

MINUTES OF MEETING
of the
Informatics Building Committee
held on
Tuesday, 24 July 2012
11:00 am to 12:00 pm
Room 5.02

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

Apologies: Stuart Anderson, Sharon Goldwater, David Sterratt

The minutes from the meeting of 3 July 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

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

h) 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

Actioned

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

Actioned

Item 2 – Any other business

1. Cabinet of wonders

Progress has been made on this.

Action

JO will follow up with EE

Further Action

JO will speak further with Andrea, Jacky MacBeath, Alan Murray re exhibition of Paolozzi maquettes (presently in storage in IF)

OUTSTANDING ACTIONS FROM MEETING OF 26 JUNE 2012

Item 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

Actioned

Action

EE to speak with Helen Pain/Maria Wolters
Actioned (HP will kindly vacate 5.08-5.10)

Action

EE to ask Angus Currie about space at AT
Actioned (there is no additional space at AT)

Action

EE will write a summary of the suggestions
Actioned (presented at meeting)

Action

AS to create a report on utilisation of meeting rooms
Actioned (reviewed at meeting)

1. HEAD OF SCHOOL'S BUSINESS

a) AT

There was a brief discussion about AT.

b) Out of Hours Doors

E & B suggested that the mechanism on the eastern door should be replaced by magnetic locks. It was agreed that DH should have magnetic locks installed in the next financial year.

Action

DH to have magnetic locks installed in the next financial year

2. RAIN WATER COLLECTION TANKS

There was discussion about the rain water collection tanks in the basement, overflow problems, and the impact on the Perception Lab, Sound Lab and Server Room.

Action

DCH to send DR a paragraph outlining the impact of the recent rainfalls

Action

AS to send DR a paragraph outlining the contents of the server room

Action

DR will contact Angus Currie

3. TOILET SEAT ISSUE

Action

JO will send report to DCH

Action

DCH to ask MR to do a walk around

4. ANY OTHER BUSINESS

a) Room Allocation

There was discussion about the report presented by EE. It was agreed that all suggestions could be put into practice but that final student numbers will determine the ultimate decisions and order thereof. Discussion included PGR bench fees, the use of hot desks by interns, vacation of 5.19/use of 2.36 in lieu. The conversion of 1.45 to a PGR office would cost about £7,000 and could be completed before the start of the academic year.

Action

EE will email Craig Strachan and Tim Colles about the possibility of visitors in the area adjacent to 4.09/4.10

Action

EE will email Mark Steedman about the possibility of visitors in the area adjacent to 4.09/4.10

5. DATE OF NEXT MEETING

The date of the next meeting is Tuesday, 28 August 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