

**MINUTES OF MEETING**  
**of the**  
**Informatics Buildings Committee**  
**held on**  
**Thursday, 7 November 2014**  
**11:00 am to 12:00 pm**  
**Turing Room**

**Present:** Johanna Moore (Chair), Dave Hamilton, Neil McGillivray, Mike Riley, Alastair Scobie, David Sterratt, Marjorie Dunlop (Secretary)

The minutes from the meeting of 11 September 2014 were approved.

**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 (ongoing)

**Further Actions**

AS and DCH will look into new (in-house) alarm

AS to advise MR of this

**Actioned**

**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

**No progress**

**Further Action**

Mike Fourman to  
contact Dave Murray-Rust

## 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.

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)

**Drop**

**Action**

MR to speak with Telephone Services

**Drop**

**Further Action**

MR to speak with DH

**No progress**

**Drop**

**Further Action**

DCH to split a line and install analog phone

### 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)

**Move to Any Other Business, meeting of 7 November**

## OUTSTANDING ACTIONS FROM MEETING OF 4 March 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 organize

**Further Action**

MR to chase

**Further Action**

MR to ask IS to have a look; MR to chase

## **OUTSTANDING ACTIONS FROM MEETING OF 24 JUNE 2014**

### Item 4 – Relocation of Vue servers from at 7.06

#### Tower PCs

Austin Tate has asked to move four tower PCs to the stationery/photocopy area which is located near his office in the Forum. There are no apparent Health and Safety concerns. It was suggested that it would be appropriate for the towers to be located in the basement or in Austin's office.

#### **Action**

NMcG to reply to the open ticket

#### **Further Action**

JM to advise Austin that he can use the shelving space in 3.14

### Item 3 – Head of School's business

#### Membership

There was discussion about additional members and it was suggested that George Ross, Steve Scott and Mike Fourman would be appropriate additions to the Committee. They would provide additional operational and strategic support.

#### **Action**

JM to invite George Ross, Steve Scott and Mike Fourman to join the Building Committee

#### **Actioned**

### 4 – Any other business

#### a) AV in G.07/G.07A

AS reviewed the quotation for the Tannoy system and the suggested positioning of the VLS 15 white column loudspeakers. It was agreed to proceed with the quotation (approximately £5-6,000 for four speakers).

#### **Action**

AS to proceed with purchase

## **OUTSTANDING ACTIONS FROM MEETING OF 7 NOVEMBER 2014**

### **ITEM 2 – ANY OTHER BUSINESS**

#### a) Cold offices

There was discussion about the temperature of the rooms in Informatics, the comfort survey and Bill Bordass's report. The radiators are not faulty; there are sensors in some areas which indicate appropriate warmth. The University Controls Team set the temperature on the thermostat. It was suggested a meeting be scheduled between Dougie Williams, Dave Barrett and John Morgan, Johanna Moore, David Sterratt, Dave Hamilton and Mike Riley.

#### **Action**

DCH to organize meeting (Alastair Scobie to be included in above list of invitees)

b) Moveable furniture in MF1

Various solutions were discussed and it was suggested that a 'corridor' be marked out with carpet tiles.

**Action**

Dave Hamilton to action

**Action**

JM to advise C. Williams of solution

c) DSB-Forum link corridor breakglass

After discussion it was decided that this did not appear to be a serious problem for Informatics.

**Action**

DCH to check glass occasionally

**Actioned**

d) Security alarm for server

MR has sent an EIT to get the work done; presently awaiting date from IS. Informatics Computing needs to be aware of triggering of the alarm.

**Action**

MR to investigate options re automated notification

e) Partition walls in G.07/G.07A and 4.31/4.33

There was discussion about the automatic partitions/splitters and how to operate them more effectively.

**Action**

MR to speak with his boss re money to fix the partition walls

f) Gas suppression system

There was further discussion about the gas suppression system. MR is waiting for a date when it will be made ready.

**Action**

MR to check with FMS that the system will be up to British standard; MR to double check

g) CDT Capital bid purchases

There was discussion about the computer cluster.

**Action**

DCH to speak to Murray Cole about the amount/type of kit

h) Tannoy system in G.07/G.07A

There was discussion about the installation of the speakers on the pillars

**Action**

MR to speak to his boss at E & B  
**Actioned** (holes can be drilled)

i) Fire alarm tests, fire alarms and server rooms

There was discussion about the server rooms during fire alarm tests and fire alarms.

**Action**

AS to explore options to lock server rooms at all times

j) Faulty fibre connectivity

There are on-going problems with fibre connectivity and the possibility of additional faults as the building ages. It was suggested that there is a twenty year warranty on data in the building.

**Action**

MR to speak with Dave Barrett re warranty

k) Ebola advice

DCH mentioned that he had received from the Health and Society office advice to Universities regarding Ebola and what do if someone falls ill.

**Action**

DCH to circulate memo to staff at Informatics

**ITEM 3 – DATE OF NEXT MEETING**

The date of the next meeting will be scheduled via Doodle Poll.