



Buildings Committee Minutes
10.00am, 10 June 2019
Room 5.42, Informatics Forum

Attendees: Martin Wright (Chair on JH's behalf), Jane Hillston, Dave Hamilton, Ben Gordon, David Sterratt, George Ross, Alastair Scobie, Jim Ashe, Carol Marini (Secretary)

Apologies:

	Summary	ACTION
1.	Approval of previous Minutes Minutes from the meeting held on 2 April 2019 were approved.	
2.	Matters arising from previous meeting <ul style="list-style-type: none">• Posters on Windows/doors: It is our intention to install opaque manifestation strips to the glass office walls in our rooms in Bayes. We may then give consideration to whether to do this in the forum and to then stipulate a “no posters” policy.• Cupboard in Bayes stairwell: Work on this has started today.• G.07/G.07a Projector: AS reported that the projector requirement had been rolled into the 2.33 project and should arrive today. It will be installed in a podium.• AT window cleaning: DCH has spoken to Peter Thomson and this is being organised.• Committee membership: NH is inviting student representation. DS said he has approached Vashti Galpin who wished to speak with MJW. Action: MJW to Invite Dave Murray-Rust to attend on behalf of DI.	MJW
3.	Review of outstanding issues and actions from previous Minutes Done, see rolling issues and actions.	
4.	Informatics Forum: <ul style="list-style-type: none">• Forum works programme: DCH reported that the majority of 3 for 2s are done. We are now doing acoustic fitting in a number of offices. Works are likely to continue until September.• InSpace Reinstatement: Barisol have looked at the damaged panes which will be replaced. They will reinstall the pane that was replaced by frosted glass panels, as well. New ones will look better than existing so DCH has also asked for quote for full replacements too. The preference would be that work done for us should be billed separately from the McLaughlin Harvey work. Action: DCH to place order. InSpace Security: see rolling minutes.• Informatics Display Space: JA reported that an initial concepts meeting took place in May. Gillian Scott is going out for three potential tenders. The content of the display has not yet been decided but all research institutes have been contacted as to what they would like to display. MJW suggested a briefing to the Directors of Institutes (Action: JA). JH said DI are buying outward facing projectors but their first priority is for the Festival and they may ask us for a contribution.• Housekeeping: MJW asked about the pods in the café area and whether we can get rid of them. It was agreed to redeploy where possible and keep one row only in the café. JH would like us to look at MF1 bookcases and try to reduce/streamline the contents.	DCH JA

	<p>MJW reported that an academic duty of 'School Librarian' had been proposed, who would take on oversight of the MF2 library, amongst other duties.</p> <ul style="list-style-type: none"> • Heating/Ventilation: see rolling minutes. 	
5.	<p>Appleton Tower:</p> <ul style="list-style-type: none"> • AT L5 teaching studios/suite: see rolling minutes. • Basement Project: No further update. The project is awaiting funding. • AT L5 Cyber Security Lab: Project is going ahead with works to start in July. We will reuse furniture where possible and purchase anything required separately afterwards. Any AV will be retrofitted once building work is complete. A server rack has been purchased within the project. • AT space planning: Meeting is to take place on Wednesday. 	
6.	<p>DTI/Bayes Centre for Data Technology:</p> <ul style="list-style-type: none"> • Occupancy and Space Usage: There are proposals to move WAYRA to S College Street and JA is looking at what would be required to do this. We will then look at how funding will be met and what timescales this will take. Bayes 3.20 is being converted into 18 single desks. Current proposal to convert 3.08 and 3.15 into offices for four people each is with Bayes and we have no sight of timescale and funding. • Access/Security: Swipe locks still not activated. DCH said they don't operate correctly. Action: DCH to raise with Natalia for update. Also check position with swipe lock on door from stairs to BC1.50 and on Bayes/Forum L2 link. • Wolfson Wing Heating: DCH reported that there is still work happening in Bayes so this issue is ongoing. • Snagging: There are still issues which are being dealt with by the Bayes Building committee. Action: DCH to check position with snagging issues on the Forum side of the Bayes/Forum boundary. • Branding: A contractor has provided costs and proofs and we are yet to finalise. 	<p>DCH</p> <p>DCH</p>
7.	<p>Wilkie</p> <ul style="list-style-type: none"> • Current Status: DCH said there is still some IT kit to be removed. 	
8.	<p>AOB</p> <ul style="list-style-type: none"> • Note situation with small capital projects. The ability of school and college to fund projects from reserves will cease to exist and will be an annual capital allocation to each college, presumably greater than current allocation, to which schools will submit bids for small capital projects funding on a competitive basis. This will involve changes in planning for small capital projects. College will have an annual budget and we will have to bid into this for our funding. This will severely constrain our ability to undertake small capital projects in the future. • Committee reviewed various ongoing projects. Action: NH to speak to Garry Ellard re AV requirements in AT which can be handled in-house. • MOBUGS: DCH said there would be a call for both Potterow and Appleton Tower MOBUGS shortly. MJW suggested bringing the new paper, produced by College, on the operation of MOBUGS to the next committee meeting (Action: DCH). 	<p>NH</p> <p>DCH</p>
9.	<p>Date of next meeting: Tuesday 6th August, 2019, 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 needs 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. Update 2/10: Carry forward. Update 4/12: 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. Update 5/2:19: Funds have been approved this week, by Estates, to replace the system and to make it live. Update 2/4: Estates have provided money and raised a project code. BG has contacted FMS re update on quote. Update 10/6: BG has had two quotes back and is meeting them tomorrow to go over them. There is funding in place.</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. Update 2/10: Done. MJW to draft a document. Update 4/12: DCH will send MJW the text. Update 5/2/19: DCH has sent list. Action: MJW to follow up. Update 2/4: Carry forward. Update 10/6: MJW and DCH have discussed this. They agreed that the copper connections shouldn't be fixed by</p>	

