

			POTTERROW - COMBINED SNAGGING LIST		VERSION 13	24th APRIL 2009		
	Type	Area/Room	Cat	Description	Comments	Sub Cont	PRIORITY	Status
131	M&E	B.Z21	Leak Detection	Leak detection system incomplete	Insulation has been repaired, commissioning & demonstration 19th March. New sensor tape to be fitted by TAC 31st March.	BK/TAC	PRIORITY 2	
19	BC&E	G.Z07	Toilet	URGENT - Tap spraying water all over the floor/sink area.	Tap will be installed 28th March. UoE COMMENT 16th APRIL. The fixing of taps, throughout building, is unsatisfactory. BK have returned to site and tightened all loose taps. Water spraying over onto the floor / sink area is a user issue.	BK	PRIORITY 2	
7	BC&E	2.23	Acoustics	Sound proofing between rooms 2.23 and 2.25 seems ineffective. Can hear each other's conversations.	All works completed. Written confirmation of the acoustics report is to be issued by BBCL. Report issued 31st March. UoE COMMENT 6th APRIL WORKS ARE INCOMPLETE TO SOME AREAS 24th APRIL - WORKS IN PROGRESS	BBCL	PRIORITY 2	
6	BC&E	3.48	Windows	Window cannot fully shut	UoE COMMENT 6th APRIL WORKS ARE INCOMPLETE. 21st APRIL - BB MAKING FURTHER INVESTIGATION.	BBCL	PRIORITY 1	Status checked & item complete
42	BC&E	ALL	Snags	Many steel panels of corridor doors only have 3 or the 4 screws in place.	Most have been done, one more still needed (L5) - CR to check.		PRIORITY 2	TBC by UoE
16	BC&E	5.43	Windows	2 opening windows to be fitted.	23rd APRIL - WORKS IN PROGRESS		PRIORITY 1	
22	BC&E	Signage	Signage	Several door signs are missing completely. On top of that we have quite a few where the Plexiglas front is missing.	In progress - Signs ordered awaiting delivery. New signs installed 31st March.		PRIORITY 2	
23	BC&E	Sound Studios	Moveable Wall	The partition wall is the sound studio control room very difficult to open and drags particularly at one end. Additionally the door is positioned in an end section rather than in the middle as specified on the plans.	Sub contractor attended site 7th March. New parts required are ordered & will be installed Wk Comm 9th March Works complete, BBCL to check. UoE COMMENT OF 6th APRIL REFERS TO E-MAIL OF 1st APRIL, LOCATION STILL AN ISSUE. WALL LOCATED AS PER DESIGN LAYOUT.	BBCL	NO ACTION	
31	BC&E	3.3	Acoustics	Door is too small, gap below the door, can stick fingers through; can also hear cleaners talking next door!	BBCL believe that there is a seal in place and that this requires the winder to be operated. This will be checked and confirmed. Checked and OK. UoE COMMENT 6th APRIL WORKS ARE INCOMPLETE	BBCL	PRIORITY 2	
37	BC&E	G.Z29	Shower	No curtain, stool to sit on or hooks to hang your clothes.	New curtain on order. Curtain & hooks installed 30th March.	BBCL	PRIORITY 2	TBC by UoE
38	BC&E	3.49	Signage	No sign on door	Signage on order. New sign installed 31st March. UoE COMMENT 6th APRIL WORKS ARE INCOMPLETE.	BBCL	PRIORITY 2	
39	BC&E	3.Z18	Signage	A4 sign on door core C instead of 2 A4 signs without text on the wall/fire door leading to bridge over Mini Forum 1	The signage has been installed as per the agreed schedule. UoE to comment. UoE comments are that the position of the signage holders are incorrect. BA to comment. BB BELIEVE SIGNS ARE INSTALLED CORRECTLY BUT WILL RELOCATE. UoE TO ADVISE LOCATIONS.	BA	PRIORITY 2	
40	BC&E	Roof Garden	Snags	On north side there is tape running up the westernmost stone face	ITEM FOUND TO BE INCOMPLETE. 21st APRIL - BB MAKING FURTHER INVESTIGATION.	BBCL	PRIORITY 2	
48	BC&E		Internal Concrete Surfaces	Concrete dust continues to build up on all the internal concrete walls, despite number of attempts to seal these surfaces.	BBCL has carried out this work on several occasions and believe this to be complete. However we have requested a report and a data sheet for the product used and a site inspection by the technical representative. ACTION AGREED WORKS IN PROGRESS	BBCL	PRIORITY 2	20/04/09
53	BC&E	Levels 1, 2, 3 and Basement	Intruder Alarm System	Awaiting completion and commissioning of the Intruder Alarm System on Ground Floor Fire Exit Doors/Basement Server Room/IFMSnterconnecting doors to Informatics Forum on Levels 1, 2, 3 and Basement (UoE responsibility?).	FMS report issued 24th March.	BK	PRIORITY 2	

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58	BC&E	2.09 and 2.11	Water Ingress	BBCL still monitoring water ingress in Rooms 2.09 and 2.11.	The room is ready for use and a catchment put up. This requires to be monitored up to the end of defects period to ensure the repair is good. MONITORING HAS HIGHLIGHTED FURTHER WATER INGRESS. REMEDIAL WORKS REQUIRED. Works have commenced and are ongoing to trace the source of the water.		PRIORITY 2	TBC

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60	BC&E	B.Z16	Ceilings	Water damage to Corridor ceiling opposite B.Z16.	Works programmed for Wk Comm 23rd March. ITEM FOUND TO BE INCOMPLETE, THE REMEDIAL ACTION CARRIED OUT IS UNSATISFACTORY. 22ND APRIL - BB WILL REPAINT CEILING.	BBCL	PRIORITY 2	TBC
88	M&E	3.14	Floor box	Floor box closest to door is not screwed in and seems to be broken.	Replaced with spare unit, faulty unit in Room 1.39. BK to supply new spare floor box.		PRIORITY 2	TBC
97	CC&E	G.01	Floor box	The silver circular rims from the atrium floor are coming loose and would need to be re fixed. There is 1 at reception but one seems to be missing.	BBCL to investigate. BBCL investigation highlighted that the SS rings are fixed with adhesive. We will replace however the University will be required to review their cleaning regime. 24TH APRIL - WORKS ONGOING.	BBCL UoE	PRIORITY 2	TBC
99	M&E	Pantries	Lighting	The lighting under the cabinets is not always present (e.g. L5) or working. Please check all.	Level 3 requires lamps // Level 4 Complete // Level 5 Transformer required. All works complete, with the exception of 1 No missing bezel, BB will replace.	BB	PRIORITY 3	TBC
100	BC&E	Sound Studios	Testing	The guys carrying out the Acceptance test procedure today said that as far as they could tell they were unable to control the air conditioning/ventilation with the bank of switches provided. This should probably be investigated further.	BB are arranging inspection by specialist sub contractor, week comm 27th April.	BB	PRIORITY 2	TBC
117	M&E	Roof	General	West smoke vent copex not fixed	UoE has identified that cables are exposed. Can they confirm exact location as BK cannot locate. UoE has identified location. BK action to make good. Completed 28/03/2009	BK	PRIORITY 2	BB to check status
123	M&E	B.Z23	MSCP	MSCP showing fault light	The solution proposed by Lennox 19.01.09 is unacceptable. A better solution is required. Report expected 26th March. 6th APRIL Response has not been made, BK to investigate. The manufacturer is currently investigating a solution.	BK	PRIORITY 2	26/03/09
125	M&E	B.Z17	General	No identification on valves	Labels required to gate valves.	BK	PRIORITY 2	
138	M&E	B.Z4		Insulation on VT pipework incomplete	This will be checked w/e 16th January 2009/ BK advise that Lagwell will return to site. Date to be confirmed. THIS ITEM FOUND TO BE INCOMPLETE.	BK	PRIORITY 2	21/04/09
142	BC&E	B.Z3	General	Redundant sub mains cable through ceiling	BBCL to remove the redundant cables used for temporary power during the works. UoE COMMENT OF 6th APRIL REFERS TO E-MAIL OF 1st APRIL, CABLE NOT REMOVED. 22nd APRIL - BB MAKING FURTHER INSPECTIONS.	BBCL	PRIORITY 2	BB to check status
146	BC&E	Risers Throughout & G2 09	General	Redundant temporary cables	BBCL to remove the redundant cables used for temporary power during the works. UoE COMMENT 6th APRIL WORKS ARE INCOMPLETE. 22nd APRIL - BB MAKING FURTHER INSPECTIONS.	BBCL	PRIORITY 2	BB to check status
151	M&E	L/6 Riser	General	Main supply cable on main rising ladder rack appears to be damaged and taped up.	ELECTRICAL// Awaiting a scaffold. Scaffold in place. Anixter attending site on 20th April to look at bird cage on cable.	BBCL / BK	PRIORITY 2	
161	M&E	Chiller Room	MCP06	No gas detection has been installed in the gas meter room, there is a point for it on the BMS panel.	TAC instructed to provide. Date confirmed as 19th/20th March. UoE COMMENT 6th APRIL WORKS ARE INCOMPLETE AS DEMO REQUIRED.	BK	PRIORITY 2	
166	M&E	Roof top P/Room	MCP10	No manometers on AHU 20/21 and such BMS not able to pick up the filter dirty condition.	Manometers removed, DP switches installed. ITEM FOUND TO BE INCOMPLETE Manometers being reviewed and replaced where required by 17.04.09.	BK	PRIORITY 2	
167	M&E	Roof top P/Room	MCP10	Throughout the various floors there are condensate boxes embedded in fire bat that have been unable to be removed to enable the condensate stats to be picked up by the BMS	TAC to advise level - BK will advise to BBCL to allow these to be resolved. Walkround inspection being made 24th April to identify any outstanding works.	BBCL	PRIORITY 2	TBC by UoE
169	M&E	B/Ment P/Room	MCP11	UV Filter still not picked up by the BMS system.	Works to Phase 2 wk comm 26th March. Relay required, installation due 7th April. WORKS ARE COMPLETE, DEMO REQUIRED.	BK	PRIORITY 2	
171	M&E	B/Ment P/Room	MCP11	Ground floor over door heater does not appear to be linked to the BMS, also the fault to be picked up by the BMS.	TAC to check works are complete 19th March. UoE COMMENT 6th APRIL WORKS ARE INCOMPLETE AS DEMO REQUIRED.	BK	PRIORITY 2	

