



Building Committee Minutes

2pm, 13th April 2016

Turing Room, Informatics Forum

Attendees: Martin Wright (Chair), George Ross, Dave Hamilton, Mike Reilly, David Sterratt, Alastair Scobie, Neil Heatley, Anda Nicolson (Secretary)

Apologies: Johanna Moore

	Summary	ACTION
1	Approval of previous minutes Minutes from the meeting held on 2 nd February 2016 were approved.	
2	Matters Arising from previous meeting Outdoor furniture. The workshop will fix the existing tables, this action has been removed.	
3	Forum VAT position As part of discussions around hosting Intel in the Forum, the university took advice from KPMG about the VAT position for the building. The prohibition on VAT is ineffective due to changes in HMRC rules. This allows us to look to modify our position on how we use the Forum – for example, allowing commercial events. We wish to retain the primary research focus of the building but will look at ways in which this change could positively impact the building and its users. It was noted that while we can now charge for renting space to external providers, this may bring an expectation of support from Forum staff that we are unable to provide.	
4	Event policy The proposed event policy updates were reviewed by the committee. Action: DH/AS to provide feedback on this to MJW. A query was raised around insurance and liability. Action: AN to add a question about this to our event booking form.	AS/DH AN
5	Any other business: <ul style="list-style-type: none"> • Works are planned to divide 1.19 into two. This is being paid for by the Small Capital Projects budget. • We have asked Estates and Buildings for costings for two more three for two conversions. We will need to do more of these due to the ongoing academic recruitment. • MJW has met with DTI to discuss the Wolfson decant planned for summer 2017 to replace the heating system. Detailed planning will be done as we could look to do all the three for two conversions in that wing at the same time as the decant to minimise disruption. DS suggested we could look at insulation at the same time. Action: DS to send a previous report about insulation to MJW. Appleton Tower The outline business case for the works has been approved, the full case has to go to the committee in September. MJW will take the full case to Strategy Committee in May. We would be looking to occupy Appleton Tower by summer 2017. We are currently looking at the cost of taking on occupancy of level 9 as meeting space. This would cost in the region of £400k.	DS
6	Date of next meeting 11am, 7 th June 2016, Turing Room.	

	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. Update 13/04/2016: No comments received from the committee. Action: AS to speak with JM prior to proceeding – LTSTS will provide the costings.	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. Update 13/04/2016: Action: MJW to chase directly.	MJW
3.	Gas suppression system. This has been completed. Update 13/04/2016: MR to schedule the activation of the system, advising AS of the date/time scheduled..	MR
4.	Faulty fibre connections. Boston Networks to visit. Update 13/04/2016: No progress. Action: MR to chase.	MR
5.	CCTV – exit doors. Costing has been done for G03 but waiting for exit door costings. Update 13/04/2016: No progress. Action: MR to chase.	MR
6.	Lifts. Ongoing issues with lifts in the building. Update 13/04/2016: DH to escalate to Gary Jebb.	DH
7.	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. Update 13/04/2016: 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. Action: DS to speak with Chris Litwiniuk.	DS
8.	Forum reception glass partition. A quote has been requested for this. Update 13/04/2016: This will be installed 21/04/2016.	
9.	Forum inner entrance doors faulty. MR to review. Update 13/04/2016: Action: MR to arrange for these to be serviced.	MR
10.	Broken access gate at reception. Cost for this is to be paid by Forum. Update 13/04/2016: No progress. Action: MR to arrange for this to be fixed.	MR
11.	Re-carpeting of level 5 Quote is in at £9384. Update 13/04/2016: It is not possible to amend the cost of the quote. Action: MJW to decide if this project should go ahead.	MJW
12.	Paintwork in 1.49 Other rooms also have issues with peeling/chipped paint. Update 13/04/2016: Action: DH to provide MR with updated list of rooms to arrange painting.	DH/MR
13.	Jet washing roof terrace Costing of £1200 received to complete this. Update 13/04/2016: No progress. We are waiting for a date for this to be completed.	
14.	Inspace front door There is no warning buzzer to alert users when the door isn't properly closed. Update 13/04/2016: No progress. Ongoing action: MR to get cost for fitting this.	MR
15.	Broken flag stones in atrium Ongoing. We are waiting for a date for these to be replaced.	
16.	External lighting outside Forum	MJW

	Update: This could be looked at as part of the DTI work to ensure consistency. Action: MJW to speak with Jon Oberlander about this.	
17.	Exit door in pend This is swelling due to rain and needs treating. Update 13/04/2016: Treatment has been done. Action: DH to check.	DH
	<u>ACTIONS FROM 2nd FEBRUARY</u>	
18.	Videoconference facilities AS is speaking with Jon Oberlander and Steve Renals about their requirements. Update: 13/04/2016: No progress, ongoing.	AS
19.	Fault reporting It was suggested that the process for fault reporting could be more clearly highlighted online. MJW/DH to review. Ongoing.	MJW/DH
20.	Forum server room UPS failure During a recent power failure, one UPS didn't come online. Action: GR to liaise with MR about the reasons for the failure and provide an update at the next meeting.	GR/MR
21.	<u>ACTIONS FROM 13th APRIL</u>	
22.		