



**Buildings Committee Minutes**  
**11.00am, 5 February 2019**  
**Room 5.02, Informatics Forum**

**Attendees:** Martin Wright (Chair in JH's absence), Dave Hamilton, David Sterratt, Ben Gordon, George Ross, Alastair Scobie, Carol Marini (Secretary)

**Apologies:** Jane Hillston, Jim Ashe

	Summary	ACTION
1.	<b>Approval of previous Minutes</b> Minutes from the meeting held on 4 December 2018 were approved.	
2.	<b>Matters arising from previous meeting</b> <ul style="list-style-type: none"> <li>GR asked about the AT revolving doors in previous meeting. <b>Update 5/2/19:</b> BG advised that an order has gone to Dorma and he is waiting for a repair date. It should still be under warranty.</li> <li>AT: There is a swipe lock on the nearby door behind the lifts but it's not been activated. <b>Update 5/2/19:</b> BG to speak to John Hart. Issue is out-of-hours access, and we would like this door to be the out-of-hours door rather than the double swing doors (thus avoiding tailgating). <b>Action:</b> BG to find out about access and who deals with these issues. He will liaise with John Hart.</li> </ul>	BG
3.	<b>Review of outstanding issues and actions from previous Minutes</b> 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>Update 5/2:</b> Ongoing. Level 2 is now complete and work has commenced on L3. This stage is due to complete 1<sup>st</sup> March.</li> <li>Showers: DCH to ask estates to look into refurbishing the showers. It was suggested we do it as a small project or add it to the current programme of works at the end. <b>Update 4/12:</b> DCH has asked BG if they can refurbish the showers since they are 10 years old. <b>Action:</b> BG to look and see if they can do this work at their cost. <b>Update 5/2/19:</b> With David Casey for action.</li> <li><b>InSpace Reinstatement:</b> No AV spec has been received. Design Informatics need to consult with LST to produce one. Signage/whiteboard paint is going ahead. McLaughlin &amp; Harvey are to look at the water damaged ceiling. <b>Action:</b> BG to contact Scott McEwan and discuss looking at everything at the same time. DCH followed up with Ross Hamilton re snagging. They will sort it all out.</li> <li><b>Informatics Display Space:</b> This will now be incorporated within InSpace. <b>Update 5/2:</b> Chris Speed and Dave Murray-Rust will need to define their requirements and get this actioned. AS said it will probably be two different instals (one for Design Informatics and one for Jim Ashe's requirements).</li> <li><b>Housekeeping – a blitz level by level:</b> <b>Update 5/2:</b> MJW asked for this to be done by the summer if possible.</li> </ul>	BG

	<ul style="list-style-type: none"> <li>• <b>POSTERS ON WINDOWS/DOORS:</b> 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. <b>Action:</b> MJW to take to Executive.</li> <li>• <b>Door to Courtyard:</b> 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. <b>Update 5/2:</b> DCH contacted the Fire Office who say it's currently a fire exit and can't be locked. They will consider doing something once push buttons are in place on the other two exits (Charles Street Lane and the Pend).</li> <li>• <b>Reception screen:</b> There was a request for the screen in the reception area to be moved to the café where it would be better used. It was agreed that, in principle, this is okay. <b>Action:</b> remove front screen and make good wall. Identify space in café area for this to go.</li> </ul>	<p>MJW</p> <p>DCH/AS</p>
5.	<p><b>Appleton Tower:</b></p> <ul style="list-style-type: none"> <li>• <b>AT 5.01 tutorial room:</b> This will be re-purposed for graduate school staff until the summer. Nodal chairs will be moved to 7.01 instead. In the summer, a screen and new nodal chairs should be ordered for 5.01, in readiness for next term.</li> <li>• <b>AT L5 teaching studios/suite: Update 5/2:</b> AS said this has not yet been fully commissioned. <b>Action:</b> AS to organise this.</li> <li>• <b>AT Level 4 tutorial rooms' reconfiguration: Update 5/2:</b> new furniture is in. There has been a challenge re power circuits resulting in less machines than they would have liked.</li> <li>• <b>Basement Project:</b> 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. <b>Update 5/2:</b> This has not been approved for a small capital project so we will need to seek alternative funding.</li> <li>• <b>AT L5 Cyber Security Lab:</b> Included in the small capitals project. <b>Update 5/2:</b> This project is likely to go ahead through small capital projects but this is not yet confirmed.</li> <li>• <b>AT space planning:</b> A meeting is needed to discuss short/medium/long term requirements. This is being organised by Vicky McTaggart.</li> </ul>	AS
6.	<p><b>DTI/Bayes Centre for Data Technology:</b></p> <ul style="list-style-type: none"> <li>• <b>Occupancy:</b> 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. <b>Update 4/12:</b> MJW asked for all desks to have someone's name against it. CM has organised door labels for all academic rooms. We should look to see if we can get in more desks. <b>Update 5/2:</b> ongoing.</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, 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. <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. <b>Update 4/12:</b> Access now agreed. Swipe locks etc still to be installed and programmed accordingly, including between DI and Forum. <b>Update 5/2:</b> 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.</li> <li>• <b>Wolfson Wing Heating:</b> 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. <b>Update 2/10:</b> Ongoing issues, no real resolutions. DCH has resubmitted all the problems still not dealt with. <b>Update 4/12:</b> Still has problems. DCH</li> </ul>	

