

	<ul style="list-style-type: none"> • Housekeeping – a blitz level by level: Update 5/2: MJW asked for this to be done by the summer if possible. Update 2/4: This is ongoing and has been a successful exercise. A decision was made to continue this bi-annually. • POSTERS ON WINDOWS/DOORS: MJW advised that this would probably need a new policy. It should limit what is allowed (up-to-date and work related) and how much space they take up. Action: MJW to take to Executive. Update 2/4: carry forward. • Curtain heater for reception area: This has been ordered and we are waiting for installation. • G.07/G.07a projectors: AS is waiting for a trolley-based projector for G.07a to be delivered. This is being held up by a delay in the work for 2.33. Some projector cabling in G.07 has been replaced and issues should have been fixed. Update 2/4: carry forward. 	<p>MJW</p> <p>AS</p>
5.	<p>Appleton Tower:</p> <ul style="list-style-type: none"> • AT L5 teaching studios/suite: Update 5/2: AS said this has not yet been fully commissioned. Action: AS to organise this. Update 2/4: carry forward. • Basement Project: This was to include an extension of workshop, server room space, an anechoic chamber for the IoT group and an experience lab and was submitted as a small capital project at approx. £400,000. Update 5/2: This has not been approved for a small capital project so we will need to seek alternative funding. Update 2/4: This has stalled because of the new finance model for small capital projects. MJW talking to Bruce Nelson who is pulling together a small number of similar projects and looking at how to progress them. MJW therefore agreed that the café can be used this summer by Festivals team. • AT L5 Cyber Security Lab: Included in the small capitals project. Update 5/2: This project is likely to go ahead through small capital projects but this is not yet confirmed. Update 2/4: Proposals have been finalised. Action: DCH to carry forward. • AT space planning: A meeting is needed to discuss short/medium/long term requirements, to be organised by Vicky MacTaggart. Update 2/4: NH said this will be scheduled as soon as possible. • NH made a request for AT windows to be cleaned. Action: DCH to speak to Peter Thomson. 	<p>AS</p> <p>DCH</p> <p>DCH</p>
6.	<p>DTI/Bayes Centre for Data Technology:</p> <ul style="list-style-type: none"> • Occupancy and Space Usage: There are a few opportunities to add some desks and make better use of space. We are considering manifestations for some of the small meeting rooms in order to provide a private space. Update 4/12: MJW asked for all desks to have someone's name against it. CM has organised door labels for all academic rooms. Update 5/2: ongoing. Update 2/4: We are proposing to change the furniture layout of 3.20 to make it more enclosed and more usable. It has been agreed that the alcove (3.8) be converted into an office (same on Level 2). David Casey has asked for a project to be created for this. Commercialisation space usage in Bayes is also being looked at. • Access/Security: MJW had raised the issue re access on levels 2 and 3 through doors in Bayes which have push button access into the Forum, meaning the Forum is not secure. During daytime hours the doors will be open but locked down outside working hours. Swipe readers to be installed on both sides of connecting doors on L2 and L3. Action: MJW to deal direct with Mark Parsons re swipe on EPCC level. Bayes have agreed that all Informatics staff will have access to all common areas, this will appear on their staff cards automatically. The main link between the Informatics 	

	<p>Forum and Bayes should be via L3. Update 4/12: Access now agreed. Swipe locks etc still to be installed and programmed accordingly, including between DI and Forum. Update 5/2: still waiting on swipe lock changes. L1 on stairwell to Bayes 1.50 is with Ben. Others are with Neil McGillivray. BG not heard anything from them. Update 2/4: Action: MJW and DCH to arrange to meet with Neil McGillivray.</p> <ul style="list-style-type: none"> • Wolfson Wing Heating: Heating to be reconnected as part of occupancy (and therefore still not functioning as of today). Any issues will be included in snagging. InSpace partition wall still there. Update 2/10: DCH has resubmitted all the problems still not dealt with. Update 4/12: Still has problems. DCH is resubmitting list of issues. Update 5/2: RH now has readings provided by DCH for rooms with issues. He has passed it to Scott for snagging (again). DS thinks it is a control issue. Action: DCH to add CDT room to this list. Update 2/4: Most offices now have heat. Ongoing monitoring – no action. • Branding: need to look at what we want in offices and G.24. Action: carry forward. Update 2/4: MJW, CM and KK meeting with the sign company next week. 	<p>MJW/DCH</p> <p>MJW/CM</p>
7.	<p>Wilkie</p> <ul style="list-style-type: none"> • Current Status: Only two offices are occupied by Informatics staff/equipment. We need to decide where the things in those offices should go (by end of November). 4/12: Still available now until March. CM has given David Casey keys to two rooms. Action: CM to put a ticket in to comp support saying non-informatics tenants in Wilkie re network. DONE. Update 5/2/19: There are still things in Wilkie which need to be removed by early March. Furniture, not needed, will be left. Update 2/4: Informatics staff have left Wilkie, and furniture will be cleared next week. Network switches are to be left until beginning of May. 	
