

Building Committee Minutes
11.00, 3 October, 2017
Turing Room, Informatics Forum



Attendees: Martin Wright (Chair), George Ross, Alastair Scobie, Ben Gordon, Carol Marini (Secretary)

Apologies: Dave Hamilton, David Sterratt, Johanna Moore

	Summary	ACTION
1	Approval of previous minutes Minutes from the meeting held on 1 August 2017 were approved.	
2	Matters Arising from previous meeting: Conversion of Room 2.33 to PGR room Furniture is now in place and the room is operational. Acoustic Pods – see Item 4 Paolozzi Maquettes – see Item 4	
3	Review of outstanding issues and actions from previous Minutes Done, see rolling issues and actions.	
4	Update on Projects: <ul style="list-style-type: none"> • Forum 3 for 2 conversions: The work has now been completed although there is some outstanding acoustic retrofitting to be done. This will be undertaken in conjunction with any future projects. • New Forum meeting rooms These are partially in operation with ventilation and acoustics work still to be done. AV installation is also to be undertaken with work expected to be finished in the next month or so. Once everything is completed we will take feedback before deciding whether to convert print rooms on other levels. • Reoccupation of Appleton Tower: Level 8 is now occupied with ongoing issues still to be resolved. Level 9 is due to be handed over on 15th October but unlikely to be operational before the beginning of November. • Wolfson Wing: Works are now all done, with ongoing snagging. Sound transmission is an issue and has been raised with contractors. Action: DCH to look at sound insulation. • Acoustic Pods: MJW, JM and DCH will visit The Farr Institute on 19 October to view their acoustic pods. Bennetts sent a revised proposal and drawings for pods suitable for skype meetings etc which MJW showed the Committee. It was pointed out that they were not disabled-friendly due to the configuration. One person booths would have a table and narrow “bus-stop-style” benches. MJW questioned whether free-standing would be better to built-in booths, with the advantage of being movable. Printer area booths received a more favourable response and it was decided the proposal should be wider circulated for feedback. If going ahead it would probably be linked in as part of a bigger project. Action: MJW to circulate to a wider audience. 	<p style="text-align: right;">DCH</p> <p style="text-align: right;">MJW</p>

	<ul style="list-style-type: none"> • Paolozzi Maquettes: JM, MJW, DCH and MF to meet with the design team on 18 October to further discuss options for a display cabinet to hold the maquettes, currently held by the University. The proposed location is in the atrium, in a non-movable, purpose-built display case. 	
5	<p>DTI/Bayes Centre for Data Technology:</p> <ul style="list-style-type: none"> • Update: On schedule for a May 2018 handover, with occupancy around July. The furniture order has been finalised. AS raised his concerns that no data should be built into furniture. Action: AS to speak to Jon Oberlander. • Facilities Management We are working on the basis that management of facilities will be handled by Informatics. MJW is working on details with JO for resourcing and costs. AS to be included in discussions. <p>AS said that the network in Bayes will be split. Who will be managing the patching is up for discussion but is traditionally done by IS. AS is trying to encourage a more flexible way of working and Bayes would provide a good opportunity to trial this.</p>	AS
6	<p>Informatics Display Space This has arisen as visitors want to see what we do here and there is a view that we should have a better way of demonstrating what goes on in this building. There has been a suggestion to create a display space either in Bayes or (more likely) the Forum, Jim Ashe is taking this forward. Hugh Edmiston (Director of Corporate Services) has undertaken to provide some funding with a stipulation that it must be used in this academic year. There may be the possibility of some funding from the City Deal. In order to handle the year-end issue it may become a small capital project. The likely location may be G.03 vacated by Valkarie, once it moves to Bayes, and will include some video display, with maybe a Valkarie webcam.</p>	
7	<p>Small Capital Projects – call We already have an outstanding project for L5 in AT which was part of the 16/17 call. MJW says he is expecting the 17/18 call shortly and has been asked by College what we might want to do. Maybe something further on L5 AT, perhaps a second teaching studio?</p>	
8	<p>Doors Open Day: 23 September – Report Kasia Kokowska’s report was circulated by email to everyone. This was a relative success and is likely to be repeated next year, with L9 included and perhaps Bayes if ready.</p>	
9	<p>AOB There was a proposal to significantly increase the computer resources for taught students. Stuart Anderson and Steve Renals have argued for an expansion to the GPU cluster to add an additional 200 GPUs somehow, with a need to make physical provision for the location of the hardware. This may or may not be done as part of a small capital project. They are looking at how this can be achieved.</p>	
	<p>Date of next meeting 5 December 2017, 11.00am, Room 5.02</p>	

