

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

**Present:** Dave Robertson (Chair), Elizabeth Elliot, Dave Hamilton, Mike Riley, David Sterratt, Marjorie Dunlop (Secretary)

**Apologies:** Dave Hamilton, Jon Oberlander, Alastair Scobie

The minutes from the meeting of 4 February 2014 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)

**Drop**

**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

**Actioned**

**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

**Actioned**

**Action**

AS to speak with Mike Fourman re agreement

**OUTSTANDING ACTIONS FROM MEETING OF 7 MAY 2013**

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 3 DECEMBER 2013**

1. Power outage

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

- 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)

**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

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)

- 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)  
**Actioned**

- 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  
**Actioned**

## **OUTSTANDING ACTIONS FROM MEETING OF 4 February 2014**

2. Head of School's business

- a) Gallery of Wonders

**Action**  
EE will speak with JO re glass cabinet in Atrium  
**Actioned**

## **ITEM 1 – SPLITTERS**

There was a suggestion that, to allow more flexible use of the larger meeting rooms, we should investigate how to make the automatic partitions in rooms 4.31/4.33 and G.07/G.07A operate more effectively.

**Action**  
MR will explore

## **ITEM 2 – CABINET OF WONDERS, UPDATE**

EE has spoken with Neil Lebeter, Art Collections Curator. He is in touch with History of Art who, it is hoped, will be involved in creating an appropriate physical environment within the Forum (glass case near the lifts) which can be used to display some of the Paolozzi artworks. It is anticipated that a decision will be made by May 2014.

## **ITEM 3 – HEAD OF SCHOOL'S BUSINESS**

### Pend and Charles Street/exits/entrances

It was suggested that instead of swiping and entering pin numbers to exit the building a large green button should be installed on the doors.

**Action**  
MR will organise

## **ITEM 4 – ANY OTHER BUSINESS**

There was none.

## **ITEM 5 - DATE OF NEXT MEETING**

The date of the next meeting is Tuesday, 22 April 2014, 11:00 am to 12:00 pm in the Turing Room.