



**Buildings Committee Minutes**  
**11.00am, 7 December, 2021**  
**MS Teams**

**Attendees:** Joy Candlish (Chair), Drew Dick, Ray Flockhart, Jim Ashe, Neil Heatley, Alastair Scobie, George Ross, Vashti Galpin. David Sterratt, Carol Marini (Secretary).

**Apologies:** Jane Hillston, Dave Hamilton, Jim Ashe.

	Summary	ACTION
1.	<p><b>Approval of previous Minutes</b> Minutes from the meeting held on 1 June 2021 were approved.</p>	
2.	<p><b>Matters arising from previous meeting and review of outstanding rolling minutes</b></p> <ul style="list-style-type: none"> <li> <p><b>Fire exit from WW to InSpace</b> DCH raised the issue of building security, specifically the fire exit from WW to InSpace as the door is still being used despite notices (and visual barriers) advising against this and it has been discovered open again on a few occasions. DCH asked for a fire door with a break bar to be installed which may help avoid opportunists. JH was in favour. <b>Update 7/12/21:</b> We have the lock available and are now awaiting clearance from the Fire Office to fit it.</p> <ul style="list-style-type: none"> <li><b>Action:</b> Ongoing.</li> </ul> </li> <li> <p><b>Fire Risk Assessments and Actions</b></p> <p><b>Informatics Forum/AT/Wilkie</b> The above documentation had been circulated to the Committee prior to the meeting. JC said the School has completed most of its actions, with Estates' actions showing as outstanding. DCH thinks Estates are completing their issues and reporting to the Fire Office so we are not seeing these updates. Fire Office are instigating a new system via a central sharepoint for people to complete actions, going forward. GR asked about the fire safe in the basement as the Fire Office have misunderstood what this is. DCH said we haven't been asked to move them and he has explained they are not "file safes" as FO think. JC to ask HoS to sign off her actions. <b>Update 1/6/21:</b> JC is looking for cleaner versions of the fire risk assessments, indicating that school actions have been completed.</p> <ul style="list-style-type: none"> <li><b>Action:</b> DCH to provide clean copies of fire risk assessments to JC for HoS to sign off.</li> </ul> <p><b>Update 7/12/21:</b> DCH has provided these.</p> <ul style="list-style-type: none"> <li><b>Action:</b> JC to arrange sign off with HoS.</li> </ul> <p>DCH advised that he had sent the Wilkie RA to Estates (Alex MacCallum, Contract Services Manager) but not heard anything back. These issues were Estates issues and not School issues to deal with.</p> </li> </ul>	<p>DCH</p> <p>JC</p>

	<p>DCH to send a further email and reiterate that we expect them to deal with their actions.</p> <p><b>Update 1/6/21:</b> No feedback. DCH has sent them an email.</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> JC and DCH to discuss escalation.</li> </ul> <p><b>Update 7/12/21:</b> JC and DCH have discussed – ongoing.</p> <ul style="list-style-type: none"> <li>• Design Informatics hope to run an event from end of June through July and have a request to run sound tests in the courtyard. The initial request was to go in and test the impact of the automated sound recording. They are looking to access the balcony above Bayes reception to install the system there and then to test the audio and see if there is any impact on occupants. Access will then be required to the Forum to see the impact in the offices. JA to circulate more info. JH suggested an email to Potterrow MOBUG re the plans. <ul style="list-style-type: none"> <li>• <b>Action:</b> DCH to email Potterrow MOBUG.</li> </ul> </li> </ul> <p><b>Update 7/12/21:</b> This notification was done and there were no objections from the other occupants of the Potterrow complex. <b>CLOSE</b></p>	JC/DCH
3.	<p><b>Committee Remit and membership (for comment)</b></p> <p>Review of remit and membership:  <a href="https://web.inf.ed.a.uk/infweb/admin/committees/building-committee">https://web.inf.ed.a.uk/infweb/admin/committees/building-committee</a>  JC asked the committee to comment on the current remit.  JH asked for wording to be added re compliance to Regulations and the overlap with H&amp;S. JH and JC agreed that JC would now become official Chair and JH deputy. It was decided we should remove the role of Energy Coordinator, although this may change in the future with the new Sustainability Working Group that has been set up. We should also add the requirement for a Professional Services representative and send out a call for missing roles.</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> JC to email out re this when the annual call for committee representatives occurs over the summer.</li> <li>• <b>Action:</b> CM add Wilkie and Bayes space to the remit on the website and remove Energy Coordinator. <b>Update 3/8/21: Done.</b></li> <li>• <b>Action:</b> JC to review the committee remit and bring updated remit back to next meeting.</li> </ul> <p><b>Update 7/12/21:</b> JC had circulated a proposed remit and asked for comments/concerns.</p> <p>DS asked how the Sustainability Champion will be appointed. JC advised that this is being considered as a school admin role.</p> <p>VG asked about wellbeing and whether it was being represented on the Health, Safety and Wellbeing Committee since not covered within this Committee. JC confirmed that Wellbeing was included within the Health, Safety and Wellbeing Committee.</p> <p>AS suggested that the explanation for the existing large membership was due to building projects. Going forward he assumed those projects would be discussed at individual project meetings instead. JC confirmed this and said that the Committee will have oversight of them.</p> <p>The remit was taken as approved. A PGR rep will need to be found.</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> JC will tidy up membership and put out a call for any missing roles.</li> </ul>	JC
4.	<b>Buildings management during Covid</b>	



