



**Extraordinary Meeting
of the Department of Computer Science and Technology
Buildings and Environment Committee**

11 a.m., Monday, 2 March 2020, Room GC22, William Gates Building

Minutes

Present:

Prof Simon Moore, Chair (SWM)
Dr Pietie Brooks (PB)
Ms Celia Burns, Secretary (CB)
Mr Ian Burton-Palmer (IBP)

Mr Martin McDonnell (MJM)
Mrs Caroline Stewart (CS)
Dr Graham Titmus (GT)

1. Apologies for Absence

None.

2. Library Refit

(a) **Discussion:** The Committee met to discuss plans for the library refit in order to provide a recommendation to Prof Beresford and Prof Copestake, along with the rationale for the recommendation. The Committee discussed dividing the Library space into three or four meeting/teaching rooms, and the pros and cons for each option, considering different aspects as noted below under item 2(c).

(b) **Recommendation (for three rooms):**

The Committee agreed to recommend that the space is divided into three teaching/meeting rooms, with the option to convert the middle room into two rooms later if required (for example following feedback after initial use) by way of a moveable partition wall.

Fixed dividing walls would be located as per the attached floor plan, creating three Rooms A, B and C from east to west.

Room A access would use the existing entrance.

Room B access would be achieved by creating a new door at the NW corner of the room.

Room C access would use the existing entrance at the east end of the Library.

The attached plan gives further details (2020-03-02).

(c) **Issues considered**

In arriving at the above-mentioned recommendation, consideration was given to the following issues:

- Project costs
- Time required for project completion
- Potential to adapt works at later stage (if required following results of initial format, though these works would need to be built in with the initial plans)
- Noise issues
- Ventilation and heat/cooling issues
- Lighting
- Power
- Room use (primarily for Masters teaching, but possibly for general meeting space)
- Potential increase in class size
- Access (particularly disabled access, fire evacuation; public or secure access; and narrow width of existing corridor)
- Audio-visual requirements

(d) **Actions:**

- i) It was agreed that IBP would provide a plan showing the details of the proposal, the measurements of each proposed room, and the seating numbers applicable to each room (with examples of existing similar-sized/formatted rooms for comparison).
- ii) It was also agreed that once the HoD team have approved the plan, IBP would take the work ahead. It was agreed we should include new floor tiles (with a view to keeping the existing Library tiles as spares for other areas in the building).
- iii) IBP will initiate the feasibility study. (*Afternote: this will be via the minor works process*).

(e) **Alternative recommendation (creating four rooms):**

The Committee also considered an option for creating four rooms from the current Library space. It was agreed that, due to the narrow size of and noise level in the GN corridor, this option would require entry from the courtyard, where a conservatory-style walkway could provide such access (as well as, potentially, additional seating areas). The Committee agreed that, although this option would not incur prohibitive expense, the project would take longer to complete and would not be completed by the end of the summer 2020.

