

**MINUTES OF MEETING
of the
Informatics Buildings Committee
held on
Thursday, 8 December 2014
10:00 am to 11:00 pm
Turing Room**

Present: Johanna Moore (Chair), Michael Fourman, Dave Hamilton, Mike Riley, George Ross, Alastair Scobie, Steve Scott, David Sterratt, Marjorie Dunlop (Secretary)

Apologies: Neil McGillivray

The minutes from the meeting of 7 November 2014 were approved.

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.

Further Action

DCH to split a line and install analog phone

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

Actioned

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 Jim Brown re warranty

Action

MR to advise JM result of this conversation

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

Actioned

ITEM 1 – HEAD OF SCHOOL’S BUSINESS

There was none.

ITEM 2 – ANY OTHER BUSINESS

- a) Partitions for 4.31/4.33

Action
AS to check on warranty for partitions

Action
AS to send warranty (if available) to Committee

- b) Networks

There was discussion about the correlation between the density of the building and faults. It was suggested that E&B should push warranty with Balfour Beatty. Tom Whigham is checking old list and creating list of new faults.

Action
MR to speak with Jim Brown re 20 year guarantee

- c) AV in G.07/G.07A

Action
Prior to drilling holes AS to install speakers on temporary stands and check that everything works

- d) Cold Offices

Action
DCH to submit a ticket to E&B with a list of all the rooms that have reported being cold

- e) Gas suppression system

Action
AS to draft letter to be send to H&S on behalf of JM; DCH to approve letter prior JM sending it out

- f) Swipe access

It was agreed that any access presently held by staff, undergrads and grads would be duplicated for the respective buildings used in the Decant.

Action
MR to check and let DCH know the names of the Premises Managers at 15 South College Street, Forrest Hill and the Wilkie Building

ITEM 3 – DATE OF NEXT MEETING

The date of the next meeting is Monday, 12 January 2015, 10:00 am to 11:00 am in the Turing Room.