

**MINUTES OF MEETING  
of the  
Informatics Building Committee  
held on  
Tuesday, 20 November 2012  
11:00 am to 12:00 pm  
Turing Room**

**Present:** Dave Robertson (Chair), Elizabeth Elliot, Dave Hamilton, Alastair Scobie, David Sterratt

**Apologies:** Stuart Anderson, Sharon Goldwater, Mike Riley

The minutes from the meeting of 23 October 2012 were approved with a correction to item a) on page 2 (IPS should be UPS).

### **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 (Drop this section; see Item 2 in Minutes of 20 November 2012)**

**a) 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

**b) Any other business**

Lighting

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

**Action**  
MR investigate  
**Actioned**

DS raised issue of potentially brighter than necessary corridor lighting.

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

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

**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 UPS 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  
**Actioned**

**OUTSTANDING ACTIONS FROM MEETING OF 23 OCTOBER**

**Item 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  
**Actioned**

**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  
**Actioned**

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

**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

**1. HEAD OF SCHOOL'S BUSINESS**

There was none.

**2. COMFORT SURVEY**

DS reviewed the results of the Comfort Survey, comfort survey spreadsheet, and the visit of Bill Bordass. The main items that require fixing are:

- Sealing the wall under the floor in some external offices
- Improve ventilation (estimated at about 20 offices)

The issue of funding was discussed. There may be funds forthcoming via sustainability issue.

**Action**

DS to provide data about location of offices

**Action**

DR/LE to ask Angus Currie for contact person

**Action**

DS will check re web publishing of notes and report back to Building Committee

**3. ANY OTHER BUSINESS**

Gas suppression system

It was pointed out that the gas suppression system in the basement is not in use (disabled).

**Action**

AS to check with insurance as to whether or not we are obliged to keep it

Lighting

DCH reported that various lights would be split off (eg atrium, stairs, kitchens, pantries, stationery offices)

**Action**

DCH will set light level of one light and ask Works to set others

Appendix lists

It was decided to remove these lists as the items are now included in the minutes.

**4. DATE OF NEXT MEETING**

The date of the next meeting is Tuesday, 15 January 2013, 11:00 am to 12:00 pm in the Turing Room.