INCREASED AIR FLOW
 LARGE SCREENS - NOT OVERHEADS
 ADJUSTABLE LIGHTING

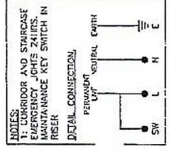
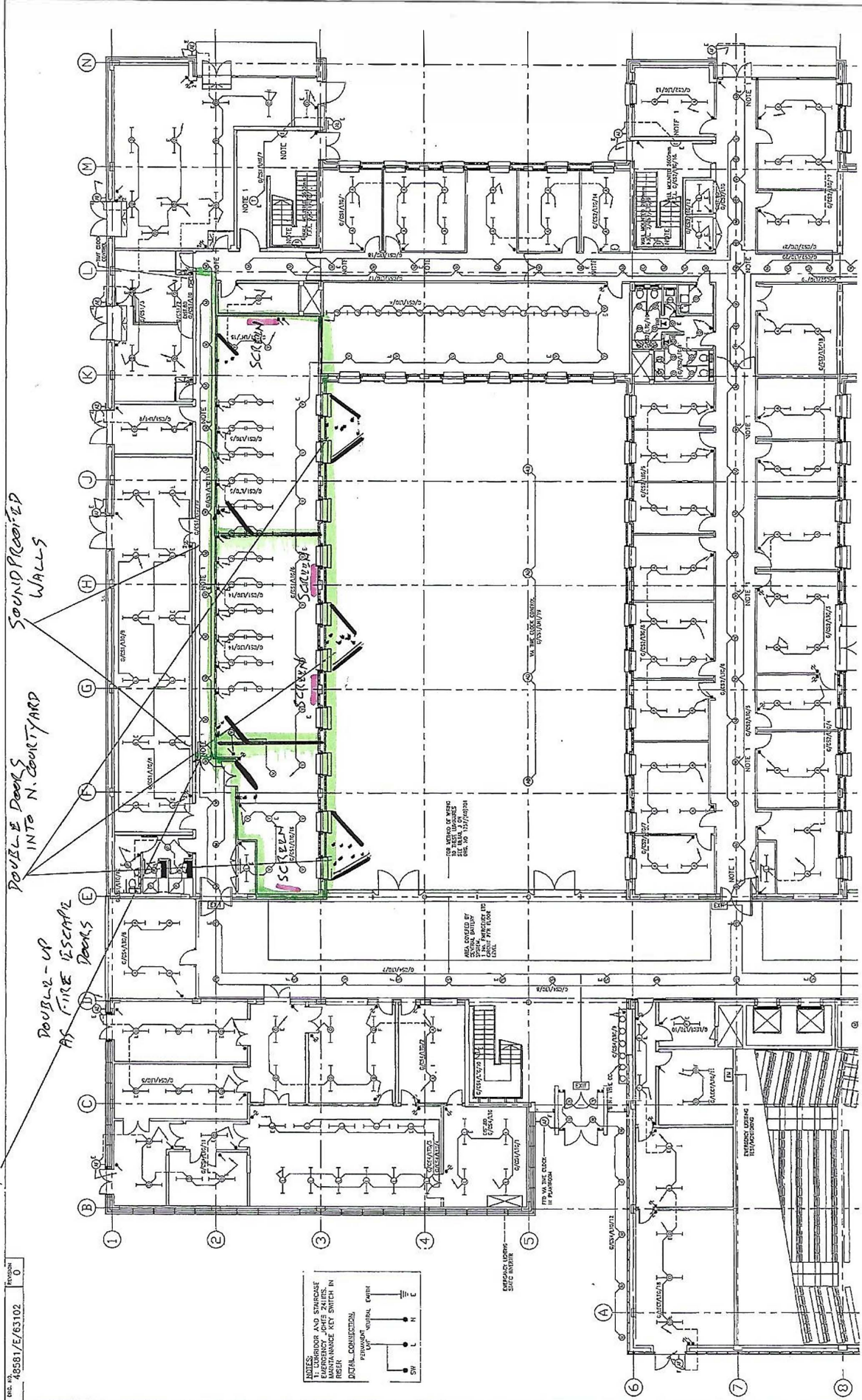
KEEP EXISTING
 SECURITY DOOR

DOUBLE DOORS
 INTO N. COURTYARD

DOUBLE-UP
 AS FIRE ESCAPE
 DOORS

SOUND PROOFED
 WALLS

REVISED
 48581/E/63102 0



<p>N G Bailey & Co Ltd Electrical Engineering Services 40 BEES' DEN NOTTINGHAM NG9 2HF Tel. No. 0115 943 6484 Fax. No. 0115 967 7851</p>		<p>CONTRACT UNIVERSITY OF CAMBRIDGE NEW COMPUTER LABS</p>	<p>TITLE GROUND FLOOR LIGHTING LAYOUT SHEET 2 OF 2</p>
<p>DATE: 22/10/01 DRAWN BY: M. ROBERTSON CHECKED BY: D. JONES SCALE: AS RITTED DRAWN: AS RITTED REV. NO.: 48581/E/63102</p>		<p>CLIENT Shepherd</p>	
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