

**MINUTES OF MEETING  
of the  
Informatics Building Committee  
held on  
Tuesday, 27 March 2012  
10:00 am to 11:00 am  
Turing Room**

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

**Attending:** Nigel Goddard (NG)

The minutes from the meeting of 13 December 2011 were approved.

### **OUTSTANDING ACTIONS**

**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

**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

**Actioned**

### **OUTSTANDING ACTIONS FROM MEETING OF 13 DECEMBER 2011**

#### **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.

**Action**

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

**Further Action**

All – to send any comments re comfort survey to DS within the next week; DS to liaise with Computing Support re URL; DS to send URL to Committee

**Action**

DB/DW will turn the heating on later

**Actioned**

b) Basement corridor

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

**Action**

JO and DH to investigate

**Actioned**

## **AGENDA**

### **1. Head of School's business**

There was no business.

### **Item 2 – Any other business**

a) **Signage**

There was discussion about the signage within the Forum: Gill is the official font for the building, signs should be in specific positions, smarter looking; permanent signs (metal) to indicate Admin offices and location of toilets on level 4 (ie on back door to terrace, opposite glass lifts); recommendation for display of advertisements and signs at Reception; additional portrait magnetic holder at corner of 4.31/4.33 (to indicate location of 4.31/4.33); need for additional magnetic holders (portrait and landscape) within the building; ease of use of the magnetic holders

**Action**

DH to test workability of magnetic holder when locking device has been removed

b) **“Mushroom” Pod seating and carpeting (from meeting of 13 September 2011)**

**Action**

Marjorie will ask Lisa Adams for an estimate for cleaning the carpets and mushrooms

c) Toilet seating

Broken toilet seats should be replaced with something robust and in line with the original design. Apparently the black toilet seats are temporary replacements until the white ones have been ordered.

**Action**

MR to speak with George Boag

**Action**

MR to show sample replacement toilet seat to JO

d) Bump protectors

Various solutions were discussed as replacements for the yellow and black protectors in the hazardous areas: plants in the short term, artificial plants fixed to the floor, installing the Paolozzi spheres, Perspex display cases for Paolozzi maquettes, fixed seating, clear plastic 'wall'. Hazardous areas include MF1, bottom of spiral stair on the 'bridge', robotics area. We need to minimise harm and reduce risk.

**Actions**

JO and DH to discuss a solution to making the spheres stationary

**Action**

MR to check that any possible solutions are safe

**Action**

JO to investigate display cases for Paolozzi maquettes

e) Roof terrace garden

NG submitted a proposal for using the 'beds' on the roof garden for growing low plants (vegetables, flowers, etc). The beds would be cleared and tidied before winter. It was noted that the cost would be about £200 if Estates and Buildings were to replant the area with sedum, etc.

e) Waste and recycling (from meeting of 13 September 2011)

SG discussed her findings: there is insufficient space in public areas to put special sorting bins; food composting may be a possibility in the future.

**Action**

SG to send a public information message to DR; DR will send it out to if-people

f) Poster boards

There was discussion about the background colour of the poster boards in MF1.

**Action**

In August EE will have the boards redone in grey

g) Statue re Alex McCall Smith

EE reported that there had been a request to install a small statue to commemorate the site of a bookshop. The statue could be a book or a bronze rhino head and it would be on the outside of the Forum, near the Edinburgh University Gift Shop. It is anticipated that there will be a small installation ceremony in July.

**Action**

EE will ask for drawings of the proposal

h) Electric heaters

MR reported that there are a number of electric heaters in offices.

**Action**

DH and MR will speak with Dave Barrett and Dougie Williams about the current situation of the heating and ventilation

i) Moveable walls

The walls still do not move automatically.

j) Insulation between rooms

MR will check for holes in the filling in the walls adjacent to room 2.27.

**Item 3 – Date of next meeting**

The next meeting will be on Tuesday, 24 April 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

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

Data – awaiting Balfour Beatty input

Alasdair McKim – list of faults

Building UPS - maintenance, who will pay and what type? (from meeting of 15 March 2011):

### **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