	ISSUE AND ACTION REQUIRED	OWNER
	Action list from 7th December 2015	
1.	<p>AV in G.07. 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. Update 07/11/2016: The audio installation will take place in December 2016. The video replacement will be scheduled at a later date. Update 06/12/2016: 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. Action: AS to make a mock up and do a demo before Xmas. Action: AN: to book rooms out for this to happen. Update 07/02/17: 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. Update 18/04/17: 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. Action: AS to get two quotes, one for doing column speakers and small speakers, and the other for just the column speakers. Update 6/6/17: 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. Update 1/8/17: 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. Action: AS to speak to Euan Murray about going to open market. Update 3/10/17: AS has contacted LTS to see what stage we are at. He thinks we may need to go to full tender and do the works in one go. This may involve having to move meetings from the room as there may be at least a week's downtime.</p>	AS
2.	<p>Partition Walls. Issues in G.07/A and 4.31/33. Action: MJW to chase. Update 09/12/16: ongoing. Update 07/02/17: ongoing. Update 18/04/17: still waiting on a response. Update 6/6/17: 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. Update 1/8/17: Repair work is still outstanding. Action: BG to report at next meeting. Update 3/10/17: BG has been in touch with Dorma to have these fixed. They have intimated they will do G.07 over a weekend in October. Action: BG to chase for a date.</p>	BG
3.	<p>Gas suppression system. This has been completed. Update 07/11/2016: No progress. Activation of system need to be scheduled as a matter of urgency. Action: DCH to raise with Premises. Update 09/12/16: DCH has raised with Premises and asked for date – no response.</p>	

	<p>Updated 07/02/17: 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. Action: BG to follow up. Update 18/04/17: Action: BG to confirm the date for the switch on. Action: AS to get large signs showing the override button.</p> <p>Update 6/6/17: BG has just contacted the contractor and is waiting to hear back. AS not done the signs yet. CM will now prepare. Action: AS/GR to give CM the info in order to prepare signs.</p> <p>Update 1/8/17: 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 made active yet. Action: BG to update on actions required to make active and action date.</p> <p>Update 3/10/17: BG has the quote for renewing cylinders downstairs. Some fittings to cylinders need replacing too so he is now looking for a second quote. He has spoken with Fire Safety about use of space and is waiting to firm up details.</p>	<p>AS/GR/CM</p> <p>BG</p>
<p>4.</p>	<p>Faulty network connections. Boston Networks to visit. Update 07/11/2016: No progress. DCH to raise with Premises.</p> <p>Update 09/12/16: DCH has raised with Premises, no action so far. Update 07/02/17: There have been several problems with the cables that were put in (under warranty). Action: BG to follow up. Update 18/04/17: BG said that Jim Brown would be taking this forward to Boston Networks. Action: DCH to forward JB a list of defects and send him a copy of the Boston Networks warranty. UPDATE 6/6/17: DCH has sent the list to JB We now have a scanned copy of the warranty. Action: DCH to send BG the latest list of faults (cc JB). Update 1/8/17: Need update from BG at next meeting.</p> <p>Update 3/10/17: This is now being taken forward by Jim Brown. He has been in contact with IS. Action: Ongoing as he is off sick. BG to follow up.</p>	<p>BG</p>
<p>5.</p>	<p>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. There is a possibility of getting improved ventilation to inner rooms while replacing the UPS either through venting individual rooms or through use of fans. Update 07/11/2016: Agenda item for this meeting, see above.</p> <p>Update 09/12/16: DCH spoke with Jim Brown who was to take responsibility for this but there was no update. DCH chased to find out progress and to make him aware of potential funding. Update 07/02/17: GS has shown sustainability people round and waiting on quote. DCH has spoken to premises and pointed Jim Brown in their direction. We understand that Rab Calder is dealing with it. Action: BG to speak with Jim Brown.</p> <p>DCH mentioned that Jim is concerned about the old UPS Server. DS said if we could replace the existing 100KVA UPS that serves the floor sockets and cooling fan with 150KVA to run the servers and the cooler, turn off the UPS floor sockets and IT sockets except critical ones, we could have a saving in usage of up to 50%. Rab is keen for UPS to be the responsibility of Estates and not the Forum. The issue: we need a run time of 40+ minutes instead of current 20+ minutes. DS has emailed his concerns re this to Rab but had not reply. Action: BG to check current status and report back. Update 18/04/17: BG said that Jim Brown plans to repair the existing UPS with a view to a replacement in the future. Action: BG to confirm timescale. Update 6/6/17: AS says short term (getting second UPS) is more critical. They cannot put the self-managed server into use until this gets going. AS says this is getting more urgent and needs action now. If this is not able to be fixed by Estates AS says we could take action</p>	