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172	M&E	B/Ment P/Room	MCP11	Visitor centre over door heaters do not operate correctly.	TAC to check works are complete 19th March. UoE COMMENT 6th APRIL WORKS ARE INCOMPLETE AS DEMO REQUIRED.	BK	PRIORITY 2	
173	M&E	B/Ment P/Room	MCP11	EF101 Phase 2A gas extract system for the server room button is not operational.	Actuator being installed 26th March.	BK/ TAC	PRIORITY 2	Status to be checked
174	M&E	Basement Plant Room	Heating	Both VT pumps were off under BEMS control. They both worked OK in hand control from the panel fascia and BEMS outstation command module toggle switches. The BEMS software was asking for both pumps to be on - but the command module appeared to be holding them off. I eventually "released" the command modules by overriding, in software, the pump commands to Manual Off, then back to Automatic. This brought the pumps back on but with no apparent reason for the problem. For this reason we have left both pumps in Manual On at the control panel fascia switches for the weekend period. We have also overridden via software, the 1st floor zone isolating valves for Cores A,B,C and 2A. (4 valves in total). We left these valves overridden open as the pumps will be on Manual all weekend.	TAC report is awaited. TAC has confirmed that their technical department have replicated the fault, experienced on site. Further testing is ongoing to establish a cure. This item is complete, report will be issued week comm 6th April. TAC have confirmed that investigations are still being carried out and that a full report will be issued. It is difficult to confirm a date for this, due to the nature of the situation, they are optimistic that a 4 week period, from now, will be sufficient time.	TAC		08/05/09
188	M&E	MCP 11 Phase 2 Basement	MCP 11 Phase 2 Basement	AHU 22 keeps on tripping out on frost condition // suggest the stat requires re-calibrated.	TAC programmed to install new stat by 20th March. Access hatch required.	BB/BK	PRIORITY 2	20/03/09
193	M&E		General	HV Switch board labels incorrect. Front and back labelled differently.	BK to arrange access with the University to inspect and resolve. Access gained, labels ordered, installation 26th March. Item arranged for 09/04/09 @ 11:30am. UoE did not show, another date to be arranged by UoE.	BK	PRIORITY 2	26/03/09
197	M&E	Phase 1 & 2.	Lighting	Faults on Emergency lighting bus cable.	Fault repaired, caused by University fit out contractor. UoE DISAGREE WITH THIS COMMENT. Investigations show that the original fault was caused by UoE contractors, this was made good. However, a further & different fault has occurred, BK have called on the manufacturer to investigate. This is ongoing, a report will be made when the cause is known. 6th APRIL Existalight arranged to attend site 20th April. Existalite will be returning to site week commencing 20.04.09, date to be	BK	PRIORITY 2	06/04/09
200	BC&E	Roof Garden	H & S	URGENT - The stainless steel rods are not tight enough and pull out. Should be secured more securely (part in stone is not rough enough and only glued in).	To be revisited. Stuart working on solution horizontal rods: 1) fixing detail 2) post in middle 3) missing parts (x3) 4) corner wires Get sample done THE UoE HAVE CONFIRMED THAT THE REMEDIAL WORKS HAVE BEEN CARRIED OUT BUT SOME RODS ARE STILL MISSING & SOME REQUIRE TIGHTENING		PRIORITY 2	BB to check status
216	M&E	MSCP 03 Level 3 Core C Control Panel	MSCP 03 Level 3 Core C Control Panel	AHU 3 return air filter manometer damaged and indicating pressure of 400 Pascal's. (Manometers generally throughout site still require attention re damage, leakage and calibration)	BK believe this item to be complete but will check & confirm. ITEM FOUND TO BE INCOMPLETE Manometers being reviewed and replaced where required by 17.04.09.	BK	PRIORITY 2	
216 A	M&E	MSCP 03 Level 3 Core C Control Panel	AHU	AHU 3 static pressure sensor PVC pipe requires to be contained in conduit (same problem as level 6 AHU's)	BK believe this item to be complete but will check & confirm. BK investigations have established that this item was a direct agreement between the University and TAC. BK believe the installation complies and this additional work is a result of the University and TAC relationship. UoE REQUEST FURTHER DISCUSSION. UOE COMMENT 6th APRIL THIS ITEM IS NOT COMPLIANT & REQUIRES ACTION. NO ACTION WILL BE TAKEN ON THIS ITEM AS INSTALLATION IS TO AN INDUSTRY STANDARD.		NO ACTION	
216 B	M&E	MSCP 03 Level 3 Core C Control Panel	General	Labels missing - general comment. (Zone heating valves etc)	Re labelling will be carried out at the end of defects period.	BK		
226	M&E	MSCP04 Water Tank Room Basement Control Panel	EF 11	Fire Suppression Extract Fan EF11 - this has an isolation damper with an end switch but there is no BEMS indication of this damper? Panel & software modifications required.	TAC to respond with proposals. BBCL will instruct	BK/TAC	PRIORITY 2	TBC

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228	M&E	MSCPO4 Water Tank Room Basement Control Panel	EF 10	Gas Meter Room Extract Fan EF10 - this fan runs 24/7 and has an air flow fail differential pressure switch. How critical is this fan - i.e. if it does fail, should it shut the gas valve off in the meter room?	The proposed solution is to install a gas sensor, this work is programmed for the 19th March.	BK	PRIORITY 2	TBC by UoE
230 A	M&E	Level 6 Plantroom MSCP1 & MSCP2	General	However, the sensor PVC tubing has just been clipped to the ventilation ductwork and is quite unacceptable over such a long run as it will be susceptible to damage. It had been previously agreed during a site visit that the PVC tube would be installed in a conduit. This work still requires to be carried out.	Installation believed to be of an acceptable industry standard. BK to check & confirm. BK investigations have established that this item was a direct agreement between the University and TAC. BK believe the installation complies and this additional work is a result of the University and TAC relationship. UoE REQUEST FURTHER DISCUSSION. UoE COMMENT 6th APRIL THIS ITEM IS NOT COMPLIANT & REQUIRES ACTION	BK	PRIORITY 2	
231	M&E	Level 6 Plantroom MSCP1 & MSCP2	General	Fire Dampers - same as before, still require identification labels on some units.	BK to check. This action will be included in the relabeling exercise at the end of defects.	BK	PRIORITY 2	
231 A	M&E	Level 6 Plantroom MSCP1 & MSCP2	General	No access to some units - sealed in fire stop wall.	BBCL to investigate. Complete.	BB		TBC by UoE
233	M&E	Level 6 Plantroom MSCP1 & MSCP2	AHU	AHU 4 Supply Duct Fire Damper still broken and manually open.	Brankin attended site 4th March & identified remedial action required. Work programmed for Wk Comm 9th March Brankin works are complete. BK/TAC to check operations. Due for completion 1st April. UoE COMMENT 6th APRIL WORKS ARE INCOMPLETE	BK/TAC	PRIORITY 2	
235	M&E	Level 6 Plantroom MSCP1 & MSCP2	AHU	All AHU's Manometers - as before, red dye on AHU casings. PVC pipework still to be renewed on some units.	PVC pipe and manometers . Works complete. replaced. UoE comment, BK to repaint panel. UoE COMMENT 6th APRIL THIS ITEM IS NOT COMPLIANT & REQUIRES ACTION BK RESPONSE, ACTION WILL BE TAKEN TO REPLACE WHERE REQUIRED	BK	PRIORITY 2	
237	M&E	Level 6 Plantroom MSCP1 & MSCP2	BEMs	There is no BEMs graphic slide provided for the Basement of Phases 1 or 2A. Graphics required.	Designers to provide drawings in Bitmap or CAD format to TAC. Drawings provided to BK, 24th March. Due for completion 10th April. Revised date 21st April	BK	PRIORITY 2	21/04/09
246	M&E	Level 6 Plantroom MSCP1 & MSCP2	General	Equipment labelling - generally speaking there are a lot of ID labels still to be fitted to equipment in the risers and plant rooms. It is not really my job to check each item and report which is or isn't labelled so I would ask the contractors to do a complete sweep of all equipment before any further visits are attempted.	Agreed, BK will relabel at the end of the defects period.	BK	PRIORITY 2	
260	BC&E	ALL	Kitchens	There are hardly any built-in bins in the coffee areas and pantries. Even though the spec shows that they should be in all of them. Please check.	BBCL believe that the installation is as specified.		PRIORITY 2	TBC by UoE
261	BC&E		Kitchens	Dishwashers in coffee points are not according to spec, ie with 2 baskets for glass and mugs and none for plates.	BBCL to investigate. Complete.		PRIORITY 2	TBC by UoE
264	BC&E	P4-5	Lifts	Left-hand lift has a patch of what looks like silver paint on the outside lower left, below the doors.	BBCL to investigate.	BB	PRIORITY 2	TBC
275	M&E	4.10		The cover is missing from the Wall Thermostat in Room 4.1.	Replacement on order, due for completion 1st April. Revised completion 14th April			TBC by UoE
279	M&E	B.02		Ammeter displaying wrong phases?	BK to inspect and report.	BK	PRIORITY 2	TBC by UoE
283	M&E			Data Warranty to be resolved.	BK to provide date of resolution. The target date of 6th April has been confirmed by BK	BK	PRIORITY 2	06/04/09

