

**MINUTES OF MEETING  
of the  
Informatics Building Committee  
held on  
Tuesday, 25 September 2012  
11:00 am to 12:00 pm  
Room 5.02**

**Present:** Dave Robertson (Chair), Elizabeth Elliot, Dave Hamilton, Mike Riley, Alastair Scobie, David Sterrat

**Apologies:** Sharon Goldwater

The minutes from the meeting of 28 August 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

**Actioned**

**OUTSTANDING ACTIONS FROM MEETING OF 27 MARCH 2012**

**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 JULY 2012

### 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  
**Actioned**

## OUTSTANDING ACTIONS FROM MEETING OF 28 AUGUST 2012

### a) Recycling update

SG reported as follows:

Prior to 'new bins'		After 'new bins'	
Number of bags	Type of Bag	Number of bags	Type of Bag
81	Landfill	67	Landfill
78	Mixed	115	Mixed
34	Paper	18	Paper

**Action**

SG will send email on recycling to If-people and AT-people (once the students are back)

### d) Noise Issues

There was discussion about the noise issues resulting from Festival events adjacent to the Forum. EE complained daily to the Festival Office.

**Action**  
EE will meet with the Festival Office  
**Actioned**

### e) Committee Membership

DR will speak with JO re a replacement while JO is on sabbatical.

**Action**  
Awaiting JO input

## 1. HEAD OF SCHOOL'S BUSINESS

There was none.

## 2. COMFORT SURVEY

DS presented preliminary analysis of comfort survey results, more analysis planned. Survey complements well the Post Occupancy Evaluation scheduled for 26<sup>th</sup> September and the group noted some consistent themes (air quality, ventilation, temperature and noise). DS thanked for his very significant efforts under this theme.

**Action**

DS to share survey with Dougie Williams with a view to exploring local solutions

**Action**

AS to summarise free text comments to DS for inclusion in survey report

### **3. ANY OTHER BUSINESS**

#### **a) Lighting**

DS raised issue of lights in levels 1-3 Wolfson wing never being off.

**Action**  
MR investigate

DS raised issue of potentially brighter than necessary corridor lighting.

**Action**  
DCH via EBIS make request for corridor light dimming

DS highlighted plans to convene a broader 'energy & sustainability' meeting to bring together some of power/comfort issues. This was supported by the committee.

**Action**  
DS convene energy meeting

#### **b) Toilet seats**

Costings provided for replacement of non-standard toilet seats, the additional £73 cost per seat would have to be borne by Informatics. The group discussed particular problems with seats in disabled toilets.

**Action**  
DCH via EBIS highlights disabled toilet seat H&S issue and seek resolution

**Action**  
DCH/MR monitor seat 'lifespan'. Shorter lifespans from cheaper seats would argue for investment in higher quality and design compliant fittings

#### **c) UPS**

AS raised issue of potential power inefficiency through partially loaded UPS. Plans had been explored some time back to remove this UPS provision.

**Action**  
MR follow up on status of E&B input to UPS usage/need

#### **d) Lift servicing**

MR highlighted the high cost of routine weekend service schedule for Forum scenic lifts.

**Action**  
MR follow up with lift contractor on justification, report back to group

### **4. DATE OF NEXT MEETING**

The date of the next meeting is Tuesday, 23<sup>rd</sup> October 2012, 11:00 am to 12:00 pm in the Turing Room.

## 5. ANY OTHER BUSINESS

### Appendix 1 – Dave Hamilton List

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### 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