manager) but not heard anything back. These issues were Estates issues and not School issues to deal with. DCH to send a further email and reiterate that we expect them to deal with their actions. Update 1/6/21: No feedback. DCH has sent them an email. Action: JC and DCH to discuss escalation. Update 7/12/21: JC and DCH have discussed – ongoing. Update 1/3/22: Ongoing Update 31/5/22: Ongoing Update 30/8/22: Ongoing. Estates have dealt with their part of the RA (a sticky fire door and a locked cupboard). DCH asked if we could drop this item and pick up the items as they rise. JB said to re-raise if not fixed correctly.</p> <p>• <u>Committee Remit and membership (for comment)</u> This has been done. JC is preparing a call out for memberships for all committees. Update 31/5/22: Ongoing Update 30/8/22: JC sent out a call for membership. VG had spoken with JC about a replacement but nothing has been finalised due to workload pressures related to P&M pushing all other activities to the side for JC. This is VG’s last meeting and someone new will attend in her place next time.</p> <p>• DCH advised that we used to have CCTV in Design Informatics. Security found it faulty when investigating a theft and the equipment has since gone missing. Design Informatics would like it back. DCH will chase this with Security. Update 31/5/22: DCH has not had a response. Update 30/8/22: DCH again raised this with security but hasn’t had a response to say if they have it or not. Option is either to get JC to raise this, or we replace it ourselves with something else. Value at the time was around £2k (a recorder and 3 cameras) – the recorder is gone.</p> 	JC

	<p><u>Action:</u> DCH to contact Security again and copy JC.</p> <ul style="list-style-type: none"> <p><u>Keys:</u> The question of whether we should charge for lost keys was raised (based on requests for second, sometimes third keys from staff). JB hasn't heard of any other schools doing this and suggested we check and see if other schools are doing it. CM and KS to discuss visitor keys and how easy it would be to set up a payment system. This could then be used as a model for replacements keys. CM and KS to discuss options; Committee to discuss further, possibly take to strategy; CM and KS to do an email update on visitors process before the next meeting Update 30/8/22: It was decided to put this on hold until new receptionist is in post and their duties are clear. PH provided KS with useful info on ePAY. <u>Action:</u> KS to draft a proposal and present at next meeting.</p> <p><u>Filming:</u> This question arose since a member of staff wanted to do filming the next day without having done a risk assessment etc. JB had referred them to the website which turns out to be out of date. Bayes recently circulated their filming policy and it was decided we should pass this information to Comms and ask them to duplicate this process for the Forum with a request that the form be submitted to HoS/DoPS. Agreed that JB will discuss with JC and Comms, and ask them to remove out of date information, and find out who permission should end up with. Carry forward for next meeting. Update 30/8/22: JB has spoken with Comms. A new web page has been created regarding this but waiting finalisation from EW regarding what action is taken when a request comes to the page.</p> <p>JC joined the meeting and JB handed over Chair to JC.</p>	<p>DCH</p> <p>KS</p> <p>JB</p>
<p>3.</p>	<p>Building Projects</p> <p>3.1 Forum Cooling Project</p> <p>DCH reported that Phase 1 is currently 3 weeks behind schedule. The handover of the current rooms is due to take place w/b 12th September. The next stage of drilling will encompass all remaining coring holes in one week (including those required for Phase 3). This will take away most of the noise, hopefully before 19th September.</p> <p>PH said it would be helpful if we got more notice to be able to complete the decants. Luckily the Forum is still relatively quiet so the moves have not been too bad. He has not had too much pushback from PGRs other than those using glass offices. There had been a complaint from someone (in a chilled beam room) that it was too hot but nothing else.</p> <p>JC advised the Committee that the School now had approval of funding for two estates related projects. The first was for the Server Room Cooling, Phase 1. The second project is on AT level 5 (previous University Teacher rooms) to create student study space. There is a meeting scheduled for two weeks' time with Estates to scope that out. Meantime computing will use the space for temporary server space.</p>	