8.	<p>AOB</p> <ul style="list-style-type: none"> • Committee membership: need to review this. Action: defer to next meeting. Update 2/4: It was agreed that we should send emails asking for volunteers. Action: NH will send one to Grad community. MJW to email UE10 and UE9 for volunteers. DS suggested one should be done through the research staff community. • Note situation with small capital projects. The ability of school and college to fund projects from reserves will cease to exist and will be an annual capital allocation to each college, presumably greater than current allocation, to which schools will submit bids for small capital projects funding on a competitive basis. This will involve changes in planning for small capital projects. No details of process yet. • Committee reviewed various ongoing projects. Action: NH to speak to Garry Ellard AV requirements in AT which can be handled in-house. 	<p>NH/MJW/DS</p> <p>NH</p>
9.	<p>Date of next meeting: Tuesday 4th June 2019, 11.00am, Room 5.02</p>	

	ISSUE AND ACTION REQUIRED	OWNER
	Action list from 7th December 2015	
1.	<p>Gas suppression system. This has been completed. Update 07/11/2016: No progress. Activation of system needs to be scheduled as a matter of urgency. Action: DCH to raise with Premises. Update 09/12/16: DCH has raised with Premises and asked for date – no response. Updated 07/02/17: DCH reported no further updates and that it has been passed to BG. It is off at the moment, all adjustments have been made and now waiting for a switch on date. Action: BG to follow up. Update 18/04/17: Action: BG to confirm the date for the switch on. Action: AS to get large signs showing the override button. Update 6/6/17: BG has just contacted the contractor and is waiting to hear back. AS not done the signs yet. CM will now prepare. Action: AS/GR to give CM the info in order to prepare signs. Update 1/8/17: Engineer to come back with report on which bottles need replaced, how it would work in server area, how the alarm system would work. It has not been made active yet. Action: BG to update on actions required to make active and action date. Update 3/10/17: BG has the quote for renewing cylinders downstairs. Some fittings to cylinders need replacing too so he is now looking for a second quote. He has spoken with Fire Safety about use of space and is waiting to firm up details. Update 5/12/17: BG has received two quotes - one to replace cylinders (£15k), another for a complete replacement (£30K). Action: BG to pass to his manager, Jim Brown, to investigate funding. Insurance office have advised that as it is already in place it should be used. Update 6/2/18: BG sent a report saying that costs had been passed to management in Estates to review and provide steer but that there had been no new update. Ongoing. Update 3/4/18: BG has passed to senior estate management and waiting for a steer. Update 14/6/18: Being considered as a major replacement and will be included in tomorrow's meeting. Remains non-operative. Update 7/8/18: BG – no update currently available for this, matter submitted as part of a wider major replacement submission. Update 2/10: Carry forward. Update 4/12: BG reported that estates had had a meeting discussing this and that he is waiting on this to filter back. No movement as yet. Carry forward. Update 5/2:19: Funds have been approved this week, by Estates, to replace the system and to make it live. Update 2/4: Estates have provided money and raised a project code. BG has contacted FMS re update on quote.</p>	BG
2.	<p>Faulty network connections. Boston Networks to visit. Update 07/11/2016: No progress. DCH to raise with Premises. Update 09/12/16: DCH has raised with Premises, no action so far. Update 07/02/17: There have been several problems with the cables that were put in (under warranty). Action: BG to follow up. Update 18/04/17: BG said that Jim Brown would be taking this forward to Boston Networks. Action: DCH to forward JB a list of defects and send him a copy of the Boston Networks warranty. UPDATE 6/6/17: DCH has sent the list to JB We now have a scanned copy of the warranty. Action: DCH to send BG the latest list of faults (cc JB). Update 1/8/17: Need update from BG at next meeting. Update 3/10/17: This is now being taken forward by Jim Brown. He has been in contact with IS. Action: Ongoing as he is off sick. BG to follow up. Update 5/12/17: Jim Brown actioning – ongoing. Update 6/2/18: BG sent a report saying that Jim Brown/Malcolm Bell (IS) were to advise on Boston Networks. Action: MJW to chase Jim Brown/Malcolm Bell. Update 3/4/18: Carry forward. Update 14/6/18: Carry forward – MJW needs a draft for a document (DCH has a list). Update 7/8: Action: DCH to pass list to MJW. Update 2/10: Done. MJW to draft a document. Update 4/12: DCH will send MJW the text. Update 5/2/19: DCH has sent list. Action: MJW to follow up. Update 2/4: Carry forward.</p>	MJW
