



**Buildings Committee Minutes**  
**11.00am, 20 August 2019**  
**Room 5.42, Informatics Forum**

**Attendees:** Martin Wright (Chair on JH's behalf), Dave Hamilton, David Sterratt, Alastair Scobie, Neil Heatley, Ionela Mocanu (Student Rep), Carol Marini (Secretary)

**Apologies:** Jim Ashe, Ben Gordon, Jane Hillston, George Ross

	Summary	ACTION
1.	<b>Approval of previous Minutes</b> Minutes from the meeting held on 10 June 2019 were approved.	
2.	<p><b>Matters arising from previous meeting</b></p> <ul style="list-style-type: none"> <li>• <b>Committee membership: Action:</b> MJW to Invite Dave Murray-Rust to attend on behalf of DI. <b>Update 20/8/19:</b> Carry forward.</li> <li>• <b>Informatics Display Space:</b> JA was to brief the Directors of Institutes on the display and what they would like to display <b>Update 20/8/19:</b> See below (4.3).</li> <li>• <b>DTI/Bayes Centre, Access/Security: Action:</b> DCH to raise with Natalia for update on swipe locks. Also to check position with swipe lock on door from stairs to BC1.50 and on Bayes/Forum L2 link. <b>Update 20/8/19:</b> See below (6.2).</li> <li>• <b>DTI/Bayes Centre, Snagging: Action:</b> DCH to check position with snagging issues on the Forum side of the Bayes/Forum boundary. <b>Update 20/8/19:</b> See below (6.4).</li> <li>• Committee reviewed various ongoing projects. <b>Action:</b> NH to speak to Garry Ellard (and others) re identifying AV requirements in AT which can be handled in-house. <b>Update 20/8/19:</b> Carry forward. Note no specific budget provision in current year.</li> <li>• <b>MOBUGS:</b> Potterow and Appleton Tower MOBUGS have taken place. <b>Action:</b> Bring MOBUG meeting minutes to BC.</li> </ul>	<p>MJW</p> <p>NH</p> <p>CM</p>
3.	<b>Review of outstanding issues and actions from previous minutes</b> Done, see rolling issues and actions.	
4.	<p><b>Informatics Forum:</b></p> <ul style="list-style-type: none"> <li>• <b>Forum works programme:</b> DCH reported that the majority of 3 for 2s are done. We are now doing acoustic re-fitting in a number of offices. Works are likely to continue until September. <b>Update 20/8/19:</b> Ashwood have been appointed as the contractors to complete the outstanding works. They are now in place and will be starting with levels 1 and 2 which were left incomplete. As yet, there is no definite schedule going forward, and the amount of work that can be completed is budget dependent.</li> <li>• <b>InSpace Reinstatement:</b> 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. <b>Update 20/8/19:</b> There has been a temporary fix to LED lights and they now dim. Dave Murray-Rust is dealing with door between workshop and seminar space and has a quote. Understair store should now be complete.</li> </ul>	



7.	<p><b>AOB</b></p> <p>MJW, JH and AS met with Estates, Gary Jebb and Grant Ferguson after concerns about long standing projects. It was a constructive meeting with a number of agreements. BG is leaving and his replacement will be Drew Dick. GF suggested that Colin Pritchard should attend Buildings Committee for a period of time in order to make progress on long standing items. GF agreed to be point of escalation if necessary and asked for copies of August's minutes. They discussed a small number of significant projects, one being the Gas Suppression system, the necessity of which GF is checking. Another was the Boston network fibre connections, and whether it was an IS or Estates responsibility. They also discussed the cooling of server room, and were advised that there is a contact list, to which we will be added, for when problems arise. It was advised that the backup chiller on roof is to be replaced. <b>Action:</b> AS, MJW, DCH to go through list of issues in next couple of weeks to find things to draw to Grant's attention.</p> <ul style="list-style-type: none"> <li>• Committee membership: NH had invited Ionela to join us.</li> <li>• Request to purchase a football table by L5 PGR student. No recreational space for using and storing this. Expectations for the use of space, noise/disturbance. <b>Action:</b> MJW will look into this.</li> <li>• Request to purchase mini portable air-con units by PGR students (L5). <b>Action:</b> DCH is buying some.</li> <li>• Extractor fans in showers. <b>Action:</b> DCH will look at this.</li> <li>• Minutes from AT meeting – defer to next meeting.</li> <li>• Small capital projects: Provisional priorities for current year include lighting rafts in Bayes Robotic labs and BC3.08, 3.15 in Bayes – all now Bayes projects - and have been prioritised for this round of funding. Informatics projects are funding for completion of current works in Forum and Improvements to ventilation in internal offices in Forum (Harley Haddow have been commissioned to investigate and recommend solutions). Other works will need to wait until next round of funding in a year's time.</li> <li>• IM expressed gratitude that things are being done in the background of which students weren't aware. IM asked about schedules for cleaning, hoovering as a general feeling that offices not cleaned. <b>Action:</b> CM to get cleaning schedule/frequency from cleaners so we can manage people's expectations.</li> </ul>	<p>AS/MJW /DCH</p> <p>MJW</p> <p>DCH DCH</p> <p>CM</p>
8.	<p><b>Date of next meeting:</b> Tuesday 24 September, 10.00am, Room 5.42</p>	

