MINUTES OF MEETING
of the
Informatics Building Committee
held on
Tuesday, 23 October 2012
11:00 am to 12:00 pm
Turing Room

Present: Dave Robertson (Chair), Elizabeth Elliot, Sharon Goldwater, Dave Hamilton, Alastair Scobie

Apologies: Mike Riley, David Sterratt

The minutes from the meeting of 25 September 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 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 28 AUGUST 2012

e) Committee Membership
DR will speak with JO re a replacement while JO is on sabbatical.

Action
Awaiting JO input

OUTSTANDING ACTIONS FROM MEETING OF 25 SEPTEMBER

a) Comfort Survey
DS presented preliminary analysis of comfort survey results, more analysis planned. Survey complements well the Post Occupancy Evaluation scheduled for 26th 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

b) Any other business

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

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
Drop

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

See Item a in Any Other Business.

a) 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

Action
AS to schedule isolation of the main IPS and monitor the energy consumption

b) 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

1. HEAD OF SCHOOL'S BUSINESS

There was none.

2. COMFORT SURVEY

Postponed until next meeting.

3. ANY OTHER BUSINESS

a) Toilet Seats

There was further discussion.

Action

DH to order and install toilets seats so that all toilets seats are white

b) Ventilation in rooms

Occupants of room 1.19 had complained about the lack of air in the room.

Action

AS to donate a spare fan

Action

DH to explain to occupants that there is a bigger issue re ventilation and this is being looked into

c) AV in G.07/G.07A

There was discussion about the quality of the AV.

Action

AS to contact MALTS and ask them for recommendations re appropriate speakers

4. DATE OF NEXT MEETING

The date of the next meeting is Tuesday, 20 November 2012, 11:00 am to 12:00 pm in the Turing Room.

1. ANY OTHER BUSINESS

Appendix 1 – Dave Hamilton List

Appendix 2 – Liz Elliot List

Moveable Walls – contractor identification and site visit

Data – awaiting Balfour Beatty input

Action
DH will fix

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