MINUTES OF MEETING
of the
Informatics Building Committee
held on
Tuesday, 1 October 2013
11:00 am to 12:00 pm
Turing Room

Present: Elizabeth Elliot (Chair), Dave Hamilton, Jon Oberlander, Mike Riley, Alastair Scobie, David Sterrett, Marjorie Dunlop (Secretary)

Apologies: Dave Robertson

The minutes from the meeting of 3 September 2013 were approved.

OUTSTANDING ACTIONS FROM MEETING OF 25 SEPTEMBER 2012

b) Any other business
DS highlighted plans to convene a broader ‘energy & sustainability’ meeting to bring together some of power/comfort issues. This was supported by the committee.

Action
DS convene energy meeting (awaiting completion of more outstanding items)

OUTSTANDING ACTIONS FROM MEETING OF 15 JANUARY 2013

a) Post Occupancy Energy Performance
EE reviewed the results (eg energy performance, running costs, power requirement estimation, ventilation, ducting, trench heating, noise, metering, lighting, emergency lighting, UPS, sleeping computers, flooding, client satisfaction) of the Post Occupancy meeting.

Action
EE and DR to report back when they see an Estates Committee paper

OUTSTANDING ACTIONS FROM MEETING OF 5 MARCH 2013

a) UPS
There was discussion about the UPS, less use of power, estimated cost savings and the feasibility of replacing with one small UPS.

Action
MR to ask David Barrett for funds to purchase small UPS

Further Action
MR to again speak to David Barrett

b) Pigeons
Pigeons may be nesting in the eaves of the Forum

Action
MR to investigate

Further Action
MR to organise a cherry picker and have appropriate grills installed
OUTSTANDING ACTIONS FROM MEETING OF 15 JANUARY 2013

a) B.01 Redecoration
The flood damage in this room needs to be repaired.

Action
MR to have room redecorated

Further Action
MR will check room and report back

b) Security alarm for server

Action
MR to organise security alarm for server

Further Action
MR will review this again with contractor

OUTSTANDING ACTIONS FROM MEETING OF 4 JUNE 2013

a) AV in G.07/G.07A
AS reported that the Tannoy demonstration was impressive, also the earpieces.

Action
AS will investigate further and report back with costs

c) Window cleaning
Contractor had been delayed by bad weather with cleaning due to start on 31 May.

Action
MD to email DCH to ask contractor for firm date

Actioned

e) Gas suppression system
There was further discussion about policies (computer and University). It was decided to leave as is.

Action
AS will speak to MR re due diligence

Further Action
AS to speak to DR, reach final decision

OUTSTANDING ACTIONS FROM MEETING OF 3 SEPTEMBER 2013

a) Space allocation
There was discussion on present space challenges, short-term remediation and medium term consequences of various inter-related decant timings. The group agreed to review School policy, specifically to capture input from recent consultation and draft for circulation/comment. JO highlighted potential opportunity for new linkage with ECA.

Actions
EE to prepare policy draft for circulation

Actioned

Drop

JO to contact ECA to clarify space options
b) Any other business
   a) Cabinet of Wonders
      JO agreed to renew contact to consider status of ‘Cabinet of Wonder’ plans.
      Action
      JO contact and then update this committee
      Actioned

      Higgs Space in Forum is available for another year; JO will contact Dave Murray-Rust re his Cursive Data Project
      Action
      JO contact DMR

   b) Paolozzi
      University Collections have approached the School with a view to enhancing storage arrangements for Paolozzi maquettes. The committee considered a potential arrangement which saw majority of maquettes transferred to archive storage. Minority retained in School and expertise from University Collections used to refresh storage cabinet by lift (fit-out, contents and context).
      Action
      LE contact Collections and then update this committee
      LE follow up with Paolozzi elephant donor
      Both Actioned

   c) Under-desk bin potential changes
      LE updated group on contact from Fleur Ruckley on possibility of adopting a ‘no under desk bin policy’ in line with legislative requirements. Group agreed to review informational email to staff outlining decision options.
      Action
      LE draft briefing email for review by committee
      Actioned (email to be sent out)

1. SPACE ALLOCATION
   Depending on various factors, G.03 may also be used for the Robotarium. The ground floor of Inspace could be used as a meeting room, further discussion anticipated at next General Meeting.

2. HEAD OF SCHOOL’S BUSINESS
   There was none.

3. ANY OTHER BUSINESS
   a) Window Cleaning
      The windows do not appear to have been cleaned.
      Action
      DCH to speak with Peter Thompson

   b) Under-desk bins
      EE will check with Fleur as to legislative requirements/cleaning staff
c) Robots
Inspace building works - MR had requested pricing and should be able to send same to EE by 2 October. Also the swipe access control for the Inspace front door needs to be activated.

**Action**
MR to organise

DCH said that three phase supply is to go into G.03

**Action**
MR to check this out


d) Power failure
There was a query as to whether there is a policy for building evacuation if there is a power failure.

**Action**
MR to confirm

e) Corridor lights
There was a query as to whether the corridor lights can be dimmed.

**Action**
MR to check with McKays that this has been done

**Action**
DS to send minimum light level to MR

4. DATE OF NEXT MEETING

The date of the next meeting is Tuesday, 5 November 2013, 11:00 am to 12:00 pm in the Turing Room.