	ISSUE AND ACTION REQUIRED	OWNER
	<b>Action list from 7<sup>th</sup> December 2015</b>	
1.	<p><b>Gas suppression system.</b>  This has been completed. <b>Update 07/11/2016:</b> No progress. Activation of system needs to be scheduled as a matter of urgency. <b>Action:</b> DCH to raise with Premises. <b>Update 09/12/16:</b> DCH has raised with Premises and asked for date – no response. <b>Updated 07/02/17:</b> 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. <b>Action:</b> BG to follow up. <b>Update 18/04/17:</b> <b>Action:</b> BG to confirm the date for the switch on. <b>Action:</b> AS to get large signs showing the override button. <b>Update 6/6/17:</b> BG has just contacted the contractor and is waiting to hear back. AS not done the signs yet. CM will now prepare. <b>Action:</b> AS/GR to give CM the info in order to prepare signs. <b>Update 1/8/17:</b> 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. <b>Action:</b> BG to update on actions required to make active and action date. <b>Update 3/10/17:</b> 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. <b>Update 5/12/17:</b> BG has received two quotes - one to replace cylinders (£15k), another for a complete replacement (£30K). <b>Action:</b> 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. <b>Update 6/2/18:</b> 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. <b>Update 3/4/18:</b> BG has passed to senior estate management and waiting for a steer. <b>Update 14/6/18:</b> Being considered as a major replacement and will be included in tomorrow's meeting. Remains non-operative. <b>Update 7/8/18:</b> BG – no update currently available for this, matter submitted as part of a wider major replacement submission. <b>Update 2/10:</b> Carry forward. <b>Update 4/12:</b> 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. <b>Update 5/2:19:</b> Funds have been approved this week, by Estates, to replace the system and to make it live. <b>Update 2/4:</b> Estates have provided money and raised a project code. BG has contacted FMS re update on quote. <b>Update 10/6:</b> BG has had two quotes back and is meeting them tomorrow to go over them. There is funding in place. <b>Update 20/8/19:</b> BG has received revised quotes. Check it is tied in to our security alarm. Awaiting confirmation of start date.</p>	BG
2.	<p><b>Faulty network connections.</b>  Boston Networks to visit. <b>Update 07/11/2016:</b> No progress. DCH to raise with Premises. <b>Update 09/12/16:</b> DCH has raised with Premises, no action so far. <b>Update 07/02/17:</b> There have been several problems with the cables that were put in (under warranty). <b>Action:</b> BG to follow up. <b>Update 18/04/17:</b> BG said that Jim Brown would be taking this forward to Boston Networks. <b>Action:</b> DCH to forward JB a list of defects and send him a copy of the Boston Networks warranty. <b>UPDATE 6/6/17:</b> DCH has sent the list to JB We now have a scanned copy of the warranty. <b>Action:</b> DCH to send BG the latest list of faults (cc JB). <b>Update 1/8/17:</b> Need update from BG at next meeting. <b>Update 3/10/17:</b> This is now being taken forward by Jim Brown. He has been in contact with IS. <b>Action:</b> Ongoing as he is off sick. BG to follow up. <b>Update 5/12/17:</b> Jim Brown actioning – ongoing. <b>Update 6/2/18:</b> BG sent a report saying that Jim Brown/Malcolm Bell (IS) were to advise on Boston Networks. <b>Action:</b> MJW to chase Jim Brown/Malcolm Bell. <b>Update 3/4/18:</b> Carry forward. <b>Update 14/6/18:</b> Carry forward – MJW needs a draft for a document (DCH has a list). <b>Update 7/8:</b> <b>Action:</b> DCH to pass list to MJW. <b>Update 2/10:</b> Done. MJW to draft a document. <b>Update 4/12:</b> DCH will send MJW the text. <b>Update 5/2/19:</b> DCH has</p>	

