

**MINUTES OF MEETING
of the
Informatics Building Committee
held on
Tuesday, 19 October 2010
10:00 am to 11:00 am
Room 5.42**

Present: Dave Robertson (Chair), Stuart Anderson, Dave Hamilton, Ronnie Johnston, Annette Leonard, Alastair Scobie, Julie Young, Marjorie Dunlop (Secretary)

Apologies: Elizabeth Elliot, Neil McGillivray, Jon Oberlander

Attending: Mike Riley

Outstanding Actions from Minutes of Meeting of 25 May 2010

Item 1 – Items Outstanding (list dated 19 May 2010)

Moveable Walls - There is still the issue of finding someone to maintain them.

Action

Liz will speak with Alasdair McKim

Liz has spoken with Alasdair McKim and is waiting to hear from E and B on meeting with Liz, Mike Riley, Dave Hamilton and the External installer contractors.

Further Action

Liz to report back

Post Occupancy Review - Gordon has notes and will raise the various issues with Angus and Alasdair McKim.

Action

Liz to ask Gordon for information on this

Liz followed up with Alasdair McKim and is presently awaiting a reply from Alasdair.

Further Action

Liz to report back

OUTSTANDING ACTIONS FROM MINUTES OF MEETING OF 24 AUGUST 2010

Item 1 – Items Outstanding (updated list dated 16 August 2010)

There is still concern about the smell on Level 1. The plumbing has been redone but that does not seem to have addressed the problem.

Action

Dave H will ask the cleaners to run the 'rinse' cycle on the dishwashers on a daily basis. If this does not fix the problem Dave H is to speak to Dave R before the next meeting

Actioned, but has not solved the problem.

The RA in the neighbouring room finishes at the end of November at which time Mike Riley can investigate the smell.

Action

Julie to ask Level 1 to monitor the smell.
Julie to advise Mike Riley when the room is empty

OUTSTANDING ACTIONS FROM MINUTES OF MEETING OF 21 SEPTEMBER 2010

Item 1 – Items Outstanding (list dated 16 August 2010)

Lighting

Electricians will check the four listed offices and monitor same.

Action

Mike Riley to set up
Dave H will set up a spreadsheet to monitor the fixes in the offices

There is still a problem with rooms 5.41 and 5.43

Action

Dave H will follow up.

Security

The Intruder alarm system is still not fully functioning.

Action

Alastair Scobie will speak with Chris Adie

Action

Dave will contact Fiona Donaldson

Water Ingress

Action

Mike Riley will check that all the areas that have been repaired have been repainted.

Further Action

Mike will remind Balfour Beatty that they are to repaint

Locking

Action

Dave H to follow up with Access because the roof garden lock is still not functioning.

Dave was unable to check because of scaffolding

Action

Dave H to check once scaffolding has been removed and report back

Data

Action

Dave H will email Alasdair McKim, copy to Liz, to advise that we are still awaiting comments from Balfour

Still waiting for Balfour Beatty

Further Action

Mike to remind Balfour Beatty

Cat 6 Data Test Results for the Forum

Action

Dave H will provide an update at the next meeting

Kevin Ross at Balfour Beatty is looking into this. Test results are still missing.

Action

Dave H to get update information and report back

Demonstrations of satellite, TV and radio signals

Action

Dave H will follow this up as a priority

This has been passed to the technicians and is in the queue of work

Action

Dave H to report back

Fire Doors

Action

Mike Riley will ask the contractors to check the doors

Moveable walls

Action

Mike has organised for a contractor to look at these in the very near future

Access Control Doors

Atrium pivot door will not work as a swipe door – too heavy

Action

Liz will speak with Alasdair McKim about non response from Axxess@ed

Inspace swipe does not work; original company and axcess are to meet

Action

Mike R

Glass Doors

Balfour Betty are to check all glass doors.

Action

Liz will speak with Alasdair McKim about schedule

Further Action

Liz to report back

Showers

There are still problems with leaks and overflow.

Action

Mike Riley to chase up re fixing the problems.

