

**MINUTES OF MEETING
of the
Informatics Building Committee
held on
Tuesday, 16 November 2010
10:00 am to 11:00 am
Room 5.42**

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

Apologies: Neil McGillivray, Jon Oberlander, Dave Robertson

Attending: Mike Riley

OUTSTANDING ACTIONS FROM MINUTES OF MEETING OF 25 MAY 2010

1. **Post Occupancy Review** - Liz updated the committee on the issues with the Post Occupancy Review. Following discussion Liz will contact Alasdair McKim and advise him that we would accept POR undertaken by Bill Bordass or Ryder, at E&B final discretion.

Action

Liz to contact Alasdair McKim

OUTSTANDING ACTIONS FROM MINUTES OF MEETING OF 21 SEPTEMBER 2010

1. **Locking** - Dave H to follow up with Access because the roof garden lock is still not functioning. Scaffolding thus far prevented roof access, Dave H to check once scaffolding has been removed and report back

Note added that the loading/unloading of the scaffolding has resulted in damage to the walls on the Ground Floor and Level 4.

Action

Dave H to follow up locking function/status and report back

Action

Mike to have damage to walls repaired.

2. **Showers** – preventative measures needed to avoid future leaks and overflows. Dave H to organise monthly drain clean request via EBIS ticket.

Lack of shower maintenance indicates bigger issue which is absence of Forum Maintenance Schedule. Mike will make up a list of items to be included on the maintenance schedule and discuss it with Liz (for eventual follow up with David Barrett).

Action

Dave H monthly EBIS ticket submission.

Action

Mike draft maintenance schedule

OUTSTANDING ACTIONS FROM MINUTES OF MEETING OF 19 OCTOBER 2010

1. **Computing Support Office** - There was discussion about where to site the level 2 Computing Support Office. It was also mentioned that potential Grad School relocation may free up other room alternatives.

Action

Alastair to report back

2. **Notice Boards** - There was discussion about notice boards particularly where they should be put up and who should maintain them. It was determined that IGS have sufficient notice boards but additional A3 notice boards would be distributed as follows: (Level 4 (qty 2); Levels 1, 2, 3 and 5 (qty 1 each)).

Action

Dave will have the notice boards installed

AGENDA ITEMS FROM MEETING OF 16 NOVEMBER 2010

1. **Chairs** - Additional chairs have been requested for rooms 1.15 and 1.16. Because of budget constraints and storage problems it was suggested that additional chairs can be borrowed from elsewhere (eg 4.31/4.33).

Action

Liz inform Chris Williams

2. **Landscaping** - The adjacent waste ground will be landscaped late 2010/early 2011, completion expected in time for the 2011 Science Festival.

3. **Water** - We are still waiting to hear which taps in Appleton Tower have drinkable water with a view to water cooler removal.

Action

Mike to chase up

4. **Chess set** - We are waiting for the installers to obtain their "University approved" contractor status. Wait one further month, if no progress identify alternative contractor.

Action

Liz to monitor

5. **Building UPS** - There was discussion about the building UPS - maintenance, who will pay and what type.

Action

Liz, Mike, Dave and Alastair will raise the issue with Alastair McKim

Action

Mike will check the building documents and send details to Alastair

6. **After Hours Book** - There is now a book at Reception which people have to sign when they are staying after hours. Dave H to update Dave R by email, copying Liz in context of broader building opening hours discussions.

Action

Dave to send out email advising of this

Item 4 – Date of next meeting

The next meeting will be on Tuesday, 18 January 2011 at 10:00 am in the Turing Room.

Appendix 1 – Dave Hamilton List

Moveable Walls – contractor identification and site visit

Level 1 smell – monitor after ceiling pipe reconnection

Lighting – reference rooms 5.41 and 5.43

Intruder alarm – connection and functionality

Water Ingress – damaged area repaint

Demonstrations of satellite, TV and radio signals

Pendant Lights – installation in MF2 verified

Emergency lighting in basement

Forum lights – Arthur McKay investigation into light usage reduction

Appendix 2 – Liz Elliot List

Data – awaiting Balfour Beatty input

Access Control Doors

Glass Doors – contractor visit and proposed schedule of works

Building UPS - maintenance, who will pay and what type ?