

**Buildings Committee Minutes**  
**3.00pm, 2 October, 2018**  
**Room 5.02, Informatics Forum**



**Attendees:** Martin Wright (Chair), Dave Hamilton, David Sterratt, Alastair Scobie, George Ross, Carol Marini (Secretary)

**Apologies:** Jim Ashe, Jane Hillston, Neil Heatley

|    | Summary   | ACTION  |
|----|---|---|
| 1. | <b>Approval of previous minutes</b><br>Minutes from the meeting held on 7 August 2018 were approved.  |   |
| 2. | <b>Matters Arising from previous meeting:</b><br>None, all relating to individual Agenda items. <ul style="list-style-type: none"> <li>• <b>Forum Opening Hours: Action:</b> 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. <b>Update 2/10:</b> DCH has asked but no answer as yet. Will follow up.</li> <li>• <b>Forum Issues:</b> Ian Durkacz had reported a leak in the main forum server room in the basement. <b>Update 2/10:</b> Initial problem seems to have gone but there was still a loose tile. <b>Action:</b> DCH to check if tile has been replaced.</li> </ul>   | DCH<br><br>DCH                                      |
| 3. | <b>Review of outstanding issues and actions from previous Minutes</b><br>Done, see rolling issues and actions.  |   |
| 4. | <b>Informatics Forum:</b> <ul style="list-style-type: none"> <li>• <b>Forum works programme:</b> Starts 11th Oct until May 2019 consisting of further 3 for 2 conversions, additional meeting rooms and acoustic booths. <b>Action:</b> DCH to give GR a list of rooms for network points purposes. MJW invited GR to attend the Project Set-up meeting on Monday.</li> <li>• <b>Informatics Display Space:</b> This involves the reinstatement and enhancement of G.03 including additional AV facilities. Potentially we could put our display area into InSpace thereby making dual use of the space. The disadvantage to this would be in the indirect access to the area from the Forum. There is a meeting on Monday to discuss what to do with the space, how it will be funded (how much will school have to fund), making good and reinstatement of AV and the enhanced AV facilities. There is a small budget within the Bayes project for AV for InSpace, and the Design Informatics Creative Hub EHRC grant has a sum of money for exhibition space.</li> <li>• <b>Ventilation to Internal Offices:</b> DS circulated a report previously commissioned on this topic. HoS keen for us to move forward with this. <b>Action:</b> DCH to discuss with Ben Gordon in Estates with a view to obtaining professional advice.</li> <li>• <b>Storage: Action:</b> DCH and CM to do an audit: what we have and how it is being used, by whom.</li> <li>• <b>Showers:</b> There has been a request to clean/refurbish/improve the showers. Could do with a refit programme. <b>Action:</b> DCH to ask Estates to look into this. It was suggested we do it as a small project or add it to the current programme of works at the end.</li> <li>• <b>Information screens:</b> AS raised the fact that the information screens (touchscreens) are now 10 years old. One has failed. Do we replace them? They are where the acoustic booths will go so will be removed during the refit. Possibly just keep the one in the atrium.</li> </ul> | DCH<br><br><br><br><br><br>DCH<br>DCH/CM<br><br>DCH |

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|    | <ul style="list-style-type: none"> <li>• <b>Signage:</b> DS requested a standard format for signage. <b>Action:</b> DS was asked to prepare something.</li> <li>• <b>Dishwashers:</b> should we repair them or remove them? There was no consensus.</li> </ul>   | DS                     |
| 5. | <p><b>Appleton Tower:</b></p> <ul style="list-style-type: none"> <li>• <b>AT 5.01 tutorial room:</b> Further chairs on order.</li> <li>• <b>AT L5 teaching studio/suite:</b> DCH reported that all AV and furniture have now been done. <b>Action:</b> NH to inform people it is ready.</li> <li>• <b>AT Level 4 tutorial rooms' reconfiguration:</b> Desks for L4 are due for delivery in December.</li> <li>• <b>Basement Project:</b> MJW and DCH met and viewed the space. <b>Action:</b> MJW to do a high level outline but expected to include: extension of workshop, server room space, an anechoic chamber for Paul Patras' group and an experience lab for Helen Pain.</li> <li>• <b>Power Tripping Issues:</b> Some circuits need to be split off. <b>Action:</b> DCH to instruct BG to get a quote and find out how much disruption this would cause (in order to get dates in diary). <b>Update 2/10:</b> Ongoing, DCH to follow up with BG.</li> <li>• <b>AT 6.06:</b> 18 extra desks ordered and waiting on instal date. <b>Action:</b> CM to check on matching chairs.</li> <li>• <b>8.02 Boardroom furniture:</b> Iwona Barkby from Edinburgh Innovations has requested a replacement of the boardroom furniture as it is considered old-fashioned. The committee felt it was not necessary at this time.</li> <li>• <b>Level 9:</b> there has been a request for a fridge, supported by NH and SA. Agreed a table top fridge could be purchased.</li> </ul>  | NH<br>MJW<br>DCH<br>CM |
| 6. | <p><b>DTI/Bayes Centre for Data Technology:</b></p> <ul style="list-style-type: none"> <li>• <b>Occupancy:</b> CM did an audit and most of our space is accounted for. There are a few opportunities to add some desks and make better use of space. Bayes policy is not to put anything on the windows and occupants have been asked to remove posters etc. We are considering manifestations for some of the small meeting rooms in order to provide a private space.</li> <li>• <b>Access/Security:</b> MJW had raised the issue re access on levels 2 and 3 through doors in Bayes which have push button access into the Forum. This means 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. <b>Action:</b> 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 Forum and Bayes should be via L3.</li> <li>• <b>Wolfson Wing:</b> Heating to be reconnected as part of occupancy (and therefore still not functioning as of today). Rooms 2.47 and 1.40 have been returned and are usable. Any issues will be included in snagging. InSpace partition wall still there. <b>Update 2/10:</b> Ongoing issues, no real resolutions. DCH has resubmitted all the problems still not dealt with.</li> </ul> | MJW                    |
| 7. | <p><b>Wilkie</b></p> <ul style="list-style-type: none"> <li>• <b>Current Status:</b> Only two offices are occupied by Informatics staff/equipment. We need to decide where the things in those offices should go to going forward (by end of November).</li> </ul>   |                        |
| 8. | <b>AOB</b>   |                        |

