



Buildings Committee Minutes
11.00am, 1 April 2021
MS Teams

Attendees: Joy Candlish (Chair), Dave Hamilton, George Ross, Drew Dick, Vashti Galpin, Neil Heatley, Carol Marini (Secretary). Rebecca Norman

Apologies: Ray Flockhart, Alastair Scobie, Jessica Armstrong (DI)

	Summary	ACTION
1.	Approval of previous Minutes Minutes from the meeting held on 2 February 2021 were approved.	
2.	<p>Matters arising from previous meeting and review of outstanding rolling minutes</p> <p>a. Security between Bayes and Forum 2/2/21: DD: Additional green break glass boxes from Bayes/DS to IF to be installed (for emergencies) – new swipe access and mechanism changed on doors to suit our fire safety unit.</p> <ul style="list-style-type: none"> Action: DD to confirm when work is complete, then action can be closed. <p>Update 1/4/21: DD said there were new mechanisms for the two doors between DSB and Forum to be done and no security issues there. DCH reminded him that the doors between Bayes and the Forum on both L3 and L2 still need to be fixed.</p> <ul style="list-style-type: none"> Action: DD to check next week and include in quote. <p>b. Water cooler on ground floor See Rolling Minutes.</p> <p>c. Appleton Tower, digilock for AT5.08 There has been a request for a digilock for AT 5.08, similar to the one in 7.14. 2/6/20: DCH spoke to Cyber Security lab and decided on a lock, not yet purchased as it is approx. £200 but has various additional security advantages, however there are cheaper options. 20/10/20: DCH received the agreement to spend on this. This lock would be compatible with the eurolock that Estates use.</p> <ul style="list-style-type: none"> Action: DCH to follow up. <p>d. Bayes lab hours Vlad Ivan requested an extension to lab hours within Bayes. Would like Saturday opening and beyond the already agreed 9-5. JC would like to see an updated risk assessment. JH also asked about occupancy numbers during the week and the need for longer hours.</p> <ul style="list-style-type: none"> Action: DCH to ask VI for updated risk assessment and clarify reason extra hours needed. <p>Update 1/4/21: We are waiting for clarification of some final items from Vlad and Ram before extending hours beyond 9-5 Mon-Fri.</p>	<p>DD</p> <p>DCH</p>

	<p>e. AV in Forum Meeting Rooms AS asked about the use of the meeting rooms in the Forum suggesting this would be a good time to do outstanding AV work. CM advised that some meeting rooms are being used to house displaced multi-occupants but we could potentially close one off at a time. DS asked what AV equipment would be installed as there is/will be a requirement for high-quality video meetings. AS advised it is a refreshment of the install that we currently have, replacing projectors with TFT screens. He agreed we should look at improvements.</p> <ul style="list-style-type: none"> • Action: JC and AS to discuss further. <p>Update 1/4/21: Ongoing - Carry forward</p> <p>f. Fire exit from WW to Inspace DCH raised the issue of building security, specifically the fire exit from WW to InSpace as the door is still being used despite notices (and visual barriers) advising against this and it has been discovered open again on a few occasions. DCH asked for a fire door with a break bar to be installed which may help avoid opportunists. JH was in favour.</p> <ul style="list-style-type: none"> • Action: DCH to take further. <p>Update 1/4/21: DCH to carry forward.</p>	<p>AS</p> <p>DCH</p>
<p>3.</p>	<p>Buildings management during Covid</p> <p>3.1 Verbal update JC explained the next steps, subject to confirmation from Govt and UoE, to the Committee which are:</p> <ul style="list-style-type: none"> - after Easter the stay at home message moves to stay local, with the expectation that we will see few more back in Forum. Cleaning to be ramped back up. AT remains closed. - From 26th April we are likely to reopen L7 AT, so some Computing staff can return. Wilkie will likely open 26th April. - 17th May is when PG taught students (blended learning) can restart, and reception will re-open. - Phased return to offices might happen towards the end of June. <p>Discussions are starting to take place to work out what is required and what this will look like.</p> <p>3.2 Issues/concerns from members GR asked NH to speak to the User Support team if he anticipates having students back in labs. NH has been speaking to AS about whether they would open the labs on 17th but still needs to lock in dates. Big labs are ready to go, smaller ones probably not. Given social distancing requirements it is most likely to be L6 lab that opens first with a gradual ramping up of study spaces opening due to need for walkthroughs. DCH asked which levels needed cleaning – this is dependent on final dates.</p> <p>3.3 Fire Risk Assessments and Actions</p> <ul style="list-style-type: none"> • Informatics Forum • AT • Wilkie <p>The above documentation had been circulated to the Committee prior to the meeting. JC said the School has completed most of its actions, with Estates' actions showing as outstanding. DCH thinks Estates are completing their issues</p>	

