



Building Committee Minutes

11am, Tuesday 10th March 2015.

Turing Room, Informatics Forum.

Attendees: Johanna Moore (Chair), Dave Hamilton, George Ross, Mike Riley, George Boag (Estates Operation Manager), Michael Fourman, Martin Wright, Alastair Scobie, Devid Sterratt, Anda Nicolson (Secretary)

Apologies: Steve Scott

	Summary	ACTION
1.	Approval of Previous Minutes a) Minutes from the previous meeting dated 10 th February 2015 were approved as a true representation of the meeting.	
2.	Actions outstanding from previous meetings (combined) a) Pend and Charles Street exits. IS have looked at it, waiting for update. Action: MR to chase. b) AV in G.07. Date was scheduled but not met. Suitable event hasn't been found. Action: AS to speak to AN about testing during Jamboree. c) Partition walls in G.07/G.07A. Partitions will be serviced on 21/03. If repairs are needed a cost will be quoted – there will be annual servicing going forward. Action: AN to book out G.07/A/4.31/33 and sound studios for 21/03. Complete. d) Gas suppression system. Meeting arranged for 27/03. AS and GB will attend. e) Faulty fibre connectivity. Action: MR to arrange meeting with Boston Networks for them to come to the Forum to discuss. f) Outdoor furniture. MW has spoken with Bennetts and this is with them for now. g) Heating & ventilation. Letter to send to Gary Jebb has been drafted. ACTION: previous action for DH to create a web page to log temperatures rolled over to next month. It was suggested that thermometers could be provided to log temperature issues in worst-affected rooms. ACTION: MR to arrange. ACTION: DS to send list of affected rooms to MR.	MR AS/AN AN MR DH MR / DS
3.	Event requests in the Forum AN raised this issue on behalf of SS who was unable to attend this meeting. There have been requests from staff to use the Forum for personal events. Requested that these be refused outright as maintaining regular personal bookings adds a level of additional work for admin staff in the School. Approved by Committee.	
4.	Any other business GR raised query about UPS batteries needing replaced. MR will speak to GB as maintenance on these are very expensive. MR pointed out there is no maintenance schedule for the Forum. ACTION: MW to take forward and meet with MR. ACTION: MW to get information about contact details for cleaning the high levels of the Atrium from MR.	MR/MW MW
5.	Date of next meeting 7 th April 2015	