	<p>sent list. <b>Action:</b> MJW to follow up. <b>Update 2/4:</b> Carry forward. <b>Update 10/6:</b> MJW and DCH have discussed this. They agreed that the copper connections shouldn't be fixed by us. No solution to the fibre connections. GR said we may need to look into those. BG suggested contacting Jim Brown. <b>Action:</b> MJW to contact Jim Brown about fibre connections. <b>Update 20/8/19:</b> MJW not heard back from Jim Brown.</p>	MJW
3.	<p><b>Replacing the UPS</b>  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. <b>Action:</b> AS to provide an update on the UPS re-provisioning at next meeting. <b>UPDATE 14/6:</b> GR: Waiting until IS tender is complete and we will then confirm our requirements, hopefully using funding from sustainability grants. <b>Action:</b> BG to check position regarding sustainability funding. <b>UPDATE: 14/6:</b> 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. <b>Update 7/8: Action:</b> BG to report back with an update. New spec may be required. <b>Action:</b> AS to review the spec required in the light of higher than historic usage. <b>Update 2/10:</b> 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. <b>Action:</b> AS will now email Gary Jebb. <b>Update 4/12:</b> 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." <b>Update 5/2/19:</b> 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. <b>Update 2/4:</b> GR: there is an ongoing project and they are waiting for a quote. Intention is to complete within this financial year. <b>Update 10/6:</b> 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). <b>Update 20/8/19: CLOSE.</b></p>	
4.	<p><b>External lighting outside Forum</b>  Referred to Estates senior management for consideration due to cost. <b>Update 14/6:</b> ongoing and being considered as a major replacement. <b>Update 7/8:</b> as above, no further update. <b>Update 2/10:</b> Carry forward. <b>Update 4/12:</b> BG said there is a plan for street lighting and they are to wait until this is all confirmed. <b>Update 5/2/19:</b> no update, carry forward. <b>Update 2/4:</b> BG: order out to investigate fault with lights. Servest Arthur McKay are investigating the cause of the fault. <b>Action:</b> BG to provide further update. <b>Update 10/6:</b> BG said Arthur McKay has surveyed it and he is waiting on the report. <b>Update 20/8/19:</b> Still waiting on report and quote to repair/replace system.</p>	BG
	<p><b>ACTIONS FROM 6<sup>TH</sup> DECEMBER 2016</b></p>	
5.	<p><b>Windows outside MF1 - 3/4/18 Action:</b> BG to arrange cleaning once access is available. <b>Update 14/6:</b> Ongoing. <b>Update 7/8:</b> BG to progress once Bayes site facilities have been removed. <b>Update 2/10:</b> Carry forward. <b>Update 4/12:</b> BG to speak to Peter Thomson re power-washing the windows and see about spikes. <b>Update 5/2/19:</b> BG has contacted Peter Thomson to progress. Spikes to carry forward. <b>Update 2/4:</b> BG: request gone to</p>	

