

**MINUTES OF MEETING
of the
Informatics Building Committee
held on
Tuesday, 4 June 2013
11:00 am to 12:00 pm
Turing Room**

Present: Dave Robertson (Chair), Elizabeth Elliot, Alastair Scobie, David Sterratt, Marjorie Dunlop (Secretary)

Apologies: Stuart Anderson, Sharon Goldwater, Dave Hamilton, Mike Riley

The minutes from the meeting of 7 May 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 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

OUTSTANDING ACTIONS FROM MEETING OF 5 MARCH 2013

a) **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

b) Pigeons

Pigeons may be nesting in the eaves of the Forum

Action
MR to investigate

OUTSTANDING ACTIONS FROM MEETING OF 15 JANUARY 2013

Item 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) **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
Actioned

d) 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
Actioned

1. HEAD OF SCHOOL'S BUSINESS

There was none.

2. ANY OTHER BUSINESS

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

AS reported that the Tannoy demonstration was impressive, also the earpieces.

Action
AS will investigate further and report back with costs.

b) Recycling Bins

There was discussion about the safekeeping of the new recycling bins.

Action
EE will speak to Fleur of E & B then email Informatics staff (cc SG).

c) Window cleaning

Contractor had been delayed by bad weather with cleaning due to start on 31 May.

Action
MD to email DCH to ask contractor for firm date

d) Additional exit signs

This was discussed; no further action

e) Gas suppression system

There was further discussion about policies (computer and University). It was decided to leave as is.

Action

AS will speak to MR re due diligence

f) Doors

Use of G.07 external access door

Action

EE to speak with servitors

Wolfson Wing to bottom of metal stair to terrace

Action

DS to email DCH

g) Space issues

There was further discussion about a decant of AT.

h) Ventilation

Action

DR to email Cliff Barraclough (text from DS)

3. DATE OF NEXT MEETING

The date of the next meeting is Tuesday, 3 September 2013, 11:00 am to 12:00 pm in the Turing Room.