



Building Committee Minutes

2pm, 7th November 2016

Turing Room, Informatics Forum

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

Apologies: Neil Heatley

	Summary	ACTION
1	Approval of previous minutes Minutes from the meeting held on 7 th June 2016 were approved.	
2	Matters Arising from previous meeting: Event charging: Charging for events has now begun with effect from 1 st August 2016. No further action required by this committee. The following actions have been removed from the action list: Forum inner entrance doors: Now fixed. Broken access gate at reception: Now fixed. Broken flagstones in atrium: These have been replaced.	
3	3 for 2 conversions Two conversions being done on level 1 are due to be completed this week. The contractors for this are Ashworths. We have nine conversions to complete between now and next summer. We are planning to put these out to a single tender to get a good price. There will be a programme of phased works, with no more than two conversions being carried out at any time. Complaints have been received about the sound-proofing in recently converted offices. Sound baffling has been used under the floor in the current wave of conversions and testing will be done to see if this improves the sound-proofing. We will retrofit the other offices if the testing is successful. The decant of the Wolfson Wing will take place between May and the end of August. MF1 will be used as a hot-desk and storage area during this period. Action: AN to book out MF1	AN
4	Windows outside MF1 The cleaning staff have raised the issue of birds sitting on the ledge above MF1, causing a problem with bird mess on the windows and outside the pend door. Action: DH to investigate the possibility of getting strips of spikes for this area to discourage the birds.	DH
5	Donation to ground floor projects James Cheney has offered a donation of £1,000 (surplus from recently organised conferences) to the School, reflecting the charges that would have been levied under the new charging system for events. He, and the other organisers, have stipulated that these funds be used for improvements to G.07 or the atrium. The committee decided that these funds should be used to arrange for cleaning of the chairs in G.07/the café area. Action: DH to arrange.	DH
6	Replacement of Forum UPS DS noted that there is funding available to help with this, £25,000, thanks to the Sustainable Campus funding scheme.	

	<p>The main building and server UPS are to be replaced. Jim Brown was to take responsibility to 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.</p>	DH
7	<p>Updates on building projects</p> <p>Appleton Tower This was signed off on the 4th of November, locking in the proposals. The business case is to be presented to the Estates Committee in the first week of December. The plans for the building are:</p> <ul style="list-style-type: none"> • 6th floor – Teaching • 7th floor – Computing Support • 8th floor – Incubator space • 9th floor – MSc breakout and study space <p>The budget of £2.5m will be split between Informatics and the central University.</p> <p>Bayes building This is 8-12 weeks behind schedule at the moment. Jon Oberlander is currently working on space allocation and configuration at the moment.</p> <p>The committee noted concerns about this project:</p> <ul style="list-style-type: none"> • Storage – there is very limited storage planned for the building. The committee was concerned that aesthetic decisions were impacting on the practicality of the space. • Glass fronted offices – it was noted that some members of academic staff may not wish to be in offices which are entirely glass fronted. 	
8	<p>Any other business</p> <p>Christmas tree We wish to arrange a decorated tree again this year. Action: DH to speak to Eileen Mehta’s replacement to arrange this.</p> <p>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.</p> <p>New member of staff Eileen Mehta’s replacement, Carol Marini, will start on Monday 14th November.</p> <p>Quartermile project MF is currently sitting on the project board for this project in JM’s place. There will be a good amount of space available at Quartermile and they are looking to encourage people to bid for this space. It could reduce the pressure on space in the Forum if we had uses for space in Quartermile. Action: MF to arrange for Paolo Quattrone to come and present to Informatics about this. Action: AN to send MF list of suggested attendees. Completed.</p>	MF AN
9	<p>Date of next meeting Tuesday 6th December 2016, 11am. Turing Room.</p>	

	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. 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.	
2.	Partition Walls. Issues in G.07/A and 4.31/33. Action: MJW to chase.	MJW
3.	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.	DH
4.	Faulty fibre connections. Boston Networks to visit. Update 07/11/2016: No progress. DH to raise with Premises.	DH
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 07/11/2016: Agenda item for this meeting, see above.	
6.	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.	DH
7.	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 recarpeted will be level 1.	
8.	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.	
9.	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.	DH
10.	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.	DH DH
	ACTIONS FROM 2nd FEBRUARY	
11.	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.	AS
12.	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.	MJW/DH

13.	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.	MJW
14.	<u>ACTIONS FROM 6th JUNE</u>	
15.	Keyloggers: AS to consider what steps we can take to avoid issues with items such as keyloggers and to report back to this committee.	AS
16.	Cleaning staff action: DH to contact cleaning staff to discuss issue of offices being left unlocked has been rolled over.	DH