



Buildings Committee Minutes
11.00am, 2 June 2020
MS Teams

Attendees: Joy Candlish (Chair), Dave Hamilton, Alastair Scobie, George Ross, Neil Heatley, Vashti Galpin, Catie Cundall (DI), David Sterratt, Ionela Mocanu, Carol Marini (Secretary)

Apologies: Jim Ashe, Jane Hillston, Drew Dick, Ray Flockhart

	Summary	ACTION
1.	Approval of previous Minutes Minutes from the meeting held on 4 February 2020 were approved.	
2.	<p>Matters arising from previous meeting</p> <ul style="list-style-type: none"> • AV requirements in AT which can be handled in-house: Action: NH to discuss with AS and bring a list to next meeting. Update 4/2/20: This has been discussed, AS has quotes from Arthur Mackay and is waiting on quotes for the AV contractor. Some work requires external contractors but some can be done in-house. Update 2/6/20: AS reported he had received quotes which can be used as an indicative cost. AS to give quotes to NH; NH to consider budget source. ACTION: TO BE CLOSED. • Warning lights on fire doors: Action: DCH/DD to look into options and costs. Update 4/2/20: FMS looked at this before Christmas. Action: DD waiting on costs and will chase, there are possibly 12 doors. Update 2/6/20: DD reported (via email) that costs were given to DCH and 9 doors were counted. DCH reported they were too expensive and we had decided not to go ahead. ACTION: TO BE CLOSED. • Flip tables in AT: Action: NH to discuss with GB about possible replacements (eg like Argyle House). Update 3/12/19: NH has sent the requirements to AS as the options may require more technical input. Update 4/2/20: NH and AS to discuss. Desks need to go and something sourced to replace them. Update 2/6/20: AS visited JCMB and took photos. Action: AS to speak to LST for pricing. • AT Fire Inspection Report: Action: DCH and CM to check for any quick actions. Action: DCH, DD and JC to identify items which need clarifying/we disagree on, then agree actions with Andy Mackay. Update 4/2/20: Meeting took place with Jim Brown. Clarified which areas belong to the School and which to Estates. Action: JC to update action plan and arrange to have put on a shared drive. DD says they have completed the sounders in the AT showers, the emergency lighting signage is in hand, and they are progressing with other issues. We will share updated version with estates when live. Concern was previously raised over whether a specific report would be needed re maximum footfall if space was to be reclaimed for different use and it was advised to confirm with the Fire Office and possibly Building Control. Action: JC to set up a meeting with George Muir and Andy Mackay. Update 2/6/20: DD reported (via email) lighting has been installed as required and upgrade to sounders has been completed. JC: reported that due to lack of funding there are no plans to change use of AT at this stage and therefore meeting with George Muir and Andy Mackay not necessary. Ongoing action to review status of AT Fire Inspection Report with Fire Office and Building Control and bring back to BC. • Inspace dividing doors: no representation from DI. RF said the partition is up and the doors are to be installed this week. Fire Officer states the doors are not to be 	<p>AS</p> <p>DCH</p>

	<p>locked, but put on a door closure, with a push and pull handle. Magnetic holder can be added to the door so it would work with fire alarm. Update 2/6/20: The doors are now complete. No events have taken place so no idea of noise level transference. Only concern is ventilation in B space studio where lectures take place. NB This space is not part of the ventilation scope. Action: DCH to contact Estates to investigate since the installation of the partition door may have caused issues.</p> <ul style="list-style-type: none"> • Ventilation in Forum: see rolling minutes. • DTI Bayes, offices BC3.08 and BC3.15: Statement of Work requests are with George Muir and College have provided funding for this. Action: JC will follow up and confirm status. Update 2/6/20: JC said designs had been done but as most projects have been put on hold this won't be going ahead. ACTION: TO BE CLOSED. • Security between Bayes and Forum: JC has meeting with Neil McGillivray on 17th. RF says Andy Mackay should be involved due to the new rules on maglocks. A University-wide issue with huge cost implications. Action: JC to raise at meeting. Update 2/6/20: JC and NMcG have discussed this and it's been held up by the current situation. This will be looked at when considering re-opening issues and security between buildings. • Water cooler on ground floor: CM raised an issue via Archibus. Action: RF has costs back and will check for an immediate mains water supply rather than just a potable source. Update 2/6/20: Carry forward – look at area near kitchen as a possibility. • Paint refreshing: CM raised an issue via Archibus. Action: DD will provide a cost and schedule in a possible date. Update 2/6/20: DD reported (via email) – he was due to meet Dumbreck the week we went on Lockdown. Still to get costs. • Alarms/sounders on doors: see rolling minutes. • Appleton Tower, level 9 heating: NH reported that a student made a formal complaint to the University about the heating on Level 9. There is currently no heating during weekends and evenings. We should request an extension to the hours. Action: DCH to check with Controls (Martin Crawford) re existing timings and then look to have them extended. Update 2/6/20: DCH reported that timings are 8am til 6pm during the week and 8am till 4pm at weekends. Martin was asking Estates to extend timings. Action: DCH to follow up to have hours extended. • 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. Action: DCH to organise. Update 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. Action: DCH to outline options to JC. • Solar panels on IF roof: GR said that there are solar panels on the roof of IF but they don't look like they have ever been commissioned. Action: DD will look into this. Update 2/6/20: DD reported (via email) made enquiries about Solar Panels, nothing in O+M Manuals for building. Agreed this is not a high priority and will therefore close. 	<p>DCH</p> <p>RF</p> <p>DD</p> <p>DCH</p> <p>DCH</p>
3.	<p>Review of outstanding issues and actions from previous minutes Done, see rolling issues and actions.</p>	
4.	<p>Informatics Forum:</p> <ul style="list-style-type: none"> • Current Forum Refurbishments: see rolling minutes • Update on Ventilation: see rolling minutes • InSpace dividing doors: see rolling minutes 	
5.	<p>Appleton Tower: Nothing to report.</p>	
6.	<p>DTI/Bayes Centre for Data Technology:</p>	

