

Building Committee Minutes
11am, Tuesday 10th February 2015.
Turing Room, Informatics Forum.



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

	Summary	ACTION
1.	<p>Approval of Previous Minutes</p> <p>a) Minutes from the previous meeting dated 12th January 2015 were approved as a true representation of the meeting with two amendments – moving the action to schedule a demo of AV equipment for G.07 from DH to AS and completion of items 2c – security alarm for the server is now connected – and issue around swipe access.</p>	
2.	<p>Actions outstanding from previous meetings (combined)</p> <p>a) Pend and Charles Street exits. MR to chase IS to look at installing green button for doors.</p> <p>b) AV in G.07. AS to schedule a demo of the proposed AV equipment.</p> <p>c) Partition walls in G.07/G.07A. Ongoing. MR has spoken to Jim Brown about this and JM has also spoken to Jane Johnston to progress as part of ATI works.</p> <p>d) Gas suppression system. Carried forward – actions are: MR to check with FMS that the system will be up to British standard and to arrange a site visit.</p> <p>e) Faulty fibre connectivity. MR awaiting a response from Boston Networks. To chase.</p>	<p>MR</p> <p>AS</p> <p>MR</p> <p>MR</p>
3.	<p>Hammocks in the Forum</p> <p>AL emails PhD students each year asking how we can improve the environment in the Forum. Hammocks have been suggested as a way of making it easier to socialise in good weather.</p> <p>The committee raised concerns about safety and aesthetics and proposed an alternative of additional all-weather furniture being purchased.</p> <p>ACTION – contact Bennetts for suggestions of suitable and appropriate options of durable furniture.</p>	<p>MW</p>
4.	<p>Heating & ventilation</p> <p>Meeting with E&B about heating took place on 5th February. Time schedule for heating is now 4am – 8pm but this is temporary. Some areas reporting an improvement but not all. Jim Cummings will be checking radiators. DS reported that checks done on water temp as it left the plant room were as expected.</p> <p>DS pointed out how hard it would be to retrofit the insulation. Rooms would be out of action for 1-2 days to increase the ducting trial (previously done in 5.06) to help improve the hot offices.</p> <p>ACTION – DS to draft a letter to send to Graham Bell, copying in Gary Jebb, from JM as HoS.</p> <p>ACTION – create a web page for people to log their view on the temperature on a daily/regular basis to allow trends to be evaluated.</p>	<p>DS</p> <p>DH</p>
5.	<p>Appleton Tower decant</p> <p>Two project managers have now been appointed – Tom Fuggle (Forrest Hill) and Stuart Newton (Wilkie). E&B are recruiting a Move Manager to oversee the process and they should be in place w/c 16/02/15.</p> <p>Internal contacts are SS for Wilkie and TI for Forrest Hill.</p>	

	<p>Over-cladding starts at Appleton Tower on 15/06/15 and everyone will need to be out by then.</p> <p>Concerns expressed over tight timescales for building moves.</p> <p>ACTION – AT Decant Working Group (internal) to meet w/c 16/02 to create list of tasks to be done on Informatics side and create a timeline. SS to arrange meeting.</p> <p>ACTION – JM/SS/MW to bring up lack of contingency planning at AT Over-cladding board meeting on 12/02/15.</p> <p>ACTION – find out if there is another group meeting about AT cladding, as project board meets irregularly.</p>	<p>SS</p> <p>JM/MW/SS</p> <p>SS?</p>
6.	<p>Any other business</p> <p>DH – Inspace students sitting at the front door are complaining about drafts.</p> <p>ACTION – DH to check if this is happening all the time or just when front door is in use.</p>	<p>DH</p>
7.	<p>Date of next meeting</p> <p>10th March 2015</p>	