MINUTES OF MEETING
of the
Informatics Building Committee
held on
Tuesday, 19 October 2010
10:00 am to 11:00 am
Room 5.42

Present: Dave Robertson (Chair), Stuart Anderson, Dave Hamilton, Ronnie Johnston, Annette Leonard, Alastair Scobie, Julie Young, Marjorie Dunlop (Secretary)

Apologies: Elizabeth Elliot, Neil McGillivray, Jon Oberlander

Attending: Mike Riley

Outstanding Actions from Minutes of Meeting of 25 May 2010

Item 1 – Items Outstanding (list dated 19 May 2010)

Moveable Walls - There is still the issue of finding someone to maintain them.

Action
Liz will speak with Alasdair McKim

Liz has spoken with Alasdair McKim and is waiting to hear from E and B on meeting with Liz, Mike Riley, Dave Hamilton and the External installer contractors.

Further Action
Liz to report back

Post Occupancy Review - Gordon has notes and will raise the various issues with Angus and Alasdair McKim.

Action
Liz to ask Gordon for information on this

Liz followed up with Alasdair McKim and is presently awaiting a reply from Alasdair.

Further Action
Liz to report back

OUTSTANDING ACTIONS FROM MINUTES OF MEETING OF 24 AUGUST 2010

Item 1 – Items Outstanding (updated list dated 16 August 2010)

There is still concern about the smell on Level 1. The plumbing has been redone but that does not seem to have addressed the problem.

Action
Dave H will ask the cleaners to run the ‘rinse’ cycle on the dishwashers on a daily basis. If this does not fix the problem Dave H is to speak to Dave R before the next meeting

Actioned, but has not solved the problem.
The RA in the neighbouring room finishes at the end of November at which time Mike Riley can investigate the smell.

**Action**
Julie to ask Level 1 to monitor the smell.  
Julie to advise Mike Riley when the room is empty

**OUTSTANDING ACTIONS FROM MINUTES OF MEETING OF 21 SEPTEMBER 2010**

**Item 1 – Items Outstanding (list dated 16 August 2010)**

**Lighting**
Electricians will check the four listed offices and monitor same.

**Action**
Mike Riley to set up  
Dave H will set up a spreadsheet to monitor the fixes in the offices

There is still a problem with rooms 5.41 and 5.43

**Action**
Dave H will follow up.

**Security**
The Intruder alarm system is still not fully functioning.

**Action**
Alastair Scobie will speak with Chris Adie  
**Action**
Dave will contact Fiona Donaldson

**Water Ingress**

**Action**
Mike Riley will check that all the areas that have been repaired have been repainted.

**Further Action**
Mike will remind Balfour Beatty that they are to repaint

**Locking**

**Action**
Dave H to follow up with Access because the roof garden lock is still not functioning.

Dave was unable to check because of scaffolding

**Action**
Dave H to check once scaffolding has been removed and report back
Data

Dave H will email Alasdair McKim, copy to Liz, to advise that we are still awaiting comments from Balfour

Still waiting for Balfour Beatty

Further Action
Mike to remind Balfour Beatty

Cat 6 Data Test Results for the Forum

Action
Dave H will provide an update at the next meeting

Kevin Ross at Balfour Beatty is looking into this. Test results are still missing.

Action
Dave H to get update information and report back

Demonstrations of satellite, TV and radio signals

Action
Dave H will follow this up as a priority

This has been passed to the technicians and is in the queue of work

Action
Dave H to report back

Fire Doors

Action
Mike Riley will ask the contractors to check the doors

Moveable walls

Action
Mike has organised for a contractor to look at these in the very near future

Access Control Doors
Atrium pivot door will not work as a swipe door – too heavy

Action
Liz will speak with Alasdair McKim about non response from Axxess@ed

Inspace swipe does not work; original company and axxess are to meet

Action
Mike R

Glass Doors
Balfour Betty are to check all glass doors.

Action
Liz will speak with Alasdair McKim about schedule

Further Action
Liz to report back
**Showers**
There are still problems with leaks and overflow.