Further Action

Mike R to arrange a schedule with Peter to clean out drains that are blocked.

Carpets

The carpets in MF1 and MF2 have been cleaned. Perhaps other areas could also be cleaned.

The Technical Support will replace the most badly stained carpet tiles before Doors Open.

Action

Technical Support will replace the most badly stained carpet tiles before Doors Open.

Dave H to speak with Nicola about having other areas cleaned

MF1 and MF2 were cleaned by a group attached to the cleaning staff.

Action

Dave H to request that the carpets in the corridors be cleaned on a regular basis

Damaged items due to works

This is to be resolved before the next meeting or removed.

Action

Mike Riley will take the invoices to Alastair for payment.

This is to be resolved before the next meeting or removed.

Drop this item

Reception

Remove the heater near the Reception desk.

Action

Mike Riley will organise to have the heater removed.

Further Action

Mike R to put the heater in a different place

Door call system (working video call system at reception)

This is a question for axxess@ed.

Action

Dave H will contact axxess@ed.

Drop this item

Safety Aspect regarding the manual override of the gas suppression system in the corridor has still not been addressed.

Action

Dave H to follow up

Transfer this item to the Safety Committee, then drop

Action

Dave Robertson

Lifts

Effective 1 October 2010 a new company will look after the maintenance. The glass in the lift shaft will be repaired in the near future.

Action

Mike Riley to confirm when glass will be repaired.

The glass is scheduled to be repaired on 13 November

Action

Mike R to report back

Item 2 – Roof garden (update on repairs)

The wood needs to be refixed; Balfour Beatty are to repair it again.

Action

Dave H will lock the doors, post notices on the doors, and email forum users that the area is out of bounds.

Action

Dave H will query George Boag as to the amount of time the area will be out of bounds

Action

Liz will speak with Alasdair McKim about contractors of choice

Item 3 - Head of School's business

There was none.

Item 4 – Any other business

Awards

There are two awards that are to be mounted in the downstairs area.

Action

Dave H will have the awards mounted

Drop this item

Pendant Lights

There are missing pendant lights in MF2.

Action

Dave H will locate them
Mike Riley will have them re-installed

A ticket has been sent to EBIS.

Action

Mike R to confirm that they have been installed

Level 2 Open Area

Because of the cost, it will not be possible to glass off the Level 2 open area.

Action

Ronnie will give Alison a schedule of events in advance so that Computing Support will be aware of any potential noise distractions

Actioned

Smell on level 1

This has still not been resolved. Apparently the same type of smell is also in the basement.

Action

Mike will have the floor in the kitchen lifted; also the floor in the office

Action

Mike to report back

Power Down date

Still no word from Works.

Action

Mike Riley will speak to Jim Brown and resend dates within a week. He will advise Liz

This is scheduled for 6 November.

Action

Alastair Scobie to send an email to staff

Item for Agenda for next meeting

Discussion about where to site the Support Office

Action

Dave to add this as an agenda item

Actioned

AGENDA ITEMS

Item 1 – Items Outstanding (list dated 15 October 2010)

These are addressed in the preceding Outstanding Actions from Minutes of Meeting of 21 September 2010.

Item 2 - Head of School's business

There was none.

Item 3 - Any other business

Computing Support Office

There was discussion about where to site the Computing Support Office. In the long term, the preference would be to glass the walls where the office is presently located. In the short term, it might be possible to switch the location of equipment and people.

Action

Alastair will look at the feasibility of switching the location of equipment and people.

People and rooms

Clarification was given on the availability of rooms to people. HR gives information about free desk space to the PIs and PMs and they use that information if their people wish to trade desks. The Admin offices put up the name plates. The Grad School works with the academics to allocate spaces for new students.

Notice Boards

There was discussion about notice boards particularly where they should be put up and who should maintain them.

Action

Julie and Neil will discuss this and then email the Admin offices

Item 4 – Date of next meeting

The next meeting will be on Tuesday, 16 November 2010 at 10:00 am in the Turing Room.