

**MINUTES OF MEETING**  
**of the**  
**Informatics Building Committee**  
**held on**  
**Tuesday, 8 November 2011**  
**10:00 am to 11:00 am**  
**Turing Room**

**Present:** Dave Robertson (Chair), Elizabeth Elliot, David Sterratt, Sharon Goldwater, Dave Hamilton, Mike Riley, Alastair Scobie, Marjorie Dunlop (Secretary)

**Apologies:** Jon Oberlander

The minutes from the meeting of 11 October 2011 were adopted with the following corrections: delete the names from Present of Sharon Goldwater and Dave Hamilton and from Apologies of Jon Oberlander.

**Item 1 – Items Outstanding**

**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 upper floor 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

#### 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

#### **Further Action**

Liz will remind Owen

## OUTSTANDING ITEMS FROM MEETING OF 13 September 2011

### 1. 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

#### **Actioned**

This is now with Alasdair McKim; it is OK from a Health and Safety point of view

#### b) 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'.

**Actioned** (MF2 and four sample 'mushrooms' to be cleaned on 23 November)

#### c) 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'

#### d) 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

#### **Actioned**

## AGENDA ITEMS FROM MEETING OF 8 November 2011

### Item 2 - Head of School's Business

Dave introduced David Sterratt who is the energy coordinator for Informatics. David reported that his role is to investigate energy conservation; to find energy reduction opportunities; to explore 'where does the energy go at Informatics.' There was discussion about the energy used by Informatics: computers, ventilation, lighting, etc. David receives readings from the Energy Office and data from the UPS. It was thought that the eventual installation of new switches for the lights should help conserve the energy used for lighting.

#### **Action**

MR will check the drawings to verify which ports are UPS

#### **Action**

LE will send DS the data she receives monthly from the Energy office

### **Item 3 – Any other business**

a) Spiral staircase

As a health and safety issue, a block will be installed on each floor of the spiral staircase.

b) Evacuation lift

The purchase and installation of a security lift for Appleton Tower is in process.

### **Item 4 - Date of next meeting**

The next meeting will be on Tuesday, 13 December 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

## **Appendix 2 – Liz Elliot List**

Moveable Walls – contractor identification and site visit

Data – awaiting Balfour Beatty input

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

Post occupancy review – verbal draft report – Bordass to return to Forum

Alasdair McKim – list of faults