

	<p>Update 31/5/22 – DCH reported this has now been done and we now have capacity figures for the room. Can now be put back into use as offices. CLOSE.</p> <ul style="list-style-type: none"> AS objected to removing the limit of 4 in AT 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. We can leave signs up until 21st March but will be unable to enforce it after that. Action: DCH will ask other Schools what they are doing. There were no objections or comments from other members on his proposals above. Update 31/5/22: signage that is obsolete can be removed. CLOSE. 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? Action: DCH will check with H&S whether this will be a requirement or become a guideline. Update 31/5/22: DCH said we are still asking people to sign in when OoH working. CLOSE. 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. Design Informatics would like it back. Action: DCH will chase this with Security. Update 31/5/22: DCH has not had a response. 	DCH
3.	<p>Buildings management during Covid</p> <p>JB reported that restrictions have been removed, TestEd will remain until September/October, and lifts continue to have a maximum of four people. It is still mandatory for the online building induction to be completed before swipe access is provided.</p> <p>JB asked if AT teaching spaces had been re-set. NH reported that some soft furnishing for L9 still to be done. They will leave QR codes on desks in case these are required in future but not currently being used.</p>	
4.	<p>Building Projects</p> <p>4.1 Forum Cooling Project See Rolling Minutes</p>	
5.	<p>Buildings issues or concerns:</p> <p>5.1 Forum JB raised the issue of the crack in the Roof Terrace pillar which JH had reported. CM advised that H&S have had a building engineer check this out and they have assured us there are no concerns. They are arranging for the original builders to return and see what they can do to correct it.</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</p>	

	Action: JB to email an update to the Committee on this.	JB
8.	Date of next meeting: Tuesday 30 August 2022 at 11.00am	

	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>Update 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>Update 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>Update 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, but they have scheduled this for May 2022 along with bike rack installation.</p> <p>Update 31/5/22: DD reported, via email: McKay's will return in June to concentrate on these works as it is not as straight forward as first thought. They will require access to DSB and Informatics at weekends to drill holes through floors to allow for wiring, containment and fixings, which will also involve lifting floors in Rooms which are above the Pends. Kevin from McKay's will forward notification when they are due to require access.</p>	
	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>Update 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</p>	

	<p>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>Update 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. Update 31/5/22: complete <p>Update 31/5/22: DCH reported that 4 levels are still to be done (includes 8+ offices). The contractor has suffered a 6 week delay with materials. They won't produce a schedule until a definite date of arrival. Provisionally 16th July as likely start date</p> <p>Action: CM to release 1.16 for meetings meanwhile.</p>	CM
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.</p> <ul style="list-style-type: none"> • Action: RF to progress; still required but not essential given limited occupancy and events in building. <p>Update 1/6/21: No update. Carry forward.</p> <p>Update 3/8/21: RF meeting with the McKay's contracts manager this week to look at their list of outstanding works and try and schedule in a date.</p> <p>Update 7/12/21: This has now been done.</p> <ul style="list-style-type: none"> • Action: DCH to arrange for a floor mounted unit so the fire extinguisher can be moved. <p>Update 1/3/22: DCH advised that the panel just needs fixed – in progress.</p> <p>Update 31/5/22 : now done, CLOSE.</p>	
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>Update 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>Update 7/12/21: JC confirmed that Bayes have agreed to proceed with this.</p> <ul style="list-style-type: none"> • Action: JC and DCH to discuss and proceed with work. <p>Update 1/3/22: DD, by email, said he will have to view to confirm as he thinks these were not part of their FRA for doors.</p>	DD
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>Update 7/12/21: We have the lock available and are now awaiting clearance from the Fire Office to fit it.</p> <ul style="list-style-type: none"> • Action: Ongoing. <p>Update 1/3/22: DCH advised that the Fire Office didn't want two locking systems on the door and have suggested breaking tags to be put on the door. Techs will do this. The breaklock itself has been vetoed. He 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 shouldn't be used unless in emergency. JC said we should perhaps explore the CCTV options. Existing CCTV in the building covers reception and part 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: JC and DCH to discuss further and perhaps get advice from Security. • Update 31/5/22: DCH has some tags still to put on door, but it is not a priority. 	
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>Update 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>Update 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> <p>Update 31/5/22: possibly all complete. The recording issue has not yet been resolved.</p> <p>Action: JB and DCH to check.</p>	JB/DCH