	Nothing to report.	
7.	<p>MOBUGS</p> <p>DCH said we need to have some MOBUG meetings as part of the re-opening process.</p> <p>Action: DCH will take info to the Potterow and AT MOBUGS when plans and outlines are ready.</p>	DCH
8.	<p>AOB</p> <ul style="list-style-type: none"> <p>2/6/20: Re-opening School planning: JC provided an overview of the approach the School would be taking to re-opening the School. As we are still in Phase 1, we are waiting for guidance to be able to allow people to collect equipment etc from the building. It is envisaged some priority research labs will open in Phase 2 and Janet Ball and Chirs Williams will liaise with research staff to identify priorities. In Phase 3, offices could potentially open. We are still assuming the majority of work will be done remotely, thereby reducing risks, and only essential work to be done on campus. JC is setting up a Building Review Working Group to plan the return to campus and the group will work with Estates to look at things like one way systems, capacities in buildings. At this stage the School planning does not include the teaching element, only around academic, teaching staff, Prof Services, RAs and PGRs but not taught students at the moment. College will sign off our risk assessments and confirm if our buildings can open. There was an Estates briefing yesterday on current plans and DCH attends a regular H&S group for updates. Joy shared the membership of the Review Group as it stands and an outline of areas that needs to be considered. Estates have been doing modelling on all buildings. Joy also shared some background to the work that Estates will be doing re checking ventilation, water, lifts etc in order to get the buildings legally ready to open. They are modelling teaching space separately. Action: CM to schedule a BC meeting early July to provide updates.</p> <p>NH asked about the availability of Wilkie. Action: Joy will follow up with Estates to confirm status of allocation of Wilkie Building space.</p> 	<p>CM</p> <p>JC</p>
9.	Date of next meeting: Tuesday 4 August, 11.00am, Room 5.02 (or earlier – TBC)	

	ISSUE AND ACTION REQUIRED	OWNER
	Action list from 7th December 2015	
1.	<p>Gas suppression system. Update 24/9/19: The replacement gas suppression system has been installed and was made operational. However, all fail-safes were not installed so we have asked for it to be made non-operational. We will require instructions and signage and once conditions are met we can go live. Action: AS to sign off that conditions have been met. Update 4/2/20: In place, has been refurbished and documentation should have been provided. There is no option to disable the system in the small server room. AS has asked for a hold-off button. Estates have suggested an alternative of a panel where it can be switched off. We would have concerns that someone might forget to switch it back on. Jim Brown and Charlie Hill from FMS are coming back to look at this. Action: DCH to meet them and report back. AS asked about estates representation at demo since no one came last time. Grant Ferguson has said that someone will definitely be there at the next one. Update 2/6/20: DCH had quote from FMS to make the above improvement – to have a visual indication on the push button areas and something in the small server room of half an hour of de-activation. DCH has seen drawings from FMS showing what they could do but has not heard anything since. Awaiting action from Estates</p>	
2.	<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 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. Update 10/6: BG said Arthur McKay has surveyed it and he is waiting on the report. Update 20/8/19: Still waiting on report and quote to repair/replace system. Update 24/9/19: DD will arrange to meet McKays and Jim Brown to see what needs done as it will need the ground dug up. DD on annual leave next week so will do this on his return and try to simplify things. Update 3/12/19: MC will discuss with DD. Update 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. Update 2/6/20: DD reported (via email): talks have been quite positive with our colleagues in Building Services Team and hopefully will update once back at work.</p>	DD
	ACTIONS FROM 1 AUGUST 2017	
3.	<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 8.30am – 5.30pm between them. MJW said he would put together some proposals, circulate them to the committee and take any feedback to JM. 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 10/6: Carry forward. Update 24/9/19: not done. Update 3/12/19: JC to take this action forward. Update 4/2/20: ongoing. Update 2/6/20: carry forward, especially with current situation and potential changes.</p>	JC

