

**MINUTES OF MEETING
of the
Informatics Building Committee
held on
Tuesday, 5 March 2013
11:00 am to 12:00 pm
Turing Room**

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

Apologies: Elizabeth Elliot

The minutes from the meeting of 15 January 2013 were approved.

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
Actioned

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
Actioned/Drop

OUTSTANDING ACTIONS FROM MEETING OF 25 SEPTEMBER 2012

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 (awaiting completion of more outstanding items)

OUTSTANDING ACTIONS FROM MEETING OF 23 OCTOBER 2012

Item 3 - Any other business

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

There was discussion about the quality of the AV.

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

OUTSTANDING ACTIONS FROM MEETING OF 20 NOVEMBER 2012

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).

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

Lighting

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

DCH will set light level of one light and ask Works to set others
Action
Passed to MR+DCH for action (in progress)

OUTSTANDING ACTIONS FROM MEETING OF 15 JANUARY 2013

Item 2 – Any other business

a) 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 .

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

b) UPS

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

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

c) Window cleaning

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

Action
DCH to check re schedule

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

There was none.

2. **ANY OTHER BUSINESS**

a) **AV in G.07/G.07A**

MALTs have 'tweaked' the frequency response. There are three further options to consider:

- Use more expensive lapel microphones
- Borrow speaker from Atrium and install temporarily in G.07/G.07A
- Use acoustic boxes (similar to those in G.03)

Action
AS to obtain loan of lapel microphone for General Meeting on 7 March, then evaluate

Action
AS to have Atrium speaker temporarily installed in G.07/G.07A, then evaluate

Action
AS to have acoustic boxes installed

b) **UPS**

There was discussion about the UPS, less use of power, estimated cost savings and the feasibility of replacing with one small UPS.

Action
MR to ask David Barrett for funds to purchase small UPS

c) **Ventilation**

DS reviewed the draft report from Bill Bordass and the apparent cost savings.

Action
DCH to send list of 2nd floor offices to DS

Action
DS to ask Bill Bordass to send his report to E & B

Action
DS to advise MR when E & B have been sent the report

d) **Door closers in pantries**

There was discussion about the door closers and the results of people's use/misuse of equipment in the pantry areas and the subsequent callouts for the fire brigade.

Action
MR to purchase portable fire alarms for the kitchen areas

e) Pigeons

Pigeons may be nesting in the eaves of the Forum

Action

MR to investigate

f) Space issues – AT and IF

There was general discussion about space issues with respect to AT and IF

3. DATE OF NEXT MEETING

The date of the next meeting is Tuesday, 2 April 2013, 11:00 am to 12:00 pm in the Turing Room.