

**MINUTES OF MEETING
of the
Informatics Building Committee
held on
Tuesday, 7 May 2013
11:00 am to 12:00 pm
Turing Room**

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

Apologies: Elizabeth Elliot

The minutes from the meeting of 5 March 2013 were approved.

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 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).

Action

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

Actioned (awaiting response from G. Halliday; AS will chase)

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 (in progress)

DROP

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 .

Action

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

b) Window cleaning

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

Action

DCH to check re schedule

Actioned (2x/year; DCH will chase)

OUTSTANDING ACTIONS FROM MEETING OF 5 MARCH 2013

2. Any other business

a) **AV in G.07/G.07A (Drop this item; See Any Other Business)**

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

Actioned (response 50/50)

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

DROP

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

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

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
DROP (fire officer changed sensor to 'heat and smoke')

e) Pigeons

Pigeons may be nesting in the eaves of the Forum

Action
MR to investigate

1. HEAD OF SCHOOL'S BUSINESS

There was none.

2. ANY OTHER BUSINESS

a) B.01 Redecoration

The flood damage in this room needs to be repaired.

Action
MR to have room redecorated

b) Security alarm for server

Action
MR to organise security alarm for server

c) Recycle bins

After discussion it was decided that Informatics would not use the 'new' bins for the ground floor.

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

Tannoy will be giving a demonstration of their latest product range.

Action
AS to investigate suitability of latest products

If the Tannoy products are not suitable, acoustic boxes can be made and installed.

e) Ventilation

DS spoke about the ventilation and opportunities to improve same.

Action

DS to send email to DR with text to be sent to Cliff Barraclough

f) Recurring Seminar Series

It was determined that there is no policy with recurring seminar series in 4.31/4.33.

g) Space issues – AT and IF

There will be a full decant of AT, at a date that is still to be determined.

3. DATE OF NEXT MEETING

The date of the next meeting is Tuesday, 4 June 2013, 11:00 am to 12:00 pm in the Turing Room.