

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

Present: Elizabeth Elliot (Chair and Secretary), Dave Hamilton, Mike Riley, Alastair Scobie

Apologies: Dave Robertson, Marjorie Dunlop (Secretary), Jon Oberlander, David Sterratt

The minutes from the meeting of 1 October 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

Further Action

AS and DR to 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

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

b) Any other business

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

Action

JO contact DMR

OUTSTANDING ACTIONS FROM MEETING OF 1 OCTOBER 2013

Any Other Business

1. Window Cleaning

The windows do not appear to have been cleaned.

Action

DCH to speak with Peter Thompson

Actioned

b) Under-desk bins

Action

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

Actioned

c) Robots/Inspace – swipe access control for the Inspace front door needs to be activated, query functionality of hardware also.

Action
MR to organize

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

Action
MR to check this out
Actioned

d) Power failure

There was a query as to whether there is a policy for building evacuation if there is a power failure (see also discussion items, item 1, further down minutes).

Action
MR to confirm
Actioned

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
Actioned

ITEMS FOR DISCUSSION

1. POWER OUTAGE

Discussions on a number of topics relating to observations during the recent power outage.

- The smoke curtains deployed (the basement one failed, as last time) - explained as expected.
- All Lifts froze – MR to check if any link to emergency power was installed during construction.

Action
MR to check

- The emergency lights in the level 3 corridor 3.Z7 failed to come on, also at the ground floor fire exit from Core C (into the pend). MR advises that new emergency light system being installed in basement, second phase of this work will be repairs to emergency lighting elsewhere in the building.
- The corridor lights in most corridors tripped the breaker when power was returned and they had to be reset manually.

Second theme of discussion on this missing 2nd UPS which should give power to the server room (40 minutes total instead of present 20 minutes).

Action
AS and DR to meet with David Barrett to discuss UPS provision

Third theme of discussion related to communications via analog phones in case of power outage. Agreement to install new analog phone in the School Office.

Action
MR/DCH to arrange installation

2. G.03 TABLE TENNIS

Response to announcement of closure of G03 as a meeting room was a query about alternative location for table tennis table (storage and usage). The group considered that G.07 store was probable best alternative.

Action
EE to update enquirer

3. HEAD OF SCHOOL'S BUSINESS

There was none.

4. ANY OTHER BUSINESS

- a) Partition Walls – DCH explained that he had had contact from supplying company. MR now arranging visit and service.

Action
MR/DCH to arrange

- b) Basement Fire Curtain – MR planning 14 January works on fire curtains; will include maintenance and repair.

- c) Inspace dishwasher – Indication that functional dishwasher in Inspace is best obtained by purchase of new one rather than repair to existing.

Action
MR to arrange purchase
DCH to clarify eIT status

- d) Room signage – missing signs for room numbers on level 2.

Action
DCH to get supplier details from KV; arrange purchase

- e) IF 5.43 – DCH looking after final works on window stays; still encountering heating control problems.

Action
DCH/MR talk to Dougie Williams

- f) 5.11 – missing vent panel, replacement purchase required.

Action
MR to arrange purchase

- g) Level 5 ceiling – replacement required.
- Action**
MR to arrange
- h) Goods entrance swipe/access route – was broken, has been bent so access permitted despite the damage.
- Action**
MR to arrange repair
- i) Reception heater – installation requested by the School.
- Action**
MR to arrange
- j) Atrium fire exit – wooden fire door sealed in atrium.
- Action**
MR to arrange repair
- k) Donor board repairs in Atrium – board is broken; first step to repair is gaining access.
- Action**
MR/DCH to investigate
- l) Kensington lock provision – several independent suggestions for provision of Kensington locks to secure laptops in communal offices. Agreement that locks will be provided to enquirers via Computing Support.
- Action**
AS to check availability
- m) Room ventilation query – several students had reported ventilation issues in room 1.21 including stuffiness and minimal temperature control. Such a room would be advantage if successful vent adjustments could be made as per POE report. No support for local solutions but group support to chase E&B for response to POE report and specifically the option to expand preliminary works on underfloor ventilation changes.
- Action**
EE to follow up with E&B

5. DATE OF NEXT MEETING

The date of the next meeting is Tuesday, 7 January 2014, 11:00 am to 12:00 pm in the Turing Room.