	Zenith for estimate of cost. <b>Action:</b> BG to update at next meeting. <b>Update 10/6:</b> BG has the quote from Zenith to instal spikes to the top ledge above MF1 and around 4 <sup>th</sup> floor roof terrace using a mobile access tower. <b>Action:</b> BG to organise. <b>Update 20/8/19:</b> This won't be done until after Festival due to access and budgetary issues. An eIT has been done.	BG
	<b>ACTIONS FROM 6 JUNE 2017</b>	
6.	<p><b>Heating/Lack of in G.07/G.07a</b></p> <p>There have been a number of complaints from users about the temperature. <b>Action:</b> BG to look into the issues raised and attempt to find a solution. <b>Update 6/6/17:</b> 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? <b>Action:</b> BG to speak to estates to look for another alternative. <b>Update 1/8/17:</b> Ongoing. <b>Update 3/10/17:</b> BG not progressed any further. Ongoing. <b>Update 5/12/17:</b> BG is looking to install temperature monitors in room. <b>Action:</b> BG to follow up. <b>Update 6/2/18:</b> Ongoing. <b>Update 3/4/18:</b> <b>Action:</b> BG to feedback on results of temperature monitoring. <b>Update 14/6/18:</b> 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. <b>Update 7/8:</b> Awaiting feedback. BG: Temperature information gathered during monitoring period and submitted to Building Services Group in Estates. <b>Update 2/10:</b> Carry forward. <b>Update 4/12:</b> BG has chased but not heard anything back. <b>Update 5/2/19:</b> 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. <b>Update 2/4:</b> 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. <b>Update 10/6:</b> BG is waiting on a report from Servest Arthur Mckays. We would like this done before winter. <b>Update 20/8/19:</b> Waiting on survey report from Arthur Mckays and budget costs to implement changes.</p>	BG
	<b>ACTIONS FROM 1 AUGUST 2017</b>	
7.	<p><b>Forum Security</b></p> <p>PA had raised various issues regarding thefts, intruders etc in the Forum, at the H&amp;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. <b>Action:</b> MJW to circulate proposals in order to finalise a draft of a security paper for the building. <b>Update 3/10/17:</b> MJW, DCH and CM have met and discussed issues. <b>Action:</b> MJW to prepare a draft document. <b>Update 5/12/17:</b> Ongoing. <b>Update 6/2/18:</b> Ongoing. <b>Update 3/4/18:</b> Ongoing. <b>Update 14/6/18:</b> Ongoing. <b>7/8/18:</b> Ongoing. <b>Update 4/12:</b> Ongoing. <b>Update 5/2/19:</b> ongoing. <b>Update 2/4:</b> Carry forward. <b>Update 10/6:</b> Carry forward. <b>Update 20/8/19:</b> Carry forward</p>	MJW
	<b>ACTIONS FROM 7 AUGUST 2018</b>	

10.	<p><b>InSpace Front Door Alarm: Action:</b> Ben to provide quote for InSpace front door alarm and ensure it includes alerting back to Security. <b>UPDATE 14/6:</b> BG met with contractor yesterday and will look at this next week. <b>Update 7/8:</b> BG met with FMs who advised that UoE Security contact their contractor AR Technology, who look after the system, to install an alarm. <b>Action:</b> BG to contact Security regarding this. <b>Update 2/10:</b> ongoing. <b>Update 4/12:</b> BG sought clarification due to new use of space. He will chase up on this and look into increasing speed of door closure. <b>Update 5/2/19:</b> DCH reported that Design Informatics are now in control of the InSpace front door. The speed of the door closure still needs looked at. A local alarm is not in place. <b>Update 2/4:</b> BG thinks the speed is okay, but still needs a local alarm if door not closed. <b>Action:</b> BG to organise alarm. <b>Update 10/6: InSpace security:</b> 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. <b>Action:</b> 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. <b>Update 20/8/19:</b> BG arranging to meet DL access this week to assist with alarm and other door related access works.</p>	<p>MJW</p> <p>BG</p>
<b>ACTIONS FROM 4 DECEMBER 2018</b>		
14.	<p><b>Forum Opening Hours: Action:</b> 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. <b>Update 2/10:</b> DCH has asked but no answer as yet. Will follow up. <b>Update 4/12:</b> 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. <b>Action:</b> DCH to arrange for the lock to be moved and to get a push button (both Charles St and Pend access doors). <b>Update 5/2/19:</b> 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. <b>Update 2/4: Door to Courtyard:</b> 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. <b>Action:</b> BG to chase contractors re push button for Charles Street lane and pend, and ensure door access are aware. <b>Update 10/6:</b> 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. <b>Update 20/8/19:</b> Push to exit buttons now done. Alarm for courtyard at quote stage although difficulties getting response from Door Access concerning queries.</p>	<p>BG</p>
15.	<p><b>Ventilation to Internal Offices:</b> DCH to discuss with BG with a view to obtaining professional advice. <b>Update 4/12:</b> DCH has passed to Sheila Scott. She will look into it this week. This will be our cost. <b>Update 5/2/19:</b> 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&amp;S have put in a CO2 meter in an office to measure that, for a week. <b>Update 2/4:</b> 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. <b>Action:</b> DS/DCH to do some temperature and CO2 monitoring, comparing 5.06 with another room over 4 weeks.</p>	

