



Buildings Committee Minutes
11.00am, 1 March 2022
MS Teams

Attendees: Joy Candlish (Chair), Dave Hamilton, Neil Heatley, Alastair Scobie, Nicola Drago-Ferrante, Janet Ball, Carol Marini (Secretary).

Apologies: Vashti Galpin, Drew Dick, Neil Heatley

	Summary	ACTION
1.	<p>Approval of previous Minutes Minutes from the meeting held on 7 December 2021 were approved.</p>	
2.	<p>Matters arising from previous meeting and review of outstanding rolling minutes</p> <ul style="list-style-type: none"> • <u>Fire exit from WW to InSpace (see rolling minutes for ongoing actions)</u> • <u>Fire Risk Assessments and Actions Informatics Forum/AT/Wilkie</u> 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. Update 1/6/21: JC is looking for cleaner versions of the fire risk assessments, indicating that school actions have been completed. Update 1/3/22: HoS has signed off our actions - CLOSE. 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. DCH to send a further email and reiterate that we expect them to deal with their actions. Update 1/6/21: No feedback. DCH has sent them an email. <ul style="list-style-type: none"> • Action: JC and DCH to discuss escalation. Update 7/12/21: JC and DCH have discussed – ongoing. Update 1/3/22: Estates have progressed a number of items but this is ongoing • <u>Committee Remit and membership (for comment)</u> This has been done. JC is preparing a call out for memberships for all committees. 	

<p>3.</p>	<p>Buildings management during Covid</p> <ul style="list-style-type: none"> A priority was checking ventilation in our rooms. DCH has completed this check. Some Forum rooms of concern were escalated to Estates (including internal rooms); all were checked and all meet the ventilation requirements except for IF 4.09 and 4.10 which are currently closed. Estates have requested a tradesperson to re-check the air circulation in these rooms. <ul style="list-style-type: none"> Action: DCH and DD to confirm final check of air circulation in IF4.09 and 4.10 has been complete and rooms can be used. <p>Update: 7/12/21: Estates have been asked to adjust the air flow into these rooms. We have not yet had confirmation that they have done so. This is still showing on their list of work to complete. Ongoing.</p> <p>Update 1/3/22 – Still waiting for Estates to check IF4.09 and IF4.10 ventilation; in the meantime they are out of use.</p> AS: his team are very concerned in AT. He asked if the suggestion was for them to challenge those without face masks and asked to see their IDs. JC confirmed this should be done where staff felt comfortable doing so. NH confirmed that, as an interim measure, given nearly every desk has a QR code, if we identify the desk they have sat at we should be able to work out who was there. However, if they are not wearing a mask there is every likelihood they might not have scanned in either. Therefore, asking for ID is entirely acceptable. Trying to find an appropriate balance is the problem. DS: his observation is that the wearing of masks has gone down during the last semester. JC asked for people to collect ideas and to send them through to her. VG asked what other schools are doing but there is no clarity on this and AT is unusual due to being multi-occupancy. <p>Update 1/3/22: Various conversations have taken place. We are still waiting to hear from the University what the guidelines will be going forward following the Scottish Governments relaxation from 21st March. AS reported that things have improved recently in the labs and common spaces. CLOSE</p> <p>1/3/22: There have been no significant updates since the last meeting. We are waiting to hear, following the First Ministers announcement about the lifting of the majority restrictions from 21st March, what the University will recommend be kept/removed. We anticipate the majority of measures will be lifted. DCH had some proposals for feedback from the Committee:</p> <ul style="list-style-type: none"> Take away the lift capacities signage; Start to lift some of the floor markers showing directional signs and remove the one-way system in the Forum; All stairs to become two-way and perhaps add Keep Left signage; <p>Pantries and Printer rooms (one in one out) to be returned to normal</p> <p>This is because any of the above will be difficult to enforce as things change from rules to guidelines.</p> <p>AS raised concern about the removal of limited numbers in lifts due to air flow, length of time in the lift etc. DCH says signs are being removed and students packing into the lifts at the moment.</p> <p>There were no objections or comments from other members on his proposals above.</p> <ul style="list-style-type: none"> Action: JC to take the above to HoS and get views on whether to move in advance of the guidance coming out. 	<p>DCH</p> <p>JC</p>
<p>4.</p>	<p>Building Projects</p> <p>4.1 Forum Cooling Project</p>	

