

MINUTES OF MEETING
of the
Informatics Building Committee
held on
Tuesday, 13 September 2011
10:00 am to 11:00 am
Turing Room

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

Apologies: Elizabeth Elliot, Mike Riley

Item 1 – Items Outstanding

OUTSTANDING ACTIONS FROM PREVIOUS MINUTES

- a) **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

Actioned

Further, Further Action

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

OUTSTANDING ACTIONS FROM MEETING OF 18 JANUARY 2011

- a) **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

- b) **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) **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

b) **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

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. 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

OUTSTANDING ACTIONS FROM MEETING OF 25 MAY 2011

Item 3 – Any other business

a) 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

Actioned (lift has been working after DCH inserted a guide to stop the shaking)

b) 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

c) Nesting Pigeons

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

Action

MR to organise pest control

OUTSTANDING ACTIONS FROM MEETING OF 28 JUNE 2011

2. Head of School's business

There was none.

3. Any other business

a) Lighting

MR mentioned that David Somervell had indicated that there might be a reprogramming of the lights in the Forum in the autumn.

b) Artwork for the corridors, etc.

JO has spoken with Andrea Roe about her Cabinet of Wonders and it maybe possible to pilot something next year. He also spoke with Jacky McBeath of the Centre for Research Collections and there are possibilities of imagery (eg photography) for the corridors. There might be a cost if the imagery is from the Royal Commission.

c) Display cabinet

There is concern that the display cabinet is gathering dust, has lack of environmental control, and contents are not displayed to their fullest.

Action

LE to organise cleaning of shelves

Actioned

Action

JO to query Jacky McBeath about the environmental control

JO still waiting to hear

Action

MR to provide costing re mirrors on the back wall

d) Acoustics in G.03

Owen Green examined the space and determined that it was excessively reverberant for speech accessibility. He determined that absorbent material 'traps' could be hung from the ceiling. Owen will draw up a sketch. We are still waiting to hear from the BBC about their use of the room.

Action

Liz will contact Owen re sketch

LE waiting to hear from Owen

AGENDA ITEMS FROM MEETING OF 13 September 2011

1. Head of School's business

Dave has received a request for bookshelves in MF1 for the storage of a series of Communications of the ACM. It was pointed out that there is a library on the 4th floor for books.

Action

DR will speak to the requestors

2. Any other business

a) Moveable Walls

Those in 4.31/4.33 have to be opened manually. The sound seals are the problem with those in G.07/G.07A; difficult to undo once they are up.

Action

DCH will discuss with E & B

b) Flood in downstairs water tank area (B10)

The brick work is now dry but there is water damage. The problem has occurred more than once. It is thought that it may be due to blocked filters and lack of maintenance for the building.

Action

DCH will get the name of the contact re building maintenance and forward same to DR
DR will email individual to enquire about building maintenance

c) Carpet cleaning

Jon suggested that the carpets in 4.31/4.33 and 4.40 should be cleaned; also the 'mushrooms'.

Action

DCH to ask cleaning supervisor re carpet cleaning and suggestions for cleaning the 'mushrooms'.

d) Waste and recycling site

Sharon mentioned waste and recycling sites and wondered if Informatics would be a suitable site.

Action

SG will investigate the feasibility of a composting area being placed within the environs of Informatics.

e) AT representation on Building Committee

Dave H mentioned that Steve Scott wondered if the committee had a representative from Appleton Tower.

Action

DCH will ask Steve to come to the next meeting.
MD will add his name to the circulation list.

f) Power for Multi media

Steve Renals wants to have a multi media display and has the necessary budget. There was discussion about the power requirements.

Action

DCH will check with Steve Renals re his data and power requirements and then talk with MR

g) Energy report

Dave H said a report on energy would be available for the next meeting

3. Date of next meeting

The next meeting will be on Tuesday, 11 October 2011, 10:00 am to 11:00 am, in G.03.

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