



Building Committee Minutes
11.00, 7 February 2017
Turing Room, Informatics Forum

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

Apologies: Johanna Moore

	Summary	ACTION
1	<p>Approval of previous minutes Minutes from the meeting held on 6 December 2016 were approved.</p>	
2	<p>Matters Arising from previous meeting:</p> <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.</p>	<p>BG GR</p>
3	<p>Updates on building projects:</p> <p>Forum 3 for 2 Conversions: There will be 9 conversions between now and the summer. A start date has not yet been decided, but likely to be mid-January, as contractors are not being appointed until the end 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. Update 7/2/17 – This has now started with changes to dates of expected handovers from 4 weeks, to approx. 7/8 weeks. We are due to get back 3 offices this week, and 3 the following. The next phase will commence immediately after. MJW expressed interest in seeing how the sound insulation works in the new offices. DCH hopes that the work will be finished within the planned timescale.</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. 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.</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.</p>	<p>MJW</p>

	<p>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:</p> <ul style="list-style-type: none"> 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. <p>He suspects there will need to be a more general refurbishment of level 5 in 2018.</p> <p>Update 7/2/17 – Since the last meeting, MJW attended a meeting where Estates approved the £2.6million project, and gave consent for non-competitive action for procurement of the contract. The existing contractors have been invited to quote for continuing works within the project. Action: MJW to chase John Hart for regular meetings. JH said there would be a late February/early March start providing costs come in at an acceptable level. Failing that there would have to be a trade-off. It is expected that the contractors’ price should be good given their existing knowledge etc. This outcome would be preferable given the tight schedule. MJW informed the meeting that he has just about finalised plans for the building apart for some furniture items and that the AT Return Group has been established.</p>	MJW
4	<p>Forum Access Requests via Internal Corridor from PPLS (has our policy changed in light of the VAT restrictions being lifted on the building?)</p> <p>Currently PPLS must supply a research reason for entry to the building. MJW pointed out that once BAYES is completed there will be access to the Forum with no barriers. There is obvious discrepancy in security between the Forum and Bayes. He has raised this at the DTI Project Board. AS also said that commercial tenants in Bayes would not accept that level of security. MJW said he had been in discussions which had taken place between the respective Heads of School regarding opening the corridors between here and PPLS but no action had been taken. DCH pointed out that between 60/70 PPLS staff access our building with 13/14 of our staff accessing theirs. Do we drop our current policy? It was suggested we give open access to and from PPLS to staff and PG research students on a reciprocal basis. Action: to be recommended to Head of School.</p>	MJW?
5	<p>Tardis (for those who don't know, that's a long-standing student-run project to provide system-management experience for them while hosting a real user base of student clubs and societies).</p> <p>It was previously on Appleton Tower level 5, and is currently in the Forum main server room (with chaperoned access for the students). Should it go back to ATL5? It'll need around 12A of power, corresponding ventilation, and a network connection; and it's quite noisy.</p> <p>GS explained that the students have a 0.5 rack in level 5 along with Comp Soc. He asked if it was going back into the same room when we return to AT. AS said they would prefer it went somewhere else as they don't like it in their server rooms due to the need to chaperone students and related time costs, along with space constraints. DCH also said there was a problem with mess and that no one was held accountable. GS said the space required was only for a computer rack and table, although there was heavy power consumption. They have the availability to control it through the Informatics Firewall but there is no H&S Control. MF asked if anyone from teaching staff could take responsibility. DCH suggested there should be a nominated individual from the students’ committee to</p>	