	<p>some space for servers. DS confirmed that 5.01 is not being used for tutorials, just informal meetings. We may therefore vacate 5.01, 5.02 and 5.03. Ideally the UTs will move to Level 8, along with the Learning technologists, joining the BDEs who are currently on Level 8. This still leaves a couple of rooms on Level 8 for servers. 5.02 and 5.03 may possibly be repurposed as student study space. AS pointed out that the infrastructure in level 8 is very poor and not guaranteed to work. Some remedial work may be required.</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> AS/GR to ask the techs to do a review of the status of the data points and see what works, and report back. <b>COMPLETE</b> – data points have been checked.</li> </ul> <p><b>6.3 Bayes</b> No issues or concerns.</p> <p><b>6.4 Wilkie</b> No issues or concerns.</p>	
<p><b>7.</b></p>	<p><b>Reports from MOBUGS</b></p> <p><b>7.1 Appleton Tower 1/4/21</b> Most recent AT MOBUG minutes were already circulated. DCH has emailed re Christmas closure.</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> DCH to liaise with MOBUG re any changes to opening hours.</li> </ul> <p><b>7.2 Bayes Centre</b> Bayes have agreed to extended times for our labs (evenings and Saturdays). Bayes staff are still only partially present weekdays. CM advised that the Bayes newsletter announced swipe access from Jan 5<sup>th</sup> will be 7am-10pm instead of current 8-6pm.</p> <p><b>7.3 Potterrow</b> There has not been a Potterrow MOBUG since the last meeting.</p> <p><b>7.4 Wilkie</b> The MOBUG has not yet taken place. The occupants on Level 1 are taking the lead on this but due to a delay in them occupying their space no meeting has been called yet.</p>	<p>DCH</p>
<p><b>8.</b></p>	<p><b>AOB</b></p> <p>Wilkie student group requested a coffee machine:</p> <p>We agreed that we wouldn't be providing one and if they bring their own it will need to be PAT tested. NH pointed out that we don't have a student provision anywhere (the coffee machine is really for staff but we don't exclude students).</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> NH to discuss with Sally.</li> </ul>	<p>NH</p>
<p><b>9.</b></p>	<p><b>Date of next meeting:</b> to meet four times a year (twice each semester). JC and CM to work through this and get in diaries, along with call for membership.</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> JC and CM to arrange dates etc</li> </ul>	<p>JC/CM</p>