	<p>ourselves by getting an outside contractor. It will very shortly affect our research. MJW said we should propose a deadline for the end of this month to get the second UPS up and running and if not we escalate the issue. GR needs warning in advance of contractor turning up. Action: BG to pursue.</p> <p>Update 1/8/17: Main building UPS is still an issue. We are still awaiting information on Estates' proposals. Two UPS are now operational, however, there are still concerns about reliability.</p> <p>Update 3/10/17: The batteries for the 100kVa system are being replaced on Friday. 500kVa – Jim was dealing with this but he is off. Action: BG to get back to AS about the 300kVA system.</p>	<p>BG</p> <p>BG</p>
6.	<p>Forum reception glass partition.</p> <p>A quote has been requested for this. Update 07/11/2016: Glass partition installed and logo added. Action: DCH to arrange for device to amplify sound to be bought.</p> <p>Update 09/12/16: DCH has raised with premises – no response. Update 07/02/17: ongoing. Update 18/04/17: DCH said a sound amplification system has been purchased and is being installed. Update 6/6/17: Still in process. Update 1/8/17: Ongoing. Update 3/10/17: The purchased system is too sensitive and requires modification. Action: DCH to request Estates to provide a contractor to install the intercom.</p>	DCH
7.	<p>Paintwork in 1.49</p> <p>DCH has passed the list of rooms which need painting to premises team. Update 07/11/2016: 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>Update 09/12/16: 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. Action: DCH to draw up list of worst cases. Update 07/02/17: 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 dismantling 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. Update 18/04/17: DCH said that work had been due to start this week on painting the corridors. BG said this has been postponed. Action: BG to provide DCH with update. Update 6/6/17: BG said this is now ongoing, level by level and possibly on 3rd floor now. Update 1/8/17: Corridors have been done but not ATI ceiling. Action: BG to follow up. Update 3/10/17: BG reported that the paintwork has been done in all the corridors. One ceiling in 4.08 is still to be painted (to match the level colour). Action: BG to follow up.</p>	BG
8.	<p>Inspace front door</p> <p>There is no warning buzzer to alert users when the door isn't properly closed. Update 07/11/2016: No progress. Action: DCH to pass to premises team. Update 09/12/16: DCH has raised with Premises team – no response. Update 07/02/17: This is ongoing and is on the list. Update 6/6/17: No progress, ongoing. Update 1/8/17: Ongoing. Update 3/10/17: BG is meeting a contractor later today and will get them to view it.</p>	BG
9.	<p>External lighting outside Forum</p> <p>Update 07/11/2016: 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. Action: DCH to send a reminder email highlighting personal safety during winter</p>	

	<p>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. Update 1/8/17: Ongoing. Update 3/10.17: Access issues – this will be ongoing until DTI/Bayes is finished.</p>	
	<p>ACTIONS FROM 18TH APRIL 2017</p>	
19.	<p>Self-managed Server Room Expansion 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. Action: 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. Action: BG to follow up on this. There is a question whether we need a new fan coil. Action: GR to give DCH an estimate of the power required. Update 18/4/17: 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. Action: 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. Update 6/6/17: 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. Action: AS/GR/DCH to discuss cooling options and whether to move unit. We want the option of connecting to the chilled water system at the moment. Update 1/8/17: Apart from cooling, everything is ready. Action: GR to speak to BG about cooling solution. Update 3/10/17: BG has had two quotes through and needs a decision on which option to go with. There is an issue about the heat expected to be generated from the servers. AS thinks they have 20 kw headroom in the system. Where is the capacity issue, into the building, or just in that room? Action: AS, DCH and BG to discuss further to agree a solution.</p>	AS/DCH/BG
	<p>ACTIONS FROM 6 JUNE 2017</p>	
23.	<p>Electronic Sign-in Book MJW suggested we should look at modernising the way people sign into the building. There followed a discussion on security issues, the reason for the sign-in book (eg fire drills) etc. Action: MJW to take forward this suggestion in context with the wider Bayes/Dugald Stewart security. Update 6/6/17: Carry forward. Update 1/8/17: Action: MJW to discuss with AS. Update 3/10/17: MJW and AS have met but require further discussion with JO on a use case for a sign-in book in Bayes. Action: Carry forward.</p>	MJW/AS/ JO
24.	<p>Heating/Lack of in G.07/G.07a There have been a number of complaints from users about the temperature. Action: BG to look into the issues raised and attempt to find a solution. Update 6/6/17: BG has looked into this and says there is plenty of hot water and decent temperatures. DCH says it's a built in problem and has been going on for years. Previous suggestions which were made were knocked back. Currently we are reactively using electric heaters as there has been no acceptable solution. AS suggested more tiles with vents?</p>	

	Action: BG to speak to estates to look for another alternative. Update 1/8/17: Ongoing. Update 3/10/17: BG not progressed any further. Ongoing.	BG
	ACTIONS FROM 1 AUGUST 2017	
26.	<p>Forum Security</p> <p>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 and deemed adequate. Action: MJW to circulate proposals in order to finalise a draft of a security paper for the building. Update 3/10/17: MJW, DCH and CM have met and discussed issues. Action: MJW to prepare a draft document.</p>	MJW
27.	<p>Room Updates on Theon: CM to be shown Theon by Tim Colles and do the updates to new rooms. Update 1/8/17: Carry forward this as Tim is on holiday. Update 3/10/17: Done. CLOSE ISSUE</p>	CM
28.	<p>Reception Area: DCH to inform PMcD and cleaners of the changes to security and deliveries. Update 1/8/17: Carry forward. Update 3/10/17: Done. CLOSE ISSUE.</p>	DCH