



Building Committee Minutes
11.00, 6 June 2017
Turing Room, Informatics Forum

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

Apologies: Johanna Moore

	Summary	ACTION
1	<p>Approval of previous minutes Minutes from the meeting held on 18 April 2017 were approved. Date amended from 2016 to 2017.</p>	CM
2	<p>Matters Arising from previous meeting: The following items were discussed and moved to the rolling actions:</p> <ul style="list-style-type: none"> • Electronic Sign-in Book • Heating/Lack of in G.07/G.07a • Mirrors for Shower Rooms <p>Conversion of Room 2.33 to PGR room MJW and NH had been discussing room 2.33 and the required furniture. It was suggested we might put a pin-code lock on the door rather than issue multiple keys. MJW asked if that would damage the door and how would we make good? It was decided to look at that when it happens as the room is only being temporarily used for a year, and to replace the door if necessary. Action: NH to liaise with DCH about furniture requirements for 2.33. Try not to buy furniture if possible.</p> <p>Stationery Points Meeting Room Conversion (see item 4)</p> <p>Video Conference for Shared Office Residents</p> <ul style="list-style-type: none"> • Acoustic Pods: (see item 5) <p>MF asked if the edges of the stairs could be cleaned. Action: CM to speak to cleaners. UPDATE 6/6/17: CM has spoken to the cleaners and requested this be incorporated into their schedule. Evidence of work having been done. CLOSE</p>	NH/DCH
3	<p>Review of outstanding issues and actions from previous Minutes Done, see rolling issues and actions.</p>	
4	<p>Update on Projects:</p> <ul style="list-style-type: none"> • Forum 3 for 2 conversions: DCH reported the 3 for 2 conversions are ongoing, and almost finished. Retrofit on level1 finished within a 5 week period. MJW said we will look at 3 for 2 conversions which are still needed and include them within any further retrofit contracts. • Reoccupation of Appleton Tower: MJW informed the committee that the reoccupation is in process and is running to schedule. There is a separate working group dealing with this. 	

	<ul style="list-style-type: none"> • DTI/Bayes Centre for Data Technology: MJW reported that some members of staff had a tour of DTI/Bayes the previous Friday. He said it is progressing as planned and we should have occupancy July/August 2018. • Wolfson Wing: The works have now started and level 3 decant has been done. The next stage will commence on 23rd June for level 2. It was noted that we managed staff re-location without using MF1. • Stationery Points Meeting Room Conversion DCH reported that the new meeting rooms on Levels 1 and 2 will be ready by the end of the week. Action: MJW, DCH, CM to meet and look at furniture. It was suggested having a longer fixed table against the wall to make cabling easier and to put the screens on the short walls. Action: AS to order screens and cameras. MJW asked what is happening about printers. L2 printer was moved to the open area temporarily. L1 printer possibly should go in the storage corridor behind its original location. AS said we should check if an open area is the ideal situation as it can be noisy. MJW questioned whether we should maybe get rid of those printers. It was decided however that we continue with these temporary solutions for Levels 1 and 2 meantime until printing to the cloud comes into effect at the end of the year. 	<p>MJW/DCH /NCM AS</p>
5	<p>Video Conference for Shared Office Residents</p> <ul style="list-style-type: none"> • Acoustic Pods: MJW reported that he has briefed Bennetts on the various pods being considered, and their purpose. He said it is now in hand, and we are waiting for proposals. 	
6	<p>AOB</p> <ul style="list-style-type: none"> • Carpet Tiles. DCH had asked BG for quotes for each level. MJW suggested the east side of MF1 should have hard flooring under the dining area. We also need to make sure we maintain the fire route delineation (odd coloured tiles). • At the recent H&S meeting the student rep Pavlos Andreadis raised various security issues. It was decided he should be invited to attend the next Building Committee meeting where these issues would be discussed in more detail. MJW has already started writing a Forum security policy paper and will try and bring a draft to Building Committee. Action: CM to invite PA to meeting. Action: MJW to finalise draft of security paper in time for meeting. • AS raised the question of responsibility for updating Theon now we have new rooms as this seems to be vague. CM to be shown Theon and do the updates with new rooms. Action: Tim Colles to show CM the system etc. • Reception Area. MJW said there had been a general tidy-up around reception and, following recent issues with deliveries going missing it was agreed to close the gate on reception to stop people walking into the area. There had also been a discussion on storing deliveries in the back office. DCH says technicians have been instructed to install shelves. Deliveries are to be stored there rather than left in the open. DCH suggested a signing book for deliveries. MJW also said to keep the servitor door closed. Peter McDonald and the cleaners will need to be informed. Action: DCH to inform PMcD and cleaners. AS suggested not allowing personal deliveries as this involves a lot of work and that this is banned in other schools. There is also an issue with parcels being delivered to this building when no one is in other buildings and then being left for days. MJW questioned “should we be allowing personal deliveries from likes of Amazon?” Suggestions were: Anyone who orders anything to the forum should inform 	<p>CM MJW</p> <p>TC</p> <p>DCH</p>

