

MINUTES OF MEETING
of the
Informatics Building Committee
held on
Wednesday, 27 April 2011
10:00 am to 11:00 am
Turing Room

Present: Dave Robertson (Chair), Elizabeth Elliot, Sharon Goldwater, Dave Hamilton, Jon Oberlander, Alastair Scobie, Annette Leonhard

Apologies: Stuart Anderson, Mike Riley (input provided via DCH/LE), Marjorie Dunlop (Secretary)

Item 1 – Items Outstanding

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. MR will make up a list of items to be included on the maintenance schedule and discuss it with LE (for eventual follow up with David Barrett).

Action
MR draft maintenance schedule

DCH also updated group as to outcome of E&B visit to showers; reported water leaks likely caused by unsealed gap between shower trays and floor. Debate about repair versus building fault issue.

Further Action
DCH instruct MR on urgent repair

2. **Chess set** – MR appointed Andrew Thomas as contractor, now awaiting costs.

Action
MR to advise on budget and timeline for completed installation

OUTSTANDING ACTIONS FROM MEETING OF 18 JANUARY 2011

1. **Forum lights** – MR followed up with Arthur McKay and discussions ongoing in efforts to split the pantry areas from the stairwell.

Action
MR report back

2. **Front glass door** – MR advised new motor required and repair should be completed by 6 May.

Action
MR to have door repaired

3. **Alarm at GF/Pend swipe door** – alarm triggered so regularly is ignored by Security. DCH had requested alarm delay, no reply to request.

Action
DCH follow up

OUTSTANDING ACTIONS FROM MEETING OF 15 MARCH 2011

- a) **Roof terrace tile damage** – Suggestion that white tiles removed during chess board installation be used to replace broken tiles, and completed by same contractor. Agreed.

Action
DCH/MR

- 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 but size issue. DCH to investigate ability to adapt existing boards to fit.

Action
DCH - to return to group with cost implications.

- d) **Building UPS**

The warranty documentation needs to be reviewed to see if the warranty is invalid or is a catch free warranty. LE and DR met Alasdair McKim to discuss, remains outstanding.

Action
Alasdair McKim to convene Balfour meeting

MR advised that short term fix of replacement UPS battery installation will occur but larger issues of UPS room temperature and UPS warranty await Balfour meeting.

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

JO 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
JO 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**

See agenda items, these minutes

- g) **Glass cleaning**

LE contacted Lisa Adams, yet to reply. Intention would be to hold LE, JO, Lisa Adams walkaround to review.

Action
LE to set up

- h) **Table Tennis**

Marks on the floor in G.07 need to be removed; JO suggested InSpace have excellent local solution which may be transferable.

Action
LE to investigate

- i) **Acoustics in G.03**

Owen Green now completed preliminary acoustics investigation, awaiting feedback.

Action
Owen Green report back

j) Broken glass panels
Repair successfully completed.

k) Internal office ventilation
Dave H to investigated fan provision and limited numbers available. AS suggested investigation into opening of main atrium roof vent and usage of forced internal ventilation (both E&B).

Action
DCH talk to MR

l) 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. LE office, 5.35 also similarly affected.

Action
DCH

m) Swipe door – general
MF2 roof terrace door, basement computing and both roof terrace door works all now completed. Opening of level 1 and 2 internal DSB access and G04 requires E&B input.

Action
LE and DCH maintain pressure on E&B/IS to close out last few door issues

Item 2 – Head of School’s business

Reception – temporary solution to staffed reception area provided through use of time limited external funds. Longer term options being explored; resource provision from E&B (eliminated), PRG approval for receptionist post creation (underway), Level Office provision.

Item 3 – Any other business

a) AV Improvement Prioritisation
AS circulated task list. Number related to G03 acoustics and placed on hold until Owen Green report. Minor tasks allocated to technical team (instructions, pointer provision). DCH/AS investigate podium location options in G07. Agreed to make 4.31 podium movable, with potential to extend capability to other currently fixed podiums.

Action
DCH on technical team tasks
AS on 4.31 podium work

b) Roof terrace - debris
JO highlighted need for removal of debris from roof terrace. Agreed

Action
DCH

c) Roof terrace - planting
JO query on maintenance. DCH submit EBIS maintenance request. Also discussion on merits of Informatics taking responsibility for raised bed.

Action
DCH - discuss with MR and report back to group.

d) Climate action plan
DCH approached by David Barratt for Informatics update on moves to reduce power usage. Options explored (stairwell lights, server virtualisation, usage statistics distribution, server

room temperature control etc), issue agreed as priority and David Barratt to be invited to meet DCH, LE and AS.

Action

DCH to set up meeting

Item 4 – Date of next meeting

The next meeting will be on Wednesday, 25 May 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?

Post occupancy review – Bordass report back