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				COMMENTS MADE BY UNIVERSITY FOR REVIEW				
32	BC&E	Balcony offices	Air Ingress	All need to be checked for air ingress	We have advised of the various tests that should be carried out. This would not be a BH action.		PRIORITY 2	TBC
61	M&E	1.07, 1.08, 1.10, 1.11, 1.16, 2.08, 2.33, 2.35, 2.40, 2.50, 2.53, 3.05, 3.11, 3.21, 3.25, 3.22, 3.33, 3.35, 3.37, 3.43, 3.46, 4.09, 4.11, 4.15, 4.25, 4.26, 4.29, 5.03, 5.08, 5.09, 5.19, 5.32, 5.34, 5.37, 5.38, 5.43, 4.18D, 43.1/4.33 and L5. Also 2.25, 3.39, 4.23 & G12.	Temperature	Internal spaces overheat in summer conditions, general lack of ventilation.	Ventilation report to be discussed with users on 27 March	ALL	PRIORITY 1	TBC
62	M&E	1.34, 3.29 (6.12.08 check), 1.15/1.16, 1.44/1.48, 4.15/4.16, L3WW	Heating	Various rooms, particularly external corner rooms with trench heating, underheated.	All trench heaters must be upgraded to the maximum outputs shown on schedule from BK. The exception should be those in G07 (i.e. TH1, TH2, and TH3) should be upgraded to a model HTA-9 to meet the output. The source of the cold air through the grilles must be identified by BBCL.	BB/BK	PRIORITY 1	TBC
63	M&E	7.01, G.01, G.02, G.03, G.05, G.11 and Reception Area/Ground Floor Corridor.	Heating	Trench heating very poor in Rooms 7.10, G.01, G.02, G.03, G.05, G11 and Reception Area/Ground Floor Corridor.	All trench heaters must be upgraded to the maximum outputs shown on schedule from BK. The exception should be those in G07 (i.e. TH1, TH2, and TH3) should be upgraded to a model HTA-9 to meet the output. The source of the cold air through the grilles must be identified by BBCL.	ALL	PRIORITY 2	TBC
64	M&E	Level 1	Temperature	Ongoing problems with low temperatures throughout Level 1 and the three PhD Multi-User Rooms (1.15, 2.16 & 2.17).	All trench heaters must be upgraded to the maximum outputs shown on schedule from BK. The exception should be those in G07 (i.e. TH1, TH2, and TH3) should be upgraded to a model HTA-9 to meet the output. The source of the cold air through the grilles must be identified by BBCL.	BK	PRIORITY 2	
66	M&E		Ventilation	Cold draughts from ventilation grilles in floor.	Pat Collins has monitored this and there is evidence of cold air infiltration in a number of areas with air coming in as low as 13 degrees C when it is cold and windy outside.	ALL	PRIORITY 2	
110	M&E	B6.Z2	Access	Access to light fitting far wall	Light fitting will be relocated to the concrete soffit, adjacent to smoke detector.	ALL	PRIORITY 2	
115	M&E	MCP02. MSCP 03 Level 3 Core C Control Panel. MSCPO4 Water Tank Room Basement Control Panel	Ventilation	1.Extract fan showing fault.	Manufacturer & client meeting arranged 19th March to resolve this issue. REPORT OF THE MEETING WILL BE ISSUED BY BK / NU-AIR. The report was issued by BK/BBCL 25th March. UoE and BH comments required.	BH/UoE	PRIORITY 2	TBC by UoE
				2.EF02 seems to have an intermediate issue, initially there was a fault shown on the panel but after a bit of tinkering the breaker was tripped and re-set, the fan successfully there after, there was no explanation offered.				TBC by UoE

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				3. Outside Air Sensor - not part of MSCP03 but noticed during this visit. Reading approx 3°C high and therefore influencing the variable temperature slope. Requires relocation. (north end of atrium?)	Air sensor repositioned.			TBC by UoE
				4. AHU 7 Toilets Core C - Ecosmart units on supply and extracts again for no apparent reason. The extract fans have a Siemens Micromaster again, but this time it is mounted inside the fan casing and the display cannot be accessed? Once again, why do we have these units?	BK has contacted Nuair and await a response. BK responded to BH e-mail issued 25.03.09. BBCL have requested BK to contact Nuair for confirmation on how the ecosmart unit works with each specific fan.	BK/Nuair		
				5. AHU 8 - Supply Fan has an Ecosmart unit again, but this time it has internal temperature controls too - why? (see attached photos 0004, 0006, 0007)	BK has contacted Nuair and await a response. BK responded to BH e-mail issued 25.03.09. BBCL have requested BK to contact Nuair for confirmation on how the ecosmart unit works with each specific fan.	BK/Nuair		
				6. Fire suppression Extract Fan EF11 - again, this has an Ecosmart controller for no apparent reason. Fan is fixed speed.	BK has contacted Nuair and await a response. BK responded to BH e-mail issued 25.03.09. BBCL have requested BK to contact Nuair for confirmation on how the ecosmart unit works with each specific fan.	BK/Nuair		
129A	M&E	B.Z17	Temperature	2) Temperature of room excessive	EF01 set up to supply air into this room as discussed. UPS Room cooling to be amended to ensure correct output available in winter. This should reduce overall heat in this area.	BH	PRIORITY 1	
132	M&E	B.Z21	Access	Access to electrical services	REFER TO INSPECTION REPORT ISSUED 21st APRIL 09.	ALL	PRIORITY 2	
150	M&E	8.Z2 AHU 20	Access	Access to fire damper east side of duct	REFER TO INSPECTION REPORT ISSUED 21st APRIL 09.	ALL	PRIORITY 2	TBC
157	M&E	Tank room	MCP04	TAC have allowed a shut off damper in EF08, however there is none fitted. Point to be removed from control panel.	BBCL to instruct BK to remove from BMS system. Instruction issued BK to confirm date of works	BK	PRIORITY 2	TBC
163	M&E	CHP Room	MCP07	EF14 does not operate as per specification or system description. There is no control for this fan as scheduled and fan will only operate when both motorised dampers are open to both sides of the meeting room.	Investigations are ongoing.	BK/TAC	PRIORITY 2	03/04/09
168	M&E	Roof top P/Room	MCP10	The BMS has a damper point for EF21 which is not fitted, and requires to be stripped out.		BK	PRIORITY 2	TBC
203	M&E	G.04	Kitchens	Fan is not working properly.	Investigations are ongoing.	BK/TAC		
206	M&E	Phase 2	Temperature	1. The 1st & 2nd floor PHD students areas are generally always cold.	This is an action for ALL not only BH. We have made comment on the heating faults and continue to monitor but carrying out the works lie with BBK and BBCL.	BB/BK	PRIORITY 2	20/03/09
207	2. The displacement ventilation floor outlets in all areas appear to be causing discomfort to the users due to the quite noticeable velocity and low temperature. (Vent currently supplied at 18°C)			We have advised of the various tests that should be carried out. This would not be a BH action. IT would be useful to know which rooms this complaint relates to.				
208	3. Level 4 floor radiators occasionally appear completely cold - as if the entire floor zone has switched off. (Zone valve operation checked by TAC following meeting and declared OK)			The areas where this was highlighted to Pat did not exhibit this. It could have been at a time when the heating pumps had failed and the water was flowing slightly due to some pressure from the district heating network. BH action complete.			TBC by UoE	
209	4. On some floors, we noted radiators on one side of the corridor to have much lower surface temperatures than all of the radiators on the other side. All TRVS were set to maximum and none of the rooms were up to temperature so all TRVS would have been fully open.							
210	5. In some areas, Ken pointed out that the radiators (and subsequent room temperatures) appeared to get much cooler, the further away from the main heating riser				BK/TAC			
211	6. Room G.05 has trench heating but it has two thermostats in the room - one controlling the heating within the room and the other controlling the trench heating outwith the room!			The installation of two thermostats in this room is not what is shown on our drawings. BK/TAC action.	BK/TAC			