	<p>is resubmitting list of issues. <b>Update 5/2:</b> 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. <b>Action:</b> DCH to add CDT room to this list.</p> <ul style="list-style-type: none"> <li>• <b>Branding:</b> need to look at what we want in offices and G.24. <b>Action:</b> carry forward to next meeting.</li> </ul>	DCH CM
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). <b>4/12:</b> Still available now until March. Estates to use two rooms for. CM has given David Casey keys. <b>Action:</b> CM to put a ticket in to comp support saying non-informatics tenants in Wilkie re network. DONE. <b>Update 5/2/19:</b> There are still things in Wilkie which need to be removed by early March. Furniture, not needed, will be left.</li> </ul>	
8.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Going forward School reserves will no longer be held and any capital projects over £50k will need to be bid for. The process is not clear as yet.</li> <li>• Facilities project management: we need a more structured approach, a pro forma document capturing a project to include costs and funding. It is intended to hold information in a single drive so all those involved will have access and can store relevant information. This is likely to include anything that falls under Buildings Committee, eg AV installations, to give us a project management style overview.</li> <li>• Committee membership: need to review this. <b>Action:</b> defer to next meeting.</li> <li>• NH requested temperature in AT9.01 to be increased.</li> <li>• BG to provide costing for cupboard in Bayes (DI) stairwell.</li> <li>• AS is waiting for G.07a projector to be delivered (to go on a trolley). 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.</li> </ul>	CM BG
9.	<b>Date of next meeting:</b> Tuesday 2 <sup>nd</sup> April 2019, 11.00am, Room 5.02	

	ISSUE AND ACTION REQUIRED	OWNER
	<b>Action list from 7<sup>th</sup> December 2015</b>	
1.	<p><b>Gas suppression system.</b>  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. <b>Update 4/12:</b> 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. <b>Update 5/2:19:</b> Funds have been approved this week for this, by Estates, to replace the system and to make it live.</p>	BG
2.	<p><b>Faulty network connections.</b>  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. <b>Update 4/12:</b> DCH will send MJW the text. <b>Update 5/2/19:</b> DCH has sent list. <b>Action:</b> MJW to follow up.</p>	MJW
3.	<p><b>Replacing the UPS</b>  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</p>	

	<p>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: Action:</b> BG to report back with an 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. <b>Update 4/12:</b> 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." <b>Update 5/2/19:</b> Estates, Allan Carrada? 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.</p>	AS
4.	<p><b>External lighting outside Forum</b>  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. <b>Update 4/12:</b> BG said there is a plan for street lighting and they are to wait until this is all confirmed. <b>Update 5/2/19:</b> no update, carry forward.</p>	BG
<b>ACTIONS FROM 6<sup>TH</sup> DECEMBER 2016</b>		
5.	<p><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. <b>Update 4/12:</b> BG to speak to Peter Thomson re power-washing the windows and see about spikes. <b>Update 5/2/19:</b> BG has contacted Peter Thomson to progress. Spikes to carry forward.</p>	BG
<b>ACTIONS FROM 6 JUNE 2017</b>		
6.	<p><b>Heating/Lack of in G.07/G.07a</b>  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: 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</p>	

	and submitted to Building Services Group in Estates. <b>Update 2/10:</b> Carry forward. <b>Update 4/12:</b> BG has chased but not heard anything back. <b>Update 5/2/19:</b> 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.	BG
	<b>ACTIONS FROM 1 AUGUST 2017</b>	
7.	<b>Forum Security</b> 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. <b>Update 4/12:</b> Ongoing. <b>Update 5/2/19:</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 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. <b>Update 4/12:</b> BG sought clarification due to new use of space. He will chase up on this and look into increasing speed of door closure. <b>Update 5/2/19:</b> 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.	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. <b>Update 4/12:</b> BG is arranging this visit and passing dates to Dorma who have an order in for all partition walls. <b>Update 5/2/19:</b> Dorma are coming out next month to look at basement, and G.07 being fixed this week.	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. <b>Update 4/12:</b> Ongoing. <b>Update 5/2/19:</b> to be dealt with separately in conjunction with Bayes team.	
	<b>ACTIONS FROM 4 DECEMBER 2018</b>	
14.	Forum Opening Hours: <b>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. <b>Update 4/12:</b> DCH reported this is not possible. It was suggested we	

	instal a push button on the door. Fire Officer has asked for the door to be changed as it doesn't meet fire regulations. <b>Action:</b> DCH to arrange for the lock to be moved and to get a push button (both Charles St and Pend access doors). <b>Update 5/2/19:</b> A request has been submitted to Estates for buttons on both doors.	DCH
15.	Ventilation to Internal Offices: DCH to discuss with BG with a view to obtaining professional advice. <b>Update 4/12:</b> DCH has passed to Sheila Scott. She will look into it this week. This will be our cost. <b>Update 5/2/19:</b> 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.	DCH
17.	Signage: DS requested a standard format for signage. <b>Action:</b> DS was asked to prepare something. <b>Update 4/12:</b> DS suggested Comms and Admin meet to agree a common standard in line with Inf visual identity. <b>Action:</b> DS to convene meeting to include DS, KK, HL and ND, CM and discuss consistency etc. Provide more noticeboards if necessary. <b>Update 5/2/19:</b> Some of us had a walkround at the beginning of January, with various ideas for simplifying and standardising signage. Now with Comms for templates. We are likely to need more noticeboards.	DS
18.	Power Tripping Issues: 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. <b>Update 4/12:</b> DCH has submitted an Archibus ticket to Estates for this. Extra sockets are needed. They need a proposal to split circuits and provide costing. <b>Action:</b> BG to speak with Drew in Estates. <b>Update 5/2/19:</b> 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 – <b>Action:</b> BG to ask.	BG