MINUTES OF MEETING
of the
Informatics Building Committee
held on
Tuesday, 13 September 2011
10:00 am to 11:00 am
Turing Room

Present: Dave Robertson (Chair), Stuart Anderson, Sharon Goldwater, Dave Hamilton, Jon Oberlander, Alastair Scobie, Marjorie Dunlop (Secretary)

Apologies: Elizabeth Elliot, Mike Riley

Item 1 – Items Outstanding

OUTSTANDING ACTIONS FROM PREVIOUS MINUTES
a) Showers – EBIS ticket system underway. Lack of shower maintenance indicates bigger issue which is absence of Forum Maintenance Schedule. MR will make up a list of items to be included on the maintenance schedule and discuss it with LE (for eventual follow up with David Barrett).

Action
MR draft maintenance schedule

DCH also updated group as to outcome of E&B visit to showers; reported water leaks likely caused by unsealed gap between shower trays and floor. Debate about repair versus building fault issue.

Further Action
DCH instruct MR on urgent repair
Actioned

Further, Further Action
The problem is thought to have been fixed but MR will check and report back

OUTSTANDING ACTIONS FROM MEETING OF 18 JANUARY 2011
a) Forum lights – MR followed up with Arthur McKay and discussions ongoing in efforts to split the pantry areas from the stairwell.

Action
MR report back

Further Action
The discussions are still ongoing; the emergency light company, installation company and Arthur McKay need to collaborate
MR to report back

b) Alarm at GF/Pend swipe door – alarm triggered so regularly is ignored by Security. DCH had requested alarm delay, no reply to request.

Action
DCH follow up

There has been no response from Axxess as to whether it can be done
Action
MR to check with Alasdair McKim; MR to look at Pend door with lift company
OUTSTANDING ACTIONS FROM MEETING OF 15 MARCH 2011

a) Computing Support Office
   There is still an ongoing demand for space in the Forum; priorities could be met by rationalising PhD accommodation; visitor space is critically short of hot desks; and to keep room planning reasonably fluid. Computing Support still need appropriate space.
   
   **Action**
   All – retain on agenda for discussion

b) Building UPS
   The warranty documentation needs to be reviewed to see if the warranty is invalid or is a catch free warranty. LE and DR met Alasdair McKim to discuss, remains outstanding.
   
   **Action**
   Alasdair McKim to convene Balfour meeting

   MR advised that short term fix of replacement UPS battery installation will occur but larger issues of UPS room temperature and UPS warranty await Balfour meeting.

   MR reported that £33K of new batteries have been installed in both UPS.
   
   **Action**
   MR has cost for extra cooling facility (B.17)
   
   MR to report back with update

c) Office lighting (see also Appendix 1)
   PhD student representatives noted lighting problems in 2.51; dimming internal lights due to external brightness but overall reduced light levels. LE office, 5.35 also similarly affected.
   
   **Action**
   DCH

   **Further Action**
   This is the same category as the emergency lights and will be fixed when the lights are re-worked. MR will make money available

OUTSTANDING ACTIONS FROM MEETING OF 25 MAY 2011

Item 3 – Any other business

a) Disabled Access to InSpace
   The disabled access in InSpace does not work on a ‘permanent’ basis. The architect suggested to JO that it should still be under warranty but MR thinks the warranty is up.
   
   **Action**
   MR to talk to the lift company

   **Actioned** (lift has been working after DCH inserted a guide to stop the shaking)

b) Inner Offices
   People are still concerned about the temperature and lack of airflow in the inner offices. It was suggested that Alasdair McKim should get the contractors back to fix it.
   
   **Action**
   MR will talk to Alasdair McKim

c) Nesting Pigeons
   There are pigeons nesting in the ‘holes’ at the top of the windows around the buildings.
   
   **Action**
   MR to organise pest control
OUTSTANDING ACTIONS FROM MEETING OF 28 JUNE 2011

2. Head of School’s business

There was none.

3. Any other business

a) Lighting
   MR mentioned that David Somervell had indicated that there might be a reprogramming of
   the lights in the Forum in the autumn.

b) Artwork for the corridors, etc.
   JO has spoken with Andrea Roe about her Cabinet of Wonders and it maybe possible to pilot
   something next year. He also spoke with Jacky McBeath of the Centre for Research
   Collections and there are possibilities of imagery (eg photography) for the corridors. There
   might be a cost if the imagery is from the Royal Commission.

c) Display cabinet
   There is concern that the display cabinet is gathering dust, has lack of environmental control,
   and contents are not displayed to their fullest.

   Action
   LE to organise cleaning of shelves
   Actioned

   Action
   JO to query Jacky McBeath about the environmental control
   JO still waiting to hear

   Action
   MR to provide costing re mirrors on the back wall

d) Acoustics in G.03
   Owen Green examined the space and determined that it was excessively reverberant for
   speech accessibility. He determined that absorbent material ‘traps’ could be hung from the
   ceiling. Owen will draw up a sketch. We are still waiting to hear from the BBC about their
   use of the room.

   Action
   Liz will contact Owen re sketch
   LE waiting to hear from Owen

AGENDA ITEMS FROM MEETING OF 13 September 2011

1. Head of School’s business

Dave has received a request for bookshelves in MF1 for the storage of a series of
Communications of the ACM. It was pointed out that there is a library on the 4th floor for
books.

   Action
   DR will speak to the requestors
2. Any other business

a) Moveable Walls
Those in 4.31/4.33 have to be opened manually. The sound seals are the problem with those in
G.07/G.07A; difficult to undo once they are up.

Action
DCH will discuss with E & B

b) Flood in downstairs water tank area (B10)
The brick work is now dry but there is water damage. The problem has occurred more than
once. It is thought that it may be due to blocked filters and lack of maintenance for the building.

Action
DCH will get the name of the contact re building maintenance and forward same to DR
DR will email individual to enquire about building maintenance

c) Carpet cleaning
Jon suggested that the carpets in 4.31/4.33 and 4.40 should be cleaned; also the ‘mushrooms’.

Action
DCH to ask cleaning supervisor re carpet cleaning and suggestions for cleaning the
‘mushrooms’.

d) Waste and recycling site
Sharon mentioned waste and recycling sites and wondered if Informatics would be a suitable
site.

Action
SG will investigate the feasibility of a composting area being placed within the environs of
Informatics.

e) AT representation on Building Committee
Dave H mentioned that Steve Scott wondered if the committee had a representative from
Appleton Tower.

Action
DCH will ask Steve to come to the next meeting.
MD will add his name to the circulation list.

f) Power for Multi media
Steve Renals wants to have a multi media display and has the necessary budget. There was
discussion about the power requirements.

Action
DCH will check with Steve Renals re his data and power requirements and then talk with MR

g) Energy report
Dave H said a report on energy would be available for the next meeting

3. Date of next meeting

The next meeting will be on Tuesday, 11 October 2011, 10:00 am to 11:00 am, in G.03.
Appendix 1 – Dave Hamilton List

Lighting – reference rooms 5.41 and 5.43

Intruder alarm – connection and functionality

Pendant Lights – installation in MF2 to be completed
Appendix 2 – Liz Elliot List

Moveable Walls – contractor identification and site visit

Data – awaiting Balfour Beatty input

Glass Doors – contractor visit and proposed schedule of works

Building UPS - maintenance, who will pay and what type?

Post occupancy review – Bordass report back – Liz to chase