

MINUTES OF MEETING
of the
Informatics Building Committee
held on
Wednesday, 25 May 2011
10:00 am to 11:00 am
Turing Room

Present: Dave Robertson (Chair), Stuart Anderson, Elizabeth Elliot, Sharon Goldwater, Dave Hamilton, Mike Riley, Marjorie Dunlop (Secretary)

Apologies: Jon Oberlander, Alastair Scobie, Annette Leonhard

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

Further, Further Action

The problem is thought to have been fixed but MR will check and report back

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

Action

MR to advise on budget and timeline for completed installation

Further Action

Installation is imminent; MR to report back

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

Further Action

The discussions are still ongoing; the emergency light company, installation company and Arthur McKay need to collaborate
MR to 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

Further Action

Door has been fixed but doesn't appear to work as expected. MR to check and report back

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

There has been no response from Axxess as to whether it can be done

Action

MR to check with Alasdair McKim; MR to look at Pend door with lift company

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

Actioned

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

Actioned

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.

MR reported that £33K of new batteries have been installed in both UPS.

MR has cost for extra cooling facility (B.17)

Action

MR to report back with update

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) 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

g) 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

h) Acoustics in G.03

Owen Green now completed preliminary acoustics investigation, awaiting feedback.

Action

Owen Green report back

Further Action

Liz is still waiting to hear from Owen Green; will follow up

i) 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

Further Action

It appears the opening can be manually operated. DCH will open it manually and advise MR by email.

j) 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

Further Action

This is the same category as the emergency lights and will be fixed when the lights are re-worked. MR will make money available

k) 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

Further Action

IS were ordering the hardware on the doors of Level 1 and 2. MR to check

DCH will check re G04

OUTSTANDING ACTIONS FROM MEETING OF 25 MAY 2011

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 - 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
DCH believes the landscapers have looked at the roof terrace. This may need to be included in the maintenance schedule

Further Action

Liz will send email inviting interested 'green thumbs' to maintain the beds on the roof terrace

c) 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
Actioned

Item 2 – Head of School's business

There was none.

Item 3 – Any other business

a) Non-working evacuation lift

One of the two evacuation lifts is out of operation and the second lift did not work during the Fire Alarm on Monday. Two engineers will visit the Forum on Thursday at 11:00 am so that they can see all lifts in a 'real' situation.

Action

MR to have contractors repair both evacuation lifts

Action

DCH will advise Arora that she can move to the ground floor, remain on Level 4 which will give her the option of two evacuation lifts, go to levels 1 or 2 where she has the option of three evacuation lifts (two Informatics and one DSB).

b) Doors Open Day

It was decided that the School would decline the offer to participate in Doors Open.

Action

Liz will email the organisers

c) Blinds, Room 2.31

EE confirmed to DCH that blinds should not be installed in room 2.31.

d) Disabled Access to InSpace

The disabled access in InSpace does not work on a 'permanent' basis. The architect suggested to JO that it should still be under warranty but MR thinks the warranty is up.

Action

MR to talk to the lift company

e) Inner Offices

People are still concerned about the temperature and lack of airflow in the inner offices. It was suggested that Alasdair McKim should get the contractors back to fix it.

Action

MR will talk to Alasdair McKim

f) Nesting Pigeons

There are pigeons nesting in the 'holes' at the top of the windows around the buildings.

Action

MR to organise pest control

Item 4 – Date of next meeting

The next meeting will be on Tuesday, 28 June 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

Pendant Lights – installation in MF2 to be completed

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 – Liz to chase