3.	Replacing the UPS	

	<p>GR said that we now have a complete set of working UPS. AS and GR are having a meeting with Graham Wood, IS Infrastructure to find out whose responsibility these come under. Action: AS to provide an update on the UPS re-provisioning at next meeting. UPDATE 14/6: GR: Waiting until IS tender is complete and we will then confirm our requirements, hopefully using funding from sustainability grants. Action: BG to check position regarding sustainability funding. UPDATE: 14/6: BG spoke to Jim Brown and understands there is no time limit on the sustainability funding. No proposal as yet in terms of what they will be replacing although we do have a spec. Update 7/8: Action: BG to report back with an update. New spec may be required. Action: AS to review the spec required in the light of higher than historic usage. Update 2/10: AS had been hoping to piggy-back on IS' request via Procurement. He is hoping to call off the same contract. AS mailed Jim Brown and Duncan Herd, with no response. Action: AS will now email Gary Jebb. Update 4/12: AS reported via email that this proved unnecessary. "Estates have had a contractor in to give an estimate for the work. We now have a rough figure, but it needs some more work to finish off. It's clear that Informatics will have to pay for the work, though I think the possibility of some funding from a sustainability pot is still likely. Once we have a firm estimate, the School will need to make a decision on whether to go ahead or not." Update 5/2/19: Estates, Allan Carracher has been following up on this. There is an agreement to fund a replacement before summer. There will be some impact: server rooms will be out of action for some time, as feeds need upgraded. Some downtime to network, phones. DCH asked who is responsible for UPS once done. AS: this is still being debated. We will have to take out a maintenance contract on the unit we are putting in and our understanding is that Estates will manage the contract on our behalf. Update 2/4: GR: there is an ongoing project and they are waiting for a quote. Intention is to complete within this financial year.</p>	AS
4.	<p>External lighting outside Forum Referred to Estates senior management for consideration due to cost. Update 14/6: ongoing and being considered as a major replacement. Update 7/8: as above, no further update. Update 2/10: Carry forward. Update 4/12: BG said there is a plan for street lighting and they are to wait until this is all confirmed. Update 5/2/19: no update, carry forward. Update 2/4: BG: order out to investigate fault with lights. Servest Arthur McKay are investigating the cause of the fault. Action: BG to provide further update.</p>	BG
ACTIONS FROM 6TH DECEMBER 2016		
5.	<p>Windows outside MF1 - 3/4/18 Action: BG to arrange cleaning once access is available. Update 14/6: Ongoing. Update 7/8: BG to progress once Bayes site facilities have been removed. Update 2/10: Carry forward. Update 4/12: BG to speak to Peter Thomson re power-washing the windows and see about spikes. Update 5/2/19: BG has contacted Peter Thomson to progress. Spikes to carry forward. Update 2/4: BG: request gone to Zenith for estimate of cost. Action: BG to update at next meeting.</p>	BG
ACTIONS FROM 6 JUNE 2017		
6.	<p>Heating/Lack of in G.07/G.07a There have been a number of complaints from users about the temperature. Action: BG to look into the issues raised and attempt to find a solution. Update 6/6/17: BG has looked into this and says there is plenty of hot water and decent temperatures. DCH says it's a built in problem and has been going on for years. Previous suggestions which were made were knocked back. Currently we are reactively using electric heaters as there has been no acceptable solution. AS suggested more tiles with vents? Action: BG to speak to estates to look for another alternative. Update 1/8/17: Ongoing. Update 3/10/17: BG not progressed any further. Ongoing. Update 5/12/17: BG is looking to install</p>	