	<p>See Rolling Minutes</p> <p>4.2 Levels 5 and 8 Appleton Tower – repurposing JC informed the Committee that L8 has been sitting partially empty since early lockdown. Currently the plan is that L8 will be used as staff office space, housing the University Teachers, Learning Technologists, the Business Development Executives and some space for temporary server space. We may also include some new staff from ITO. Level 5, which is currently occupied by University Teachers, will be set up as student study space. This is being scoped out, and hopefully money will be provided by Estates.</p>	
<p>5.</p>	<p>Buildings issues or concerns:</p> <p>5.1 Forum RF advised that glass has been on order for over six months for the broken windows around the Forum, Bayes etc. Estimated date of delivery is Jan/Feb. There was also an issue with the new roof and the glass safety barriers above the student hub in AT, causing leaks and issues with the doors. Repairs to this is ongoing. Earlier this year they recovered the workshop in AT which was also damaged by the cladding project (to their roof). Update 1/3/22: by email, RF advised: 1. The Bayes window repairs on the 1st floor and 5th floor were completed on Friday 25/02/22 2. DSB –weather permitting one of the windows will be replaced today , the other window is still on back order 3. The Informatics/ University Shop window has been replaced 4. Informatics / Inspace window replacement unit arrives mid-March 5. The Appleton Tower Glass balustrade replacement glass and new support brackets for the area above the student hub are on order, so until the fixing detail is changed and fixings that are bolted into the new roof have been removed and the liquid plastic detail has been recoated, the auto door can't be fully repaired . 6. The Appleton Tower work shop roof has been completely recovered and all new rain water outlets installed, along with the addition of the sealing of the external copes that have all been treated with a new liquid plastic coating.</p> <p>Janet Ball asked about some Forum issues and how they should be raised, namely how much milk we receive, a broken ZIP tap and out of order showers. CM commented on all of them. DCH suggested facilities find out if there are issues with the showers and communicate this regularly.</p> <p>5.2 AT AS advised that the middle lift has been out of action for a few weeks and it would be good if Estates could action this quicker. DCH agreed and had been advised they had been waiting on parts which have now been delivered. DCH said the extraction fan in the workshop is faulty and they have been given a 6 week wait-time which is stopping work happening. Legally they need the fan working. And it has an impact in terms of any hot work, spraying etc. • Action: DCH will raise this extraction fan and lift issue with Estates.</p> <p>5.3 Bayes No issues or concerns.</p>	<p>DCH</p>

	<p>5.4 Wilkie</p> <p>There had been a request from the new occupants for a buzzer to be installed for visitors. DCH suggested they should re-install the phone rather than a buzzer (which would impact Informatics' occupants). They also mentioned that rooms on level 2 have been refurbished but have had no notice of who will be occupying them. PH asked about the future plans for Wilkie and PGRs since the current rooms had restricted numbers, and AS asked how much longer we have Wilkie as we needed to understand whether to push for EdLan network roll out to include Wilkie or not. JC confirmed that there had been no communication that Wilkie was being removed from Informatics and we should therefore assume it will remain with us for the foreseeable future. However it is likely to be needed for staff/research space rather than for additional PGR students, unfortunately. AS will continue to fight for the replacement of equipment.</p> <p>AS asked if we could record the power down due for Bayes and Forum in May/June. Action: Note/discuss at next meeting</p>	AS/DCH
6.	<p>Reports from MOBUGS</p> <p>6.1 Appleton Tower 1/4/21</p> <p>There have been no AT MOBUGS since last Buildings Committee. There has been email communication to MOBUGs members regarding opening and closing times and requesting assurance of compliance with updated Covid-19 Guidelines. PPLS, Hub and Café have done this. Computing Rep for the AT MOBUG has been away for a few months and will need replaced. AS will nominate someone.</p> <p>6.2 Bayes Centre</p> <p>There has not been a Bayes MOBUG since the last meeting.</p> <p>6.3 Potterrow</p> <p>There has not been a Potterrow MOBUG since the last meeting.</p> <p>6.4 Wilkie</p> <p>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>	
7.	<p>AOB</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 machines provided are for staff but we don't exclude students).</p> <ul style="list-style-type: none"> • Action: NH to discuss with Sally. Update 1/3/22: COMPLETE <p>DCH raised the issue about OoH access. When we move to the next derestriction level will we remove the requirement to use an app or sign-in?</p> <ul style="list-style-type: none"> • Action: DCH will check with H&S whether this will be a requirement or become a guideline. <p>DCH also advised that we used to have CCTV in Design Informatics. Security found it faulty when investigating a theft and the equipment has since gone missing.</p>	DCH

