



Building Committee Minutes

11am, 7th July 2015

1.16, Informatics Forum

Attendees: Martin Wright (Chair), Tom Whigham, Alastair Scobie, David Sterratt, George Ross, Michael Fourman, Anda Nicolson (secretary)

	Summary	ACTION
1	<p>Approval of previous minutes Minutes from the meeting held on 2nd June 2015 were approved.</p>	
2	<p>Matters Arising from previous meeting</p> <p>a) AV in G.07. LTS have visited the Forum and are due to get back to AS. He is waiting for their response. Action: AS to chase.</p> <p>b) Partition Walls. Action carried: DH to test partitions in 4.31/33 and issue a note advising once they are working. DH to show Level 4 admin how to use the partitions and leave keys under their care.</p> <p>c) Gas suppression system. Action carried: MR to provide update at the next meeting of this committee.</p> <p>d) Faulty fibre connections. Action carried: MR to chase Boston Networks.</p> <p>e) Outdoor furniture. Bennetts were unable to provide alternatives to the furniture already in use. Azure were also consulted and said that our furniture is the most suitable available for the purpose, given the weather exposure it receives. Some of the tables need to be replaced and the terraces require pressure washing as does the furniture and the chess pieces. Action: DH to arrange pressure washing to remove moss and for furniture on roof garden and terrace. Action: MJW to feed back to Alex Lascarides and to source replacements for damaged tables.</p> <p>f) Heating and ventilation/temperature issues. MJW has raised with Jane Johnston and will raise again at the space meeting on 10th July. DS has four temperature sensors to use for checking the room temperatures. Two are in 5.06 and 5.08 at present. TW noted that there has been a ticket raised for hot temperatures in the Robotics lab. Action: DS to give TW sensor to place in the lab. MJW noted that events have now moved on and that there is no longer a requirement for JM to issue a letter to Gary Jebb.</p> <p>g) Maintenance. AN has invited Jim Brown to the next meeting of this committee. Actions carried: MR to raise the lack of a formal maintenance schedule with E&B.</p> <p>h) Children in the Forum. Action carried: JM to issue a communication about this.</p> <p>i) NMS equipment. JM met with Jon Oberlander. Action complete.</p> <p>j) 4.08 library. MJW issued communication re: clearing library area. Action complete.</p> <p>k) CCTV. Action carried: MJW and DH to meet and discuss options for CCTV.</p> <p>l) Bollard outside the front door. Action carried: MR to get costings for this. It's not covered in E&B budget so this would be a school cost.</p> <p>m) Atrium cleaning. Action carried: DH to establish if cleaning schedule exists for atrium floors.</p> <p>n) Forrest Hill doors. Issue now resolved.</p> <p>o) Forum doors. Although doors have now been fixed, it's not cleared if there's an emergency (non-fire) exit from the Charles Street door. Action. TW to check.</p> <p>p) Screens in lifts. This committee feels that although the idea has merit, it's too technology and support-intensive. It will not be progressed.</p>	<p>AS DH</p> <p>MR</p> <p>MR</p> <p>DH MJW</p> <p>DS/TW</p> <p>MR JM</p> <p>MJW/DH</p> <p>MR</p> <p>DH</p> <p>TW</p>

	q) Lifts. Action carried: MR to speak with John Morgan in relation to Lift 4.	MR
3	<p>Opening discussions with Estates and Buildings and the Social Responsibility Sustainability Department about options for replacing the building UPS.</p> <ul style="list-style-type: none"> SRS have a target to save 10% of the university's electricity costs in the next two years. If we turned off our large UPS we could save 8% of our bill. This would leave us vulnerable to powercuts. DS, GR and AS would like to meet with someone from E&B to discuss redoing our emergency power supply to be more efficient. Proposal approved by this committee. Action: DS to arrange and report back on progress. No commitment to expenditure, at this stage 	DS
4	<p>ATI room reconfigurations</p> <ul style="list-style-type: none"> The work has started on Level 2. The contractors are currently two days behind schedule but this will be pulled back before the next decant. AS noted some minor damage in one of the lifts. Action: ensure any damage made by the contractors is cleared/fixed. Level 4 decant starts w/c 13th July. Level 5 have been notified of their schedule. Part of MF1 is currently being used for storage. All of it is likely to be used for storage soon. AS suggested using meeting rooms as well – some meetings could be moved to Wilkie. Action: MJW/TW to look at basement storage. All work is due to be completed on 25th August. 	MJW MJW/TW
5	<p>4.08 library proposals</p> <ul style="list-style-type: none"> MJW presented a paper with options for the books in this area. The option selected by the committee was option 2 – for books to be stored on shelving in the stationery areas on each floor. 	
6	<p>Any other business</p> <p>Appleton Tower reconfiguration (paper)</p> <ul style="list-style-type: none"> AS noted that if we're looking at flipdesks, this should be discussed with students. It was felt that movable partitions would make best and more flexible use of space. DS suggested that MJW review the space on the top floor of that Business School as their space is well-utilised. <p>The Bennetts Space Study has been completed. MJW will bring a paper with proposals to a future meeting of this committee. He noted that the majority of the three for two conversions they have proposed would be feasible, but that their proposals for the PGR rooms all envisaged knocking rooms together. The committee agreed that this was not the preferred option</p> <p>Fire controller. It's unclear who the Fire Controller for the Forum is. Action: TW to investigate and DH to feed back.</p> <p>Action: AN to add agenda item to next meeting: Fire procedures and personnel for all buildings. DH to provide a report, including details of all first aiders for the buildings.</p> <p>Appleton Tower equipment. Some items – phones, projectors etc. – have been left in the mechanical workshop and are creating a health and safety issue. They need to be stored elsewhere. Action: TW to look at using A12 in Forrest Hill.</p>	TW/DH AN TW
7	<p>Date of next meeting: Tuesday 4th August at 11am, Turing Room.</p>	