The minutes from the meeting of 1 October 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

Further Action

AS and DR to 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

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
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

OUTSTANDING ACTIONS FROM MEETING OF 1 OCTOBER 2013
Any Other Business
1. Window Cleaning

   The windows do not appear to have been cleaned.

   Action
   DCH to speak with Peter Thompson

   Actioned

b) Under-desk bins

   Action
   EE will check with Fleur as to legislative requirements/cleaning staff

   Actioned
c) Robots/Inspace – swipe access control for the Inspace front door needs to be activated, query functionality of hardware also.

Action
MR to organize

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

Action
MR to check this out
Actioned

d) Power failure
There was a query as to whether there is a policy for building evacuation if there is a power failure (see also discussion items, item 1, further down minutes).

Action
MR to confirm
Actioned

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
Actioned

ITEMS FOR DISCUSSION

1. POWER OUTAGE
Discussions on a number of topics relating to observations during the recent power outage.

- The smoke curtains deployed (the basement one failed, as last time) - explained as expected.
- All Lifts froze – MR to check if any link to emergency power was installed during construction.

Action
MR to check

- The emergency lights in the level 3 corridor 3.Z7 failed to come on, also at the ground floor fire exit from Core C (into the pend). MR advises that new emergency light system being installed in basement, second phase of this work will be repairs to emergency lighting elsewhere in the building.
- The corridor lights in most corridors tripped the breaker when power was returned and they had to be reset manually.

Second theme of discussion on this missing 2\textsuperscript{nd} UPS which should give power to the server room (40 minutes total instead of present 20 minutes).

Action
AS and DR to meet with David Barrett to discuss UPS provision
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.  

**Action**  
MR/DCH to arrange installation

2. **G.03 TABLE TENNIS**

Response to announcement of closure of G03 as a meeting room was a query about alternative location for table tennis table (storage and usage). The group considered that G.07 store was probable best alternative.  

**Action**  
EE to update enquirer

3. **HEAD OF SCHOOL’S BUSINESS**

There was none.

4. **ANY OTHER BUSINESS**

a) Partition Walls – DCH explained that he had had contact from supplying company. MR now arranging visit and service.  

**Action**  
MR/DCH to arrange

b) Basement Fire Curtain – MR planning 14 January works on fire curtains; will include maintenance and repair.

c) Inspace dishwasher – Indication that functional dishwasher in Inspace is best obtained by purchase of new one rather than repair to existing.  

**Action**  
MR to arrange purchase  
DCH to clarify eIT status

d) Room signage – missing signs for room numbers on level 2.  

**Action**  
DCH to get supplier details from KV; arrange purchase

e) IF 5.43 – DCH looking after final works on window stays; still encountering heating control problems.  

**Action**  
DCH/MR talk to Dougie Williams

f) 5.11 – missing vent panel, replacement purchase required.  

**Action**  
MR to arrange purchase
g) Level 5 ceiling – replacement required.  

**Action**
MR to arrange

h) Goods entrance swipe/access route – was broken, has been bent so access permitted despite the damage.

**Action**
MR to arrange repair

i) Reception heater – installation requested by the School.

**Action**
MR to arrange

j) Atrium fire exit – wooden fire door sealed in atrium.

**Action**
MR to arrange repair

k) Donor board repairs in Atrium – board is broken; first step to repair is gaining access.

**Action**
MR/DCH to investigate

l) Kensington lock provision – several independent suggestions for provision of Kensington locks to secure laptops in communal offices. Agreement that locks will be provided to enquirers via Computing Support.

**Action**
AS to check availability

m) Room ventilation query – several students had reported ventilation issues in room 1.21 including stuffiness and minimal temperature control. Such a room would be advantage if successful vent adjustments could be made as per POE report. No support for local solutions but group support to chase E&B for response to POE report and specifically the option to expand preliminary works on underfloor ventilation changes.

**Action**
EE to follow up with E&B

5. **DATE OF NEXT MEETING**

The date of the next meeting is Tuesday, 7 January 2014, 11:00 am to 12:00 pm in the Turing Room.