

Building Committee Minutes
11am, 1st September 2015
G.12, Wilkie Building



Attendees: Martin Wright (Chair), Alastair Scobie, George Ross, Neil Heatley, Dave Hamilton, David Sterratt, Anda Nicolson (Secretary)

	Summary	ACTION
1	Approval of previous minutes Minutes from the meeting held on 4 th August 2015 were approved.	
2	Matters Arising from previous meeting <ul style="list-style-type: none"> a) AV in G.07. Action: AS to set up a group to take this piece of work forward and bring any proposals to this committee. No further action required by the committee at this time. b) Partition Walls. DH notified MR of issue with the partitions in 4.31/33. Ongoing. c) Gas suppression system. This should be completed by 7th August. Action: MR to confirm at next meeting of this committee. d) Faulty fibre connections. Action carried: MR to chase Boston Networks. Ongoing. e) Outdoor furniture. Action: DH has asked MR for costs re: pressure washing. MJW has provided feedback to Alex Lascarides about replacement of outdoor furniture. Action: costs required for replacing tables on the roof. Tasked to Eileen Mehta. f) Heating and ventilation/temperature issues. Three sensors have now been placed, but the cold summer has made it difficult to get baseline temperatures for offices which normally “run hot”. Action: DS to collect readings from sensors. In October/November they will be moved to colder offices and data collated to be passed to E&B. g) Children in the Forum. Action carried: Possibly to be added to newsletter in September. h) CCTV. Action carried: MJW and DH to meet and discuss options for CCTV. i) Bollard outside the front door. Action: DH to chase MR re: ordering. j) Forum doors. Sign has been added to Charles St door. No further action. k) Lifts. Action carried: MR to speak with lift engineers about Lift 4 as it is still not functioning as expected. l) Replacing the UPS: Meeting with E&B due late September. No action required by committee, but to be left on agenda for awareness. m) Fire controller: DH has emailed Fire Stewards asking for volunteers to be controllers. MJW has volunteered. Action: Chair evacuation should be tested during next fire test. n) Appleton Tower equipment: Appleton Tower equipment being moved out today. No further action required. o) Forum maintenance: DH/MR/Jim Cummings to hold a meeting to review schedules to make sure all required items are included. p) Wilkie Snagging: Corridor doors still aren’t closing properly. Action: DH to raise issues – escalate to Callum Robertson via MJW if no resolution. 	<p>AS</p> <p>MR</p> <p>MR</p> <p>EM</p> <p>DS</p> <p></p> <p>DH/MR</p> <p>MR</p> <p></p> <p>DH</p> <p></p> <p>DH</p>
3	Appleton Tower Reconfiguration <ul style="list-style-type: none"> • DH and MJW attended the Appleton Tower Over-Cladding Project Board on 1st September. At present, this project is on schedule. • MJW has met with Bennetts and Callum Robertson (E&B). Bennetts are going to provide a fee proposal for them to give us options for space usage in Appleton 	

	<p>Tower. We need to be able to identify space options before putting a proposal to the Estates Committee in December.</p> <ul style="list-style-type: none"> • The options are: converting Level 6 to a large computing lab, reconfiguring space on Levels 3, 4 or 5; or using the floor space we have on Level 9 as a boardroom/training suite/meeting space. 	
4	<p>DTI</p> <ul style="list-style-type: none"> • The business case is going forward this month and a decision is expected in the coming weeks. • If the project is approved: <ul style="list-style-type: none"> • InSpace will be returned to Informatics • Heating in the Wolfson Wing will be refurbished • 3rd floor plant room will be upgraded • 4th floor roof terrace will be updated 	
5	<p>Forum works and space</p> <ul style="list-style-type: none"> • The contractors are finished in the Forum and snagging is being reviewed. • The furniture has been delivered. • We have space for this academic year but will see pressures in the Forum next year. • It is likely that reconfigurations of larger rooms and additional three for two conversions will be needed. 	
6	<p>Any other business</p> <ul style="list-style-type: none"> • AS raised the issue of floor boxes. We are running low on our supply of them. As we add desks we use additional floorboxes. We could look at removing additional boxes from offices, but this reduces flexibility for conference calls etc. Floorboxes with power and data cost c.£600. • DS noted that the main requirement people have is power, and that it may be possible to source floorboxes which do not have the data component and are therefore cheaper. • Jon Oberlander had sent a query asking if it was possible for the side doors to the Forum to be made swipe only for exit. This isn't possible as entry/exit procedures have to match on each side of the door (e.g. card/PIN vs. swipe only) Action: AN to reply to JO. Completed. 	
7	<p>Date of next meeting: 6th October 2015</p>	