

**Building Committee Minutes**  
**11am, Tuesday 2<sup>nd</sup> June 2015.**  
**Turing Room, Informatics Forum.**



**Attendees: Johanna Moore (Chair), Dave Hamilton, George Ross, Michael Fourman, Martin Wright, Alastair Scobie, David Sterratt, Mike Reilly, Anda Nicolson (Secretary)**

	Summary	ACTION
1.	<p><b>Approval of Previous Minutes</b></p> <p>a) Minutes from the previous meeting dated 5<sup>th</sup> May 2015 were approved as a true representation of the meeting.</p>	
2.	<p><b>Actions outstanding from previous meetings (combined)</b></p> <p>a) <b>AV in G.07.</b> AS emailed LTS explaining our requirements and asking for their assistance. No response. <b>Carry action forward.</b> (AS to arrange contractor visit)</p> <p>b) <b>Partition walls.</b> Contractors came and completed maintenance in 4.31/33. <b>Action:</b> DH to have them tested and issue a note advising that they are working if that's the case. <b>Action:</b> DH to show Level 4 admin how to use the partitions and leave keys under their care.</p> <p>c) <b>Gas suppression system.</b> George Boag has authorised the purchase of items required to progress this. <b>Action:</b> MR to provide update at the next meeting of this committee.</p> <p>d) <b>Faulty fibre connection.</b> No update. <b>Action:</b> MR to chase Boston Networks.</p> <p>e) <b>Outdoor furniture.</b> No response from Bennetts. <b>Action:</b> MW to look at alternatives.</p> <p>f) <b>Heating &amp; ventilation.</b> No update. <b>Action:</b> JM to update letter to Gary Jebb and issue. (See item g)</p> <p>g) <b>Temperature issues.</b> DS sent another email to George Boag. MR is supplying temperature sensors and DS will put in the hotter rooms for comparison. He proposes comparing 5.06 and 5.08 due to their differing ventilation. JM noted that some rooms on the 4<sup>th</sup> floor have issues and they should be checked too. BuroHappald will be putting fans in the swirls during the renovation works to try and improve air circulation. There is a pre-contract meeting with them next week. <b>Action:</b> MW to raise with Jane Johnston and E&amp;B.  The renovation works are being managed by E&amp;B, BuroHappald are the contracted engineers and Bennetts are the architects.  <b>Action:</b> DS to liaise with MW to revise the letter to Gary Jebb and MW to provide updated draft to JM.</p> <p>h) <b>Maintenance.</b> MR has raised the issue of the lack of a maintenance schedule with E&amp;B. <b>Action:</b> MR to raise this again. MR has received a report about a university-wide maintenance agreement for partition doors. <b>Action:</b> MR to send a copy to MW. Jim Cummings is looking to create a maintenance schedule for the building. <b>Action:</b> MR to bring Jim Brown to next meeting. <b>Action:</b> AN to email invite and to ask for a draft maintenance schedule for circulation to the committee.  It was noted again that there is still no clarity as to who has responsibility for the UPS.</p> <p>i) <b>Children in the Forum.</b> MW has drafted a communication to be issued from HoS. <b>Action:</b> JM to issue this.</p> <p>j) JM to speak with Jon Oberlander about ownership/location of old NMS equipment. <b>Action:</b> Meeting to be arranged.</p> <p>k) <b>Action carried:</b> MW to issue communication asking people to review what's in the library and make clear what they wish to be kept.</p> <p>l) <b>Action carried:</b> MW/DH to discuss options for CCTV in the Forum.</p> <p>m) <b>Bollard outside the front door.</b> <b>Action:</b> MR to get costings for this. It's not covered in E&amp;B budget so this would be a school cost.</p> <p>n) <b>Atrium cleaning.</b> <b>Action:</b> DH to establish if cleaning schedule exists for atrium floors.</p>	<p>AS</p> <p>DH</p> <p>DH</p> <p>MR</p> <p>MR</p> <p>MW</p> <p>JM</p> <p>MW</p> <p>DS/MW</p> <p>MR</p> <p>MR</p> <p>AN</p> <p>JM</p> <p>AN</p> <p>MW</p> <p>MW/DH</p> <p>MR</p> <p>DH</p>

3.	<p><b>Decant Update</b></p> <p>There have been some teething issues with the move – there was minor flooding in Forrest Hill. This has now been resolved but the carpets are still to be dried out. The Drill Hall is due to open on 3<sup>rd</sup> June to students. <b>Action:</b> MW to chase Tom Fuggle in relation to the heating in the Drill Hall.</p> <p>DH has reported issues with locks in Forrest Hill to Tom Fuggle. Some doors are unsecured and open directly to a large drop. This is a serious Health and Safety issue. Over ten doors are affected. <b>Action:</b> MW/DH to continue chasing this as an urgent issue.</p>	MW  DH/MW
4.	<p><b>Forum Doors</b></p> <p>The Pend entrance has now been satisfactorily fixed. The Charles Street entrance is still not allowing access from outside, but is working as a fire exit. <b>Action:</b> MR to email AN to confirm when this door is fully operational.</p>	MR
5.	<p><b>Screens in lifts</b></p> <p>A suggestions has been received that rather than static posters we could look to install screens in the main lifts which could be used to publicise upcoming events. The idea merits further discussion, but during a quieter period. <b>Action:</b> Add to actions list for next meeting, to be rolled over.</p>	AN
6.	<p><b>Any other business</b></p> <p>There is an issue again with mice in the Forum. <b>Action:</b> DH to issue an email message to remind people not to leave food out in their offices/communal areas.</p> <p>The lifts in the Forum have been experiencing a lot of issues recently. <b>Action:</b> MR to speak with John Morgan in relation to Lift 4.</p>	DH  MR
7.	<p><b>Date of next meeting</b></p> <p>Tuesday 7<sup>th</sup> July 2015 at 11am in the Turing Room, Informatics Forum.</p>	