<p>4.</p>	<p>Buildings issues or concerns:</p> <p>4.1 Forum</p> <p>JC asked if the remaining signage, eg tape on floors, can be removed from the building, near lifts etc. DCH said we will ask Estates if they can do this but was</p>	

<p>advised recently that schools are expected to deal with this themselves. CM has asked for quote for carpet cleaning to try and remove the sticky marks. Action: DCH/CM to action.</p> <p>4.2 AT NH reiterated re signage as above that Estates have asked us to take down signage on the concourse and L2. He asked if it was possible to have a deeper clean on L9, walls washed etc, ready for the new allocation. Doors have been fixed (with the new push bars). Everything seems in order. AS confirmed that computers all ready, labs fine, but that the AV has not been checked yet. NH asked for confirmation of opening hours. Assume the current hours remain. JC is said waiting on feedback from Health & Safety on the reasons why H&S Director will not approve 24hr opening. JC asked if the existing QR codes are still in place. NH said there is no plan to use them. As they are not in the way they will leave them just now. VG pointed out that clarity in terms of signage should be made since some compliant students find this stressful when they don't know if they need to use them. Action: NH to check if the codes still work, if not then they may remove them all.</p> <p>JC asked about the soft furnishings, bar stools etc from Levels 3 and 4 which was in storage in basement. This can now be returned and the areas re-set. Action: NH/DCH to have a look and get this done when possible.</p> <p>4.3 Bayes Nothing major. NH sent out an email to students regarding being good neighbours. This was in relation to the Huawei café and the fact that someone took all the supplies from the fridges. Suggestion had been that it was our students, but there is no proof.</p> <p>4.4 Wilkie PH reported that the NLP Wilkie students have asked to move to the Forum. The students in Wilkie don't feel safe and there are no security cameras on the building. When students are in on their own they feel detached from any help, security etc. The cohort has expressed concerns about safety and would now like to move to Forum, but that doesn't solve the problem. NH said he hasn't heard of any issues in the past and it would be interesting to hear exactly what the issues are. JB said we need to follow up on this since they have mentioned safety concerns. Agreed that PH would speak to Sally Galloway for more details, eg lone working. Update 30/8/22: PH had feedback from Wilkie students worried about safety, security cameras etc. PH spoke to Sally Galloway, but the only concerns were with temperature. No safety issues. CLOSE.</p> <p>DCH asked if space for servers was required in AT as well as Wilkie. JC said negotiation between AS/PH/DCH is required. JC explained that we have Wilkie until next year but if Wilkie is not being used we have little argument for allocation of replacement space. PH advised that it will house the new cohort of NLP students who start in 2 weeks. There will be 13 of them, so they will fill the 10 extra desks and this will make it fully occupied. Action: AS/DCH/PH to meet and go through the options and decide on what rooms are okay. AS advised they have been given some space by IS for their servers. Procurement of further servers has not happened and will take about a month from the start of the process.</p> <p>General</p>	<p>DCH/CM</p> <p>NH</p> <p>DCH/NH</p>
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	<ul style="list-style-type: none"> • Clean-up schedule – CM updated the Committee of the status of the schedule and the cooperation already received. This project will finish at the end of next week, although those who have been off are still welcome to participate. • Teaching spaces – any issues/set up to prepare for start of semester: NH – done, above. • Space Management (DoPS): JC took an updated room allocation policy to the last Strategy Committee. The most significant changes is the FTE threshold where academic staff would share an office; conversations with individuals who are impacted by this changed policy are underway. The other change is that visitor offices will not be primarily designated as visitor offices anymore. There was a general agreement that we can no longer afford to have dedicated visitor offices anymore. How we will accommodate visitors: staff on leave of absence will be expected to tidy up their offices and their desk will be allocated out to a visitor. Also, for short-term visitors, there is the expectation that the host will let them share their office. The logistics have not been