



Property & Facilities Committee

Minutes

Thursday 27th July 2011

1030-1200

106 Bunhill Row, Room 5010

Committee Members: Alex Fraser (Chair); Chloe Blinman for Steve Haberman (Dean's Office); Dave Dobson (Property & Facilities); Anne Brown (Undergraduate Office); Jacqui Gaul (Cass Library); Erica Hensens (MBA Office); Kjell Horn (Faculty of Finance); Lara Howe for Cliff Oswick (Faculty of Management); Tracey Hughes (Property & Facilities); Marilyn Parris-Bell for Ben Rickayzen (Faculty of Actuarial Science and Insurance); Anna Odumodu for Colin Carnall (Cass Exec); Susan Roth (MSc Office); Catherine Stokes (Chiswell Street Building); and Roger Ward (Property & Facilities)

Attending

Alex Fraser, Chair (AF);
Dave Dobson (DD);
Kjell Horn (KH);
Lara Howe (LH);
Tracey Hughes (TH);

Susan Roth (SR);
Pete Swingewood (PS);
Roger Ward for Kevin Gibbons (RW);
Eeron Bovell (minutes);

Apologies

Ann Brown
Jacqui Gaul;
Kevin Gibbons
Erica Hensens;
Marilyn Parris-Bell (MPB)
Anna Odumodu
Ben Rickayzen

	<u>Item</u>	<u>Action</u>
1.	Minutes of the last meeting – 27th January 2011 Minutes were approved.	all
1.1	AF requested that all committee meeting minutes are posted onto the Dean's Office pages of the Cass staff website and an email is sent to all committee members informing them.	EB
2.	Matters arising (from minutes of last meeting)	
	• 2.1 - BHR 3 rd Floor Corridor - DD confirmed to the meeting that the new pigeon holes for MSc students had been updated and moved.	
	• 2.2 - Catering Student Survey – DD informed the meeting that he would update the Catering Committee as to the findings of the student survey report.	DD
	• 2.3 – Ground Floor Café Queues – DD informed the meeting that a video is being produced for new students so that they understand how to get the best out of the School's catering facilities.	DD
	• 2.4 – Full Schedule Timetabling (FST) – DD reported that FST has been implemented and is fully operational.	
3.	Facilities Report	
3.1	<u>Fourth and Fifth Floor New Academic Offices</u> – DD informed the meeting that a total of six new offices are being provided to the fifth floor and six new offices to the fourth floor. DD told the meeting that the works are continuing successfully with fairly little disruption or noise thanks to the contractors Russell Cawberry Ltd. DD informed the meeting that the works should be completed by 15 th August; the only things left to decide is who will be occupying the offices and the furniture.	DD
3.2	<u>Decorating</u> – DD notified the meeting that the majority of the decorating/touch-up works were completed earlier than normal, in advance of the new academic year.	DD
3.3	<u>Air Conditioning Chiller Replacement</u> – DD informed the meeting that a feasibility survey report is currently being carried out to look at the various options for	DD

Publication: Open

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replacing the air conditioning chilling units.

