



Buildings Committee Minutes
11.00am, 1 June 2021
MS Teams

Attendees: Joy Candlish (Chair), Jane Hillston, Dave Hamilton, George Ross, Vashti Galpin, Carol Marini (Secretary). Jessica Armstrong (DI), Rebecca Norman

Apologies: Drew Dick, Ray Flockhart, Alastair Scobie, Neil Heatley

	Summary	ACTION
1.	Approval of previous Minutes Minutes from the meeting held on 1 April 2021 were approved.	
2.	Matters arising from previous meeting and review of outstanding rolling minutes <ul style="list-style-type: none">• <u>Security between Bayes and Forum</u> See Rolling Minutes.• <u>Water cooler on ground floor</u> See Rolling Minutes.• <u>Appleton Tower, digilock for AT5.08</u> There has been a request for a digilock for AT 5.08, similar to the one in 7.14. Update 1/6/21: This is currently being installed. CLOSED.• <u>Bayes lab hours</u> Vlad Ivan requested an extension to lab hours within Bayes. Update 1/6/21: Risk Assessment provided and approved. Robotics labs are now open, Monday – Fri, now open until 8pm. Still not Saturday opening. CLOSED.• <u>AV in Forum Meeting Rooms</u> See Rolling Minutes.• <u>Fire exit from WW to Inspace</u> 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. Update 1/4/21: DCH to carry forward. Update 1/6/21: We have had instruction on this, ongoing.	DCH

	<ul style="list-style-type: none"> • <u>Fire Risk Assessments and Actions</u> <p>Informatics Forum/AT/Wilkie</p> <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 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> <p>JC to ask HoS to sign off her actions.</p> <p>Update 1/6/21: JC is looking for cleaner versions of the fire risk assessments, indicating that school actions have been completed.</p> <ul style="list-style-type: none"> • Action: DCH to provide clean copies of fire risk assessments to JC for HoS to sign off. <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> <p>DCH to send a further email and reiterate that we expect them to deal with their actions.</p> <p>Update 1/6/21: No feedback. DCH has sent them an email.</p> <ul style="list-style-type: none"> • Action: JC and DCH to discuss escalation. <p>Wilkie Building opening: Head of School sign off for re-opening</p> <p>Update 1/6/21: Complete. CLOSED.</p>	<p>DCH</p> <p>JC/DCH</p>
<p>3.</p>	<p>Buildings management during Covid</p> <p>3.1 Verbal update</p> <p>JC gave an update to the Committee:</p> <ul style="list-style-type: none"> • All our buildings are now open and there appears to be a slight increase in occupants in the Forum. • Forum reception reopened on 17th May. • We have reviewed our building set-up, operational plans, Equality Impact Assessments and inductions in accordance with updated UoE Guidelines. • A priority was checking ventilation in our rooms. DCH has completed this check. Some Forum rooms of concern were escalated to Estates (including internal rooms); all were checked and all meet the ventilation requirements except for IF 4.09 and 4.10 which are currently closed. Estates have requested a tradesperson to re-check the air circulation in these rooms. <ul style="list-style-type: none"> • Action: DCH and DD to confirm final check of air circulation in IF4.09 and 4.10 has been complete and rooms can be used. • Bayes remains officially closed and expects to re-open 12th July. Entry for our staff/students is still currently through the Forum but will change to Bayes main door come that time. • Next change for us will be when Level 0 comes into place (currently anticipated to be end of June). This includes the expected return to work for office-based staff. Conversations are taking place with regards to this as part of the School's Future ways of working group. <p>3.2 Issues/concerns from members</p>	<p>DCH/DD</p>

	<ul style="list-style-type: none"> • Various members of staff have asked about the re-opening of the MF2 terrace. DCH and JC have discussed and DCH has spoken to door security. The roof terrace will reopen via Level 3 fire exit door when door security enable that lock. JH asked about the one-way system. DCH confirmed it will need to be two-way, one at a time, and we need to rely on people following guidelines. We will provide signage. • GR asked for update on AT. JC confirmed AT formally reopened from 17th May when PGT students were permitted back on campus. It is currently only occupied by our School as well as some lectures taking place in the theatres. Most other occupants have not yet returned. 	
<p>4.</p>	<p>Building Projects:</p> <p>4.1 Forum Cooling Project See Rolling Minutes</p> <p>4.2 Appleton Tower L8 Tenant space, All commercial tenants will have moved out by the end of July. Longer term plan is to convert the space into student lab space but with restrictions on capital funding we are currently unable to do that. In the short term we will be using the space for overflow. There have been no decisions on who will go there at this point although the Business Development Managers have moved into 8.08 and IOHK, IoT and Speckled labs are still there. We are also considering using some space temporarily for server rooms until longer term issue can be resolved.</p> <p>4.3 Office moves There are some internal moves happening at the moment as a number of academics on part-time contracts will be sharing office space. JC thanked JH and CM for helping to progress this.</p>	
<p>5.</p>	<p>Reports from MOBUGS</p> <p>5.1 Appleton Tower 1/4/21 AT minutes were previously circulated. No comments were received. There will be another meeting this month.</p> <p>5.2 Bayes Centre DCH reported that Bayes will reopen 12th July. Online inductions will be required – including for those people who have already completed a Bayes induction.</p> <p>5.3 Potterrow Minutes were circulated prior to meeting. No comments were received.</p>	
<p>6.</p>	<p>AOB</p> <ul style="list-style-type: none"> • DD had received a quote for netting on the Forum roof terrace to help manage the issue with the pigeons, 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. UPDATE 1/6/21: DD advised (by email) that the first part of the pest control programme has been completed and there will be another three visits for this 	