worked through yet. There is no decision on hybrid working and how those offices are shared. CM asked if this will just relate to academics or if it includes RAs too. JC said the wording will be “part-time staff may be asked to share a desk”. Communication will go out as soon as possible – likely in a newsletter. VG suggested a conversation with research staff rather than just impose this, to try and find a solution. JC confirmed there was no intention to impose anything but an approach has not been decided on yet. VG suggested communicating news of the harsh restrictions on academics which has already been made, to soften the blow. • Estates Issues – input from members is sought on issues highlighted in attached email (DDoPS). JC asked Committee members to email JB if they felt there were issues worth us highlighting to College. AS said he regularly experiences poor engagement on project work. His experience is that unless you prod on a weekly basis nothing happens. JB, DCH, CM had a meeting with Chris Bevan from School of GeoSciences who is doing a project on this, speaking to all schools. Same sort of issues arising from all schools. Action: JB to incorporate these matters into feedback to College. 	JB
5.	<p>Reports from MOBUGS</p> <p>5.1 Appleton Tower AT MOBUG met the previous week and minutes were circulated. No comments.</p> <p>5.2 Bayes Centre There has not been a Bayes MOBUG since the last meeting. One taking place today.</p> <p>5.3 Potterrow Potterrow MOBUG minutes were circulated prior to the meeting. No comments.</p> <p>5.4 Wilkie We are waiting on the other occupants of Wilkie to organise a MOBUG.</p>	
6.	<p>AOB</p> <ul style="list-style-type: none"> • Swipe access for non-informatics: DCH raised the issue of people wanting access to the Forum who are not official visitors, nor Informatics. We do not have a policy on record regarding this. DCH asked if he could put something on our website. AS said 	

	<p>some people from other schools come for meetings and might not be happy having to sign in. NH said that other schools also have unrestricted access. He suggested that a formal visitor process should be an appropriate mechanism. It was pointed out that we weren't planning on restricting access, only restricting swipe card access.</p> <p>Action: DCH to provide suggested InfWeb wording to enable JC to take to Strategy for confirmation.</p> <ul style="list-style-type: none"> • Opening Hours: As noted above, EG has been asked to get a formal response from UoE H&S department on 24hr opening. <p>JC had to leave the meeting and JB took over as Chair</p> <ul style="list-style-type: none"> • Concern about swipe pads no longer needing a pin: this was brought to the committee by an RA who wanted to raise the potential security issue if a card is lost. Agreed. <p>Action: JB to confirm with JC and then DCH to send an email advising of this and reminding them how to find their pin number. Reminder also on how to exit the building.</p> <p>AS informed the Committee that Estates have created a working party to reduce energy consumption across the university. He suggested we should start thinking about where we can reduce our consumption. It may be that one restriction could be on our opening hours thereby reducing our utilities. We may potentially have students staying overnight when heating costs increase. VG said that the after-hours heating options on each level could make a major difference in consumption. NH said likewise the ventilation option on L9.</p>	<p>DCH</p> <p>JB</p>
<p>7.</p>	<p>Date of next meeting: Tuesday 6 December, 11.00am</p>	

	ISSUE AND ACTION REQUIRED	OWNER
	Action list from 7th December 2015	
1.	<p><u>External lighting outside Forum</u></p> <p>4/2/20: They have costs for main entrance ground lights, and an order out with Mackays for new LED lighting. They also have costs for the lights round the building and are waiting to see who will pay (development or small projects). Will probably put new lights on building rather than digging up ground etc.</p> <p>20/10/20: DD advised that Andrew Carswell in Building Services has looked into this as they had received a quote. He is now looking for a more reputable company to quote. Andrew waiting to hear back.</p> <p>2/2/21: Still with Andrew Carswell. Will be using a different company for the lights. DD to arrange for installation of external lighting as soon as practical for the work to be done.</p> <p>1/4/21: DD spoke with Building Services, fittings have been chosen, just waiting on an order to go ahead.