

Buildings Committee Minutes
11.00, 7 August, 2018
Room 5.42, Informatics Forum



Attendees: Martin Wright (Chair), Neil Heatley, Dave Hamilton, David Sterratt, Ian Durkacz, Carol Marini (Secretary)

Apologies: Jim Ashe, George Ross, Alastair Scobie, Ben Gordon, Jane Hillston

	Summary	ACTION
1.	Approval of previous minutes Minutes from the meeting held on 14 June 2018 were approved.	
2.	Matters Arising from previous meeting: None, all relating to individual Agenda items.	
3.	Review of outstanding issues and actions from previous Minutes Done, see rolling issues and actions.	
4.	<p>Informatics Forum:</p> <ul style="list-style-type: none"> Forum works programme: Works programme is out to tender. Timing to be confirmed. Informatics Display Space: Funding has come through from Corporate Services, and the Design Informatics creative hub bid was successful. It is therefore intended to go ahead with the enhanced dual purpose seminar room and display space. Paolozzi Maquettes display due to be installed October/November. Portrait to move to Bayes. Forum Opening Hours: Request to have front doors unlocked at 8.30am and closed at 5.30pm (so only open during reception hours). Action: MJW to speak to JH for confirmation. It was questioned whether the official out of hours exit would be reopened. 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. Forum Issues: ID reported a leak in the main forum server room in the basement. Estates looked at it but there is still a residual leak. DCH spoke to Bayes contractors and emailed Estates, still waiting on reply. Suspect there has been flood testing of the basement which has maybe caused this. Action: DCH to speak to BG to investigate. 	<p>MJW</p> <p>DCH</p> <p>DCH</p>
5.	<p>Appleton Tower:</p> <ul style="list-style-type: none"> AT 5.01 tutorial room: 15 chairs have now arrived. NH has placed order for screen to be installed. This will potentially become a blueprint for other spaces (eg 7.01). AT L5 teaching studio/suite: DCH said furniture has been delivered. Stephen Dishon is arranging for connections to be done. Action: NH to organise a project board to include David Casey, SD, DCH, CD, NH. AT Level 4 tutorial rooms reconfiguration: DCH has been in touch with Peter Hughes in Estates re desk sizes. Action: NH to now order desks. Floors and walls will also be done. Project board to cover both this and L5 rooms in item above. Basement Project: MJW was advised that the café will be closing end of September. Bruce Nelson has put in an interest, on our behalf, for that space and the remaining basement space. Action: MJW to put together a project proposal to include an 	<p>NH</p> <p>NH</p>

	<p>Experience Lab in the café space with a dedicated entrance. There is also the potential for an additional server room.</p> <ul style="list-style-type: none"> • Power Tripping Issues: DCH, no further forward. 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). • AT 6.06: MJW queried whether we had ordered extra desks. Action: CM to contact Furniture to extend each row of desks by two (one at end of each row beside windows) and chairs (18 desks' worth). 	<p>MJW</p> <p>DCH</p> <p>CM</p>
<p>6.</p>	<p>DTI/Bayes Centre for Data Technology:</p> <ul style="list-style-type: none"> • Space Allocation: Spaces have all been allocated, space is at a premium. If we are successful with all our CDT bids we will be looking for additional space. There may be an audit of space use once everyone is in. • Occupancy: Handover date has been put back to 13th. Computing Support and Techs have been delayed. DCH has since been asked for a risk assessment in order to do some robotics work. However, Techs expected to finish on time. ID reported that the fibre hasn't been finished, and things are tight now. Risk has increased and expectations should be made that things might not all be ready at date of entry. • Wolfson Wing: 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. 	
<p>7.</p>	<p>Wilkie</p> <ul style="list-style-type: none"> • Occupancy: We will have minor use of some of the building until December. Service Excellence Digitalisation project will be taking over the ground floor of the annex when Commercialisation move out. 	
<p>8.</p>	<p>AOB</p> <p>NH asked who had keys for 9.01 since the outside terrace was left open. Estates handle the outside keys and copies are not available for general use.</p> <p>NH reported they are in the process of getting a 6th camera for L9 to cover the remaining exit.</p>	
	<p>Date of next meeting Tuesday 2nd October, 11.00am, Room 5.42</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 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 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.</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.</p>	MJW/DCH
3.	<p>Replacing the UPS 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</p>	BG

	update. New spec may be required. Action: AS to review the spec required in the light of higher than historic usage.	AS
4.	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.	BG
ACTIONS FROM 6TH DECEMBER 2016		
5.	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.	BG
6.	Office cleaning –3/4/18 Action: BG to arrange for high ledges to be cleaned in the Atrium once access is available. Ongoing. Update 14/6: Ongoing. Update 7/8: BG to progress once Bayes site facilities have been removed.	BG
ACTIONS FROM 6 JUNE 2017		
7.	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. 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.	BG
ACTIONS FROM 1 AUGUST 2017		
8.	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.	MJW
ACTIONS FROM 6 FEBRUARY 2018		
9.	Wolfson Wing Sound Insulation 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. Update 14/6: Action: DCH to report. 7/8: All snagging done. Close.	DCH
	ACTIONS FROM 7 AUGUST 2018	
10.	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.	BG
11.	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.	
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.	
13.	AV has now been installed in G.07. Action: AV to be demonstrated to techs. Action: Need to replace data projector in G.07A.	