



Building Committee Minutes
11.00, 6 December 2016
Turing Room, Informatics Forum

Attendees: Johanna Moore (Chair), Dave Hamilton, George Ross, Alastair Scobie, David Sterratt, Martin Wright, Anda Nicolson (Secretary), Carol Marini

Apologies:

	Summary	ACTION
1	Approval of previous minutes Minutes from the meeting held on 7 November 2016 were approved.	
2	Matters Arising from previous meeting: <ul style="list-style-type: none"> - 3 for 2 conversions: MF1 (to be used as a hot-desk and storage area) has been booked out for decant of Wolfson Wing which is due to take place between May and end of August. - Windows outside MF1: DH following up on possibility of getting spikes to discourage birds on ledge causing mess on windows and outside pend door. - Donation to ground floor projects being used to arrange cleaning of chairs. Peter Thomson has team of staff we can use to clean pods. Question was raised whether we had too many pods in café area. It was decided we retain sufficient (ie 1 row of pods only). Action: DH to distribute rest round floors where possible. JM suggested Bayes centre might want some as they are very expensive and difficult to get the same colours. Action: JM to speak to Jon Oberlander. Action: CM to look into the possibility of a cleaning/maintenance schedule for Forum. - Replacement of Forum UPS: The main building and server UPS are to be replaced. Jim Brown was to take responsibility for this but we have had no update. Action: DH to chase and find out progress, as well as making him aware of the potential funding. Update 09/12/16 - No response – still ongoing. - Christmas Tree – arriving today. - Office cleaning – A query was raised about the regularity of office cleaning. Action: DH to speak to cleaners about this, and to arrange to have the tops of light shades cleaned – ongoing 09/12/16. - Quartermile Project – Action: MF to arrange for Paulo Quattrone to come and present to informatics about this. Update: This has not been done. AN to chase. 	DH DH JM CM DH DH AN
3	Self-managed Server Room Expansion As the servers are full, we have been looking into options for more 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: DH to find out about power, costs etc from Premises team.	DH
4	Updates on building projects Forum 3 for 2 Conversions: There will be 9 conversions between now and next summer. A start date has not yet been decided, but likely to be mid-January, as contractors are not being appointed until the end	

	<p>of next week. MJW is also looking at current recruitment plans to see which levels are likely to have the highest demand for space, with levels 1 and 2 being the most likely.</p> <p>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.</p> <p>Appleton Tower The budget of £2.5m for the fit-out of level 9, reconfiguration of level 6 and part of level 7, and refurbishment of social areas of levels 3 and 4 will be split between Informatics and the central University. The AT Return Committee will meet this week to plan the movement of people back into the building. The expected handover is the beginning of August with the requirement of having available teaching space for the start of Semester 1, 17/18. Commercialisation and incubator space to remain in Wilkie Building meantime. MJW said the contractors were still holding on to space in AT, and access is restricted. There are areas on levels 5, 7 and 8 not being touched and it would be good to get these ready for occupation. To ensure continuity, Level 5 should be up and running before the move from Forrest Hill. MJW has submitted projects to the Small Capital Projects group as follows: 1 – the conversion of level 5 room into a teaching lab. 2 – the upgrade of toilets on levels 3-5. 3 – the upgrade of lift lobbies in levels 3-5. He suspects there will need to be a more general refurbishment of level 5 in 2018.</p>	
5	<p>Any other business</p> <p>Office cleaning in Forrest Hill NH had arranged Saturday cleaning for Forrest Hill in relation to a request by the students. As they have 24/7 access the buckets were over-spilling. There has been no further feedback so he assumes all is well. We need to give consideration for similar extra cleaning requirements when moving back to AT.</p>	
6	<p>Date of next meeting 7 February, 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.</p>	AS/AN
2.	<p>Partition Walls. Issues in G.07/A and 4.31/33. Action: MJW to chase. Update 09/12/16: ongoing.</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: DH to raise with Premises. Update 09/12/16: DH has raised with Premises and asked for date – no response.</p>	DH
4.	<p>Faulty fibre connections. Boston Networks to visit. Update 07/11/2016: No progress. DH to raise with Premises. Update 09/12/16: DH has raised with Premises, no action so far.</p>	DH
5.	<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. Update 09/12/16: DH spoke with Jim Brown who was to take responsibility for this but there was no update. DH chased to find out progress and to make him aware of potential funding.</p>	
6.	<p>Forum reception glass partition. A quote has been requested for this. Update 07/11/2016: Glass partition installed and logo added. Action: DH to arrange for device to amplify sound to be bought. Update 09/12/16: DH has raised with premises – no response.</p>	DH
7.	<p>Re-carpeting of Forum Update 07/11/2016: The toilet corridor and photocopy areas on level 5 were missed during the last round of work. These are due to be started this week. The next level to be re-carpeted will be level 1. Update 09/12/16: Completed – close this issue.</p>	
8.	<p>Paintwork in 1.49 DH 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. 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: DH to draw up list of worst cases.</p>	DH

9.	<p>Inspace front door There is no warning buzzer to alert users when the door isn't properly closed. Update 07/11/2016: No progress. Action: DH to pass to premises team. Update 09/12/16: DH has raised with Premises team – no response.</p>	DH
10.	<p>External lighting outside Forum 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: DH to send a reminder email highlighting personal safety during winter months. Action: DH to report that ground-level lighting is still faulty. Update 09/12/16: DH has asked for lights to be fixed. Action: DH to send round another email reminder.</p>	DH DH
<u>ACTIONS FROM 2nd FEBRUARY 2016</u>		
11.	<p>Videoconference facilities Update 07/11/2016: New equipment has been fitted in 4.02 for use by Intel/ATI. This room is generally not available for use by Informatics, but it was noted that on the occasions when it is being used it would be helpful to have instructions for using the equipment. Action: AS to speak with Chris Williams about this. Update 09/12/16: This is now up and running. Chris is happy for people to use it as long as ATI have priority. Action: AS to put instructions on the computing help site. Action: AS to investigate the possibility of putting videoconferencing equipment in 5.02.</p>	AS AS
12.	<p>Fault reporting: It was suggested that the process for fault reporting could be more clearly highlighted online. MJW/DH to review. Update 07/11/2016: No progress. Ongoing. Update 09/12/16: still ongoing. Action: CM to remind MJW/DH</p>	MJW/DH CM
13.	<p>Wolfson Wing decant: MJW sent the report about insulation to the DTI project managers. DS has raised a further query about heating works in the Wolfson Wing and MJW will refer this to the project managers. Update 07/11/2016: MJW to review progress. Update: 09/12/16: Still on plan for next summer. Further investigations were happening today. Heating will be done in the summer and the 3 for 2s at the same time. Bennetts are drawing up plans and costings.</p>	MJW
<u>ACTIONS FROM 6th JUNE 2016</u>		
14.	<p>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.</p>	AS
15.	<p>Cleaning staff action: DH to contact cleaning staff to discuss issue of offices being left unlocked has been rolled over. Update 09/12/16: DH spoke with cleaners who said they only open one office at a time while cleaning it and then lock up behind them. Close issue.</p>	DH
ACTIONS FROM 7TH NOVEMBER 2016 (NONE)		