	ACTIONS FROM 4 DECEMBER 2018	
15.	Ventilation to Internal Offices: Update 4/2/20: Estates have looked at improvements to air quality, and there are plans to put in cooling rafts in ceiling. A tender is being put together, involving all internal rooms, with people moving out for a period. This should happen over the summer break ready for the next PGR intake in September. Update 2/6/20: this piece of work will go ahead. JC and DCH trying to get an update on when this will start. Installation of chill beams in the internal multi-occupancy offices.	DCH
	ACTIONS FROM 2 APRIL 2019	
19.	AT revolving door: GR asked about the AT revolving doors. 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: This door is normally an emergency access and we 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 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. Update 24/9/19: DD to liaise with Ben and take action. Action: DD to follow up on the CCTV and whether it is working. Update 3/12/19: MC to discuss with DD. Update 4/2/20: A PO for CCTV has been raised, a camera etc should be installed next week. Lighting started yesterday. DD is meeting SignPlus tomorrow re wording and will discuss with DCH. DD is also meeting Dorma tomorrow to make sure it is working correctly. It should take approx. two weeks to be fully operational. Action: DD will ask IS to close the doors at a certain time. Needs a discussion with servitors as to opening hours. New light beside the swipe card reader to be installed too. Update 2/6/20: DD reported (via email): Out of hours Door, Signage still to be installed (Scheduled originally for Tuesday at Lockdown); Will schedule Sign Plus as soon as building reopens. CCTV has been installed and up and running along with new lighting.	DD
	ACTIONS FROM 20 AUGUST 2019	
22.	G.03, AV and acoustics: Remaining action - DCH met with DD to find out what it would take to include dimmer switches in G.03. DD was to find drawings and look into possibilities. Action: DCH to carry forward and follow up. Update: Quotes to install dimmer switches have proved costly and we have decided not to proceed.	
	ACTIONS FROM 24 SEPTEMBER 2019	
23	Forum works programme: Remaining action: Update 2/6/20: 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. Action: DCH to continue to chase Estates.	DCH
26.	AT Basement project. Café area to be used by EI for student entrepreneurship hub on a temporary basis, organised through Jim Ashe. Large part of the area has been identified as a potential experience lab space. Helen Pain suggests they could use it without any refurb. Action: MJW to seek clarification on their intent. Beyond this, no funding at the moment for a small capital project. Update 24/9/19: Enterprise hub is active. We expect to locate the usability lab in the basement. Action: DCH to liaise with Robin Hill about data and power requirements. We can then action any requirements and discuss dates with Jim Ashe. Update 3/12/19: DCH and RH have met and are awaiting costs from Estates for the work RH identified. DD was meeting with Style Partitions on 13 th Nov to discuss. JA informed EI that we would continue using the space until the end of the year but would we would like it to convert back into an Entrepreneur hub for the start of each semester. It is important that we get this space back for this project. Action: JA to discuss further with the senior EI management. Update 4/2/20: carry	

	forward. Update 2/6/20: DD reported (via email): Style Partition – Cost of £12,000 has been forwarded.	JA
29.	DTI/Bayes Centre Access/Security: Swipe locks still not activated. DCH said they don't operate correctly. Action: DCH to raise with Natalia for update. Also check position with swipe lock on door from stairs to BC1.50 and on Bayes/Forum L2 link. Update 20/8/19: Swipe lock on BC1.50 ongoing. Action: DCH to take to Natalia for update. Update 24/9/19: MJW spoke to Neil McGillivray and they agreed to prioritise. Action: DCH to check on progression and to ensure swipe works both ways. Update 3/12/19: Swipe locks still don't operate correctly. We have refused to pay yearly maintenance costs until they do. Action: JC to follow up. Swipe lock on stair to BC1.50 (DI) is ready to activate. DI have asked for a separate door code for this door. Update 4/2/20: JC discussing with Neil McGillivray. Update 2/6/20: Carry forward (think we missed this as it is actually a different area – Design Informatics and Level 2).	JC