	<p>temperature monitors in room. Action: BG to follow up. Update 6/2/18: Ongoing. Update 3/4/18: Action: BG to feedback on results of temperature monitoring. Update 14/6/18: BG: monitoring confirmed low temps. BG met with another group that deal with hot and cold water and passed on the info. Waiting on feedback. Ongoing. Update 7/8: Awaiting feedback. BG: Temperature information gathered during monitoring period and submitted to Building Services Group in Estates. Update 2/10: Carry forward. Update 4/12: BG has chased but not heard anything back. Update 5/2/19: BG has been in contact with Estates and collected data. Estates have said there are issues with the trench heating inside rooms. He is speaking with mechanical services, and Serves Arthur McKay. Slowly moving forward. Update 2/4: BG met with Servest Arthur McKay and building services this morning to trace the cause of the problem. It is believed that the hot water pipework serving the trench heating is served from the VT (variable temp) circuit instead of the CT (constant temp) circuit. The VT basically reacts to the environment while the CT does not. Ongoing.</p>	BG
	ACTIONS FROM 1 AUGUST 2017	
7.	<p>Forum Security PA had raised various issues regarding thefts, intruders etc in the Forum, at the H&S committee and was invited to attend the next Building Committee meeting for this item. He also asked about time taken to fix things, general state of the building, and security. MJW informed the meeting that some actions had already been taken. We now have two part-time receptionists, covering the hours of 8.30am – 5.30pm between them. After some discussion he said he would put together some proposals, circulate them to the committee and take any feedback to JM. This to include things like changes to the time the front door is locked/unlocked, delivery of personal parcels, arrangements for visitors to events etc. Our CCTV has been reviewed and deemed adequate. Action: MJW to circulate proposals in order to finalise a draft of a security paper for the building. Update 3/10/17: MJW, DCH and CM have met and discussed issues. Action: MJW to prepare a draft document. Update 5/12/17: Ongoing. Update 6/2/18: Ongoing. Update 3/4/18: Ongoing. Update 14/6/18: Ongoing. 7/8/18: Ongoing. Update 4/12: Ongoing. Update 5/2/19: ongoing. Update 2/4: Carry forward.</p>	MJW
	ACTIONS FROM 7 AUGUST 2018	
10.	<p>InSpace Front Door Alarm: Action: Ben to provide quote for InSpace front door alarm and ensure it includes alerting back to Security. UPDATE 14/6: BG met with contractor yesterday and will look at this next week. Update 7/8: BG met with FMs who advised that UoE Security contact their contractor AR Technology, who look after the system, to install an alarm. Action: BG to contact Security regarding this. Update 2/10: ongoing. Update 4/12: BG sought clarification due to new use of space. He will chase up on this and look into increasing speed of door closure. Update 5/2/19: DCH reported that Design Informatics are now in control of the InSpace front door. The speed of the door closure still needs looked at. A local alarm is not in place. Update 2/4: BG thinks the speed is okay, but still needs a local alarm if door not closed. Action: BG to organise alarm.</p>	BG
11.	<p>Partition Walls: Basement wall to be looked at after meeting. G.07 partitions were fixed but are not working properly now. Action: BG to chase Dorma again and will check if partitions are on a maintenance schedule. UPDATE: 14/6: BG has an order out with Dorma to fix and include in a maintenance schedule. Update 7/8: Ongoing. Update 2/10: Ongoing. Update 4/12: BG is arranging this visit and passing dates to Dorma who have an order in for all partition walls. Update 5/2/19: Dorma are coming out next month to look at basement, and G.07 being fixed this week. UPDATE 2/4: The partition</p>	BG

	walls have been serviced. Issue with one partition in L4. Quote received for repair and ordered to be issued. There is now an annual maintenance schedule.	
