



Buildings Committee Minutes
11.00, 14 June, 2018
Room 5.42, Informatics Forum

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

Apologies: Alastair Scobie, Dave Hamilton, Jim Ashe

	Summary	ACTION
1.	<p>Approval of previous minutes Minutes from the meeting held on 3 April 2018 were approved.</p>	
2.	<p>Matters Arising from previous meeting:</p> <ul style="list-style-type: none"> • Power tripping (Appleton Tower) RCDs have been put on mains extenders to ensure trips happen locally. Issue will be taken to Appleton Tower Return Group next Thursday. UPDATE 14/6: Action has been taken with a view to looking at splitting circuits. Will continue to monitor until complete. • DS asked for an update on the heating in Wolfson Wing. This is linked with Bayes project timescale. DCH to check with contractors on recent work that took place. UPDATE 14/6 MJW: this is ongoing, and will take a few more weeks. 	
3.	<p>Review of outstanding issues and actions from previous Minutes Done, see rolling issues and actions.</p> <ul style="list-style-type: none"> • 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. • Forum reception glass partition: BG met with contractor forwarded on the quote. Action: BG was asked to go ahead and instruct this work. UPDATE 14/6: Done, close. • 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. 	BG
4.	<p>Update on Projects:</p> <ul style="list-style-type: none"> • Appleton Tower: Only minor snagging issues left. Action: MJW to check on what is happening re new furniture installation in 6.06. New reception desk has been installed in the ITO office. Vinyl branding to be put on front of desk. UPDATE 14/6: New furniture has been installed. Will review as to whether this needs replaced next year due to wrong size of desks. • Wolfson Wing: The joining of the extension to Bayes is taking place. We have been informed that there will be no heating or cooling in WW offices for next six weeks. 	

	<ul style="list-style-type: none"> 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, due to length of time it will take to have the display case made, the designers would like to push on with this. UPDATE 14/6: We have given the go ahead for this, sometime after October once the portrait is removed from the Atrium. Forum works programme: MJW submitted a paper to Strategy on further final works for the Forum. It included accommodating all academic staff in standard 'type c' offices from academic year 2019/20. Finalising a list of retrospective acoustic works and also looking at ordering two free standing skype booths, to be located possibly on L3 Wolfson Wing, as a trial. If successful we may install more elsewhere. UPDATE 14/6: It has been decided not to purchase acoustic booths due to costs. We have some proposals to create acoustic booths within printer rooms and finalising detail of works to the Forum with Estates. This will then go to tender, likely to start end September/October with an estimated 6 month's disruption. It will include providing more "type C" academic offices and meeting rooms and the retrospective acoustics within previous 3 for 2s. 	
5.	<p>DTI/Bayes Centre for Data Technology:</p> <ul style="list-style-type: none"> Space Allocation: handover expected to be 6th August with the first move w/end of 10th August. Equipment from Robotics to move first. Move Management company appointed and in discussion with us. Occupancy: working group on occupancy set up, which includes Computing, Technicians, NH, Amanda MacKenzie (Grad School), JA, and representation from Robotics (Vladimir Ivan). There is extreme pressure on space. We have almost finalised the names of people and where they are going. Level 4 Terrace: MJW - we have noted potential booking issues for access to MF2 terrace from both IF and Bayes, with the Bayes committees. JM raised concern about terrace furniture. We will monitor this going forward. 	
6.	<p>Small Capital Projects</p> <ul style="list-style-type: none"> AT 5.01 tutorial room: NH working on a proposal for this. To liaise with AS to arrange any AV requirements. Update 3/4/18: NH said we now have a spec for 5.01. The wall may not be physically sound though for supporting the screen. Action: BG to look at getting wall fixed. NH to liaise with George Muir re how many nodal chairs can be used. UPDATE 14/6 NH – 5.01 still being used as storage and can't be done until then. Nodal chairs will be ordered and there will be a dice machine too. AT L5 teaching studio: Ongoing. AT Level 4 tutorial rooms' reconfiguration 3: Ongoing. Informatics Display Space: JA now has designs and costs in order to bring room back into shape. JA to sit down with Gillian and understand what additional funding will give us. Action: JA to meet and report back. Update 14/6: JA is leading discussions. We will include this within Forum works' tender but shouldn't allow this to hold up rest of the works going ahead. 	JA
7.	AOB	

	<p>Due to ongoing works we will be losing heating and cooling for a period of 7 days from 21st June. AS has raised issue of server room cooling and been assured that the back-up system will hold. He has asked for contingency planning in case it fails.</p> <p>MF asked about parking over festival period for moves. Suggested planning in advance.</p> <p>Chairs: task chairs are coming to end of life. Do we want to continue policy of replacing like for like? Action: CM to find out what chairs have been ordered for Bayes. We agreed task chairs in offices should be black but meeting room and open spaces should be level appropriate.</p> <p>DS suggested standardising formats/fonts for posters etc.</p> <p>G.03: MF asked about the servery from G.03 to kitchen and whether this would be put back into use.</p> <p>Strategy Committee agreed that academic staff with contracts of less than 40% would share, rather than have individual offices.</p>	<p>CM</p>
	<p>Date of next meeting Tuesday 7th August, 11.00am, Room 5.42</p>	

	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. Update 14/6: Works to take place for two weeks in July.</p>	
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.</p>	

	<p>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.</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. Update 14/6/18: Carry forward – MJW needs a draft for a document (DCH has a list).</p>	MJW/DCH
4.	<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.</p>	
5.	<p>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.</p>	BG
	<u>ACTIONS FROM 2nd FEBRUARY 2016</u>	
6.	<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. Update 14/6/18: Some instructions have been provided. GS – these needs improved. Acoustic panels to be installed. 3/4/18 Action: DCH to organise. Update 14/6/18: Done</p>	
	<u>ACTIONS FROM 6th JUNE 2016</u>	
	<u>ACTIONS FROM 6TH DECEMBER 2016</u>	

7.	Windows outside MF1 - 3/4/18 Action: BG to arrange cleaning once access is available. Update 14/6: Ongoing.	BG
8.	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.	BG
ACTIONS FROM 6 JUNE 2017		
9.	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.	BG
ACTIONS FROM 1 AUGUST 2017		
10.	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.	MJW
ACTIONS FROM 6 FEBRUARY 2018		
10.	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.	DCH