

**MINUTES OF MEETING
of the
Informatics Building Committee
held on
Tuesday, 1 October 2013
11:00 am to 12:00 pm
Turing Room**

Present: Elizabeth Elliot (Chair), Dave Hamilton, Jon Oberlander, Mike Riley, Alastair Scobie, David Sterratt, Marjorie Dunlop (Secretary)

Apologies: Dave Robertson

The minutes from the meeting of 3 September 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

Further Action

MR to again speak to David Barrett

b) Pigeons

Pigeons may be nesting in the eaves of the Forum

Action

MR to investigate

Further Action

MR to organise a cherry picker and have appropriate grills installed

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

Further Action

MR will check room and report back

b) Security alarm for server

Action

MR to organise security alarm for server

Further Action

MR will review this again with contractor

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

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

Actioned

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

Further Action

AS to speak to DR, reach final decision

OUTSTANDING ACTIONS FROM MEETING OF 3 SEPTEMBER 2013

a) 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

Actioned

JO to contact ECA to clarify space options

Drop

b) 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

Actioned

Higgs Space in Forum is available for another year; JO will contact Dave Murray-Rust re his Cursive Data Project

Action

JO contact DMR

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

Both Actioned

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

Actioned (email to be sent out)

1. SPACE ALLOCATION

Depending on various factors, G.03 may also be used for the Robotarium. The ground floor of Inspace could be used as a meeting room, further discussion anticipated at next General Meeting.

2. HEAD OF SCHOOL'S BUSINESS

There was none.

3. ANY OTHER BUSINESS

a) Window Cleaning

The windows do not appear to have been cleaned.

Action

DCH to speak with Peter Thompson

b) Under-desk bins

Action

EE will check with Fleur as to legislative requirements/cleaning staff

c) Robots

Inspace building works - MR had requested pricing and should be able to send same to EE by 2 October. Also the swipe access control for the Inspace front door needs to be activated.

Action

MR to organise

DCH said that three phase supply is to go into G.03

Action

MR to check this out

d) Power failure

There was a query as to whether there is a policy for building evacuation if there is a power failure.

Action

MR to confirm

e) Corridor lights

There was a query as to whether the corridor lights can be dimmed.

Action

MR to check with McKays that this has been done

Action

DS to send minimum light level to MR

4. DATE OF NEXT MEETING

The date of the next meeting is Tuesday, 5 November 2013, 11:00 am to 12:00 pm in the Turing Room.