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212				7. It was interesting to note that the meeting room we met in, room 7.01, has trench heating along one half of a fully glazed wall, a radiator along the remaining half of the same fully glazed wall, a cooling FCU under the floor and displacement vent outlets under the floor. None of which will be interlocked with each other!	Dead band control provided.	BK/TAC		
213				8. Room 1.17 is a very small Seminar Room which has an underfloor cooling unit, Room 1.16 is a PC lab with no cooling FCU and it is extremely warm. It transpires that the use of the two rooms was swapped over at some stage - but the cooling FCU was not moved.				
216	M&E	MSCP 03 Level 3 Core C Control Panel	Access	Riser ventilation shut off dampers - access problems again. Example 2.Z32 where the safety flooring is installed directly above the damper actuators.	REFER TO INSPECTION REPORT ISSUED 21st APRIL 09.		NO ACTION	
217				Riser safety flooring issues again - see 2.Z32 for typical example 6.				
218	M&E	MSCPO4 Water Tank Room Basement Control Panel	Ventilation	AHU 8 serving Perception Labs and Sound Studios - why is this AHU fed with intake air from AHU 3 on Level 3 and extract out directly into the plantroom? (Design query)	The fresh air from AHU3 to serve AHU8 is as per design. Provision of extra control valve by NUaire as part of their unit was not requested but I believe it has been manually over-ridden. Needs discussion with UoE about the need to remove the valve. BK action.	BH	PRIORITY 2	
219			Ventilation	AHU 8 - this unit serves two areas, Sound Booths and Perception Labs, via two separate reheat batteries controlled by common extract temperature sensors from each area. I found quite a few potential problems with this system. Found both areas to be set at 23°C which was seemingly requested by the consultants during recent demonstrations? (Seems high?) At this setpoint, I noticed that both reheat batteries constantly remained 100% open and yet the Perception and Sound Booth extract sensors never got above 20.6°C and 21.8°C respectively. The reheat supply sensors were recording 33°C and 24°C so something was obviously wrong with the Perception Labs control. Further investigation revealed a VCD in the reheat supply air ductwork above the water tank to be completely shut off - so no air was reaching the Perception Labs (hence the much higher reheat supply temperature of 33°C due to lack of airflow across the battery). I have left the VCD fully open meantime - but then noticed that the supply air is ducted directly into each of the eight Perception Lab booths - but the extract is drawn from the common area outwith the booths, so I cannot see how this area can be controlled as there is no path (that I can see) for the supply air to get from the booths back to the extract ductwork? Also, the Perception Labs are split into two halves, each with their own local on/off switch which opens/closes an isolation damper on the extract ductwork. However, the Perception zone common extract duct temperature sensor is only in the No1 Lab extract duct so if No 2 Lab alone is selected, there will be no airflow across the sensor and therefore, no control. Also, AHU 8 only has a cooling battery and is currently programmed as a temperature reset slope supplying air between 16-24°C and then there are two separate heating control loops for the reheats for Perception & Sound zones. This means that heating & cooling could quite easily be enabled simultaneously in both zones (as it was during this visit). This needs to be reprogrammed by modifying to dual heating & cooling loops for each of the two zones and then use the maximum demand from each zone to control the cooling battery on AHU 8.	This has been discussed with UoE. The set points would not be 23 degrees C for these rooms but we can ask the UoE what setting they would like. The change in the IAC design requires the flexible branches to be removed from the extract grilles as discussed. BH comments complete. BK/BBCL to complete.	BB		

	Type	Area/Room	Cat	Description	Comments	Sub Cont	PRIORITY	Status
220			Ventilation	AHU 8 - Perception Labs local on/off switch is there to allow users to switch off the ventilation to eliminate noise during sensitive tests within the booths. However, the switch for each zone just shuts off its associated extract damper - the single common supply damper for both zones is only closed if BOTH switches are in the off position. This means that if Perception Lab1 is on and Lab 2 is off, then supply air (and noise?) will still be supplied to Lab 2 booths, and only Lab 2 extract damper will be closed - but there is no extract from the booths (that I can see). All very confusing!	UoE indicate that the controls are not set up in line with the description. TAC/BK action. BH comments complete. BK/TAC to complete.	BK/TAC		
221			Temperature	AHU 8 - Sound Labs were found to be very hot and stuffy, even though the extract temperature sensor indicated 21.8°C. Found that there appears to be little air flow in the Sound Booths as the supply and extract ducts appear to short cycle in the ceiling void? There is no direct separation between the supply and extract grilles in the sound room that I investigated (2nd room on RHS of the sound studios). The users asked me to try and do something with the room temperatures so I have reduced the reheat from 23°C to 20°C to see if this will help. In summary, there are so many queries regarding the control and operation of AHU 8 and the Perception & Sound Studios that these systems require to be looked at again in some detail. I would also question the air balancing in these areas?	This is caused by an incomplete duct system by IAC. BBCL to complete.	BB		
222			Access	Sound Booths & Perception Labs Access Problems - access to the isolation dampers in these areas is extremely difficult and I would request that this is demonstrated to the University Engineers. In particular, the dampers and reheats above the water tanks and the dampers above the Anechoic Chamber and Sound Studio (2nd room on LHS of studios). Access to these last two dampers is supposed to be through a tiny hole which has been cut in the fire stopping wall. (see photo 0484). Also, the Anechoic Chamber damper, through this small access hole, has come loose from its mounting and requires a very small person to reinstate it!	REFER TO INSPECTION REPORT ISSUED 21st APRIL 09.	BK	PRIORITY 2	
229			Lighting	There is still insufficient lighting at both of these panels to allow safe working (highlighted previously).	REFER TO INSPECTION REPORT ISSUED 21st APRIL 09.	BK	PRIORITY 2	
231 B	M&E	Level 6 Plantroom MSCP 1 & 2	Dampers	Unnecessary dampers in middle of Atrium.	Solution identified to fix the dampers open. Action now BK/TAC	BK/TAC		
232 A			Access	Access walkway required across AHU 1 extract duct.	REFER TO INSPECTION REPORT ISSUED 21st APRIL 09.		NO ACTION	
232 B			General	Why do we have a wind sensor anyway - it doesn't do anything?	Wind sensor monitoring wind speed. It is likely to be used also if the UoE decide to implement automatic nat vent to atrium. BH action complete.	BH		TBC by UoE
239				AHU 1 and 2 plus 4 Floor Zone Dampers, as highlighted many times before, these dampers are virtually inaccessible and, therefore, the operation of each individual unit could not be witnessed. It is impossible to check exactly which position these dampers are in. Even the ends of the damper shafts do not have the unusual horizontal/vertical "saw cut" mark which normally aligns with the direction of the damper blade position. These shafts have a notch at 45 degrees to the horizontal/vertical and it can be one of two orientations. So basically, we haven't a clue where the actual damper blade lies! Also, there are no access/inspection hatches at the dampers so these are going to present us with many problems for years to come. I would therefore request that Buro Happold/BBCL/BK's demonstrate access to these damper units.	REFER TO INSPECTION REPORT ISSUED 21st APRIL 09.	BH/UoE	NO ACTION	
242			Trench Heating	Trench Heating Thermostats - it has to be said that these are not the best quality thermostats I've seen! The fixing lugs are broken on some units already and the internal temperature set point scale is extremely coarse considering that, in some areas this has to be set reasonably accurately to provide a deadband between heating and FCU Cooling Units.	Refer to ITEM 212	BK/TAC	PRIORITY 2	