**Action**
Mike Riley to chase up re fixing the problems.

**Further Action**
Mike R to arrange a schedule with Peter to clean out drains that are blocked.

**Carpets**
The carpets in MF1 and MF2 have been cleaned. Perhaps other areas could also be cleaned. The Technical Support will replace the most badly stained carpet tiles before Doors Open.

**Action**
Technical Support will replace the most badly stained carpet tiles before Doors Open.
Dave H to speak with Nicola about having other areas cleaned

MF1 and MF2 were cleaned by a group attached to the cleaning staff.

**Action**
Dave H to request that the carpets in the corridors be cleaned on a regular basis

**Damaged items due to works**
This is to be resolved before the next meeting or removed.

**Action**
Mike Riley will take the invoices to Alastair for payment. This is to be resolved before the next meeting or removed.

**Drop this item**

**Reception**
Remove the heater near the Reception desk.

**Action**
Mike Riley will organise to have the heater removed.

**Further Action**
Mike R to put the heater in a different place

**Door call system (working video call system at reception)**
This is a question for axxess@ed.

**Action**
Dave H will contact axxess@ed.

**Drop this item**
Safety Aspect regarding the manual override of the gas suppression system in the corridor has still not been addressed.  

**Action**  
Dave H to follow up  

Transfer this item to the Safety Committee, then drop  

**Action**  
Dave Robertson  

**Lifts**  
Effective 1 October 2010 a new company will look after the maintenance. The glass in the lift shaft will be repaired in the near future.  

**Action**  
Mike Riley to confirm when glass will be repaired.  

The glass is scheduled to be repaired on 13 November  

**Action**  
Mike R to report back  

**Item 2 – Roof garden (update on repairs)**  
The wood needs to be refixed; Balfour Beatty are to repair it again.  

**Action**  
Dave H will lock the doors, post notices on the doors, and email forum users that the area is out of bounds.  

**Action**  
Dave H will query George Boag as to the amount of time the area will be out of bounds  

**Action**  
Liz will speak with Alasdair McKim about contractors of choice  

**Item 3 - Head of School's business**  
There was none.  

**Item 4 – Any other business**  

**Awards**  
There are two awards that are to be mounted in the downstairs area.  

**Action**  
Dave H will have the awards mounted  

Drop this item
Pendant Lights
There are missing pendant lights in MF2.

**Action**
- Dave H will locate them
- Mike Riley will have them re-installed

A ticket has been sent to EBIS.

**Action**
- Mike R to confirm that they have been installed

Level 2 Open Area
Because of the cost, it will not be possible to glass off the Level 2 open area.

- Ronnie will give Alison a schedule of events in advance so that Computing Support will be aware of any potential noise distractions

**Actioned**

Smell on level 1
This has still not been resolved. Apparently the same type of smell is also in the basement.

- Mike will have the floor in the kitchen lifted; also the floor in the office

**Action**
- Mike to report back

Power Down date
Still no word from Works.

- Mike Riley will speak to Jim Brown and resend dates within a week. He will advise Liz

This is scheduled for 6 November.

**Action**
- Alastair Scobie to send an email to staff

**Item for Agenda for next meeting**
Discussion about where to site the Support Office

**Action**
- Dave to add this as an agenda item

**AGENDA ITEMS**

**Item 1 – Items Outstanding (list dated 15 October 2010)**

These are addressed in the preceding Outstanding Actions from Minutes of Meeting of 21 September 2010.

**Item 2 - Head of School's business**

There was none.
Item 3 - Any other business

Computing Support Office
There was discussion about where to site the Computing Support Office. In the long term, the preference would be to glass the walls where the office is presently located. In the short term, it might be possible to switch the location of equipment and people.

Action
Alastair will look at the feasibility of switching the location of equipment and people.

People and rooms
Clarification was given on the availability of rooms to people. HR gives information about free desk space to the PIs and PMs and they use that information if their people wish to trade desks. The Admin offices put up the name plates. The Grad School works with the academics to allocate spaces for new students.

Notice Boards
There was discussion about notice boards particularly where they should be put up and who should maintain them.

Action
Julie and Neil will discuss this and then email the Admin offices

Item 4 – Date of next meeting
The next meeting will be on Tuesday, 16 November 2010 at 10:00 am in the Turing Room.