



**Building Committee Minutes**  
**11.00, 1 August 2017**  
**Turing Room, Informatics Forum**

**Attendees:** Martin Wright (Chair), Johanna Moore, Dave Hamilton, George Ross, Alastair Scobie, Ben Gordon, Neil Heatley, Jim Ashe, Carol Marini (Secretary), Kasia Kokowska (invited), Pavlos Andreadis (invited)

**Apologies:** David Sterratt, Ben Gordon

	Summary	ACTION
1	<b>Approval of previous minutes</b> Minutes from the meeting held on 6 June 2017 were approved.	
2	<b>Matters Arising from previous meeting:</b> The following items were discussed and moved to the rolling actions: <ul style="list-style-type: none"> <li>• Building Security Paper</li> <li>• Room Updates on Theon</li> <li>• Reception Area</li> </ul> <p><b>Conversion of Room 2.33 to PGR room</b> NH and DCH were to discuss furniture requirements for 2.33 and to try and not buy furniture if possible. <b>UPDATE 1/8/17:</b> Unfortunately there are no suitable items available in the Forum. Furniture has therefore been ordered and delivery expected end of month.</p> <p><b>Stationery Points Meeting Room Conversion (see item 5)</b></p> <p><b>Video Conference for Shared Office Residents - Acoustic Pods: (see item 6)</b></p>	
3	<b>Review of outstanding issues and actions from previous Minutes</b> Done, see rolling issues and actions.	
4	<b>Forum Security – Student Representative, Pavlos Andreadis, in attendance</b> 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 deemed adequate. <b>Action:</b> MJW to circulate proposals.	MJW
5	<b>Update on Projects:</b> <ul style="list-style-type: none"> <li>• <b>Forum 3 for 2 conversions:</b> DCH reported that the current round is now complete. Some sound insulation retrofitting has been done and seems satisfactory. We have converted two stationery points into meeting rooms which will be fitted with VC equipment and completed by end of August. Any further retrofits which are required will be considered within any further 3 for 2s' contracts. This should be discussed in December Buildings Committee for works in summer 2018. MJW said there should be sufficient space for staff and students in this building until summer 2018 when we should get L4 back and some space in Bays.</li> </ul>	

	<ul style="list-style-type: none"> <li> <b>Reoccupation of Appleton Tower:</b>            Floors are being handed over sequentially, with the big move for ISS scheduled to take place over the weekend commencing 25<sup>th</sup> August. Computing Support staff in the Forum are to move on 25<sup>th</sup> August too. Commercial tenants will move at the end of September. <b>Action:</b> DCH to arrange with contractor for access to second lift over the weekend of the moves.            MJW visited the building with Lesley Yellowlees and Bruce Nelson. Two issues were remarked on: the carpet tiles chosen are too light, and the toilets are still a mess. BN at LY's request emailed Garry Jebb about the state of the toilets. CCG costed for upgrading the toilets but estates decided not to go ahead with it, to date.         </li> <li> <b>DTI/Bayes Centre for Data Technology:</b>            This is on schedule. Security and access control is still being discussed. There will be more meeting rooms available in Bayes which we may have some access to.         </li> <li> <b>Wolfson Wing:</b>            The works are due to be completed at the end of this month.         </li> <li> <b>Stationery Points Meeting Room Conversion</b>            AS has ordered and taken delivery of the screens and cameras, CM has ordered the tables and the contractors have now finished all the works. The printers from Levels 1 and 2 will be put in the corridors, and the number of lockers on L2 will be reduced with the surplus being used for 2.33.         </li> </ul>	DCH
6	<b>Video Conference for Shared Office Residents</b> <ul style="list-style-type: none"> <li> <b>Acoustic Pods:</b>            MJW and CM met with Bennetts for an update. No detailed proposals have been received yet and changes are needed to their current proposals on the location and type of "telephone booth" pods and multi-person meeting areas. New proposals will be brought to the next meeting. <b>Action:</b> MJW + JM et al to make a visit to the Farr to see what they have there.         </li> </ul>	MJW/JM + ??
7	<b>Paolozzi Maquettes</b> JM and MJW looked at Argyle House display cabinet a while ago. MJW, DCH and CM visited the George Square main library and viewed the maquettes. They will meet again in the Forum to discuss this further. <b>Action:</b> CM to arrange a meeting with the collections team and designers for JM, MJW and DCH.	CM
8	<b>Doors Open Day</b> KK informed the group that Informatics is participating in this on Sat 23 <sup>rd</sup> September. Tours of AT will take place every hour, pre-booked via Eventbrite, with approx. 30 people per tour. Will meet in Forum, KK will give a general intro and student helpers (approx. 3) will take them to L6 and L9. They hope to have a few displays and a demo.	
9	<b>AOB</b> No other business was raised.	
	<b>Date of next meeting</b> 3 October, 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. <b>Update 6/6/17:</b> AS confirmed that he has had quotes and has told them to go ahead with the column speakers. They have now been ordered but there is no installation date. <b>Update 1/8/17:</b> AS suggested, due to various delays that they work over the summer or use a different installer. He is trying to investigate a weekend installation. <b>Action:</b> AS to speak to Euan Murray about going to open market.</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. <b>Update 6/6/17:</b> This has been done. DCH said someone was in to look at them today and will come back with a quote. He has suggested they do the work at the weekend. <b>Update 1/8/17:</b> Repair work is still outstanding. <b>Action:</b> BG to report at next meeting</p>	BG
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. <b>Update 6/6/17:</b> BG has just contacted the contractor and is waiting to hear back. AS not done the signs yet. CM will now prepare. <b>Action:</b> AS/GR to give CM the info in order to prepare signs. <b>Update 1/8/17:</b> 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</p>	BG  AS/GR/CM