	take responsibility. DS suggested we ask Tardis to have a management group. Action: MJW to email Tardis group re responsibility. MJW asked if Comp Soc and Hoppers would need a dedicated space but the answer was no, just a cupboard would do.	MJW
6	<p>AOB</p> <ul style="list-style-type: none"> James Cheney has suggested his surplus 3m magnetic whiteboard could be used in a meeting room. Do we progress this (and where)? After some discussion it was suggested it could either go in 5.02 (although they would like a blackboard rather than a whiteboard), AT, or alternatively in storage. Final decision was storage meantime. Could we suggest as school policy that at least one major common space must remain unbooked during lunch hours? Today BOTH MF1 and MF2 are out of bounds, where are people supposed to eat their lunch? It was pointed out that we have limited meeting areas with the decants happening, with further disruptions due in the near future due to Wolfson Wing refurbishments. We will try to avoid booking both out at the same time where possible but when necessary then people should use the café or communal level seating areas. MF raised the issue of people using the area and corridors for skype calls and AS suggested he reply, with his concerns, to Tim's recent email about video conferencing space. Student access to the forum when reception is closed. CM explained that students were entering the building at 5pm to see their tutors and that therefore required someone to be on reception to allow them entry/to leave. DCH suggested we ask the door access people to allow exit rights to anyone with a card. NH was concerned about open access to the building after hours and there were security issues with who should/shouldn't be in the building. MF suggested we open reception until 6pm until the moves to AT happen. This would obviously have some cost as it would require a servitor. Action: DCH to speak to Peter MacDonald re availability and cost of servitor from 5pm – 6pm each evening until the summer at least and to investigate use of student swipe cards for exit only. 	DCH
7	<p>Date of next meeting 4 April, 2017, 11am, Turing Room</p>	

	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.	
6.	Forum reception glass partition. 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. Update 09/12/16: DCH has raised with premises – no response. Update 07/02/17: ongoing	DCH
7.	Paintwork in 1.49 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. 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.	
8.	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: 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.	DCH/BG
9.	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: DCH to send a reminder email highlighting personal safety during winter months. Action: DCH to report that ground-level lighting is still faulty. Update 09/12/16: DCH has asked for lights to be fixed. Action: DCH to send round another email reminder. Update 07/02/17: DCH has passed to BG. Action: BG to speak with Trades and see who deals with the outside pavement strip lights.	BG
<u>ACTIONS FROM 2nd FEBRUARY 2016</u>		
10.	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. Update 07/02/17: AS reported that instructions are imminent. There is a requirements survey currently taking place. DS asked if the VC rooms are available for use but was told no.	AS
11.	Fault reporting: It was suggested that the process for fault reporting could be more clearly highlighted online. MJW/DCH to review. Update 07/11/2016: No progress. Ongoing. Update 09/12/16: still ongoing. Action: CM to remind MJW/DCH. Update 07/02/17: DS has prepared a draft induction document with lots of useful information. CM reported trying various search options on the inf.web without success. Action: CM to speak to Knowledge Management about links on the main page.	CM

12.	<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. Update 07/02/17: MJW said he was still waiting on confirmation of costs but that there was no further progress. Action: DCH to copy MJW on info re cancelled meeting</p>	MJW DCH
ACTIONS FROM 6th JUNE 2016		
13.	<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
ACTIONS FROM 7th NOVEMBER 2016 (NONE)		
ACTIONS FROM 6th DECEMBER 2016		
14.	<p>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.</p>	DH
15.	<p>Donation to ground floor projects being used to arrange cleaning of chairs. DCH has distributed rest of pods round floors where possible. He reported that approximately 10 have broken legs. It was decided to spend some of the £1,000 donation on replacing the broken legs. Action: MJW to find out where the money currently is. CM has arranged a cleaning schedule for chairs which is taking place. Action: CM to look at the possibility of a cleaning/maintenance schedule for issues in Forum (eg power-washing terrace etc).</p>	MJW CM
16.	<p>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: DCH to chase and find out progress, as well as making him aware of the potential funding. Update 09/12/16 - No response – still ongoing. 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 (Energy and Utilities Manager, Estates) is dealing with it. Action: BG to speak with Jim Brown. 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 not had reply. Action: BG to check current status and report back.</p>	BG
17.	<p>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</p>	BG