

MINUTES OF MEETING
of the
Informatics Building Committee
held on
Tuesday, 29 May 2012
11:00 am to 12:00 pm
Turing Room

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

Attending: Elizabeth Elliot, Sharon Goldwater

The minutes from the meeting of 24 April 2012 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

Actioned (followed up and will report back at next meeting)

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

Action

DS to liaise with Computing Support re URL; DS to send URL to Committee

OUTSTANDING ACTIONS FROM MEETING OF 27 MARCH 2012

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.

Action

MR to check that any possible solutions are safe

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

Actioned

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.

OUTSTANDING ACTIONS FROM MEETING OF 24 APRIL 2012

2. Any other business

a) Signage

There was discussion about signage and the number of posters being placed on the walls and not in the sign holders. It was suggested that the energy notices could replace the flu epidemic notices.

Action
EE and JO to decide where to put additional sign holders in the building.
Actioned

b) Health and Safety

There was further discussion about the bump protectors

Action
DH to check if black and yellow protectors are required near the bridge

AGENDA

1. HEAD OF SCHOOL'S BUSINESS

A draft Informatics Room Allocation policy document was discussed. It was noted that office space in the Informatics Forum is at a premium. Additional areas that could be considered for use as office space include Wolfson Wing, level 4 open area, large basement area, G.03. It was suggested that 'micro pods' could be used for teleconferences and this would stop colleagues being disturbed by teleconferences within the larger offices. At the next meeting, the Committee will further discuss and make suggestions about space allocations.

2. WASTE AND RECYCLING

David Sterrart reported on his meeting with Fleur Ruckley of Waste and Recycling. Three different recycling bins (Orange = mixed recycling; Blue = paper; Black = landfill) were on display. There is no charge for the bins.

Action
DS will draft an email and send to DR re trial of orange and black bins within the Forum

3. ANY OTHER BUSINESS

a) Out of Hours Doors

It was suggested that the eastern door should, like the western door, have a timer delayed 'bleep'.

Action
DH to organise

b) Whiteboards/Smart boards

There was discussion about the merits of whiteboards versus smart boards especially with respect to rooms 1.15 and 1.16.

Action

EE to obtain costing for a portable whiteboard in 1.16

c) In the absence of EE, DR updated the committee:

The addition of magnetic boards and poster boards within the Forum has been actioned.
Additional signage has been actioned.

d) Cabinet of wonders

Progress has been made on this.

Action

JO will follow up with EE

e) List of priority items (E&B funds)

Action

DH and MR will discuss this.

f) DATE OF NEXT MEETING

The next meeting will be on Tuesday, 26 June 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