

MINUTES OF MEETING
of the
Informatics Building Committee
held on
Tuesday, 11 October 2011
10:00 am to 11:00 am
Room G.03

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

Apologies: Elizabeth Elliot, Sharon Goldwater, Dave Hamilton, Jon Oberlander

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
MR reported that Maintenance has a maintenance program in place and this should take of these ongoing problems

Actioned

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

MR reported that on 17 and 18 October 2011 Ex-Or will visit the Forum to check the lights; four people will be trained on the lighting; Ex-Or have been given the 'lighting list' from DG

Actioned

- 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

Actioned

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

MR reported that this matter is now with Alasdair McKim and Liz

Further Action

AS will send an email to DR summarising the importance of this matter and DR will contact Alasdair McKim

OUTSTANDING ACTIONS FROM MEETING OF 25 MAY 2011

a) 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

Further Action

AS will add this matter to his email to DR re Building UPS

b) Nesting Pigeons

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

Action

MR to organise pest control

Further Action

MR spoke to Alasdair McKim and MR will telephone the architect

OUTSTANDING ACTIONS FROM MEETING OF 28 JUNE 2011

3. Any other business

a) 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.

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

b) 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

OUTSTANDING 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
Actioned

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
Actioned

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.

Further Action

SG has contacted someone and is in the process of arranging a 'walkaround'

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.

Actioned (DCH will keep Steve informed)

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

AGENDA ITEMS FROM MEETING OF 11 October 2011

2. Head of School's Business

There was none

3. Any other business

Dave R reported that David Sterratt is the energy coordinator for Informatics.

Action

DR will forward David's email to AS so that AS can contact David Sterratt

4. Date of next meeting

The next meeting will be on Tuesday, 8 November 2011, 9:00 am to 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