



Buildings Committee Minutes
11.00am, 24 September 2019
Room 5.42, Informatics Forum

Attendees: Martin Wright (Chair), Jane Hillston, Dave Hamilton, Alastair Scobie, Neil Heatley, Drew Dick (Estates), Jane Macdonald (DI), George Ross, Jim Ashe, Ionela Mocanu (Student Rep), David Sterratt, Carol Marini (Secretary),

Apologies: Vashti Galpin

	Summary	ACTION
1.	Approval of previous Minutes Minutes from the meeting held on 20 August 2019 were approved.	
2.	Matters arising from previous meeting <ul style="list-style-type: none"> Committee reviewed various ongoing projects. Action: NH to speak to Garry Ellard (and others) re identifying AV requirements in AT which can be handled in-house. Update 20/8/19: Note no specific budget provision in current year. Update 24/9/19: NH has list. Action: NH to discuss with AS and bring a list to next meeting. Basement Project: see Rolling Minutes below. AT Staff Open Day: With lots of recent work in AT - refurbished labs on 3 and 4, teaching studios on 4 and 5, InfBase on L7 – a staff open day had been suggested to demonstrate how it all works. Action: NH to coordinate sometime in November. DTI/Bayes Centre, Access/Security: see Rolling Minutes below. DTI/Bayes Centre, Snagging: Action: See Rolling Minutes below. Request to purchase a football table by L5 PGR student. MJW and JH have discussed this and agreed that it can be purchased on condition that it is stored on the terrace under cover, and secured, when not in use. Purchase of mini portable air-con units: DCH to purchase – carry forward. Extractor fans in showers: Action: DCH to check on whether they are working correctly. Cleaning schedule: CM circulated the cleaning schedule. Action: CM to add to information on InfWeb. 	NH NH DCH DCH CM
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"> Room Hire – There was a suggestion to increase charges for hiring event space. See paper. CM presented prices charged by Business School as a comparison and it was suggested we also compare the level of support they give. There was a discussion as to whether we should increase the support we offer, with a plan for an additional technician with AV responsibility. Action: CM to arrange a meeting between MJW, DCH, AS to discuss. Update 24/9/19: CM’s paper was considered and passed. Action: Publish on InfWeb. Fire Doors – it was suggested some form of lighting be put on fire doors to alert people that they shouldn’t enter when a fire drill is in place. Action: DCH to look into options and DD to get costings. 	CM DCH/DD
5.	Appleton Tower:	

	<ul style="list-style-type: none"> • AT space planning: An outstanding item from the AT Estate meeting was regarding replacing flip-desks. Action: NH to discuss with GB details on flip-desk in Argyle House as a possible style for replacement. • Fire Inspection Report – The report was circulated and discussed. Action: DCH/CM to go through and see any quick actions we can take. JH noted that the report had Johanna down as HoS and asked Dave to point this out. Action: Meeting: DCH, DD and Joy Candlish to go through report and identify items on which we disagree, or need further clarification, and then go through them with Andy Mackay and agree actions. We need identified which HoS is responsible for which area, and for ACE to be included as well. 	NH DCH/CM DCH/DD/JC
6.	<p>DTI/Bayes Centre for Data Technology: It was noted that two small capital projects will be prioritised in this round of funding: lighting rafts in L1 robotics labs and the conversion to offices of two L3 alcoves. Concerns were raised about the space (B3.20) allocated to CDT students, mainly in terms of noise and security. Action: MJW to speak to Neil McGillivray about the alarm that is activated when two people go through the swipe door.</p>	MJW
7.	<p>MOBUGS Minutes from both meetings were presented. Nothing of concern that need raised from Potterrow meeting. AT meeting: DD has a cost for curtains in concourse.</p>	
8.	<p>AOB Issues had been raised about our policy on bicycles and scooters. Bicycles banned, unicycles are banned. Scooters and folding bikes must be carried. Action: CM to draft some wording and amend the policy. Add to staff newsletter. DS had sent round some information regarding the UPS energy consumption figures. Note: preliminary indications are that the new UPS installation is reducing our energy consumption. Thanks were extended to Martin Wright for chairing Buildings Committee during his tenure as Director of Professional Services.</p>	CM
9.	<p>Date of next meeting: Tuesday 3 December, 11.00am, Room 5.42</p>	

	ISSUE AND ACTION REQUIRED	OWNER
	Action list from 7th December 2015	
1.	Gas suppression system. Update 24/9/19: The replacement gas suppression system has been installed and was made operational. However, all fail-safes were not installed so we have asked for it to be made non-operational. We will require instructions and signage and once conditions are met we can go live. Action: AS to sign off that conditions have been met.	AS
2.	Faulty network connections. Boston Networks to visit. 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 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 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 10/6: MJW and DCH have discussed and 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. Action: MJW to contact Jim Brown about fibre connections. Update 20/8/19: MJW not heard back from Jim Brown. Update 24/9/19: This has been raised with Grant Ferguson and Gary Jebb. Some dispute as to whose responsibility it is. IS is going to take it up on our behalf but are of the belief that it's Estates' responsibility. Action: to raise this with Grant as part of outstanding issues.	MJW
3.	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. 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. Update 20/8/19: Still waiting on report and quote to repair/replace system. Update 24/9/19: DD will arrange to meet McKays and Jim Brown to see what needs done as it will need the ground dug up. DD on annual leave next week so will do this on his return and try to simplify things.	DD
	ACTIONS FROM 6 JUNE 2017	
4.	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	