	ACTIONS FROM 4 DECEMBER 2018	
14.	Forum Opening Hours: Action: DCH to speak to door security about options to allow card access on Charles Street door for anyone with a card (egress only). Will review the arrangements and get proper signage. Update 2/10: DCH has asked but no answer as yet. Will follow up. Update 4/12: DCH reported this is not possible. It was suggested we install a push button on the door. Fire Officer has asked for the door to be changed as it doesn't meet fire regulations. Action: DCH to arrange for the lock to be moved and to get a push button (both Charles St and Pend access doors). Update 5/2/19: A request has been submitted to Estates for buttons on both doors. DCH also contacted the First Office regarding the door to the courtyard. They say it is currently a fire exit and can't be locked. They will consider doing something once the push buttons are in place on the other two exits. Update 2/4: Door to Courtyard: Concern had previously been raised about the security of the large door to the courtyard as it is being used as a quick way to Bayes and potentially could be left open. Action: BG to chase contractors re push button for Charles Street lane and pend, and ensure door access are aware.	BG
15.	Ventilation to Internal Offices: DCH to discuss with BG with a view to obtaining professional advice. Update 4/12: DCH has passed to Sheila Scott. She will look into it this week. This will be our cost. Update 5/2/19: Airflow has been measured in internal offices. It is believed that the temperature coming in is too warm. Still waiting on report back. Estates want to try alternatives before passing to a consultant. H&S have put in a CO2 meter in an office to measure that, for a week. Update 2/4: Estates have tried to reduce temperature in internal offices but it has not been possible. Currently airflow into office is fine and air con is now running 24 hours a day in building. DS: this has increased our energy usage significantly. There has been a suggestion is to put coolers under floors. DS: 5.06 had some ducted ventilation fitted and the office feels better, with more inflow into office. DS made a suggestion to go to the sustainability fund and use savings in current energy costs to offset against costs of changes. Action: DS/DCH to do some temperature and CO2 monitoring, comparing 5.06 with another room over 4 weeks. Action: DCH to purchase two CO2 monitors. The results of this monitoring can then go to Stuart Kennedy with DS's suggestion.	DS/DCH
18.	Power Tripping Issues: Some circuits need to be split off. Action: DCH to instruct BG to get a quote and find out how much disruption this would cause (in order to get dates in diary). Update 2/10: Ongoing, DCH to follow up with BG. Update 4/12: DCH has submitted an Archibus ticket to Estates for this. Extra sockets are needed. They need a proposal to split circuits and provide costing. Action: BG to speak with Drew in Estates. Update 5/2/19: BG thinks there has been a quote from Arthur Mackay. DCH has seen a report and has recently put a ticket into Archibus. Would like an estimate to add circuits, specifically levels 3 and 4 in AT. AS asked if residual current can be measured – Action: BG to ask. Update 2/4: Inspected by Drew Dick and Jim Brown of Estates. Quote sourced from Servest Arthur McKay and a request has been made to Estates management to raise funds to allow works to be progressed. Ongoing.	BG
	ACTIONS FROM 2 APRIL 2019	
19.	AT revolving door: GR asked about the AT revolving doors in previous meeting. Update 5/2/19: BG advised that an order has gone to Dorma and he is waiting for a repair date. It should still be under warranty. Update 2/4/19: Door in question is normally an emergency access and we now require this to be the out of hours' access. Action: BG to arrange for the external swipe on the double doors to be disabled between 9.30pm and	BG

8.00am, and during weekends). Ingress should now be through the door to the right during those hours, and be classed as the out of hours' access with appropriate directional signage. Action: DCH to take to MOBUG.	DCH
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