

**MINUTES OF MEETING
of the
Informatics Building Committee
held on
Tuesday, 26 June 2012
11:00 am to 12:00 pm
Turing Room**

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

The minutes from the meeting of 29 May 2012 were approved with the correction that “Attending” should read “Apologies”.

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

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

Actioned (MR to supply DH with white strip)

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) Insulation between rooms

Action

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) 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

Further Action

DH will put white strips in this area

OUTSTANDING ACTIONS FROM MEETING OF 29 May 2012

Item 1 – 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

Item 2 – 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

Actioned (DH has sent a 'ticket' to E & B)

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

Actioned

1. Cabinet of wonders

Progress has been made on this.

Action

JO will follow up with EE

2. List of priority items (E&B funds)

Action

DH and MR will discuss this.

Actioned

1. HEAD OF SCHOOL'S BUSINESS

There was none.

2. WASTE AND RECYCLING

SG reported that bins have been ordered for the kitchens.

3. ROOM ALLOCATION

EE reported that urgent decisions need to be made re the allocation of space in Informatics. If we take no action then we are likely to be forty desks short for PhD students scheduled to arrive in August. In three to four months we are likely to run out of Postdoc space. There is also likely to be a shortage of single occupancy offices for the Chancellors Fellows we have hired.

There was discussion about space allocation in the Forum. We need to maximise efficiency in use of the building and need to consider physical changes to the building, repurposing the space in the building, locating new space, using smaller desks, part-time/full-time use of desks and perhaps other measures. In particular, we will look at the open area on Level 4, area near room 1.16, rooms G.03, 1.45, 2.33, 5.8, 5.9, 5.10; we will make better use of visitor space; we will encourage use of Inspace for institute meetings; we will try to find a way of making better use of the “library” area; we will make more efficient use of desks allocated to people on lengthy periods of absence; and we will make more effective use of hot desking for students past their normal period of study.

Action

EE to check 1.19, 5.8, 5.9, 5.10

Action

EE to speak with Helen Pain/Maria Wolters

Action

EE to ask Angus Currie about space at AT

Action

EE will write a summary of the suggestions

Action

AS to create a report on utilisation of meeting rooms

4. ANY OTHER BUSINESS

There are plans for a Lego Turing Machine to be placed in the cabinet near the glass lifts.

Commemorative plaques - there will now be two (rhino’s head near G.07 fire exit on Charles Street and book at front door of the Forum).

5. DATE OF NEXT MEETING

The next meeting will be on Tuesday, 24 July 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