	<p>and reporting to the Fire Office so we are not seeing these updates. Fire Office are instigating a new system via a central sharepoint for people to complete actions, going forward. GR asked about the fire safe in the basement as the Fire Office have misunderstood what this is. DCH said we haven't been asked to move them and he has explained they are not "file safes" as FO think.</p> <ul style="list-style-type: none"> • Action: JC to ask HoS to sign off her actions. <p>DCH advised that he had sent the Wilkie RA to Estates (Alex MacCallum, Contract Services Manager) but not heard anything back. These issues were Estates issues and not School issues to deal with.</p> <ul style="list-style-type: none"> • Action: DCH to send a further email and reiterate that we expect them to deal with their actions. <p>3.4 University Guidance for Controlling the Risk of Transmission of COVID-19 JC had asked for this to be circulated for any comments or observations. The changes in the document didn't appear to have any major issues or require changes to our current set-ups.</p>	<p>JC</p> <p>DCH</p>
4.	<p>Wilkie Building opening</p> <p>4.1 Update Head of School sign off for re-opening Once the documentation has been finalised, and building set-up has occurred, the Head of School needs to sign to confirm she is satisfied with the health and safety elements of the building set-up and Covid measures, which is then provided to College. Update 1/4/21: JH has reviewed the documentation, with a few minor queries, and it is now ready. With the assumption that the next level of lockdown will happen on 26th April, the plan is to open Wilkie for the PGR students from then.</p> <ul style="list-style-type: none"> • Action: JC to ask JH to sign off the re-opening documentation. 	<p>JC</p>
5.	<p>Reports from MOBUGS</p> <p>5.1 Appleton Tower 1/4/21 Appleton MOBUG met last week and the minutes were circulated. No comments/issues to be raised.</p> <p>5.2 Bayes Centre No meetings have taken place since last Buildings Committee.</p> <p>5.3 Potterrow Potterrow MOBUG took place this week. We supplied them with a copy of our handbook so they were aware of our opening hours etc. We are the only ones with Saturday access. The lack of First Aiders and Fire Stewards was a common issue, with none in Bayes and only one First Aider in DSB. We agreed to work as a team supporting each other. The issue of Bike store thefts had been raised at the MOBUG with forced entry having been discovered via the main gate. This is being investigated and IS will be required to instal bigger maglocks which can take more force. The swipe access and release buttons have been swapped so now it is not possible to ascend into Bayes Atrium without a valid swipe card now.</p>	
6.	AOB	

	DD had received a quote for netting but this was not in keeping with the surroundings. He suggested pest control set traps every quarter and a contractor to clean the stairs every quarter. This would be an ongoing maintenance plan and would also include the third floor balcony above Dugald Stewart.	
7.	Date of next meeting: Tuesday 1 June, 2021	