	us. No solution to the fibre connections. GR said we may need to look into those. BG suggested contacting Jim Brown. Action: MJW to contact Jim Brown about fibre connections.	MJW
3.	<p>Replacing the UPS</p> <p>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 update. New spec may be required. Action: AS to review the spec required in the light of higher than historic usage. Update 2/10: 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. Action: AS will now email Gary Jebb. Update 4/12: 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." Update 5/2/19: Estates, Allan Carracher 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. Update 2/4: GR: there is an ongoing project and they are waiting for a quote. Intention is to complete within this financial year. Update 10/6: GR reported that the building UPS has now gone, contractors are in just now and there is a timetable for works. AS pointed out that there may be issues regarding reducing the load (which will need JH's input).</p>	AS
4.	<p>External lighting outside Forum</p> <p>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. Update 2/10: Carry forward. Update 4/12: BG said there is a plan for street lighting and they are to wait until this is all confirmed. Update 5/2/19: no update, carry forward. Update 2/4: BG: order out to investigate fault with lights. Servest Arthur McKay are investigating the cause of the fault. Action: BG to provide further update. Update 10/6: BG said Arthur McKay has surveyed it and he is waiting on the report.</p>	BG
	<u>ACTIONS FROM 6TH DECEMBER 2016</u>	
5.	<p>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. Update 2/10: Carry forward. Update 4/12: BG to speak to Peter Thomson re power-washing the windows and see about spikes. Update 5/2/19: BG has contacted Peter Thomson to progress. Spikes to carry forward. Update 2/4: BG: request gone to Zenith for estimate of cost. Action: BG to update at next meeting. Update 10/6: BG has the quote from Zenith to instal spikes to the top ledge. Action: BG to organise.</p>	BG

	ACTIONS FROM 6 JUNE 2017	
6.	<p>Heating/Lack of in G.07/G.07a</p> <p>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. Update 2/10: Carry forward. Update 4/12: BG has chased but not heard anything back. Update 5/2/19: 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. Update 2/4: BG met with Servest Arthur McKay and building services this morning to trace the cause of the problem. It is believed that the hot water pipework serving the trench heating is served from the VT (variable temp) circuit instead of the CT (constant temp) circuit. The VT basically reacts to the environment while the CT does not. Ongoing. Update 10/6: BG is waiting on a report from Servest Arthur Mckays. We would like this done before winter.</p>	BG
	ACTIONS FROM 1 AUGUST 2017	
7.	<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. Update 14/6/18: Ongoing. 7/8/18: Ongoing. Update 4/12: Ongoing. Update 5/2/19: ongoing. Update 2/4: Carry forward. Update 10/6: Carry forward.</p>	MJW
	ACTIONS FROM 7 AUGUST 2018	
10.	<p>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. Update 2/10: ongoing. Update 4/12: BG sought clarification due to new use of space. He will chase up on this and look into increasing speed of door closure. Update 5/2/19: DCH reported that Design Informatics are now in control of the InSpace front door. The speed of the door closure</p>	