	<p><b>Action:</b> DCH to purchase two CO2 monitors. The results of this monitoring can then go to Stuart Kennedy with DS's suggestion. <b>Update 10/6:</b> 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. <b>Action:</b> DS will speak with Lynda Webb for advice on ways to monitor this properly. <b>Action:</b> DCH to pass info to DS. <b>Action:</b> DCH to get consultants as soon as possible and we can pass them our data. <b>Update 20/8/19:</b> Survey work is underway and will take several weeks. Hopefully the consultants' report will have recommendations for some solutions. DS has data too. <b>Action:</b> DS will bring report to next meeting. CM to add to agenda items.</p>	DS/CM
18.	<p><b>Power Tripping Issues:</b> Some circuits need to be split off. <b>Action:</b> DCH to instruct BG to get a quote and find out how much disruption this would cause (in order to get dates in diary). <b>Update 2/10:</b> Ongoing, DCH to follow up with BG. <b>Update 4/12:</b> DCH has submitted an Archibus ticket to Estates for this. Extra sockets are needed. They need a proposal to split circuits and provide costing. <b>Action:</b> BG to speak with Drew in Estates. <b>Update 5/2/19:</b> 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 – <b>Action:</b> BG to ask. <b>Update 2/4:</b> 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. <b>Update 10/6:</b> BG is looking to progress asap, before start of semester. Drew Dick is organising this and BG confirmed it will be funded by Estates. <b>Action:</b> BG/DCH to follow up. <b>Update 20/8/19:</b> work underway but behind schedule, will finish Level 3 this week and Level 4 next week. <b>Action:</b> DCH to liaise with contractors and get a handover schedule (provide this to Carol Dow), then communicate with Vicky McTaggart for timetabling. <b>Action:</b> NH to flag this with Vicky and she should liaise with Carol Dow.</p>	DCH NH
	<b>ACTIONS FROM 2 APRIL 2019</b>	
19.	<p><b>AT revolving door:</b> GR asked about the AT revolving doors in previous meeting. <b>Update 5/2/19:</b> BG advised that an order has gone to Dorma and he is waiting for a repair date. It should still be under warranty. <b>Update 2/4/19:</b> Door in question is normally an emergency access and we now require this to be the out of hours' access. <b>Action:</b> 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. <b>Action:</b> DCH to take to MOBUG. <b>Update 10/6:</b> <b>Action:</b> DCH to carry forward. <b>Action:</b> BG to carry forward. <b>Update 20/8/19:</b> Ongoing.</p>	BG
	<b>ACTIONS FROM 10 JUNE 2019</b>	
20.	<p><b>Showers:</b> 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. <b>Update 10/6:</b> Refurbishment of showers has been added to the current list of works and will be done if there is money left.</p>	
21.	<p><b>AT L5 teaching studios/suite:</b> <b>Update 5/2:</b> AS said this has not yet been fully commissioned. <b>Action:</b> AS to organise this. <b>Update 2/4:</b> carry forward. <b>Update 10/6:</b> Need to do familiarisation with staff re teaching studios in AT before start of next semester. <b>Action 10/6:</b> AS to organise instructions. <b>Update 20/8/19:</b> AS said this is not</p>	AS

	fully commissioned. Steven coming to finish G.03 and snagging so he will get him to look at this.	
	<b>ACTIONS FROM 20 AUGUST 2019</b>	
22.	<ul style="list-style-type: none"> <li>• <b>G.03, AV and acoustics:</b> MJW, AS and DCH met recently. Actions were to remove the front row of lights and led lights. This has been done. Techs have looked at acoustic panels and will fit half a dozen shortly. The new screen has been repaired. AS is waiting on LST to reverse the changes so we can use the network/pc. Stephen Dishon is coming tomorrow to complete commissioning. <b>Action:</b> AS to look at cameras. MJW provided the below list of actions from their meeting: <ul style="list-style-type: none"> <li>○ Chase completion of A-V install (Alastair)</li> <li>○ Add acoustic panels to south wall – in keeping with room décor (Dave)</li> <li>○ Investigate splitting lighting circuits and installing dimmers (Dave)</li> <li>○ Remove spot lights and strip lights from above projection screen - or isolate on separate circuit (Dave)</li> <li>○ Add camera (inside) and small screen (outside) so that it is possible to see from the café area if room is in use (Alastair)</li> <li>○ Consider installing drape curtain at back of room, in front of partition doors, if further acoustic attenuation required.</li> <li>○ Consider changes to ground floor event booking policy (Martin/Carol).</li> </ul> </li> </ul>	AS

DRAFT