	Type	Area/Room	Cat	Description	Comments	Sub Cont	PRIORITY	Status
243			AHU	<p>AHU 5 Supply Fan Toilets - could not access the fan chamber (and Ecosmart Unit within?) as the unit is mounted in an extremely awkward location with pipework passing across the access door. Even with a scaffold type access unit, I think this would be a very difficult, if not impossible task. I would, therefore, request that Buro Happold/BBCL/BKs demonstrate access to this fan unit.</p> <p>There appears to be an "Ecosmart" speed control unit on this fan, yet it runs at a constant 50Hz? There are a few issues I would like to highlight with these Ecosmart Units. Firstly, why do we need them if the fans run at 50Hz - it's just a complete waste of money, trying these into a variable speed analog output from the BEMS System, when it quite clearly isn't required. Secondly, there is a fault/problem with these units in that there is a digital start/stop signal and an analog speed control signal wired to the BEMS System for each</p> <p>Ecosmart Unit. However, if the Start/Stop signal is switched off (eg during a timed-off period or under direct Fire Alarm control) the fans do not necessarily stop! If there is any voltage on the analog output speed signal from the BEMS (quite possible via Manual Control), then the fan will continue to run, regardless of the Start/Stop Signal! Conversely, if the Start/Stop Signal is on, but there is no voltage on the BEMS Speed Control Signal, then the fan runs at full speed! These units require attention to resolve these interface problems.</p>	<p>There are two items here.</p> <p>The first is access to the unit and this is an action for ALL as we have discussed for all of the access issues.</p> <p>The second is about a failing in the control of the Eco smart units, this is a BK/TAC action.</p>	BK/TAC	PRIORITY 2	
245			AHU	AHU 6 Supply Fan Toilets - Once again, we have an Ecosmart unit running continuously at 50 Hz.		BK/TAC	PRIORITY 2	
247			Ventilation	<p>Kitchen Extract EF02 - (note that Kitchen Supply system AHU 9 is fed from basement MCP7 panel and was not checked at this visit, but the interlocking between the two is in question as follows) - Currently, the Kitchen Supply AHU 9 is on a fixed timeschedule of 08:00 - 17:00 hrs Monday to Friday only. However, the Extract Fan EF02 can only be enabled via a local switch in the kitchen area - but you must have BOTH fans on and air flow proved to enable the Firewatch gas valve system. This strategy requires looking at as the current system of operation doesn't make any sense. i.e. the AHU runs all day via a timeschedule, supplying an empty kitchen (energy wastage). You then have a scenario where the kitchen may be required outwith the timeschedule and the user switches on the local switch - which just starts the extract fan, but not the AHU supply unit, and therefore cannot get a gas supply to the cookers! Needs a rethink.</p>	<p>Modifications are agreed but still to be implemented. BK/TAC action.</p>	BK/TAC	PRIORITY 2	

	Type	Area/Room	Cat	Description	Comments	Sub Cont	PRIORITY	Status
248				Kitchen EF02 Fan Speed - This fan has a 5 Amp FLC motor running at a constant 50Hz and a simple DOL starter would have been sufficient, and far more cost effective, for the job. We now have an over complicated "control box" with a non-specified Siemens Micronet 420 inverter AND an Ecosmart speed controller. (See attached photos 446 & 449) This "control box" looks like it has been crudely manufactured in someone's garage and I am at a complete loss as to why we need this expensive solution on a very simple application? Buro Happold/BBCL/BKs to advise please.	NuAire to review and confirm the Eco Smart system. VSD should have been Danfoss and supplied in the BMS package. BK/TAC action.	BK/TAC	PRIORITY 2	
249			Dampers	Forum Meeting Rooms isolation dampers - these are simple on/off shut off dampers - so why are the supply dampers analogue 0-10volt, but the extract dampers are digital on/off?	The control signal chosen is par to f the TAC design. They would need to answer this. TAC action.	BK/TAC	PRIORITY 2	
250			Ecosmart	EF03 Stores/Cleaners cupboard 50Hz - Ecosmart Unit again - why?	BK action	BK	PRIORITY 2	
251			Ventilation	Robotics Lab EF09 - interesting to note that this fan is a Nu-Aire motor but the control has been modified from speed control to a DOL starter in the control panel so it can be done. So why have we got Ecosmart controllers everywhere?	No idea why this fan was supplied with an Ecosmart and why this is the only one where the Ecosmart seems to have been bypassed. TAC would need to explain.	BK/TAC	PRIORITY 2	
252			Ventilation	Solder Extract Fan EF15 - Once again we have a Siemens Micronet 420 speed inverter AND an Ecosmart speed controller mounted in the same box/panel. (See photo 452 attached) Also, our University Engineering Guidelines quite clearly states that any inverters should be of Danfoss manufacture only. This unit is also mounted horizontally on top of AHU 4 and is extremely difficult to access. Note this system was designed for solder extract from five rooms on levels 1-5. However, all of these rooms look like standard offices and on levels 1-4, the extract ductwork has been blanked off in the room. Level 5 office has had the blank removed and uses the extract to cool his room in summer! If this fan is no longer required for solder extract then the local demand switches in each of the five rooms should be disabled. If the fan is required, then the static control of the unit requires to be investigated as a 1Hz change in supply from the BEMS system to the Siemens/Ecosmart control unit has a massive effect of around 65Pascals on the static pressure and is therefore virtually uncontrollable in its current state. Requires	This is more than one action. 1. The access issues are highlighted in the report issued 21st April. 2. Why this system is still there. There does not seem to be 3. The use of the Ecosmart VSD. BK/TAC action to make comment	BK	PRIORITY 2	
254			BEMs	BEMS Graphics & Index - there is a bit of a problem with the identification of the building names and numbers. i.e. it would appear that the building has been engineered as simply "Potterrow Phase 1 & Potterrow Phase 2". However, they are actually two completely separate buildings, namely - Informatics Forum Building No 282 and Dugald Stewart Building No 283. It would be a huge task to split the BEMS software and graphics into two completely separate buildings as they share common plantrooms, but the graphics could be renamed and renumbered to guide the end BEMS users to the correct plant/systems/building. This work is essential and will need to be carried out. (Approximately one days work for BEMS engineer)	It is not clear that this was requested during the contract. If this was not instructed during the contract it would need to be a variation.	UoE	PRIORITY 2	TBC by UoE

	Type	Area/Room	Cat	Description	Comments	Sub Cont	PRIORITY	Status
238	M&E	Level 6 Plantroom MSCP1 & MSCP2	Ventilation & Heating	Ventilation Night Purge - this is currently configured as follows: the purge will only take place if the external temperature is between 12 degrees C and 17 degrees C and if any of the Zone room temperature sensors rises above 23 degrees C. During a night purge the associated AHU is started (on full fresh air only). The Zone Damper opens for the associated area, and the vent runs until all areas drop below 18 degrees C, at which point the Zone dampers close and the AHU switches off. I can see problems with this strategy in that the building is currently generally overheated (ie greater than 23 degrees C) and that is even with very low external temperatures. As soon as the out-of-hours external temperature reaches 12 degrees C or more, I would expect the vent systems to run for a large portion (if not all) of the night to try and achieve 18 degree C space temperatures. Also, if we take the scenario where we will probably get high Summer space temperatures of 28 degrees C (as frequently experienced in this building earlier this year) and the external air temperature is, let's say 18 degrees	BH have issued a scope of works, 16th March. BBCL to instruct the works. Works instructed.	BBCL/BK	PRIORITY 2	TBC
256	M&E	ALL	Heating	I get a lot of complaints of lower floors being cold.	This is a repeat of Item 64	BK		
				Notes from the controls demo of MCP 10, Phase 2 Roof Plantroom on 10th & 12th March 2009				
887	M&E	AHU 21	Ventilation	AHU 21 duct frost thermostat requires to be recalibrated - currently switching unit off at 17°C AHU 21 programme interlocked with Phase 1 floor time schedules. Reprogramming to Phase 2 schedules required. AHU 21 Supply Fan has Ecosmart speed controller fitted again - but running at fixed speed. AHU 21 Extract Fan - fixed speed again but has Ecosmart AND completely inaccessible Siemens speed controller fitted - why? AHU 21 Extract Fan - has two differential pressure switches piped across it. One on the BEMS and the other is wired to the Smoke Extract Fans control panel (Fans 14a & 14b). This looks like a wiring mistake - D/P switch should probably be across smoke extract fans? (Have smoke extracts been commissioned?) AHU 21 Extract Fan D/P switch pipework spigot broken off at duct. Replacement spigot required. AHU 21 Extract Damper - shown on drawings and BEMS system but it has not been installed. If there is no damper required then remove all references, wiring, panel lamps and software for this unit	Complete	BH/BK		TBC by UoE
								TBC by UoE
								TBC by UoE
								TBC by UoE
								TBC by UoE
								TBC by UoE
888	M&E	AHU 20	Access	AHU 20 Floors Isolation Dampers - as in Phase 1, the access to some of these units is extremely precarious. This will have to be looked at on an individual basis and a Health & Safety assessment made on any remedial action required.	Complete	BH/BK		TBC by UoE
			Ventilation & Heating	AHU 20 Level 2 Floor Isolation Extract Damper - this has had to be removed by University engineers as it was reported to be creating a vibration type noise in the afternoons? To be investigated and replaced once problem rectified.				
			Access	AHU 20 Extract Filters - these cannot be removed for maintenance due to restricted opening of the access door. Requires attention.	REFER TO INSPECTION REPORT ISSUED 21st APRIL 09.		NO ACTION	
				AHU 20 Plate Heat Recuperator - there is some physical damage to the internal fins of the exchanger plate. It looks like it has broken the seal between the supply and extract airflows.	Repair will be made.	BK		
889	M&E	AHU 20 & 21	Ventilation	AHU's 20 & 21 Fire Dampers - as mentioned before, there are nine or eleven damper actuators which are not in any fire compartment of the building. Awaiting decision on the requirement for these units. However, if they are to remain, then once again, a Health & Safety assessment will be required for access to some of the units. Please also not that all fire dampers are labelled as "AHU 20 1/2/3 etc" even though some are on AHU 21 so if they are to remain, then this will also have to be rectified.	A number of dampers are to be disabled. BH producing required information.BK responded to BH e-mail issued 25.03.09. BBCL have requested BK to contact Nuair for confirmation on how the ecosmart unit works with each specific fan.	BH		

