

MINUTES OF MEETING
of the
Informatics Building Committee
held on
Tuesday, 18 January 2011
10:00 am to 11:00 am
Room 5.42

Present: Dave Robertson (Chair), Elizabeth Elliot, Dave Hamilton, Stuart Anderson, Annette Leonard, Jon Oberlander, Alastair Scobie, Marjorie Dunlop (Secretary)

Apologies: Sharon Goldwater

Attending:

OUTSTANDING ACTIONS FROM PREVIOUS MINUTES

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

Action

Mike to have damage to walls repaired.

Further Action

Mike to report that the repairs are to his satisfaction

Dave H to investigate the broken tiles on the roof

- 2) **Showers – EBIS ticket system underway.** 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

Mike draft maintenance schedule

- 3) **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/Liz to discuss

Discussion also followed on alternative uses for IGS space including request for conversion to large meeting room. Not approved. Also relocation of SICSA office to 2.31, approved, with possible use of SICSA office as small meeting room space.

Action

Liz update affected level 2 staff

- 4) **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

Liz to ask Julie to speak with Dave H

5) **Chess set** - We are waiting for the installers to obtain their “University approved” contractor status. No further contractor communication so decision to use alternative contractor to complete work.

Action

Liz will speak to Mike

6) **Building UPS** - There was discussion about the building UPS - maintenance, who will pay and what type. No input provided from Mike, therefore Liz collect information and set up meeting with Dave Robertson and Alasdair McKim.

Action

Liz will meet with Dave R and Alasdair McKim

7) **After Hours Book** - There is now a book at Reception which people have to sign when they are staying after hours. Awaiting PRC outcome on building opening hours before email instructions to staff.

Action

Liz/Dave ensure PRC discussion

AGENDA ITEMS FROM MEETING OF 18 JANUARY 2011

Item 1 - Items Outstanding

Forum lights – Still awaiting information about light usage reduction via Arthur McKay.

Action

Dave H to speak to Mike and report back

Item 2 – Head of School’s business

As the Peter Higgs picture has been returned to Physics, Jon Oberlander will talk to John Scally about a possible replacement. There was also discussion about artwork for the corridors, eg photography.

Action

Jon to talk to John Scally

Item 3 – Any other business

Fixed podiums in 4.31/4.33 - decision to make fixed vs mobile

Action

Alastair will email people as to their suggestions

Front glass door - the sign should be redone and the tape removed.

Action

Liz to organise tape removal and sign replacement

Mike to have door repaired

Glass cleaning - the glass in the office near MF 2 is marked and needs cleaning. There needs to be regular cleaning of glass in the stairwell areas.

Action

Liz to speak to cleaning supervisor (Lisa Adams/07766005987)

Swipe activation - the door outside Inspace to be activated

Action

Dave H to attend to this

Reception - when the wooden shutters are in place it is difficult for Reception to see who is entering the building, without shutters working temperature is uncomfortably cold.

Action

Dave H to speak to Mike re 'outside cost' of portholes in the shutters or using perspex

Table Tennis - the floor in G.03 is marked from people using black soles. Additional complaints from table transfer into other GF spaces, disturbed event preparation. There is also a musty smell in the room.

Action

Liz to talk to Neil McGillivray with view to identifying user rep in first instance.

Acoustics in G.03 - the acoustics in G.03 are very poor.

Action

Dave R will ask John Lee if he has any suggestions to overcome this problem.

Alarm at GF/Pend swipe door – alarm triggered so regularly is ignored by Security. Investigate option to delay alarm trigger so manual override for door open/close won't trigger but door left open for longer period will trigger both alarm and Security response.

Action

Dave H talk to Mike.

Item 4 – Date of next meeting

The next meeting will be on Tuesday, 15 February 2011 at 10:00 am in the Turing Room.

Appendix 1 – Dave Hamilton List

Lighting – reference rooms 5.41 and 5.43

Intruder alarm – connection and functionality

Demonstrations of satellite, TV and radio signals

Pendant Lights – installation in MF2 to be completed

Emergency lighting in basement to be verified

Appendix 2 – Liz Elliot List

Moveable Walls – contractor identification and site visit

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?