	ISSUE AND ACTION REQUIRED	OWNER
	Action list from 7th December 2015	
1.	<p><u>Gas suppression system</u> 20/10/20: Complete, apart from Estates wanted to do a demo during lockdown which was not possible. AS to take forward, checking everything has been implemented as expected first, and requesting rolling demos. DD will speak to his boss. Thinks it may be for FMS to demonstrate and he will arrange. 2/2/21: GR has produced some draft documentation, and has circulated the link to the computing.help pages to the committee for comment. DD advised Estates need to do a room integrity test and this will close off the works and AS advised some faults had shown up in the install which need rectified (DD has already instructed these repairs). Action: DD to arrange room integrity test and for faults in the install to be repaired. Update 1/4/21: All done, apart from a coloured indicator to show the automatic warning that the Gas suppression system has been disabled. Action: DD to send an email to FMS, reminding them and to meet onsite to discuss further. DCH and GS don't think that the GSS system has been turned on yet.</p>	DD
2.	<p><u>External lighting outside Forum</u> 4/2/20: They have costs for main entrance ground lights, and an order out with Mackays for new LED lighting. They also have costs for the lights round the building and are waiting to see who will pay (development or small projects). Will probably put new lights on building rather than digging up ground etc. 20/10/20: DD advised that Andrew Carswell in Building Services has looked into this as they had received a quote. He is now looking for a more reputable company to quote. Andrew waiting to hear back. 2/2/21: Still with Andrew Carswell. Will be using a different company for the lights. Will be looked at once back to more normal situation. Action: DD to arrange for installation of external lighting as soon as practical for the work to be done. Update 1/4/21: DD spoke with Building Services, fittings have been chosen, just waiting on funds in order to go ahead. Action: DD to catch up with Andrew Carswell next week.</p>	DD
	ACTIONS FROM 4 DECEMBER 2018	
15.	<p><u>Ventilation to Forum Internal Offices</u> 20/10/20: DCH advised that money we had put aside is not enough to do all internal offices in the Forum. Estates asked us to select some rooms to be done, we selected the worst rooms and Estates are looking for quotes for the work. All capital spend has been cut back significantly so we will just need to use the existing pot and do as much as possible. However, this will remain on the capital spend lists we submit. VG asked if this was an H&S issue as some offices are too hot to work in. She pointed out that it is also a student experience issue. DCH advised that Estates have had the rooms tested for CO2, air flow etc and there were no regulation concerns. 2/2/21: This has now been passed to someone else in Estates to deal with. Estates are doing an internal assessment of the costs, no one been approached to do the work. Work proposed is to put in cooling cassettes (chill bars) in ceiling which cold water runs through and takes heat out of the rooms. JH recorded her disappointment at lack of progress with this issue. This has been ongoing since she took on HoS role. Our understanding had been that the project had been scaled back and would be done in two parts with the selected rooms first and remaining once money is found. DCH and JC only found out yesterday that it hadn't gone to tender. Action: DCH to monitor status with Estates contact. Update 1/4/21: DCH confirmed that seven internal rooms on level 5 and two internal rooms on Level 4 were selected. Contractors have had a walkround to see what's</p>	

	involved. Mackays are waiting on PO from estates to get started. They asked if they could shut down all seven Level 5 offices all at once. We have not seen a schedule of works yet. JC confirmed that this stage of work will also include the pipework within the risers within every other floor to make it easier going forward.	
	ACTIONS FROM 24 SEPTEMBER 2019	
23	<p>Forum works programme</p> <p>2/6/20: Remaining action: builders who were working on showers disappeared and never came back to do anything about the shower rooms. Estates have not been answering emails on this. DCH to continue to chase Estates.</p> <p>20/10/20: DCH advised that we have been back to Estates to ask for updates on the remaining work and have taken the site office back from the contractors. Contractors haven't received instruction to move further on this project as yet. DCH will follow up and ask project team to come back to us, given we have paid for this work already.</p> <p>2/2/21: DCH reported that room changes were all done. Shower work is complete as far as contractor concerned. DCH raised issues with quality of work. Showers are back open.</p> <p>Action: DCH to follow up with Estates as David Casey has gone.</p> <p>Update 1/4/21: DD will take up any outstanding with showers. DCH sent email asking if any funds were left over which could be passed to Drew. DD advised this should be done soon.</p>	DD
	ACTIONS FROM 1 APRIL 2021	
24	<p>Water cooler on ground floor</p> <p>RF has costs back and will check for an immediate mains water supply rather than just a potable source. Look at area near kitchen as a possibility.</p> <p>Action: RF to progress; still required but not essential given limited occupancy and events in building.</p>	RF