

**MINUTES OF MEETING
of the
Informatics Building Committee
held on
Tuesday, 15 January 2013
11:30 am to 12:30 pm
Room 4.02**

Present: Dave Robertson (Chair), Stuart Anderson, Elizabeth Elliot, Sharon Goldwater, Dave Hamilton, Mike Riley, Alastair Scobie, Marjorie Dunlop (Secretary)

Apologies: David Sterratt

The minutes from the meeting of 20 November 2012 were approved.

OUTSTANDING ACTIONS

a) Computing Support Office (Drop this item; see Any Other Business)

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

Further Action

DR to speak with JO
again

OUTSTANDING ACTIONS FROM MEETING OF 25 SEPTEMBER

b) Any other business

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

c) UPS (Drop this item; see Any Other Business)

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

Actioned

OUTSTANDING ACTIONS FROM MEETING OF 23 OCTOBER

Item 3 - Any other business

a) 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

OUTSTANDING ACTIONS FROM MEETING OF 20 NOVEMBER

Item 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

Actioned

Action

DR/LE to ask Angus Currie for contact person

Drop

Action

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

Actioned

Item 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

Passed to MR+DCH for action

1. HEAD OF SCHOOL'S BUSINESS

There was none.

2. ANY OTHER BUSINESS

a) Computing Support Office

It was agreed to explore further the possibility of the Computing Support Office 'switching' space with some of the Visitor Rooms on level 2. Computing Support would retain one of the single offices on level 2.

b) Post Occupancy Energy Performance

EE reviewed the results (eg energy performance, running costs, power requirement estimation, ventilation, ducting, trench heating, noise, metering, lighting, emergency lighting, UPS, sleeping computers, flooding, client satisfaction) of the Post Occupancy meeting .

Action

EE and DR to report back when they see an Estates Committee paper

c) UPS

There was discussion about the UPS, server room, closets, energy saving.

Action

AS to switch off the building UPS (non-essential for continuity to laptop and laptop networking) and review in April 2013

d) AT

There was a brief discussion about AT.

e) Window cleaning

There was a query as to a schedule for cleaning the outside windows in the Forum.

Action

DCH to check re schedule

3. DATE OF NEXT MEETING

The date of the next meeting is Tuesday, 12 February 2013, 11:00 am to 12:00 pm in the Room 5.02.