



Building Committee Minutes
11am, 7th June 2016
Turing Room, Informatics Forum

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

Apologies: David Sterratt, Neil Heatley

	Summary	ACTION
1	Approval of previous minutes Minutes from the meeting held on 13 th April 2016 were approved.	
2	Matters Arising from previous meeting: Liability insurance for events: An addition has been made to the event booking form to ask external parties to confirm that they have public liability insurance. No further action required. Appleton Tower: The full case has not gone to Strategy Committee as yet. A design team will be appointed by the end of June and they will draw plans up – this will be costed and will provide the basis of the full business case. The following actions have been removed from the action list: CCTV – exit doors: The cost of fitting additional CCTV means that there would be no cost benefit to these works. Lifts: No major issues at present. Jet washing roof terrace: This has been completed. Exit door in pend: This has been treated.	
3	Event charging Document with proposed charges has been circulated, with an update to include a suggestion from Strategy Committee that we charge for use of the kitchen. AN commented that including servitor cover in our costs would mean that we would be the point of contact for any servitorial problems/concerns, and that it would be better to have the organiser of the event arrange this. Action: MJW to update document to reflect this. AN suggested that we begin charging for events from 1 st August (not including those which are already booked and who therefore would not have been advised of any charges) Action: MJW to confirm. Concerns raised about charges giving event organisers an expectation of service. The document notes that this is for space hire only and that no support is provided.	
4	3 for 2 office conversions Work starts on 13/06/2016 to split 1.19 into two offices. This should take two weeks. Once this is complete, work will begin on the 3 for 2 conversions. Further conversions will be required, and this is being reviewed at the moment.	
5	Appleton Tower Detailed proposals about the plans for level 9 of Appleton Tower are being looked at. The full business case needs to go to Estates Committee in September. It will potentially be used as an independent learning space for postgraduate students. GR highlighted the need for data provision in any design. Action: DH, AS, GR, MJW to meet to review proposals. AN to arrange.	AN

6 Physical security and contractors

Concerns have been raised about offices being left open. Tilers have been working on levels 4 and 5 and have needed to open offices to complete their work. In addition, it was noted that it is common for the cleaners to open a number of offices on a floor, complete their cleaning and then lock the offices, leaving them open/unattended for a short period of time.

Both of these events would leave offices vulnerable to theft or to malicious hardware, such as keyloggers, being installed on Informatics devices.

Action: DH to issue email to staff reminding them to routinely lock their valuables away when they are not in the office.

Action: DH to contact cleaning staff to discuss issue of offices being left unlocked.

Action: AS to consider what steps we can take to avoid issues with items such as keyloggers and to report back to this committee.

	ISSUE AND ACTION REQUIRED	OWNER
	Action list from 7th December 2015	
1.	AV in G.07. AS has circulated a recommendation about the AV to this committee. Update 07/06/2016: 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. Action: AN to find a week where G.07 has no bookings and send to AS. Completed.	AN
2.	Partition Walls. Issues in G.07/A and 4.31/33. MR waiting for George Boag to agree costs and who will pay for fixing the partitions. Update 07/06/2016: No progress Action: MJW to chase directly.	MJW
3.	Gas suppression system. This has been completed. Update 07/06/2016: No progress. Outstanding action: MR to schedule the activation of the system, advising AS of the date/time scheduled..	MR
4.	Faulty fibre connections. Boston Networks to visit. Update 07/06/2016: No progress. Outstanding action: MR to chase.	MR
5.	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 07/06/2016: No progress. Outstanding action: DS to speak with Chris Litwiniuk.	DS
6.	Forum reception glass partition. A quote has been requested for this. Update 07/06/2016: This has been installed. A frosted logo is to be added to the glass and sound amplification. MJW has also suggested that while this is being done we also include an induction loop.	
7.	Forum inner entrance doors faulty. MR to review. Update 07/06/2016: No progress. Outstanding action: MR to arrange for these to be serviced.	MR
8.	Broken access gate at reception. Cost for this is to be paid by Forum. Update 07/06/2016: These have been worked on and a bill received, but the gate is still faulty. Action: MR to chase contractor and arrange repair.	MR
9.	Re-carpeting of level 5 Update 07/06/2016: Level 5 has been completed and level 4 is underway. Tiles which have no damage will be used to replace badly stained tiles on other floors.	
10.	Paintwork in 1.49 Other rooms also have issues with peeling/chipped paint. Update 07/06/2016: DH has passed the list of rooms which need painting to MR. Awaiting update.	
11.	Inspace front door There is no warning buzzer to alert users when the door isn't properly closed. Update 07/06/2016: No progress. Outstanding action: MR to get cost for fitting this.	MR
12.	Broken flag stones in atrium The contractor has been in to review the job and there are replacement tiles available. It is likely that the work will be carried out at a weekend, date to be confirmed.	
13.	External lighting outside Forum Update 07/06/2016: MJW raised the possibility of this work being done as part of the DTI project with Estates but this is not possible. Action: DH to raise with Premises team. Action: DH to find out if there will be lighting in place in the pend corridor during the winter months.	DH DH
	ACTIONS FROM 2nd FEBRUARY	

14.	Videoconference facilities Update 07/06/2016: AS has been discussing the requirements for 4.02 with Chris Williams.	
15.	Fault reporting It was suggested that the process for fault reporting could be more clearly highlighted online. MJW/DH to review. Ongoing.	MJW/DH
16.	Forum server room UPS failure During a recent power failure, one UPS didn't come online. Update 07/06/2016: GR to email MJW with full details of the failure. Action: MJW to escalate.	GR/MJW
17.	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.	MJW
18.	ACTIONS FROM 6th JUNE	
19.		