	<p>DesignInformatics would like it back. JC asked whether we had an explanation from Security on why it had been removed.</p> <ul style="list-style-type: none"> • Action: DCH will chase this with Security. <p>JC thanked ND-F for her contribution to the Buildings Committee, prior to her leaving the School later this week.</p>	DCH
8.	Date of next meeting: Tuesday 31 May 2022	

	ISSUE AND ACTION REQUIRED	OWNER
	Action list from 7th December 2015	
1.	<p><u>External lighting outside Forum</u></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>1/6/21: 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>3/8/21: 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>7/12/21: 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> <p>Update 1/3/22: DD reported, via email, that the Contractors have ordered light fittings and are waiting for delivery. They have scheduled this for May 2022 along with bike rack installation.</p>	DD
	ACTIONS FROM 4 DECEMBER 2018	
2.	<p><u>Ventilation to Forum Internal Offices</u></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&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>1/6/21: 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 14th 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>7/12/21: 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>	

	<p>Update 1/3/22: DCH advised that it was supposed to be complete before Christmas. He'd asked for an update, and had no reply, from Estates. He then asked JC for her involvement. He had requested the system be activated so he could have proof that it is running.</p> <ul style="list-style-type: none"> • Action: DCH to send JC the latest email and she will follow up with Estates management. [Post meeting note: Estates were in touch shortly after the meeting and Phase 1 work is now complete. Phase 2 will commence June 2022 	
	ACTIONS FROM 1 APRIL 2021	
3.	<p><u>Water cooler on ground floor</u></p> <p>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. RF to progress; still required but not essential given limited occupancy and events in building.</p> <p>1/6/21: No update. Carry forward.</p> <p>3/8/21: RF meeting with the McKay's contracts manager this week to look at their list of outstanding works to schedule a date.</p> <p>7/12/21: This is now complete. DCH to arrange for a floor mounted unit so the fire extinguisher can be moved.</p> <p>Update 1/3/22: DCH advised that the panel just needs fixed for the floor mounted unit – in progress.</p>	DCH
	ACTIONS FROM 1 JUNE 2021	
4.	<p><u>Security between Bayes and Forum</u></p> <p>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.</p> <p>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>1/6/21: 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.</p> <p>7/12/21: JC confirmed that Bayes have agreed to proceed with this.</p> <p>Update 1/3/22: Refer next item regarding security doors and fire exits.</p>	
5.	<p><u>Fire exit from WW to InSpace</u></p> <p>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.</p> <p>7/12/21: We have the lock available and are now awaiting clearance from the Fire Office to fit it.</p> <p>Update 1/3/22: DCH advised that the Fire Office did not want two locking systems on the door and have suggested breaking tags be put on the door which techs will do. The breaklock itself has been vetoed.</p> <p>PPLS/Forum Access: DCH also asked about the free access from PPLS and whether to put the breaking tags on that door too. JC clarified that the University Fire Office have said that the doors can't be solely swipe access as they are fire exits for PPLS and Bayes through the Forum but that they must be push bar access. Dave suggested we either put tags on the doors or we ignore the swipe access and put up CCTV so we can see who is using our space. Breaking tags would make it obvious that the door should not be used unless in emergency. Existing CCTV in the building covers reception and part</p>	

	<p>of the Atrium but are managed by Security, not us. This CCTV option would be managed by us. There is the possibility that Estates might revisit the whole issue with the Fire Office again due to a change in management. JC suggested we escalate this with Estates saying this is a security issue and ask them to help us find a solution.</p> <ul style="list-style-type: none"> • Action: DCH to discuss security between Forum and surrounding buildings (including WW to Inspace) with Security to get advice on how to maintain security of our space given removal of security by Fire Office. 	DCH
6.	<p>AV in Forum Meeting Rooms</p> <p>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>1/6/21: 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.</p> <p>7/12/21: 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> <p>Update 1/3/22: 1.16 is now finished, 1.15 is currently being done. Nik D will take this on in Ian Ds retirement.</p>	AS/GR/ID