

MINUTES OF MEETING
of the
Informatics Building Committee
held on
Tuesday, 15 March 2011
10:00 am to 11:00 am
Room 5.02

Present: Dave Robertson (Chair), Elizabeth Elliot, Sharon Goldwater, Dave Hamilton, Jon Oberlander, Alastair Scobie, Marjorie Dunlop (Secretary)

Apologies: Stuart Anderson

OUTSTANDING ACTIONS FROM PREVIOUS MINUTES

1. **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

2. **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, Liz instructed.

Action

Mike to advise on contractor

OUTSTANDING ACTIONS FROM MEETING OF 18 JANUARY 2011

1. **Forum lights** – Still awaiting information about light usage reduction via Arthur McKay. Dave spoken to Mike re the stairwell and that Mike is attempting to split the pantry areas from the stairwell.

Action

Mike report back

2. **Any other business**

- a) **Front glass door** - the sign should be redone and the tape removed. Repair remains outstanding.

Action

Mike to have door repaired

Further Action

Liz to query Mike re repair

- b) **Swipe activation** - Touring building with IS, E&B, and Dugald Stewart reps uncovered some security and cost concerns which informed a decision not to activate InSpace core D door (see also point 4, Item 3, 15th March meeting below).

- c) **Reception** – no further work anticipated to address reception working temperature.

- d) **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 will talk to security

AGENDA ITEMS FROM MEETING OF 15 March 2011

Item 1 - Items Outstanding

- a) **Roof terrace tile damage** - Dave H will ask Mike to get replacement tiles and complete the work

Action

Dave H/Mike

- b) **Computing Support Office**

There is still an ongoing demand for space in the Forum; priorities could be met by rationalising PhD accommodation; visitor space is critically short of hot desks; and to keep room planning reasonably fluid. Computing Support still need appropriate space.

Action

All – retain on agenda for discussion

- c) **Notice Boards**

The poster boards in MF1 need to be put in bays.

Action

Dave H to fix at a no cost solution

- d) **Building UPS**

The warranty documentation needs to be reviewed to see if the warranty is invalid or is a catch free warranty. Liz and Dave met Alasdair McKim to discuss.

Action

Alasdair McKim convene Balfour meeting

- e) **Artwork for the corridors, etc**

Jon is waiting to hear from John Scally. He also spoke to Andrea Roe re: Cabinet of Wonders and is waiting to hear from her.

Action

Jon to report back re feedback from John Scally and Andrea Roe

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

Alastair will action some of the minor suggestions he received and the others will be discussed and prioritised at the next meeting

Action

Alastair to action minor suggestions and add a list of the others to the agenda of the next meeting

- g) **Glass cleaning**

There was discussion about the cleanliness of the glass in the building.

Action

Liz will speak to Lisa about overall situation of the glass

- h) **Table Tennis**

Mailing list, representatives and rules for use all completed. Last item is the marks on the floor in G.07 need to be removed.

Action

Liz will organise the cleaning of the floor in G.07

i) Acoustics in G.03

After speaking with John Lee, Martin Parker and Owen Green, Liz was told by Owen Green that there is an echo problem which could probably be solved with ‘sound cubes’. Owen will submit a report at no cost and, if we go ahead, we would pay for materials.

Action
Owen Green report back

Item 2 – Head of School’s business

None

Item 3 – Any other business

a) Broken glass panels

There is a shattered glass panel in G.03, potential for insurance coverage.

5th floor shattered glass at top of lift shaft

Action
Dave H resolve both via Mike R

b) Internal office ventilation

PhD student representatives requested discussion on options for ventilation in internal, shared offices. Dave H to investigate fan provision and if possible provide fans to affected offices.

Action
Dave H on fans

c) Office lighting (see also Appendix 1)

PhD student representatives noted lighting problems in 2.51; dimming internal lights due to external brightness but overall reduced light levels. Liz office, 5.35 also similarly affected.

Action
Dave H

d) Swipe door – general

Full building tour with IS, E&B, Dugald Stewart and Forum reps completed. Options explored for opening up internal DSB access (underway). Outstanding works now underway on MF2 roof door. Level 3 roof terrace door (Core D) requires E&B and IS action. Basement B.01 reported as now active. E&B responsibility for G.04 door hardware provision before IS activation possible. Swipes on side routes from atrium to be activated.

Action
Liz and Dave H maintain pressure on E&B/IS to close out last few door issues
Liz and Dave H discuss offline on routine joint meetings

Item 4 – Date of next meeting

The next meeting will be on Wednesday, 27 April 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

Glass Doors – contractor visit and proposed schedule of works

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