	ISSUE AND ACTION REQUIRED	OWNER
	<b>Action list from 7<sup>th</sup> December 2015</b>	
1.	<p><b><u>External lighting outside Forum</u></b></p> <p>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.</p> <p>20/10/20: DD advised that Andrew Carswell in Building Services has looked into this as they had received a quote. He is now looking for a more reputable company to quote. Andrew waiting to hear back.</p> <p>2/2/21: Still with Andrew Carswell. Will be using a different company for the lights. DD to arrange for installation of external lighting as soon as practical for the work to be done.</p> <p>1/4/21: DD spoke with Building Services, fittings have been chosen, just waiting on an order to go ahead.</p> <p><b>Update 1/6/21:</b> DD advised, by email, that Building Services have instructed contractors to provide a cost and that Contract Services will cover costs. No guarantee that this will be done by the end of the Financial Year but at least materials will be from this year's budget.</p> <p><b>Update 3/8/21:</b> McKay's will be removing old ground lighting and backfill granite, matching as close as possible. This will be done August/September. Installation of new lighting will be schedules once new lights have been agreed on.</p> <p><b>Update 7/12/21:</b> DD is waiting on costs, and this will go ahead early next year. Will also install additional bike racks and a couple of floodlights so the pends between Informatics and DI and between DSB and Visitor centre are lit up. Walls will be cleaned beforehand.</p>	DD
	<b>ACTIONS FROM 4 DECEMBER 2018</b>	
3.	<p><b><u>Ventilation to Forum Internal Offices</u></b></p> <p>20/10/20: DCH advised that money we had put aside is not enough to do all internal offices in the Forum. Estates asked us to select some rooms to be done, we selected the worst rooms and Estates are looking for quotes for the work. All capital spend has been cut back significantly so we will just need to use the existing pot and do as much as possible. However, this will remain on the capital spend lists we submit. VG asked if this was an H&amp;S issue as some offices are too hot to work in. She pointed out that it is also a student experience issue. DCH advised that Estates have had the rooms tested for CO2, air flow etc and there were no regulation concerns.</p> <p><b>Update 1/6/21:</b> JC advised the Committee that work has started in the Forum to install chilled beams in nine rooms (seven on L5 and 2 on L4) and install pipework within the risers to allow installation of the beams in the remaining rooms when funding is available. DCH said pipework is within the risers at the moment. Level 5 starts 14<sup>th</sup> June and runs for a month. This will disturb access to some of the corridors. Internal rooms will be out of use for approx. 5 weeks, but external rooms only for a week at a time. There is a meeting between JH, DCH, CM, Computing, IGS this afternoon to discuss the impact further. Level 4 will follow on in July. We have already warned impacted PGRs/RAs. GR asked if the burning smell being recognised in the building was related. DCH confirmed that it was due to the welding. They have now introduced extra fume extraction. No further reports of smells since then.</p> <p><b>Update 7/12/21:</b> CM advised that there were some problems with the recent beam installation and remedial work had been required. This was done last week and decorators are finalising the repair. There will still be disruption as flushing of the system and commissioning will require entry to the rooms.</p>	

	<b>ACTIONS FROM 1 APRIL 2021</b>	
5.	<p><b><u>Water cooler on ground floor</u></b> RF has costs back and will check for an immediate mains water supply rather than just a potable source. Look at area near kitchen as a possibility.</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> RF to progress; still required but not essential given limited occupancy and events in building.</li> </ul> <p><b>Update 1/6/21:</b> No update. Carry forward. <b>Update 3/8/21:</b> RF meeting with the McKay's contracts manager this week to look at their list of outstanding works and try and schedule in a date. <b>Update 7/12/21:</b> This has now been done.</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> DCH to arrange for a floor mounted unit so the fire extinguisher can be moved.</li> </ul>	DCH
	<b>ACTIONS FROM 1 JUNE 2021</b>	
6.	<p><b><u>Security between Bayes and Forum</u></b> 2/2/21: DD: Additional green break glass boxes from Bayes/DS to IF to be installed (for emergencies) – new swipe access and mechanism changed on doors to suit our fire safety unit. DD to confirm when work is complete, then action can be closed. 1/4/21: DD said there were new mechanisms for the two doors between DSB and Forum to be done and no security issues there. DCH reminded him that the doors between Bayes and the Forum on both L3 and L2 still need to be fixed. DD to check next week and include in quote.</p> <p><b>Update 1/6/21:</b> DD advised that new break glasses have been installed. He is waiting for a schedule from Dorma to install door mechanisms. POs have been raised for this. All quotes have been forwarded to DCH regarding swipe access on L2 and L3 between Bayes and Forum. JC advised that quotes are sitting with Bayes for approval to proceed with the work. <b>Update 7/12/21:</b> JC confirmed that Bayes have agreed to proceed with this.</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> JC and DCH to discuss and proceed with work.</li> </ul>	JC/DCH
7.	<p><b><u>AV in Forum Meeting Rooms</u></b> AS asked about the use of the meeting rooms in the Forum suggesting this would be a good time to do outstanding AV work. CM advised that some meeting rooms are being used to house displaced multi-occupants but we could potentially close one off at a time. DS asked what AV equipment would be installed as there is/will be a requirement for high-quality video meetings. AS advised it is a refreshment of the install that we currently have, replacing projectors with TFT screens. He agreed we should look at improvements.</p> <p><b>Update 1/6/21:</b> AS is handing over the AV improvements to GR and Iain. Hoping to progress with this this week. The Committee discussed which rooms it would be most useful to have hybrid meeting equipment installed. DCH suggested 3.07 and Turing Room, JH suggested G.03. 5.02 could also be done as this can hold three people (socially distanced). Some rooms in AT may also be considered. <b>Update 7/12/21:</b> AS advised that they have formed a team of Iain Durkacz, AS, Mohammed Javaid and Gilbert Inkster to work through this and are now meeting fortnightly. They are trying to distinguish between hybrid meetings and hybrid seminars. Meeting rooms should be almost complete. They are still waiting on the delivery of the seminar kit.</p>	AS/GR/ID