	<p>still needs looked at. A local alarm is not in place. Update 2/4: BG thinks the speed is okay, but still needs a local alarm if door not closed. Action: BG to organise alarm.</p> <p>Update 10/6: InSpace security: There have been issues with the Bayes Fire Escape in the annexe as there is no sounder and it doesn't close properly. There is also an issue with the front door as well with Security finding these doors being left open. Design Informatics should be responsible for making sure they are locked. Action: MJW to speak to Chris Speed re security. The swipe at the top of the stairs in the stairwell needs to be actioned asap. MJW asked for this to be prioritised. BG said contractor looking to visit this week.</p>	MJW
ACTIONS FROM 4 DECEMBER 2018		
14.	<p>Forum Opening Hours: 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. Update 2/10: DCH has asked but no answer as yet. Will follow up. Update 4/12: DCH reported this is not possible. It was suggested we install a push button on the door. Fire Officer has asked for the door to be changed as it doesn't meet fire regulations. Action: DCH to arrange for the lock to be moved and to get a push button (both Charles St and Pend access doors). Update 5/2/19: A request has been submitted to Estates for buttons on both doors. DCH also contacted the First Office regarding the door to the courtyard. They say it is currently a fire exit and can't be locked. They will consider doing something once the push buttons are in place on the other two exits. Update 2/4: Door to Courtyard: 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. Action: BG to chase contractors re push button for Charles Street lane and pend, and ensure door access are aware. Update 10/6: There are issues with Door Access. BG and DCH are meeting a contractor this week re costs etc and will include the Design Informatics door in this.</p>	BG
15.	<p>Ventilation to Internal Offices: DCH to discuss with BG with a view to obtaining professional advice. Update 4/12: DCH has passed to Sheila Scott. She will look into it this week. This will be our cost. Update 5/2/19: 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. Update 2/4: Estates have tried to reduce temperature in internal offices but it has not been possible. Currently airflow into office is fine and air con is now running 24 hours a day in building. DS: this has increased our energy usage significantly. There has been a suggestion is to put coolers under floors. DS: 5.06 had some ducted ventilation fitted and the office feels better, with more inflow into office. DS made a suggestion to go to the sustainability fund and use savings in current energy costs to offset against costs of changes. Action: DS/DCH to do some temperature and CO2 monitoring, comparing 5.06 with another room over 4 weeks. Action: DCH to purchase two CO2 monitors. The results of this monitoring can then go to Stuart Kennedy with DS's suggestion. Update 10/6: DCH has requested estates to organise a contractor. Estates' options were to install cooling units along with lighting, or under the floor. The issue is with regards to the humidity level. We will be paying for the contractor to give us options with a specific request to look at airflow. Offices have been identified which will be included in the survey. Two rooms are currently being monitored to compare air qualities and sensors have been in for a week already. Action: DS will speak with Lynda Webb for advice on ways to monitor this properly. Action: DCH to pass info to DS. Action: DCH to get consultants as soon as possible and we can pass them our data.</p>	DS DCH DCH

18.	<p>Power Tripping Issues: 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). Update 2/10: Ongoing, DCH to follow up with BG. Update 4/12: DCH has submitted an Archibus ticket to Estates for this. Extra sockets are needed. They need a proposal to split circuits and provide costing. Action: BG to speak with Drew in Estates. Update 5/2/19: 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 – Action: BG to ask. Update 2/4: Inspected by Drew Dick and Jim Brown of Estates. Quote sourced from Servest Arthur McKay and a request has been made to Estates management to raise funds to allow works to be progressed. Ongoing. Update 10/6: BG is looking to progress asap, before start of semester. Drew Dick is organising this and BG confirmed it will be funded by Estates. Action: BG/DCH to follow up.</p>	BG/DCH
ACTIONS FROM 2 APRIL 2019		
19.	<p>AT revolving door: GR asked about the AT revolving doors in previous meeting. Update 5/2/19: BG advised that an order has gone to Dorma and he is waiting for a repair date. It should still be under warranty. Update 2/4/19: Door in question is normally an emergency access and we now require this to be the out of hours' access. Action: BG to arrange for the external swipe on the double doors to be disabled between 9.30pm and 8.00am, and during weekends). Ingress should now be through the door to the right during those hours, and be classed as the out of hours' access with appropriate directional signage. Action: DCH to take to MOBUG. Update 10/6: Action: DCH to carry forward. Action: BG to carry forward.</p>	DCH BG
ACTIONS FROM 10 JUNE 2019		
20.	<p>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. Update 10/6: Refurbishment of showers has been added to the current list of works and will be done if there is money left.</p>	
21.	<p>AT L5 teaching studios/suite: Update 5/2: AS said this has not yet been fully commissioned. Action: AS to organise this. Update 2/4: carry forward. Update 10/6: Need to do familiarisation with staff re teaching studios in AT before start of next semester. Action 10/6: AS to organise instructions.</p>	AS