</p> <p>Update 1/6/21: DD advised, by email, that Building Services have instructed contractors to provide a cost and that Contract Services will cover costs. No guarantee that this will be done by the end of the Financial Year but at least materials will be from this year's budget.</p> <p>Update 3/8/21: McKay's will be removing old ground lighting and backfill granite, matching as close as possible. This will be done August/September. Installation of new lighting will be schedules once new lights have been agreed on.</p> <p>Update 7/12/21: DD is waiting on costs, and this will go ahead early next year. Will also install additional bike racks and a couple of floodlights so the pends between Informatics and DI and between DSB and Visitor centre are lit up. Walls will be cleaned beforehand.</p> <p>Update 1/3/22: DD reported, via email, that the Contractors have ordered light fittings and are waiting for delivery, but they have scheduled this for May 2022 along with bike rack installation.</p> <p>Update 31/5/22: DD reported, via email: McKay's will return in June to concentrate on these works as it is not as straight forward as first thought. They will require access to DSB and Informatics at weekends to drill holes through floors to allow for wiring, containment and fixings, which will also involve lifting floors in Rooms which are above the Pends. Kevin from McKay's will forward notification when they are due to require access.</p>	
	ACTIONS FROM 4 DECEMBER 2018	
2.	<p><u>Ventilation to Forum Internal Offices</u></p> <p>20/10/20: DCH advised that money we had put aside is not enough to do all internal offices in the Forum. Estates asked us to select some rooms to be done, we selected the worst rooms and Estates are looking for quotes for the work. All capital spend has been cut back significantly so we will just need to use the existing pot and do as much as possible. However, this will remain on the capital spend lists we submit. VG asked if this was an H&S issue as some offices are too hot to work in. She pointed out that it is also a student experience issue. DCH advised that Estates have had the rooms tested for CO2, air flow etc and there were no regulation concerns.</p> <p>Update 1/6/21: JC advised the Committee that work has started in the Forum to install chilled beams in nine rooms (seven on L5 and 2 on L4) and install pipework within the risers to allow installation of the beams in the remaining rooms when funding is available. DCH said pipework is within the risers at the moment. Level 5 starts 14th June and runs for a month. This will disturb access to some of the corridors. Internal rooms will be out of use for approx. 5 weeks, but external rooms only for a week at a time. There is a meeting between JH, DCH, CM, Computing, IGS this afternoon to discuss the impact further. Level 4 will follow on in July. We have already warned impacted</p>	

	<p>PGRs/RAs. GR asked if the burning smell being recognised in the building was related. DCH confirmed that it was due to the welding. They have now introduced extra fume extraction. No further reports of smells since then.</p> <p>Update 7/12/21: CM advised that there were some problems with the recent beam installation and remedial work had been required. This was done last week and decorators are finalising the repair. There will still be disruption as flushing of the system and commissioning will require entry to the rooms.</p> <p>Update 1/3/22: DCH advised that it was supposed to be complete before Christmas. He'd asked for an update, and had no reply, from Estates. He then asked JC for her involvement. He had requested the system be activated so he could have proof that it is running.</p> <p>Update 31/5/22: DCH reported that 4 levels are still to be done (includes 8+ offices). The contractor has suffered a 6 week delay with materials. They won't produce a schedule until a definite date of arrival. Provisionally 16th July as likely start date</p> <p>Action: CM to release 1.16 for meetings meanwhile.</p> <p>Update 31/8/22: Covered in main minutes.</p>	CM
ACTIONS FROM 1 JUNE 2021		
