

MINUTES OF MEETING
of the
Informatics Building Committee
held on
Tuesday, 3 September 2013
11:00 am to 12:00 pm
Turing Room

Present: Dave Robertson (Chair), Elizabeth Elliot (Secretary), David Sterratt, Jon Oberlander

Apologies: Stuart Anderson, Sharon Goldwater, Dave Hamilton, Mike Riley, Alastair Scobie, Marjorie Dunlop

The minutes from the meeting of 4 June 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

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

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

OUTSTANDING ACTIONS FROM MEETING OF 4 JUNE 2013

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).
Actioned

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

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
Actioned

Wolfson Wing to bottom of metal stair to terrace

Action
DS to email DCH
Actioned

d) **Ventilation**

Action
DR to email Cliff Barraclough (text from DS)
Actioned

ITEMS FOR DISCUSSION

1. SPACE ALLOCATION

There was discussion on present space challenges, short-term remediation and medium term consequences of various inter-related decant timings. The group agreed to review School policy, specifically to capture input from recent consultation and draft for circulation/comment. JO highlighted potential opportunity for new linkage with ECA.

Actions

EE to prepare policy draft for circulation
JO to contact ECA to clarify space options

2. HEAD OF SCHOOL'S BUSINESS

There was none.

3. ANY OTHER BUSINESS

a) Cabinet of Wonders

JO agreed to renew contact to consider status of 'Cabinet of Wonder' plans.

Action

JO contact and then update this committee

b) Paolozzi

University Collections have approached the School with a view to enhancing storage arrangements for Paolozzi maquettes. The committee considered a potential arrangement which saw majority of maquettes transferred to archive storage. Minority retained in School and expertise from University Collections used to refresh storage cabinet by lift (fit-out, contents and context).

Action

LE contact Collections and then update this committee

LE follow up with Paolozzi elephant donor

c) Under-desk bin potential changes

LE updated group on contact from Fleur Ruckley on possibility of adopting a 'no under desk bin policy' in line with legislative requirements. Group agreed to review informational email to staff outlining decision options.

Action

LE draft briefing email for review by committee

4. DATE OF NEXT MEETING

The date of the next meeting is Tuesday, 1 October 2013, 11:00 am to 12:00 pm in the Turing Room.