MINUTES OF MEETING of the Informatics Buildings Committee held on Thursday, 8 December 2014 10:00 am to 11:00 pm Turing Room

Present: Johanna Moore (Chair), Michael Fourman, Dave Hamilton, Mike Riley, George Ross, Alastair Scobie, Steve Scott, David Sterratt, Marjorie Dunlop (Secretary)

Apologies: Neil McGillivray

The minutes from the meeting of 7 November 2014 were approved.

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
   No progress

Further Action
Mike Fourman to contact Dave Murray-Rust

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

   Further Action
   DCH to split a line and install analog phone
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. It was suggested that it would be appropriate for the towers to be located in the basement or in Austin’s office.

Action
NMcG to reply to the open ticket

Further Action
JM to advise Austin that he can use the shelving space in 3.14

Item 3 – Head of School’s business

Membership
There was discussion about additional members and it was suggested that George Ross, Steve Scott and Mike Fourman would be appropriate additions to the Committee. They would provide additional operational and strategic support.

Action
JM to invite George Ross, Steve Scott and Mike Fourman to join the Building Committee

Actioned

4 – Any other 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).

Action
AS to proceed with purchase
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. It was suggested a meeting be scheduled between Dougie Williams, Dave Barrett and John Morgan, Johanna Moore, David Sterratt, Dave Hamilton and Mike Riley.

**Action**
DCH to organize meeting (Alastair Scobie to be included in above list of invitees)

b) Moveable furniture in MF1
Various solutions were discussed and it was suggested that a ‘corridor’ be marked out with carpet tiles.

**Action**
Dave Hamilton to action

**Action**
JM to advise C. Williams of solution

c) DSB-Forum link corridor breakglass
After discussion it was decided that this did not appear to be a serious problem for Informatics.

**Action**
DCH to check glass occasionally

**Actioned**

d) Security alarm for server
MR has sent an EIT to get the work done; presently awaiting date from IS. Informatics Computing needs to be aware of triggering of the alarm.

**Action**
MR to investigate options re automated notification

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

e) Partition walls in G.07/G.07A and 4.31/4.33
There was discussion about the automatic partitions/splitters and how to operate them more effectively.

**Action**
MR to check with FMS that the system will be up to British standard; MR to double
g) CDT Capital bid purchases
There was discussion about the computer cluster.

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

h) Tannoy system in G.07/G.07A
There was discussion about the installation of the speakers on the pillars

**Action**
MR to speak to his boss at E & B
**Actioned** (holes can be drilled)

i) Fire alarm tests, fire alarms and server rooms
There was discussion about the server rooms during fire alarm tests and fire alarms.

**Action**
AS to explore options to lock server rooms at all times
**Actioned**

j) Faulty fibre connectivity
There are on-going problems with fibre connectivity and the possibility of additional faults as the building ages. It was suggested that there is a twenty year warranty on data in the building.

**Action**
MR to speak with Jim Brown re warranty

**Action**
MR to advise JM result of this conversation

k) Ebola advice
DCH mentioned that he had received from the Health and Society office advice to Universities regarding Ebola and what do if someone falls ill.

**Action**
DCH to circulate memo to staff at Informatics
**Actioned**

**ITEM 1 – HEAD OF SCHOOL’S BUSINESS**

There was none.
ITEM 2 – ANY OTHER BUSINESS

a) Partitions for 4.31/4.33
   Action
   AS to check on warranty for partitions

   Action
   AS to send warranty (if available) to Committee

b) 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

c) AV in G.07/G.07A
   Action
   Prior to drilling holes AS to install speakers on temporary stands and check that
   everything works

d) Cold Offices
   Action
   DCH to submit a ticket to E&B with a list of all the rooms that have reported being cold

e) Gas suppression system
   Action
   AS to draft letter to be send to H&S on behalf of JM; DCH to approve letter prior JM
   sending it out

f) 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.

   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

ITEM 3 – DATE OF NEXT MEETING

The date of the next meeting is Monday, 12 January 2015, 10:00 am to 11:00 am in the
Turing Room.