- 3.3.1 AF enquired as to the lifespan of the current unit. DD explained that the units usually last up to ten or fifteen years, however, our current unit is only eight years old and has been working very hard, therefore its lifespan is reduced.
- 3.3.2 AF asked about the cost of a new system. DD informed the meeting that the cost would be anywhere between £400k and £500k. DD informed the meeting that any new units would have a lifespan of fifteen to twenty years. RW confirmed that there is budget to cover the cost.
- 3.3.3 RW asked about the proposed timeframe for the works. DD informed the meeting that the time timeframe is dependent on the outcome of the feasibility survey, however the aim is to complete the works whilst the building is quiet, therefore over the Summer months, possibly Summer 2012. **DD**
- 3.4 Student Pigeon Holes – DD informed the meeting that the seating alcoves outside the 3rd floor teaching rooms would be utilised to allow for solid purpose built student pigeon holes, this will free up the space in the 3rd floor corridor outside the MSc course office allowing for rebranding. DD also informed the meeting that the Undergraduate office would be supplied with additional units to accommodate the increase in student numbers. Works should be complete by the first week in August 2011. **DD**
- 3.5 Facilities and IT Support Radio Systems – DD notified the meeting that the IT and Facilities teams have moved to digital mobile radio systems. DD continued to inform the meeting that the digital sound is much clearer and allows increased reception across BHR, CWS and LBH buildings. DD also informed the meeting that the IT team can also upgrade the system in-house.
- 3.6 Staging – DD reported that the Facilities and Events teams purchased staging units (in the past staging was hired in and therefore not cost effective). AF asked how often the staging is used. DD confirmed that the staging is used in The Hub at events and is used regularly. DD informed the meeting that the staging has already recouped its cost and that the investment in the staging should have been made sooner.
- 3.7 Weekend Opening Times – DD confirmed that the building will open until 10pm on weekends, with an earlier opening time of 8.30am, the ground floor café will also open at 8.30am. DD will ensure a note is circulated to Faculty. **DD**
- 3.8 Pest Control – DD confirmed that there has been an increase in the number of mice sightings reported around the BHR building. DD suggested the increase is a combination of the recent building works on the 6th, 4th and 5th floors and also the cold winter. To try to minimise the infestation DD informed the meeting that mesh has been installed under the grills throughout the building, holes in flooring and floor boxes are being remedied, however DD suggested that the mice problem would never be completely eradicated. **all**
- 3.8.1 The meeting agreed that staff and students have to be asked not to leave food out overnight. Most importantly, catering at events should to be cleared as soon as the event ends and not two hours later as is often the case. **DD**
- 3.9 LED Lighting Upgrade – DD informed the meeting he has worked closely with the University to purchase a number of LED lamp and bulb replacement units which will be installed during August 2011. RW confirmed that the LED lamps are cost effective.

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4. Miscellaneous Activity

- 4.1 Furniture Supplier – DD confirmed that the tender for a new furniture supplier is complete with the winning supplier being Emergent Crown. DD informed the meeting that staff requiring new furniture can just request a brochure from the Facilities Department, make their furniture choice and then inform facilities who will arrange delivery.
- 4.2 Long-term Maintenance Plan – RW confirmed that there is a £250k per year budget for maintenance. DD informed the meeting that projects will be reviewed. **DD/RW**
- 4.3 Plants – DD informed the meeting that he has received many requests for plants to be provided around the building, however due to budget restraints this project is on hold. DD informed the meeting to employ a company to buy and look after plants throughout the building would cost in the region of £4k per year. DD reported that in light of other more important projects, foliage around the building was not high on the list of priorities.
- 4.4 Coffee Supplier – DD reported that the decision had been made to use one coffee supplier throughout the School – Costa Coffee. The School’s lease period of the Starbucks machines is now complete and the School now owns the machines, however a new Costa machine would need to be purchased at a cost of around £10k. **DD**
- 4.5 Bluerunner Room Booking System – TH informed the meeting that the system went live on 27th June. TH admitted that there have been many teething problems with the system, however, with the help and input of staff using the system it is being developed. TH informed the meeting that the benefits the new booking system include: more information about the room (pictures and IT provision); links to logistics/room set-up (staff can select room set-up online); link to the hospitality booking system; and cross departmental bookings can be seen by all. **TH**

5. Helpdesk Statistics

- 5.1 TH informed the meeting that since 2010 Lean Six workshop improvements have been made in helpdesk data collection, a year’s worth of data has now been collected. AF requested that the data should be broken down so that it makes more sense to the Committee. RW informed the meeting that a review of the concept system will be carried out to make it work for the School. **RW/TH**

6. AOB

- 6.1 AF informed the meeting that as part of the School’s strategy for the future Richard Gillingwater is aiming to continually improve students’ experience at the School. AF requested that the Committee should continue to think about how this can be achieved. **all**

7. Next Meeting Date

- 7.1 Thursday 27th October 2011 **all**

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