

Building Committee Minutes
3pm, 7th December 2015
Turing Room, Informatics Forum



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

	Summary	ACTION
1	<p>Approval of previous minutes</p> <p>Minutes from the meeting held on 6th October 2015 were approved.</p>	
2	<p>Matters Arising from previous meeting</p> <p>See action list.</p>	
3	<p>Maintenance issues</p> <p>DH talked through the list of outstanding issues which have not been resolved. These have been added to the action list.</p>	
4	<p>Appleton Tower update</p> <p>The current project is on target for completion on time and on budget. Any internal reconfiguration of space within Appleton Tower would be done after the current project completes. We are planning a return of teaching in Summer 2017, allowing for any internal works to be completed in Appleton Tower. Other functions will return to AT in Summer 2017, or earlier if feasible.</p>	
5	<p>Conferencing facilities in meeting rooms</p> <p>It has been suggested by ILCC that there should be Skype kit in every meeting room, including better microphones. This will be included in 4.02 as part of the Alan Turing Institute but there are currently no plans to extend this to other meeting rooms.</p> <p>It was noted that in addition to this lack of equipment there are issues with streaming facilities in both G.07 and 4.31/33. This is on the computing plan and has been raised with IS. Action: AS to investigate options. AN to add to action list.</p>	AS/AN
6	<p>Reporting of faults/issues in the building</p> <p>The forum-issues email is not well publicised and it can be hard to find information online about how to report faults or issues in the building. A webpage for this was proposed. It was suggested that this could include other facilities related information (such as lighting controls, etc.)</p> <p>Action: DH/MJW to discuss and decide how to take forward.</p>	MJW/DH
7	<p>Any other business</p> <p>Lone Working Arrangements: A reminder about the policies and procedures for lone working should be issued prior to the December break. Posters should be added to the lifts with details of policy and contacts for any issues. Action: MJW to issue email, AN to arrange for posters.</p>	MJW/AN
8	<p>Date of next meeting</p> <p>TBC</p>	

	ISSUE AND ACTION REQUIRED	OWNER
1.	AV in G.07. AS has convened a project group to look at this, first meeting scheduled 15/12. Ongoing.	AS
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. Action: MJW to chase directly.	MR/MJW
3.	Gas suppression system. This has been completed. AS to check and then MR to turn on the system. Also to see if it can be linked to the security system to reduce the risk of it going off if there is someone in the room.	AS/MR
4.	Faulty fibre connections. Boston Networks to visit. Action: MR to chase.	MR
5.	Outdoor furniture. Action: MJW to task to Eileen Mehta.	MJW
6.	Heating and ventilation/temperature issues. Ongoing.	DS
7.	CCTV. Costings to be done for additional CCTV.	DH
8.	Lifts. Lift 5 is still deselectioning floors. Action: MR to raise with lift engineers.	MR
9.	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.	DS
10.	Valkyrie power requirements Three phase power needed for G.03.	DH
11.	Forum reception glass partition. A quote has been requested for this. MR to bring the costings back to this committee.	MR
12.	Forum inner entrance doors faulty. MR to review.	MR
13.	Broken access gate at reception. Cost for this is to be paid by Forum.	DH
14.	Leak in atrium glass roof. Contractors have investigated but can't find the leak. MR chasing to look at alternatives to the current situation which has buckets in the atrium.	MR
15.	Re-carpeting of level 5 Quote is in at £9384. Action: MJW/MR to discuss and speak with procurement about high cost of quote.	MJW/MR
16.	Paintwork in 1.49 Other rooms also have issues with peeling/chipped paint. Action: DH to provide MR with list of rooms to arrange painting.	DH/MR
17.	Jet washing roof terrace Costs are due in. Ongoing.	DH
18.	Inspace front door There is no warning buzzer to alert users when the door isn't properly closed. MR to get cost for fitting this.	MR

19.	Broken flag stones in atrium Ongoing.	MR
20.	External lighting outside Forum Broken. DH to report.	DH
21.	Taps Boiling/chilled taps on fifth floor have been broken for over a month with no action.	MR
22.	Fifth floor bathroom door This has been broken for around a month. Door handle removed, lock not replaced.	MR
23.	Exit door in pend This is swelling due to rain and needs treating.	MR