	Type	Area/Room	Cat	Description	Comments	Sub Cont	PRIORITY	Status
890	M&E		General	Labels missing throughout. E.g. AHU 21 Extract Fan isolator and all zone heating valves in risers.	6th APRIL BK has requested comments from Nuairé	BK		
900	M&E	Server Room	EF 22	Extract Fan EF22, Server Room Gas Suppression - there is a motorised damper still to be fitted on this unit and some panel modifications to be carried out before this unit will be ready for demonstration.	UoE COMMENTS 6th APRIL Motor fitted, panel modifications required. Modifications are complete, fan to be replaced. Replacement fan required. BK to confirm date with fan will be replaced.	BK		
901	M&E	Basement	MCP 11	Fan Coil Units - there are some FCU condensate sump pumps wired to this control panel but the FCUs are wired to basement panel MCP11 so the sump pumps will be checked during the FCU demos. However, please note that it has been reported that some of these condensate pumps are embedded within fire walls. Please ensure that these pumps are removed from fire walls before client demos of FCUs.	Comments required BBCL to remove fire bat to allow BK to carry out remedial works.	BH/BK/BBCL		
902	M&E	Roof	EF 05 Ecosmart	It was noted during this demo that Extract Fan EF05 in the roof plantroom had tripped again. (Ecosmart unit or fan motor requires attention)	6th APRIL BK has requested comments from Nuairé. Works carried out, this item is now complete. BK responded to BH e-mail issued 25.03.09. BBCL have requested BK to contact Nuairé for confirmation on how the ecosmart unit works with each specific fan.	BK		TBC by UoE
				Notes from the controls demo MCP04 BASEMENT WATER TANK ROOM (Continued) on 6th March 2009				
903	M&E	Basement Water Tank Room	Ventilation	Extract Fan EF08 is a single speed fan with a speed controller installed (Vent Axia). However, the speed controller is not compatible with BEMS 0-10v DC control signal and currently runs at full speed.	UoE COMMENTS 6th APRIL Repair required. BK RESPONSE is that they are liaising with Vent Axia to resolve.	BK		
906			Warning Lamp	UV Filter Unit - there is no panel fascia warning lamp for this system - just a BEMS software alarm. Fascia lamp required as per UoE E Controls Guidelines Version 4.0, Section 3.4.4.	This item is under review.	BH		
907			Water meters	Water Meters - there appears to be three water meters adjacent to this plantroom. One for the incoming mains water supply meter (located next to gas valve cupboard), the second on the rain water entering the rain collection tanks and a third on the mains top-up water entering the rain collection tanks. The first two meters have been wired to the BEMS system and the third simply has its metering cable coiled up at the meter i.e. not connected to anything. This raises two questions. Firstly, why have any meters been connected to the BEMS system at all? This was discussed at great length early on in the contract (when all BEMS metering was removed) and was again brought to our attention last April when the controls contractor was asked to connect the mains water meter to the BEMS. (See attached email correspondence from our Energy Manager regarding this). Secondly, why would we connect the rain water meter but not mains top-up water meter? Surely both would be required for comparison? Clarification required and removal of meters from BEMS system.	Further discussions are required.	BH/UoE		

	Type	Area/Room	Cat	Description	Comments	Sub Cont	PRIORITY	Status
908			Water meters	Rain Water Tanks incoming mains water - I noticed that the gate isolating valve on the mains water inlet (just before the automatic motorised valve) has had its handle removed with the valve in a mid position. This appears to have been done, as when the valve is fully opened, the flow of mains water is greater than the inlet tundish will allow - causing potential overflow. The gate valve is effectively being used as a 'throttling' valve which is not really acceptable. If the valve had to be isolated for any reason e.g. maintenance - how would anyone be expected to know what position it was to be opened back up to?	Water is to be regulated by pipework and valves.	BH/BK		
				MCP6 CHILLER PLANTROOM				
909	M&E	Chiller Plant Room	Drainage	Note the smell of sewage from the drain in this room was disgusting. We had to get a bucket of disinfected water from the cleaners to pour down the drain before the demonstration could go ahead. The cleaners also complained about some of the showers smelling in the mornings. Drains require attention.	BBCL to investigate	BBCL		
910	M&E	Chiller Plant Room	Fault Indicator	Chiller Fault Code E00 - this code is displayed on the chiller unit whenever it is disabled via the BEMS system. However, it also sends a fault signal to the BEMS whenever it is disabled. TAC have proposed a panel modification where the alarm will be 'masked' during these periods and only display an alarm condition during enabled periods. The problem with this is that the chiller could be disabled but still have a real alarm and this real alarm would only become apparent once the unit was enabled - which is too late! Lennox should be pursued to disable this alarm from their unit when it is not in use. The proposed panel modification is not an acceptable solution.	Comments required. As Item 123	BH/BK		
911	M&E		Trace Heating	Trace Heating - there is currently a fault condition in the 'Level 4 Tea Prep' area of the trace heating. BKs have disconnected and shorted out the pair of BEMS wires to temporarily eliminate the common alarm (which I don't really agree is the right thing to do as it simply masks the fault?) Fault to be identified and BEMS wires replaced and checked.	Comments required. As Item 170 and is complete. UoE COMMENT 6th APRIL, demo of correct operation is required.	BK		
912	M&E		Trace Heating	Trace Heating Alarms - there are three BEMS common alarms for ALL of the trace heating units in the building. Each of these consist of a pair of wires which travel throughout the building to numerous risers, tea prep rooms, under floors, above ceilings, in toilets etc. In each location, there is grey plastic box with a relay which is energised by the 240-volt supply to the local trace heating. The BEMS pair of wires simply travel through all of these relays, in series, and give a common fault should any one of these supplies fail. However, there is no identification at any of these boxes, there are no drawings showing the locations and it would be a near impossible task to try and identify where the faulty box was, due to the series circuitry. I would therefore have to question the suitability and value of the current monitoring system?	Comments required. This has been installed as per the specification. Locations being added to the "as fitted" drawings.	BK		
913	M&E		Panel Isolation	Sump Pump Panel - this has a local isolator adjacent to the panel, which has the required additional pole for 24-volt isolation of the BEMS alarm circuit. However, the integral isolator at the panel does not have this isolation pole. This means that an engineer could work on the panel, using the integral isolator, and he would still have 24 volts live inside the panel. Additional pole required for integral isolator. (As was provided in the server room CCUs after the same problem was identified)	This panel was installed by Ritchie MacKenzie and fall under the BBCL remit. BBCL to arrange inspection.	BB		
914	M&E		BEMs	Chiller Valve commands are in BEMS Outstation No 137 but the changeover valve commands for the CHP/Chiller bypass valves are in Outstation 138. Valve commands should be moved across to Outstation 137 to prevent potential global transmission problems on such a critical circuit. (Not a huge job as there are two spare commands left in Osn 137).	Comments required. TAC will confirm date of works.	BK/TAC		TBC by UoE

