

**MINUTES OF MEETING
of the
Informatics Buildings Committee
held on
Monday 12th January 2015
10:00 am to 11:00 pm
Turing Room**

Present: Johanna Moore (Chair), Michael Fourman, Dave Hamilton, Alastair Scobie, Steve Scott, David Sterratt, George Ross, Nicola Drago Ferrante (Secretary)

Apologies: Neil McGillivray, Mike Riley

The minutes from the meeting of 8th December 2014 were approved.

OUTSTANDING ACTIONS FROM MEETING OF 3 SEPTEMBER 2013

b) Any other business

- a) Higgs space in the Forum is available for another year.

JM suggested that the Higgs Space in the Forum can be filled with the Paolozzi Maquettes, which are currently being housed in the main library. The school will need to purchase a special cabinet for these, for which the library can advise.

Action
MF & JM to contact library
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.

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

DH reported that a line has now been split and he is waiting for the phone to be installed.

Action
DCH to split a line and install analog phone
Actioned

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.

DH has offered him shelving space in 2.39 and some computing equipment will move to the basement in the Forum.

Action

NMcG to reply to the open ticket

Actioned

Item 3 – Head of School’s 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).

MR has asked the AV supplier for a demonstration of the proposed kit at an event where G.07 is well populated. This needs to be scheduled.

Action

AS to proceed with purchase

In progress

Further Action

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

Actioned

Further Action

DH to Schedule demo of AV equipment

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. DCH will organise a meeting between Dougie Williams, Dave Barrett and John Morgan, Johanna Moore, David Sterratt, Dave Hamilton and Mike Riley, to discuss the ongoing issues.

Action

DCH to organise meeting (AS, SS to be included in above list of invitees)

Actioned

b) Moveable furniture in MF1

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

Action

DH to action

Actioned

Action

JM to advise C. Williams of solution

Actioned

c) Security alarm for server

Cables connected on Informatics side but we are not connected to C Cur. Awaiting answers from Fiona McDonald.

Action

MR to investigate options re automated notification

In progress

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

It was established that that there had been a warranty for this but that it had expired. The suppliers advised the university to take out a maintenance contract. Awaiting response from Jim Brown.

Action

AS to check on warranty for partitions

Actioned

Action

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

In progress

e) Gas suppression system

AS to draft letter to be sent to H&S on behalf of JM; DCH to approve letter prior to JM sending it out. The installer, FMS, have suggested a meeting. Need to arrange a date to visit site and go over with everybody. Awaiting further communication to schedule.

Action

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

In progress

Further Action

MR to schedule site visit

f) CDT Capital bid purchases

DCH reported that there four or five standard desktop PCs will be going into 4.19.

Action

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

Actioned

g) Faulty fibre connectivity

There are on-going problems with fibre connectivity and the possibility of additional faults as the building ages. It has been established that there is a warranty. MR has received a list from DCH with the faulty points and will now arrange a meeting with Boston Networks.

Action

MR to speak with Jim Brown re warranty

Actioned

Action

MR to advise JM result of this conversation

Actioned

Further Action

MR to arrange meeting with Boston Networks

OUTSTANDING ACTIONS FROM MEETING OF 8TH DECEMBER 2014

a) 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

b) 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.

It was reported 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

Ongoing

ITEM 1 – HEAD OF SCHOOL’S BUSINESS

There was none.

ITEM 2 – ANY OTHER BUSINESS

- a) Hugh Leather has booked out all of the meeting rooms in the Forum between 1- 4 September for the International Conference on Parallel Computing ParCo 2015. A discussion took place regarding the block booking of rooms like this as it will impact on everyone else, especially with the loss of meeting rooms in Appleton Tower. SS to speak to him about this.

Action

SS to speak to Hugh Leather

Actioned – update at next meeting

- b) AS asked for approval to host the LDAPCon meeting in the Forum in October / November.

Approved

- c) Update for next meeting
Appleton Tower update. A discussion took place about the move. It was reported that the Wilkie Building will be ready by the end of April, with the decant expected to take place in early May. It was suggested that we need additional people to help with the move. SS to look at job descriptions and provide an update at the next meeting.

Action

SS to look into job descriptions

Actioned – paper to be circulated

Further Action

SS to provide update at the next meeting.

ITEM 3 – DATE OF NEXT MEETING

The date of the next meeting is Tuesday, 10th February 2015, 11.00 am – 12.00 pm in the Turing Room.