

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

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

Apologies:

Attending: David Barratt (DB), Dougie Williams (DW)

The minutes from the meeting of 8 November 2011 were approved.

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 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.

Action
JO to query Jacky McBeath about the environmental control
JO still waiting to hear
Action
JO to coordinate with Steve Renals re multimedia model

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
Actioned (LE has sketches and JO and LE to speak with Mike Fourman)

OUTSTANDING ITEMS FROM MEETING OF 13 SEPTEMBER 2011

Item 1 - Any other business

a) 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)
Further Action
MD to contact Lisa Adams re cleaning of 4.31/4.33 and more 'mushrooms'; one mushroom
cover to be washed

b) 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'

OUTSTANDING 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.

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
Actioned
Action
Actioned

AGENDA ITEMS FROM MEETING OF 13 DECEMBER 2011

Item 1 – Head of School’s business

There was none.

Item 2 – Any other business

a) Ventilation system

The ventilation system was discussed and Dave Barratt and Dougie Williams (Estates and Buildings) provided the committee with a number of proposals which might result in added efficiency and effectiveness. These proposals included adjusting extractor/supply fan speeds, automating the opening/closing of the passive air vent on the atrium roof, closing certain floor vents/opening certain windows, reducing the temperature of the air inflow in hot weather/increasing it in cold weather, turning the heating on later, investigating why the supply fans have to run at night.

DB and DW to provide a package (adjusting the extractor/supply fan speeds and automating the opening/closing of the passive air vent that could qualify for the University’s energy saving funding.
Action

DS will set up a comfort survey on the web
Action

DB/DW will turn the heating on later
Action

b) Basement corridor

There appears to be water penetration in the ceiling, possibly from the fourth floor, near the Pend area.

JO and DH to investigate
Action

Item 3 – Date of next meeting

The next meeting will be on Tuesday, 31 January 2012, 11:00 am to 12:00 pm in the Turing Room.

Appendix 1 – Dave Hamilton List

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