	Type	Area/Room	Cat	Description	Comments	Sub Cont	PRIORITY	Status
				UNIVERSITY ITEMS				
5	BC&E	3.32	Windows	Window does not stay open. Is there a way to set it to a fixed position?	A sample friction stay has been approved by the University. BBCL to procure & install as required. The University are to confirm acceptance of the design criteria	UofE	PRIORITY 1	TBC
215	M&E	Phase 1 & 2.		No means of isolating outgoing circuits from the Emergency Lighting Panels.	This is installed as specification. UoE to comment.	UoE	PRIORITY 2	
241	M&E	Controls	Level 6 Plantroom MSCP1 & MSCP2	AHU 1 Supply Fan Chamber - there are still bolts, plastic washers, metal washers, etc in this section.	Actioned 7th March. Works complete. UoE to check.	UoE	PRIORITY 2	
280	M&E	B.04 to B.09		Sound Studio (B.04 to B.09) requires additional power and data points.	UoE to clarify	UofE	PRIORITY 2	
49	BC&E		Washrooms	There are no overflows and fixed swivel plugs in all the Washroom sinks. There have been three flooding incidents when the tape has been dripping/running and the swivel plug has fallen shut.	No BBCL action required.	UofE	PRIORITY 2	
50	BC&E		Washrooms	there have been two incidents of the door catches failing on the paper towel dispensers. These doors have then fallen open, thus preventing the Washroom door from being opened.	No BBCL action required.	UofE	PRIORITY 2	
52	BC&E	Level 4	Balcony Doors	The door to the Level 4 Balcony has no door stop. The door has swung open in the wind, causing damage to the hinges. This has been repaired but awaiting solution to this problem for all Balcony doors (Levels 2, 4 and 6).	No BBCL action required.	UofE	PRIORITY 2	
55	BC&E	G.13 and G.14	Showers	Toilet type locks and security peep holes to be fitted to both Shower Room doors on the Ground Floor - Rooms G.13 and G.14 (UoE responsibility?).	No BBCL action required.	UofE	PRIORITY 2	
56	BC&E	1.19A, 2.20, 4.09 and 7.07	Kitchens	Vision panels to be installed in doors to all four Kitchens - Rooms 1.19A, 2.20, 4.09 and 7.07 (UoE responsibility?).	No BBCL action required.	UofE	PRIORITY 2	
59	BC&E	4.Z09-Z13		Striker plate missing from Doorway.	Striker plate issued by BBCL to University, 9th March.	UofE	PRIORITY 2	
87	M&E	3.09	Various	Pipework should be cased in and not left exposed	No BBCL action required.	UofE	PRIORITY 2	
276	M&E	Level 3 Roof Terrace	Access Control System	Awaiting completion and commissioning of access control systems for internal Glass Doors at Reception and door to Level 3 Roof Terrace (UoE responsibility?).		UofE	PRIORITY 2	

	Type	Area/Room	Cat	Description	Comments	Sub Cont	PRIORITY	Status
				ITEMS TO BE MONITORED				
145	M&E	B.Z4 & HV Room		Temperature of room excessive	Fan reversed and area to be monitored wk comm 16th March. UoE COMMENT 6th APRIL Temperature is still high, further proposals required.	ALL	PRIORITY 2	
14	BC&E	5.42	Leak	What is happening with the leak and when is room ready for use?	The room is ready for use and a catchment put up. This requires to be monitored up to the end of defects period to ensure the repair is good.		PRIORITY 2	

	Type	Area/Room	Cat	Description	Comments	Sub Cont	PRIORITY	Status
				ITEMS AGREED AS OF 16TH MARCH 2009				
27	BC&E	G.Z07	Toilet	Third washbasin from the left has large chips	Completed 7th March.	BBCL // BK	PRIORITY 2	COMPLETE
28	BC&E	G.Z07	Toilet	One of the sinks features a large crack	Completed 7th March.	BBCL // BK	PRIORITY 2	COMPLETE
67	M&E	Level 4	Lighting	Lighting switches off automatically when the following rooms are occupied on Level 4 - Rooms 4.01, 4.02, 4.03, 4.04, 4.05, 4.12 and 4.13. The lighting controls to all these rooms "reset" overnight after a number of days. The lights then operate satisfactorily for a few days then the controls "reset" overnight. There is a similar problem as Level 4 above, with the lighting controls on the following rooms on Level 2 - Room 2.01, 2.03, 2.07, 2.16 and 2.21. The lighting in Seminar Room 1.17 keeps switching off every 10 minutes when the room is fully occupied.	All lighting issues addressed and works complete.	BK	PRIORITY 1	COMPLETE
9	BC&E	3.01	Kitchens	Water is not chilled (boiled water does work)	Water is filtered only, as specified.	UoE	PRIORITY 2	COMPLETE
41	BC&E	4.10	Snags	The door is dented on its edge by the nameplate	Will try to repair. This was never identified on John Hunter's Snagging List. Dent occurred following handover. Therefore, should be removed from list.	UoE	PRIORITY 2	COMPLETE
35	BC&E	1.36	Kitchens	The filtered water tap no longer supplies hot water and the cold water is now a trickle	REPEAT OF ITEM 9		PRIORITY 2	
44	BC&E	3.43	Windows	There is no friction on the windows to keep them from slamming shut.	REPEAT OF ITEM 5		PRIORITY 1	
45	BC&E	3.46	Windows	Cannot be safely left open. In windy weather it could slam, smashing the glass or popping it out of the frame.	REPEAT OF ITEM 5		PRIORITY 1	
57	BC&E		Acoustics	There are soundproofing issues between offices via the shadow gap at the top of the partition walls.	REPEAT OF ITEM 67		PRIORITY 1	
65	M&E		Heating & Ventilation	Ongoing heating control problems resulting in heating to entire floor shutting down/cooling down.	REPEAT OF ITEM 174		PRIORITY 2	
73	M&E	2.32	Fire doors	There are no magnetic locks on the fire doors on the south side of mini forum 1	ELECTRICAL - Not specified under the Contract. However, replacement new units will be fitted Wk Comm 9th March.	BBCL / BK	PRIORITY 2	COMPLETE
93	M&E	G.07/G.07A	Lighting	URGENT - Lights keep turning off after about 20 mins. Please change this ASAP!	Closed under item 67	BK	PRIORITY 1	COMPLETE
101	M&E	Sound Studios		There are 2 ethernet ports poking through the wall in an unfinished condition in the control room (presumably for a wireless access node)	Complete	BK	PRIORITY 2	COMPLETE
102	BC&E	Sound Studios	Aircon	It is rather hot in the sound studios. Aircon is on and working as far as we can tell, but does not seem to make much difference	REPEAT OF ITEM 100	BK	PRIORITY 2	
103	M&E	1.09	Lighting	One light still not operational.		BK	PRIORITY 1	COMPLETE
104	M&E	1.35	Pantry	Boiling water not working // Zip Unit	Checked 19.01.09 and found to be fully operational, however there appears to be an intermittent fault or a misunderstanding of operation of the unit. BK will carry out further checks wk comm 16th March. Further checks carried out, all units are operational.	BK	PRIORITY 2	COMPLETE
105	M&E		Lighting	Lighting keeps dimming. (After 18:00 hours.)	All lighting issues are resolved.	BK	PRIORITY 1	COMPLETE
106	M&E			Wall trunking is damaged	No BBCL action required.	BK	PRIORITY 2	COMPLETE
107	M&E	2Z12		Lighting not operational.	All lighting issues are resolved.	UoE	PRIORITY 2	COMPLETE
111	M&E	6.Z1		No schematic charts fitted	New schematic charts installed. Works complete.	BK	PRIORITY 2	COMPLETE
112	M&E	6.Z1		AHU 2 extract return no access to fire damper	New door installed. Works complete.	BK	PRIORITY 2	COMPLETE
136	M&E	B.Z4		Access to motorised valves high level	Complete. Valve relocated.	BK	PRIORITY 2	COMPLETE
139	M&E	B.Z4		VT Pipework not properly fixed	Confirmation required what pipework is not properly fixed.	UoE	PRIORITY 2	COMPLETE
141	M&E	B.Z3		Batteries show signs of leaking	Following a monitoring process, the leak was found not to be attributable to the batteries.	BK	PRIORITY 2	COMPLETE
148	M&E	G.Z11		Manifold leaking damaged TRV's	No BBCL action required.	UoE	PRIORITY 2	COMPLETE
149	M&E	8.Z2		All electrical cables require final fixings	Works complete.	BK	PRIORITY 2	COMPLETE
152	M&E	L/2 Riser		Sub mains cable tied up next to fan	REPEAT OF ITEM 146	BB	PRIORITY 2	COMPLETE
153	M&E	B.Z16		No schematic chart fitted	New schematic charts installed. Works complete.	BK	PRIORITY 2	COMPLETE