	<p>reception that it is coming and if not done it should be refused; or, if a parcel arrives the individual must come to reception and sign for it or it is refused. We can say we discourage home deliveries due to volume of work and risk? Action: MJW to ask JM to send an email saying we are discouraging home deliveries to the Forum. Deliveries to AT need to be discussed, eg servers etc. MJW said deliveries for Informatics should come here as reception is manned and by default deliveries for Comp Support will come to Forum. Teaching have things delivered to the Forum rather than taking to AT. Can they be delivered direct to L6? MJW said that the Forum security policy will need to include deliveries.</p>	MJW
7	<p>Date of next meeting 1 August, 2017, 11am, Turing Room</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.</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.</p>	MJW
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. 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. 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>	BG AS AS/GR/CM
4.	<p>Faulty network connections. Boston Networks to visit. Update 07/11/2016: No progress. DCH to raise with Premises. 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).</p>	

	ACTIONS FROM 6th JUNE 2016	
12.	Keyloggers: AS to consider what steps we can take to avoid issues with items such as keyloggers and to report back to this committee. Update 09/12/16: Action: AS to raise awareness. Update 18/04/17: AS said AD had been going to send an email. Action: AS to check status and advise the Committee by email. Update 6/6/17. CLOSE ISSUE 6/6/17.	
	ACTIONS FROM 6TH DECEMBER 2016	
13.	Windows outside MF1: DCH following up on possibility of getting spikes to discourage birds on ledge causing mess on windows and outside pend door. DCH has passed this to BG along with other items. Action: DCH to re-send list of items to BG. ONGOING. UPDATE 6/6/17: BG says that because of the building work onsite access is a problem. This is on hold until the portacabins have gone. Ongoing.	BG
14.	Office cleaning – A query was raised about the regularity of office cleaning. Action: DCH to speak to cleaners about this, and to arrange to have the tops of light shades cleaned – ongoing 09/12/16. Update 7/2/17 - DCH spoke with Estates regarding cleaning of ledges. Ray Flockhart thinks Peter Thomson should have hoses. DCH has also spoken with cleaners who advise they clean offices every day but ignore cluttered areas. They are not responsible for cleaning the dust above the light fittings. Action: BG to speak to Peter re cleaning ledges and light fittings. Update 18/04/17: BG has spoken with Peter Thomson and asked for quotes for cleaning ledges. Light fittings haven't been done yet. UPDATE 6/6/17: BG reported that he has had a quote from 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.	BG
	ACTIONS FROM 18TH APRIL 2017	
18.	DTI/Bayes Centre There will be some space available in DTI/Bayes. MJW met with Barbara Webb to discuss staff movements and will now meet with the two other CDT teams re moving students. May 2018 is now looking at the likely date for occupation of Bayes. Update 7/2/17 – MJW has had a discussion with IPAB about space in the building. He has had no detailed discussions with other groups. Action: MJW to speak with Jon Oberlander. Update 18/4/17: Ongoing. UPDATE 6/6/17: CLOSE ISSUE 6/6/17.	
19.	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	AS

	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.	AS/GR/DCH
	ACTIONS FROM 6 JUNE 2017	
23.	Electronic Sign-in Book <i>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.</i>	MJW
24.	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? Action: BG to speak to estates to look for another alternative.	BG BG
25.	Mirrors for Shower Rooms It was agreed to provide mirrors in the shower rooms. Action: DCH to arrange. UPDATE 6/6/17: Ongoing. It was also noted that appropriate signage on usage and reporting faults should be displayed in both shower rooms and toilet corridors. Action: CM to arrange. Done.	DCH