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|  | <ul style="list-style-type: none"><li>• <b>Annual Small Capital Projects:</b> invitation to bid has come in today. These should be things that improve student/staff experience. The committee were asked to think about potential bids. There has been talk of a cyber security lab in AT amongst others.</li></ul> |  |
|  | <b>Date of next meeting</b><br>Tuesday 4 <sup>th</sup> December, 11.00am, Room 5.42  |  |

|    | ISSUE AND ACTION REQUIRED   | OWNER |
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|    | <b>Action list from 7<sup>th</sup> December 2015</b>  |       |
| 1. | <p><b>Gas suppression system.</b><br/>           This has been completed. <b>Update 07/11/2016:</b> No progress. Activation of system need to be scheduled as a matter of urgency. <b>Action:</b> DCH to raise with Premises. <b>Update 09/12/16:</b> DCH has raised with Premises and asked for date – no response. <b>Updated 07/02/17:</b> 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. <b>Action:</b> BG to follow up. <b>Update 18/04/17:</b> <b>Action:</b> BG to confirm the date for the switch on. <b>Action:</b> AS to get large signs showing the override button. <b>Update 6/6/17:</b> BG has just contacted the contractor and is waiting to hear back. AS not done the signs yet. CM will now prepare. <b>Action:</b> AS/GR to give CM the info in order to prepare signs. <b>Update 1/8/17:</b> 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. <b>Action:</b> BG to update on actions required to make active and action date. <b>Update 3/10/17:</b> 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. <b>Update 5/12/17:</b> BG has received two quotes - one to replace cylinders (£15k), another for a complete replacement (£30K). <b>Action:</b> 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. <b>Update 6/2/18:</b> 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. <b>Update 3/4/18:</b> BG has passed to senior estate management and waiting for a steer. <b>Update 14/6/18:</b> Being considered as a major replacement and will be included in tomorrow’s meeting. Remains non-operative. <b>Update 7/8/18:</b> BG – no update currently available for this, matter submitted as part of a wider major replacement submission. <b>Update 2/10:</b> Carry forward</p> | BG    |
| 2. | <p><b>Faulty network connections.</b><br/>           Boston Networks to visit. <b>Update 07/11/2016:</b> No progress. DCH to raise with Premises. <b>Update 09/12/16:</b> DCH has raised with Premises, no action so far. <b>Update 07/02/17:</b> There have been several problems with the cables that were put in (under warranty). <b>Action:</b> BG to follow up. <b>Update 18/04/17:</b> BG said that Jim Brown would be taking this forward to Boston Networks. <b>Action:</b> DCH to forward JB a list of defects and send him a copy of the Boston Networks warranty. <b>UPDATE 6/6/17:</b> DCH has sent the list to JB We now have a scanned copy of the warranty. <b>Action:</b> DCH to send BG the latest list of faults (cc JB). <b>Update 1/8/17:</b> Need update from BG at next meeting. <b>Update 3/10/17:</b> This is now being taken forward by Jim Brown. He has been in contact with IS. <b>Action:</b> Ongoing as he is off sick. BG to follow up. <b>Update 5/12/17:</b> Jim Brown actioning – ongoing. <b>Update 6/2/18:</b> BG sent a report saying that Jim Brown/Malcolm Bell (IS) were to advise on Boston Networks. <b>Action:</b> MJW to chase Jim Brown/Malcolm Bell. <b>Update 3/4/18:</b> Carry forward. <b>Update 14/6/18:</b> Carry forward – MJW needs a draft for a document (DCH has a list). <b>Update 7/8:</b> <b>Action:</b> DCH to pass list to MJW. <b>Update 2/10:</b> Done. MJW to draft a document</p>   | MJW   |
| 3. | <p><b>Replacing the UPS</b><br/>           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. <b>Action:</b> AS to provide an update on the UPS re-provisioning at next meeting. <b>UPDATE 14/6:</b> GR: Waiting until IS tender is complete and we will then confirm our requirements, hopefully using funding from sustainability grants. <b>Action:</b> BG to check position regarding sustainability funding. <b>UPDATE: 14/6:</b> 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. <b>Update 7/8:</b> <b>Action:</b> BG to report back with an</p>  | BG    |

