

Building Committee Minutes
3pm, 7th December 2015
Turing Room, Informatics Forum



Attendees: Martin Wright (Chair), George Ross, Dave Hamilton, Mike Reilly, Michael Fourman, David Sterratt, Alastair Scobie, Neil Heatley, Anda Nicolson (Secretary) From 11.30am: Chris Litwiniuk and Caro Overy

Apologies: Johanna Moore

	Summary	ACTION
1	Approval of previous minutes Minutes from the meeting held on 7 th December 2015 were approved.	
2	Matters Arising from previous meeting Heating and ventilation/temperature issues. Minimal complaints have been received this year. Temperature sensors have been returned to E&B and this item removed from the action list. Valkyrie power. Now arranged, item removed from action list. Leak in atrium roof. Now resolved, item removed from action list. Taps/bathroom door on 5th floor. Both issues resolved, removed from action list. See action list for ongoing items.	
3	Energy Engagement Chris Litwiniuk and Caro Overy from Department for Social Responsibility and Sustainability attended the meeting and gave a presentation about the aims of the department.	
4	Forum server room UPS failure During a recent power failure, one UPS didn't come online. Action: GR to liaise with MR about the reasons for the failure and provide an update at the next meeting.	GR/MR
5	Projects update <ul style="list-style-type: none"> • Appleton Tower: the project board met last week. There are two three week delays at present, a 3-6 week overall delay. Costings are due this week for the internal works. The outline business case will go to the Estates Committee in March. If approved then the design will begin and go to the Estates Committee in September, for final approval. This would mean a return to the building in summer 2017. • DTI: work is due to begin in the third week of February, with a projected finish in December 2017. • Forum: there is 150k in budget for internal works – although this doesn't have to be spent in full. Staff/student projections are required to help us to project space requirements for the Forum and the new DTI building. 	
6	Any other business: Meeting dates: this committee will now meet every two months. During the alternate months MJW, MR and DH will meet to review outstanding issues. Security: MJW planning to meet with DH and Peter McDonald to discuss servitorial cover and security of the building.	
7	Date of next meeting 5 th April, 11am. Turing Room	

	ISSUE AND ACTION REQUIRED	OWNER
	Action list from 7th December 2015	
1.	AV in G.07. AS has circulated a recommendation about the AV to this committee. Update 03/02/2016: All to read this and return comments to AS via email. If consensus isn't reached, it should be tabled at the next meeting of this committee.	All
2.	Partition Walls. Issues in G.07/A and 4.31/33. MR waiting for George Boag to agree costs and who will pay for fixing the partitions. Update 03/02/2016: Action: MJW to chase directly.	MR/MJW
3.	Gas suppression system. This has been completed. Update 03/02/2016: AS and MR to schedule the activation of the system and report back to this committee.	AS/MR
4.	Faulty fibre connections. Boston Networks to visit. Update 03/02/2016: Action: MR to chase.	MR
5.	Outdoor furniture. Update 03/02/2016: Action rolled over: MJW to task to Eileen Mehta.	MJW
6.	CCTV – exit doors. Costing has been done for G03 but waiting for exit door costings. Update 03/02/2016: MR to chase.	MR
7.	Lifts. Ongoing issues with lifts in the building. Update 03/02/2016: MJW to escalate to Gary Jebb.	MJW
8.	Replacing the UPS. 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. Ongoing.	DS
9.	Forum reception glass partition. A quote has been requested for this. Update 03/02/2016: MR to bring the costings back to this committee.	MR
10.	Forum inner entrance doors faulty. MR to review. Ongoing	MR
11.	Broken access gate at reception. Cost for this is to be paid by Forum. Update 03/02/2016: MR to arrange for this to be fixed.	MR
12.	Re-carpeting of level 5 Quote is in at £9384. Update 03/02/2016: Action: MJW/MR to discuss and speak with procurement about high cost of quote.	MJW/MR
13.	Paintwork in 1.49 Other rooms also have issues with peeling/chipped paint. Update 03/02/2016: Action: DH to provide MR with list of rooms to arrange painting.	DH/MR
14.	Jet washing roof terrace Costing of £1200 received to complete this. Update 03/02/2016: MR looking for alternatives.	MR
15.	Inspace front door There is no warning buzzer to alert users when the door isn't properly closed. Update 03/02/2016: MR to get cost for fitting this.	MR
16.	Broken flag stones in atrium Ongoing.	MR
17.	External lighting outside Forum MR now handing this.	MR
18.	Exit door in pend This is swelling due to rain and needs treating. Update 03/02/2016: MR to arrange.	MR

	ACTIONS FROM 3rd February	
19.	Videoconference facilities AS is speaking with Jon Oberlander and Steve Renals about their requirements. Ongoing.	AS
20.	Fault reporting It was suggested that the process for fault reporting could be more clearly highlighted online. MJW/DH to review.	MJW/DH