	<p>contract within the next year. On June 14th spikes will be installed under planters on L3 balcony to stop pigeons nesting.</p> <ul style="list-style-type: none"> • DD advised on upcoming works within Area 1 as follows: <ol style="list-style-type: none"> 1. Shower upgrades through Transport Bicycle Scheme where in some cases mirrors, shelves and hairdryers can be fitted if possible in Informatics, Appleton Tower and DSB. 2. Outside, cleaning and painting works on seating areas, doors, columns, basically a refresh which will include balcony areas on Levels 3 and 4 and under planter lighting. 3. Hoping to install permanent bike racks at the Pend at tiles wall. 4. Installation of more Anti-skate deterrent outside Bayes Centre. <p>No objections or major concerns from the Committee on these.</p> • Design Informatics hope to run an event from end of June through July and have a request to run sound tests in the courtyard. The initial request was to go in and test the impact of the automated sound recording. They are looking to access the balcony above Bayes reception to install the system there and then to test the audio and see if there is any impact on occupants. Access will then be required to the Forum to see the impact in the offices. JA to circulate more info. JH suggested an email to Potterrow MOBUG re the plans. <ul style="list-style-type: none"> ○ Action: DCH to email Potterrow MOBUG. 	DCH
7.	<p>Committee Remit and Membership Review of remit and membership: https://web.inf.ed.a.uk/infweb/admin/committees/building-committee JC asked the committee to comment on the current remit. JH asked for wording to be added re compliance to Regulations and the overlap with H&S. JH and JC agreed that JC would now become official Chair and JH deputy. It was decided we should remove the role of Energy Coordinator, although this may change in the future with the new Sustainability Working Group that has been set up. We should also add the requirement for a Professional Services representative and send out a call for missing roles. Action: JC to email out re this when the annual call for committee representatives occurs over the summer. Action: CM add Wilkie and Bayes space to the remit on the website and remove Energy Coordinator Action: JC to review the committee remit and bring updated remit back to next meeting</p>	<p>JC</p> <p>CM</p> <p>JC</p>
8.	<p>Date of next meeting: Tuesday 3 August 2021 at 11.00am</p>	

	ISSUE AND ACTION REQUIRED	OWNER
	Action list from 7th December 2015	
1.	<p><u>Gas suppression system</u></p> <p>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.</p> <p>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). DD to arrange room integrity test and for faults in the install to be repaired.</p> <p>1/4/21: All done, apart from a coloured indicator to show the automatic warning that the Gas suppression system has been disabled.</p> <p>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> <p>Update 1/6/21: DD advised, by email, this is finally complete.</p> <p>CLOSED</p>	
2.	<p><u>External lighting outside Forum</u></p> <p>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.</p> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • Action: DD to arrange for installation of external lighting as soon as practical for the work to be done. <p>1/4/21: DD spoke with Building Services, fittings have been chosen, just waiting on in order to go ahead.</p> <p>Update 1/6/21: DD advised, by email, that Building Services have instructed contractors to cost and that Contract Services will cover costs. No guarantee that this will be done by the end of the Financial Year but at least materials will be from this year's budget.</p>	DD
	ACTIONS FROM 4 DECEMBER 2018	
3.	<p><u>Ventilation to Forum Internal Offices</u></p> <p>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.</p> <p>Update 1/6/21: JC advised the Committee that work has started in the Forum to install chilled beams in nine rooms (seven on L5 and 2 on L4) and install pipework within the risers to allow installation of the beams in the remaining rooms when funding is available. DCH said pipework is within the risers at the moment. Level 5 starts 14th June and runs for a month. This will disturb access to some of the corridors. Internal rooms will be out</p>	

	<p>of use for approx. 5 weeks, but external rooms only for a week at a time. There is a meeting between JH, DCH, CM, Computing, IGS this afternoon to discuss the impact further. Level 4 will follow on in July. We have already warned impacted PGRs/RAs. GR asked if the burning smell being recognised in the building was related. DCH confirmed that it was due to the welding. They have now introduced extra fume extraction. No further reports of smells since then.</p>	
	<p>ACTIONS FROM 24 SEPTEMBER 2019</p>	
4.	<p><u>Forum works programme</u> 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. 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. 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. 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. Update 1/6/21: DD advised, by email, that McKays have fixed the issues and are still waiting on a foot mat to be installed in shower G.Z29. CLOSED</p>	
	<p>ACTIONS FROM 1 APRIL 2021</p>	
5.	<p><u>Water cooler on ground floor</u> 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> <ul style="list-style-type: none"> • Action: RF to progress; still required but not essential given limited occupancy and events in building. <p>Update 1/6/21: No update. Carry forward.</p>	RF
	<p>ACTIONS FROM 1 JUNE 2021</p>	
6.	<p><u>Security between Bayes and Forum</u> 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. DD to confirm when work is complete, then action can be closed. 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. DD to check next week and include in quote. Update 1/6/21: DD advised that new break glasses have been installed. He is waiting for a schedule from Dorma to install door mechanisms. POs have been raised for this. All quotes have been forwarded to DCH regarding swipe access on L2 and L3 between Bayes and Forum. JC advised that quotes are sitting with Bayes for approval to proceed with the work.</p> <ul style="list-style-type: none"> • Action: awaiting feedback from Bayes to proceed with work. 	JC
7.	<p><u>AV in Forum Meeting Rooms</u> 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</p>	

	<p>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> <p>Update 1/6/21: AS is handing over the AV improvements to GR and Iain. Hoping to progress with this this week. The Committee discussed which rooms it would be most useful to have hybrid meeting equipment installed. DCH suggested 3.07 and Turing Room, JH suggested G.03. 5.02 could also be done as this can hold three people (socially distanced). Some rooms in AT may also be considered.</p>	AS/GR/ID