	<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 dismounting 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. <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. <b>Update 6/6/17:</b> BG said this is now ongoing, level by level and possibly on 3<sup>rd</sup> floor now. <b>Update 1/8/17:</b> Corridors have been done but not ATI ceiling. <b>Action:</b> BG to follow up.</p>	BG
8.	<p><b>Inspace front door</b>            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. <b>Update 6/6/17:</b> No progress, ongoing. <b>Update 1/8/17:</b> Ongoing</p>	DCH/BG
9.	<p><b>External lighting outside Forum</b>  <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. <b>Update 6/6/17:</b> BG has spoken with the trades team who have been investigating. It is proving difficult to find out why it is not working. DCH said that it has been like this for a couple of years, with bits working and others not. Ongoing. <b>Update 1/8/17:</b> Ongoing.</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. <b>Update 6/6/17:</b> AS</p>	AS

	<p>said the kit is in process of being procured. It will be the same sound acoustic as in 4.02. <b>Action:</b> DCH to speak to Ashwood re set up.</p> <p><b>Update 1/8/17:</b> All kit has now arrived. DCH spoke to Ashwood but they didn't want to take this on. DCH has the name of the supplier for acoustic panels. <b>Action:</b> DCH to speak to BG re installation of acoustic panels. <b>Action:</b> AS to install VC equipment and provide instructions on how it works.</p>	DCH AS
	<b>ACTIONS FROM 6<sup>th</sup> JUNE 2016</b>	
	<b>ACTIONS FROM 6<sup>th</sup> DECEMBER 2016</b>	
11.	<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> <p><b>Update 6/6/17:</b> BG says that because of the building work onsite access is a problem. This is on hold until the portacabins have gone. Ongoing. <b>Update 1/8/17:</b> Ongoing.</p>	BG
12.	<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. 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. <b>Update 6/6/17:</b> BG reported that he has had a quote from Peter Thompson in Estates. As this will require a spider machine to do the job, it will need to wait until the building working is done and access to the building can be gained. On hold. <b>Update 1/8/17:</b> Ongoing</p>	BG
	<b>ACTIONS FROM 18TH APRIL 2017</b>	
19.	<p><b>Self-managed Server Room Expansion</b></p> <p>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. <b>Update 6/6/17:</b> AS has ordered the electrical work. BG has confirmation of it. DCH said there are two cooling options: a fan on the roof which would be more expensive; the cheaper option would be to connect to the chilled water system. Estates have looked at the existing cooling unit and have worked out that, as it stands, it could manage what we need. There was a further question from GR about whether it is sited on the best wall. <b>Action:</b> AS/GR/DCH to discuss cooling options and whether to move unit. We want the option of connecting to the chilled</p>	AS

