

**MINUTES OF MEETING**  
**of the**  
**Informatics Building Committee**  
**held on**  
**Tuesday, 4 February 2014**  
**11:00 am to 12:00 pm**  
**Turing Room**

**Present:** Dave Robertson (Chair), Stuart Anderson, Elizabeth Elliot, Dave Hamilton, Mike Riley, Alastair Scobie, Marjorie Dunlop (Secretary)

**Apologies:**

The minutes from the meeting of 3 December 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

**Action**

MR to speak with Jim Brown re repair of UPS

**Action**

AS to speak with Mike Fourman re agreement

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

**Actioned**

**OUTSTANDING ACTIONS FROM MEETING OF 7 MAY 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

**Actioned**

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

**In progress** (AS awaiting pricing)

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

**New Action**

AS will check mail re insurance

**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

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

**Action**  
MR to organize  
**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  
**Actioned**

## **OUTSTANDING ACTIONS FROM MEETING OF 3 DECEMBER 2013**

### 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  
**In progress** (waiting for report from LML)

- 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 2<sup>nd</sup> 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  
**Actioned**

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  
**In progress** (waiting for costing)

**Action**  
MR to speak with Telephone Services

## 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  
**Actioned**

## 3. 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  
**In progress** (waiting for date)

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

**Actioned**

- 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  
**Actioned**

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

**Action**  
DCH to get supplier details from KV; arrange purchase  
**Actioned**

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

**Action**  
DCH/MR to talk to Dougie Williams  
**Actioned**

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

**Action**  
MR to arrange purchase  
**Actioned**

g) Level 5 ceiling – replacement required.

**Action**  
MR to arrange  
**Actioned**

h) Goods entrance swipe/access route – was broken, has been bent so access permitted despite the damage.

**Action**  
MR to arrange repair  
**Actioned**

i) Reception heater – installation requested by the School.

**Action**  
MR to arrange  
**Actioned**

j) Atrium fire exit – wooden fire door sealed in atrium.

**Action**  
MR to arrange repair  
**Actioned**

k) Donor board repairs in Atrium – board is broken; first step to repair is gaining access.

**Action**  
MR/DCH to investigate  
**In progress** (partly working)

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  
**Actioned** (DCH has some in AT)

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  
**In progress**

## 1. RECYCLING BINS

There was discussion about the recycling bins and the various likes/dislikes of staff within the Forum.

## **2. HEAD OF SCHOOL'S BUSINESS**

a) AT decant

AT now has planning permission. The outlines spec has gone to E&B who will tender for architects. Teaching will go to Forrest Hill.

b) Additional Space

The School is awaiting confirmation from E&B of the availability of additional space in the Central Area.

c) Gallery of Wonders

**Action**

EE will speak with JO re glass cabinet in Atrium

d) Farr Institute (Bio Quarter 9)

The doors open in April 2014. Occupants include Medical Informatics. IS will manage the switches and look after the front line support

## **3. ANY OTHER BUSINESS**

There was none.

## **4. DATE OF NEXT MEETING**

The date of the next meeting is Tuesday, 4 March 2014, 11:00 am to 12:00 pm in the Turing Room.