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|  | update. New spec may be required. <b>Action:</b> AS to review the spec required in the light of higher than historic usage. <b>Update 2/10:</b> 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. <b>Action:</b> AS will now email Gary Jebb.  | AS  |
| 4.   | <b>External lighting outside Forum</b><br>Referred to Estates senior management for consideration due to cost. <b>Update 14/6:</b> ongoing and being considered as a major replacement. <b>Update 7/8:</b> as above, no further update. <b>Update 2/10:</b> Carry forward.   | BG  |
| <b>ACTIONS FROM 6<sup>TH</sup> DECEMBER 2016</b> |  |     |
| 5.   | <b>Windows outside MF1 - 3/4/18 Action:</b> BG to arrange cleaning once access is available. <b>Update 14/6:</b> Ongoing. <b>Update 7/8:</b> BG to progress once Bayes site facilities have been removed. <b>Update 2/10:</b> Carry forward.   | BG  |
| 6.   | <b>Office cleaning -3/4/18 Action:</b> BG to arrange for high ledges to be cleaned in the Atrium once access is available. Ongoing. <b>Update 14/6:</b> Ongoing. <b>Update 7/8:</b> BG to progress once Bayes site facilities have been removed. <b>Update 2/10:</b> Carry forward.  | BG  |
| <b>ACTIONS FROM 6 JUNE 2017</b>                  |  |     |
| 7.   | <b>Heating/Lack of in G.07/G.07a</b><br>There have been a number of complaints from users about the temperature. <b>Action:</b> BG to look into the issues raised and attempt to find a solution. <b>Update 6/6/17:</b> 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? <b>Action:</b> BG to speak to estates to look for another alternative. <b>Update 1/8/17:</b> Ongoing. <b>Update 3/10/17:</b> BG not progressed any further. Ongoing. <b>Update 5/12/17:</b> BG is looking to install temperature monitors in room. <b>Action:</b> BG to follow up. <b>Update 6/2/18:</b> Ongoing. <b>Update 3/4/18:</b> <b>Action:</b> BG to feedback on results of temperature monitoring. <b>Update 14/6/18:</b> 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. <b>Update 7/8:</b> Awaiting feedback. BG: Temperature information gathered during monitoring period and submitted to Building Services Group in Estates. <b>Update 2/10:</b> Carry forward. | BG  |
| <b>ACTIONS FROM 1 AUGUST 2017</b>                |  |     |
| 8.   | <b>Forum Security</b><br>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. <b>Action:</b> MJW to circulate proposals in order to finalise a draft of a security paper for the building. <b>Update 3/10/17:</b> MJW, DCH and CM have met and discussed issues. <b>Action:</b> MJW to prepare a draft document. <b>Update 5/12/17:</b> Ongoing. <b>Update 6/2/18:</b> Ongoing. <b>Update 3/4/18:</b> Ongoing. <b>Update 14/6/18:</b> Ongoing. <b>7/8/18:</b> Ongoing.   | MJW |
| <b>ACTIONS FROM 7 AUGUST 2018</b>                |  |     |
| 10.  | InSpace Front Door Alarm: <b>Action:</b> Ben to provide quote for InSpace front door alarm and ensure it includes alerting back to Security. <b>UPDATE 14/6:</b> BG met with contractor yesterday and will look at this next week. <b>Update 7/8:</b> BG met with FMs who advised that   |     |

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|     | UoE Security contact their contractor AR Technology, who look after the system, to install an alarm. <b>Action:</b> BG to contact Security regarding this. <b>Update 2/10:</b> ongoing   | BG |
| 11. | Partition Walls: Basement wall to be looked at after meeting. G.07 partitions were fixed but are not working properly now. <b>Action:</b> BG to chase Dorma again and will check if partitions are on a maintenance schedule. <b>UPDATE: 14/6:</b> BG has an order out with Dorma to fix and include in a maintenance schedule. <b>Update 7/8:</b> Ongoing. <b>Update 2/10:</b> Ongoing. | BG |
| 12. | Bayes Issues: Level 4 Terrace and Room Booking System: MJW - we have noted potential booking issues for access to MF2 terrace from both IF and Bayes, with the Bayes committees. We will monitor this going forward. <b>Update 2/10:</b> Ongoing.  |    |
| 13. | AV has now been installed in G.07. <b>Action:</b> AV to be demonstrated to techs. <b>Action:</b> Need to replace data projector in G.07A. <b>Update 2/10:</b> This is included in LST list submitted by AS   |    |