



Building Committee Minutes
11am, 4th August 2015
Turing Room, Informatics Forum

Attendees: Martin Wright (Chair), Mike Riley, Jim Brown, Alastair Scobie, Michael Fourman, Anda Nicolson (secretary)

	Summary	ACTION
1	Approval of previous minutes Minutes from the meeting held on 7 th July 2015 were approved.	
2	Matters Arising from previous meeting <ul style="list-style-type: none"> a) AV in G.07. AS has spoken with LTS. The audio work is estimated at £12k. They are prototyping a system in the Reid Concert Hall in September and have suggested that we look at it once it's installed. LTS have suggested that we move to a digital system and remove the dual projection facilities to reduce complexity and cost – to replace the dual projection system would cost c.£35k. 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 noted that the screens aren't working as expected. Action: DH to follow this up with MR then show Avril from Level 4 admin how to use the partitions and leave keys under her care. 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 to arrange pressure washing for roof garden, terrace and furniture, as well as chess set. Action carried: MJW to feed back to Alex Lascarides that alternatives to current furniture have not been found. f) Heating and ventilation/temperature issues. The sensor has now been placed in the lab. The heating/ventilation issues are still being worked on with E&B. g) Maintenance. See information in Any Other Business. h) Children in the Forum. Action carried: Communication to be issued about this. i) CCTV. Action carried: MJW and DH to meet and discuss options for CCTV. j) Bollard outside the front door. Cost for this will be £800+VAT. Action: DH to order, liaising with MR to raise E-IT. k) Forum doors. It is possible to exit the Charles Street door without a staff badge in an emergency – by breaking the emergency glass in the wall panel. Action: DH to add sign to this effect; directing users to emergency panel. Action: MR to get costing for maglock on Pend door. l) Lifts. Action carried: MR to speak with lift engineers about Lift 4 as it is still not functioning as expected. m) Replacing the UPS: DS was to arrange a meeting with E&B to discuss redoing our emergency power supply to be more energy efficient. This has action been carried. n) Fire controller: Neil Brown is the Fire Controller for the Forum. Action: DH to look for at least one additional Fire Controller. o) Appleton Tower equipment: The Appleton Tower equipment left in the workshop is to be removed. Action: DH to confirm this has been done. 	<p>AS</p> <p>DH/MR</p> <p>MR</p> <p>MR</p> <p>DH</p> <p>MJW</p> <p></p> <p>MJW</p> <p>MJW/DH</p> <p>MR/DH</p> <p></p> <p>DH</p> <p>MR</p> <p>MR</p> <p>DS</p> <p>DH</p> <p>DH</p>

3	<p>Forum works</p> <ul style="list-style-type: none"> • Level 2 refurbishments have now been completed. • Level 4 will be handed over on the 6th of August. • Level 5 is starting this week. • All works should be completed on 25th August 2015 • A consequence of the reconfigurations is the loss of six visitor desks in 4.08. 	
4	<p>Any other business</p> <p>Wilkie Building snagging:</p> <ul style="list-style-type: none"> • There have been questions from the occupants of Wilkie about some issues. • EBIS are marking jobs as “to be done by contractor” and they aren’t being completed. • The east door doesn’t close properly and there have been queries about the water quality in the building. • The Charles Street Lane route is potentially unsafe due to the number of lorries using this without banksmen. • Action: DH to meet with AS to review the issues and escalate. <p>Maintenance of Forum:</p> <ul style="list-style-type: none"> • Scheduled maintenance of the Forum lifts is included in the University lift maintenance contract. • Action: Partition doors should be added to the door maintenance schedule. • There are statutory maintenance requirements which are met: fire alarms, emergency lighting etc. • Action: DH to speak with Jim Cummings to set up a regular order for water quality testing of the showers. • Action: DH/MR/JB and Jim Cummings to hold a meeting to review schedules to make sure all required items are included. 	<p>DH/AS</p> <p>MR/JB</p> <p>DH</p> <p>DH/MR</p>
5	<p>Date of next meeting: 1st September 2015, room TBC</p>	