

Buildings Committee Minutes
11.00, 3 April, 2018
Room 5.42, Informatics Forum



Attendees: Martin Wright (Chair), Neil Heatley, Jim Ashe, George Ross, Ben Gordon, Dave Hamilton, David Sterratt, Carol Marini (Secretary)

Apologies: Alastair Scobie, Johanna Moore

	Summary	ACTION
1.	Approval of previous minutes Minutes from the meeting held on 6 February 2018 were approved.	
2.	Matters Arising from previous meeting: <ul style="list-style-type: none"> • IF cleaning schedule DCH now has a quote for additional cleaning. We will introduce a weekday afternoon clean asap. The outcome will be monitored and kept under review. • Reoccupation of Appleton Tower CM has merged both issues logs and will bring to Buildings Committee from now on. • Power tripping (Appleton Tower) • RCDs have been put on mains extenders to ensure trips happen locally. This issue will be taken to Appleton Tower Return Group next Thursday. • Switch gear cabinets (Appleton Tower) East end door locks are now fixed. West end have still to be done and have been raised with CCG. 	CM MJW/DCH
3.	Review of outstanding issues and actions from previous Minutes Done, see rolling issues and actions. <ul style="list-style-type: none"> • Partition Walls – Basement wall will 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. • Replacing the UPS – GR informed the committee 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. Action: BG to check position regarding sustainability funding. • Forum reception glass partition - BG met with contractor and will forward on the quote to us. Action: BG was asked to go ahead and instruct this work. • InSpace Front Door Alarm – Action: Ben to provide quote for InSpace front door alarm and ensure it includes alerting back to Security. 	BG AS BG BG BG
4.	Update on Projects: <ul style="list-style-type: none"> • Appleton Tower - Only minor snagging issues left. Action: MJW to check on what is happening re the new furniture installation in 6.06. The new reception desk has been installed in the ITO office. Vinyl branding to be put on front of desk. • Wolfson Wing – Temporary partitions are being taken down over the next month in rooms, and in corridors adjacent to Bayes. • Paolozzi Maquettes - Action: MJW to take this issue to the Executive Committee on Thursday. They have been made aware we won't be progressing until autumn but, 	MJW

	ISSUE AND ACTION REQUIRED	OWNER
	Action list from 7th December 2015	
1.	<p>AV in G.07. AS has circulated a recommendation about the AV to this committee and spoken with the team from IS. It will cost £60-80k+VAT to complete these works and will take a month, with the requirement that one clear week is needed. The design spec for this has still to be written. Update 07/11/2016: The audio installation will take place in December 2016. The video replacement will be scheduled at a later date. Update 06/12/2016: The audio installation has been postponed. LTS have awarded the contract to AV Impact. They are proposing a single column speaker be installed between the projector screens on the main panel. This would give the most coverage for both G.07 and G.07A when open. When closed G.07A wouldn't need audio as it will be operated from a podium. This would cost between £6,000-£8,000 to include speakers, installation and replacement of parts. MJW suggested placing the speaker on a table to see if it works for both areas before doing joinery work. Action: AS to make a mock up and do a demo before Xmas. Action: AN: to book rooms out for this to happen. Update 07/02/17: AS informed the committee that the technicians had made a mock up and it was still in G.07. There had been no response so far. He is trying to get the AV company to give a demo of the speakers in the next few weeks. Update 18/04/17: AS reported that a demo of the speakers had been given but were not satisfactory. The AV company said the ceiling was not high enough. The only proposed solution is one from previously: column speakers on the concrete pillars which will cover mid to back of the room, with small downward-angled speakers on the edges of the columns covering the front. JM had suggested we go ahead with just the column speakers for now and see if that works, installing the smaller speakers if necessary. It was suggested that the existing speakers at the back could also be angled downwards and might help. Action: AS to get two quotes, one for doing column speakers and small speakers, and the other for just the column speakers. Update 6/6/17: AS confirmed that he has had quotes and has told them to go ahead with the column speakers. They have now been ordered but there is no installation date. Update 1/8/17: AS suggested, due to various delays that they work over the summer or use a different installer. He is trying to investigate a weekend installation. Action: AS to speak to Euan Murray about going to open market. Update 3/10/17: AS has contacted LTS to see what stage we are at. He thinks we may need to go to full tender and do the works in one go. This may involve having to move meetings from the room as there may be at least a week's downtime. Update 5/12/17: Sound installation is going ahead first week in January. Some preparatory work needs to be done before then by Estates. BG said Andrew Dick is organising that. Action: BG to speak to Andrew Dick re access. AS has been repeatedly chasing LTS for a meeting to discuss requirements, and now has a date in December to discuss this. Update 6/2/18: Audio was installed early January. DCH raised issues about sound. Needs slight adjustment. Rest of kit: AS met with LST before Xmas. LST to design something, but won't be able to do this until end of February. Action: AS meeting with Euan Murray today so will raise. Projectors to be replaced as part of this project. Action: DCH to arrange to look at bulbs and see if improvement can be made. Update 3/4/18: Bulbs replaced. Speakers done. Action: AS to update.</p>	AS
2.	<p>Gas suppression system. This has been completed. Update 07/11/2016: No progress. Activation of system need 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</p>	

	<p>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.</p>	BG
3.	<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.</p>	MJW
4.	<p>External lighting outside Forum Referred to Estates senior management for consideration due to cost.</p>	BG
	ACTIONS FROM 2nd FEBRUARY 2016	
5.	<p>IF5.02 Upgrade (see previous minutes for background) Instructions for use of equipment to be written up. 3/4/18 Action: AS to organise. Acoustic panels to be installed. 3/4/18 Action: DCH to organise.</p>	AS DCH
	ACTIONS FROM 6th JUNE 2016	
	ACTIONS FROM 6TH DECEMBER 2016	
6.	Windows outside MF1 - 3/4/18 Action: BG to arrange cleaning once access is available.	BG
7.	Office cleaning –3/4/18 Action: BG to arrange for high ledges to be cleaned in the Atrium once access is available	BG
	ACTIONS FROM 6 JUNE 2017	
8.	<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 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.</p>	BG

	ACTIONS FROM 1 AUGUST 2017	
9.	<p>Forum Security</p> <p>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.</p>	MJW
	ACTIONS FROM 6 FEBRUARY 2018	
10.	<p>Wolfson Wing Sound Insulation</p> <p>Sound insulation work was done as per the specification. There is no underfloor insulation. DS reported that he has experienced noise issues with neighbours when making a tele-conference. MJW said sound insulation from corridor is also not good. Action: DCH to raise with Ross Hamilton our disappointment with sound issues and to ask what measures were taken to address our previous concerns. Update 6/2/18: DCH spoke to RH and McL&H. They have not yet acted on the architects snagging list. Ongoing. Update 3/4/18: WW sound insulation tests have been done. McL&H will be back to do remedial works which involves lagging all the pipes that lead to the heaters.</p>	