4.	<p><u>Security between Bayes and Forum</u></p> <p>2/2/21: DD: Additional green break glass boxes from Bayes/DS to IF to be installed (for emergencies) – new swipe access and mechanism changed on doors to suit our fire safety unit. DD to confirm when work is complete, then action can be closed.</p> <p>1/4/21: DD said there were new mechanisms for the two doors between DSB and Forum to be done and no security issues there. DCH reminded him that the doors between Bayes and the Forum on both L3 and L2 still need to be fixed. DD to check next week and include in quote.</p> <p>Update 1/6/21: DD advised that new break glasses have been installed. He is waiting for a schedule from Dorma to install door mechanisms. POs have been raised for this. All quotes have been forwarded to DCH regarding swipe access on L2 and L3 between Bayes and Forum. JC advised that quotes are sitting with Bayes for approval to proceed with the work.</p> <p>Update 7/12/21: JC confirmed that Bayes have agreed to proceed with this. JC and DCH to discuss and proceed with work.</p> <p>Update 1/3/22: DD, by email, said he will have to view to confirm as he thinks these were not part of their FRA for doors.</p> <p>Update 31/3/22: this has all been overridden by the new fire security rules of having a touchbar on the doors. DCH advised DD he should hold off as there seemed little value in progressing this if we cannot control it anyway. JC asked if we have an absolute definitive from Fire Office by the installation of the bars – it does not appear we do.</p> <p>CLOSE issue</p>	
5.	<p><u>Fire exit from WW to InSpace</u></p> <p>DCH raised the issue of building security, specifically the fire exit from WW to InSpace as the door is still being used despite notices (and visual barriers) advising against this and it has been discovered open again on a few occasions. DCH asked for a fire door with a break bar to be installed which may help avoid opportunists. JH was in favour.</p> <p>Update 7/12/21: We have the lock available and are now awaiting clearance from the Fire Office to fit it.</p> <p>Update 1/3/22: DCH advised that the Fire Office didn't want two locking systems on the door and have suggested breaking tags to be put on the door. Techs will do this. The breaklock itself has been vetoed. He also asked about the free access from PPLS and whether to put the breaking tags on that door too. JC clarified that the University Fire Office have said that the doors can't be solely swipe access as they are fire exits for PPLS and Bayes through the Forum but that they must be push bar access. Dave</p>	

	<p>suggested we either put tags on the doors or we ignore the swipe access and put up CCTV so we can see who is using our space. Breaking tags would make it obvious that the door shouldn't be used unless in emergency. JC said we should perhaps explore the CCTV options. Existing CCTV in the building covers reception and part of the Atrium but are managed by Security, not us. This CCTV option would be managed by us. There is the possibility that Estates might revisit the whole issue with the Fire Office again due to a change in management. JC suggested we escalate this with Estates saying this is a security issue and ask them to help us find a solution.</p> <p>Update 31/5/22: DCH has some tags still to put on door, but it is not a priority.</p>	DCH
6.	<p>AV in Forum Meeting Rooms</p> <p>AS asked about the use of the meeting rooms in the Forum suggesting this would be a good time to do outstanding AV work. CM advised that some meeting rooms are being used to house displaced multi-occupants but we could potentially close one off at a time. DS asked what AV equipment would be installed as there is/will be a requirement for high-quality video meetings. AS advised it is a refreshment of the install that we currently have, replacing projectors with TFT screens. He agreed we should look at improvements.</p> <p>Update 1/6/21: AS is handing over the AV improvements to GR and Iain. Hoping to progress with this this week. The Committee discussed which rooms it would be most useful to have hybrid meeting equipment installed. DCH suggested 3.07 and Turing Room, JH suggested G.03. 5.02 could also be done as this can hold three people (socially distanced). Some rooms in AT may also be considered.</p> <p>Update 7/12/21: AS advised that they have formed a team of Iain Durkacz, AS, Mohammed Javaid and Gilbert Inkster to work through this and are now meeting fortnightly. They are trying to distinguish between hybrid meetings and hybrid seminars. Meeting rooms should be almost complete. They are still waiting on the delivery of the seminar kit.</p> <p>Update 1/3/22: 1.16 is now finished, 1.15 is currently being done. Nik D will take this on in Ian Ds retirement.</p> <p>Update 31/5/22: possibly all complete. The recording issue has not yet been resolved. DCH advised camera to be installed in G.07 for recording purposes. Intention to make larger rooms suitable for hybrid seminars and smaller rooms hybrid meetings. Smaller rooms set up already. Larger rooms, have kit, waiting on technician time for G.07, MF2 and G.03 to install cameras. Any recording to be done within Teams or Zoom itself. Not standalone/bespoke set up for recording.</p> <p>Action: update at next meeting</p>	AS