	<p>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. Update 20/8/19: Waiting on survey report from Arthur Mckays and budget costs to implement changes. Update 24/9/19: DD to carry forward.</p>	DD
	ACTIONS FROM 1 AUGUST 2017	
5.	<p>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. 7/8/18: Ongoing. Update 4/12: Ongoing. Update 5/2/19: ongoing. Update 2/4: Carry forward. Update 10/6: Carry forward. Update 20/8/19: Carry forward. Update 24/9/19: not done.</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 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. 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. Update 20/8/19: BG arranging to meet DL access this week to assist with alarm and other door related access works. Update 24/9/19: MJW suggested a meeting with DI to discuss security and who is locking up. Action: CM to arrange this between</p>	CM

	herself, DM-R, Jane Macdonald and DCH to agree security protocols for InSpace. Action: DD to follow up on what is happening with the alarm.	DD
	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. Update 20/8/19: Push to exit buttons now done. Alarm for courtyard at quote stage although difficulties getting response from Door Access concerning queries. Update 24/9/19: DD to follow up.</p>	DD
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. Update 20/8/19: Survey work is underway and will take several weeks. Hopefully the consultants' report will have recommendations for some solutions. DS has data too. Action: DS will bring report to next meeting. CM to add to agenda items. Update 24/9/19: We have received the report from Harley Haddow identifying issues with all offices. Next stage is for them to come up with recommendations in order to address the issues before these can be costed (there may be some funding from small capital projects which could be used).</p>	
	ACTIONS FROM 2 APRIL 2019	

19.	<p>AT revolving door: GR asked about the AT revolving doors. 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. Update 20/8/19: Ongoing. Update 24/9/19: DD to liaise with Ben and take action. Action: DD to follow up on the CCTV and whether it is working.</p>	DD
ACTIONS FROM 10 JUNE 2019		
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. Update 20/8/19: AS said this is not fully commissioned. Steven coming to finish G.03 and snagging so he will get him to look at this. Update 24/9/19: Remedial work to be done on smaller one, IS liaising with contractors. Action: AS to get documentation. Once operational NH to arrange demo for staff as how to use space – Action: NH.</p>	AS NH
ACTIONS FROM 20 AUGUST 2019		
22.	<p>G.03, AV and acoustics: 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. Action: AS to look at cameras. MJW provided the below list of actions from their meeting:</p> <ul style="list-style-type: none"> • Chase completion of A-V install (Alastair) • Add acoustic panels to south wall – in keeping with room décor (Dave) • Investigate splitting lighting circuits and installing dimmers (Dave) • Remove spot lights and strip lights from above projection screen - or isolate on separate circuit (Dave) • Add camera (inside) and small screen (outside) so that it is possible to see from the café area if room is in use (Alastair) • Consider installing drape curtain at back of room, in front of partition doors, if further acoustic attenuation required. • Consider changes to ground floor event booking policy (Martin/Carol). <p>Update 24/9/19: AV instal is complete. Action: AS to organise documentation. Acoustic panels have been added – with one panel still to do. Some lights have been removed. Action: DCH to take up issue with dimmer switches with DD. Action: AS to carry forward adding camera. Drape curtain not needed. G.03 is only for internal bookings where possible.</p>	AS DCH AS
ACTIONS FROM 24 SEPTEMBER 2019		
23	<p>Forum works programme: 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. Update 20/8/19: 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.</p>	
24	<p>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</p>	

	replacements too. Update 20/8/19: 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.	
25.	Informatics Display Space: Jim Ashe is progressing with Design Informatics and the Estates minor works team. The content of the displays has not yet been decided but all research institutes have been contacted as to what they would like.	
26.	AT Basement project. Café area to be used by EI for student entrepreneurship hub on a temporary basis, organised through Jim Ashe. Large part of the area has been identified as a potential experience lab space. Helen Pain suggests they could use it without any refurb. Action: MJW to seek clarification on their intent. Beyond this, no funding at the moment for a small capital project. Update 24/9/19: Enterprise hub is active. We expect to locate the usability lab in the basement. Action: DCH to liaise with Robin Hill about data and power requirements. Once known we can then action any requirements and discuss dates with Jim Ashe.	DCH
27.	AT L5 Cyber Security Lab: This is well under way, due to complete mid-week. Need to establish if funding available for A-V and furniture. If no funding for furniture, existing to be re-used and any left-over money to be spent on AV. Dave Hamilton dealing with this. Update 24/9/19: Cyber security (teaching) lab. Contractors are finished. Techs are rebuilding the furniture although we may need to order one or two more tables. Action: DCH to chase George Muir for confirmation of underspend then any surplus should go towards the installation of AV in lab. Locks are on Level 5 key suite.	DCH
29.	DTI/Bayes Centre 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. Update 20/8/19: Swipe lock on BC1.50 ongoing. Action: DCH to take to Natalia for update. Update 24/9/19: MJW spoke to Neil McGillivray and they agreed to prioritise. Action: DCH to check on progression and to ensure swipe works both ways.	DCH
31.	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. Update 20/8/19: ongoing. Update 24/9/19: DCH submitted list of issues. Bayes final year snagging is now complete so anything outstanding needs taken up with Estates. Finishing around join in InSpace ground floor needs checked. Action: DCH to check if satisfied. Also WW heating.	DCH