	Type	Area/Room	Cat	Description	Comments	Sub Cont	PRIORITY	Status
159	M&E	Chiller Room	MCP06	The automatic change over for both sets of pumps chilled water and condenser water generates a large clanking noise. BK to investigate whether this has a detrimental effect on the performance of the pumps with the manufacturer, it seems to be coming from an internal NRV.	Time delay has been introduced to prevent the non return valves being affected. Works complete.	BK	PRIORITY 2	COMPLETE
160	M&E	Chiller Room		The chiller unit still has E500 fault indicated which means that there is no demand from the BMS system for the chiller. This will continually generate a fault at the end and will mask a potential true fault being picked up by estates and could be detrimental to the operation of the server room.	REPEAT OF ITEM 123.	BK	PRIORITY 2	COMPLETE
162	M&E	Chiller Room	MCP06	Not able due to the very nature of the sump and gas valves or fire suppression system to see they generate the appropriate alarm.	This is a note only from Buro. This has been demonstrated & therefore closed.		PRIORITY 2	COMPLETE
164	M&E		MCP07	The specification advises where there are fan coil units and trench heaters installed together in meeting rooms that there should be an inter lock preventing the heating an cooling being enabled together. This was put to the test in rooms 1.15 and 1.16. Room 1.15 was at 18 degc so was calling for heating, which was verified as the pipework and trench heater was hot (heating set point 21.) The fan coil unit was then switched on and the FCU began to cool the room which was trying to heat (cooling set point 23degc). Fan coil units to be investigated.	Specification for this item agreed with Buro/UNI/BBCL at numerous meetings. The FCU's operate in the manner agreed.	BK	PRIORITY 2	COMPLETE
165	M&E	Roof top P/Room	MCP10	Incoming cable to the MCP has damaged to the cable and appears to have been temporarily repaired, also further down in the riser there still remains cable damage, the cable should be replaced entirely.	Repeat of item 151	BK	PRIORITY 2	
192	M&E			Extract from George Brydons Schedule Sept 08	REPEAT OF ITEM 193		PRIORITY 2	
194	M&E	Phase 1 Rm G7 & G7A		Supply ventilation motorised damper control reversed.	Works complete.	BK	PRIORITY 2	COMPLETE
195	M&E	Phase 1 Rm G7 & G7A		Trench heating thermostat behind oak cladding.	Works complete.	BK	PRIORITY 2	COMPLETE
205	M&E	Phase 1 Level 6 Plant rm.		AHU 1 & 2 Invertors not operational.	Works complete.	BK	PRIORITY 2	COMPLETE
224	M&E	Controls	MSCPO4 Water Tank Room	Water Booster Set - this still has a "temporary" isolator and Copex attached to the Grundfoss panel. To be removed.	Repeat Item	BBCL	PRIORITY 2	COMPLETE
225	M&E	Controls	MSCPO4 Water Tank Room Basement Control Panel	Control Panel MSCPO4 "pre-isolator" still to be labelled correctly as discussed with BK's at site meetings of 13/12/07 and 15/1/08. (Engraved trafolyte labels warning not to use the secondary isolator for general control panel isolation as it would remove the live feed to the TAC Controllers) This is still required for ALL control panels which have double isolation.	REPEAT OF ITEM 155		PRIORITY 2	
244	M&E	Controls	Level 6 Plantroom MSCP1 & MSCP2	AHU 5 Extract Fans Toilets - this twin fan unit is externally mounted on the roof but there are NO BOLTS holding the large cover plate on - the cover is currently held on by a half concrete slab! This could be potentially dangerous if the slab was ever removed as the lid could easily blow off the roof and seriously hurt someone on the ground below.	Works complete.		PRIORITY 2	COMPLETE
262	BC&E	5.27	Leak	What is happening with the leak and when is room ready for use?	REPEAT ACTION OF ITEM 14		PRIORITY 2	
263	BC&E	5.43	Leak	What is happening with the leak?	REPEAT ACTION OF ITEM 14		PRIORITY 2	
265	M&E	3.48	Lighting	How to keep lights on? After 6.00pm they just dim and switch off even when manually brightening them. When manually brightening the lights they stay on for about an hour before switching off.	REPEAT OF ITEM 67		PRIORITY 2	
266	M&E	5.43	Lighting	Switch does not work as a dimmer as it does in all other rooms.	Works programmed for Wk Comm 9th March.	BK	PRIORITY 2	COMPLETE
268	M&E	4.10	Snags	The wall trunking is cracked/damaged at left end.		UoE	PRIORITY 2	COMPLETE
269	M&E	2.25	Ventilation	Room is particularly stuffy and lacks air flow.	AS ITEM 206		PRIORITY 2	
270	M&E	3.39	Ventilation	Ventilation is insufficient.	AS ITEM 206		PRIORITY 2	
271	M&E	4.23	Ventilation	Ventilation is insufficient; room is pretty stuffy.	AS ITEM 206		PRIORITY 2	
272	M&E	4.23	Ventilation	Any news on whether anything is going to be done to improve ventilation in the forum? I've pretty much given up working in my office.	AS ITEM 206		PRIORITY 2	
274	M&E	Seminar Room 3	Moveable Walls	The wall in Seminar Rooms 3.10/3.10 cannot be operated as the wall panels hit one of the light fittings in Room 3.10 - light fitting to be moved.	CLOSED	UoE	PRIORITY 2	COMPLETE
281	M&E	B.02		Faulty light switch.	AS ITEM 67	BK	PRIORITY 2	

	Type	Area/Room	Cat	Description	Comments	Sub Cont	PRIORITY	Status
282	M&E	B.Z03		Cat 1 - excessive heat in LV Plant Room causing UPS to frequently report	REPEAT ITEM	BH	PRIORITY 2	
284	M&E	B.Z08		IT Closet running warm at 28.3degrees even although fan in fully on.			PRIORITY 2	COMPLETE
709	BC&E	G.19	Snags	Hatch needed for whole cut for works on gas system.				COMPLETE
866	BC&E	4.33	Door	URGENT - Does not close properly. Was said to have been fixed before, but does not seem to be.	Still not been fixed properly, reopened.		PRIORITY 2	COMPLETE
867	BC&E	DE010	Door	The after hours door was hard to open when we had a lot of rain last week. Is the water somehow getting into the wood and expanding it causing it to be hard to open?	Stainless steel plate at bottom of door.			COMPLETE
15	BC&E	1.35	Leak?	There is a smell of stale water in the pantry on the first floor. I have checked the dishwasher and fridge but can't find the source of the smell. There are no apparent leaks, and no puddles of standing water. The bin had already been emptied so I can't d	Check by BK no adverse conditions found.	BBCL		COMPLETE
18	BC&E	G.09/G.10	Various	Electrics left uncovered. May have been for swipe card, but that got changed months (if not a year) ago.	To patch with timber			COMPLETE
20	BC&E	L4 - Core A	Fire Doors	URGENT - Fire door leading into Core A on L4 is not closing properly.				COMPLETE
21	BC&E	4.01	Fire Doors	URGENT - Fire doors are not held open.			PRIORITY 2	COMPLETE
24	BC&E	4.Z13	Toilet	Lever fell off the faucet on washbasin. Screwed it back on, but does not seem to turn tightly	Tap checked and left operational.	BK		COMPLETE
25	BC&E	Dry riser opposite 2.30		The dry riser opposite room 2.30 has a broken glass plate	BK to obtain a replacement glass - due w/c 19th January 2009.// Replaced on the 23.01.09.	BK		COMPLETE
29	BC&E	3Z27		Leak under one of the sinks		BK		COMPLETE
30	BC&E	4Z12		Tap broken & requires replaced	Tap checked and left operational.	BK		COMPLETE
36	BC&E	G.Z29	Shower	Both internal doors should have showed sign not female/male sign.			PRIORITY 2	COMPLETE
42	BC&E	Core A L1	Various	Hole in corridor ceiling - hatch needed.			PRIORITY 2	COMPLETE
51	BC&E	Level 1 & 7 Kitchens	Drinking Water Systems	The Childproof Locks on the Zip Systems in Level 1 & 7 Kitchens have failed.			PRIORITY 2	COMPLETE
54	BC&E	4.07, 5.09, 6.10 and 7.06	Resource Room Door Closers	Door closers to be fitted to Fire Doors on Resource Rooms 4.07, 5.09, 6.10 and 7.06 (Fire Risk Assessment Report).			PRIORITY 2	COMPLETE
70	M&E	Level 7 Common Room	Lighting	The lighting in Level 7 Common Room is on 24/7 - awaiting replacement PIR.			PRIORITY 1	COMPLETE
71	M&E	2.15	Lighting	Cannot be switched off manually		BK		COMPLETE
72	M&E	2.31	Heating	Not working again - 15/12	Checked by BK w/e 15.01.09 and found to be operational.	BK	PRIORITY 1	COMPLETE
74	M&E	2.32	Lighting	Lighting in Mini Forum 1 switches itself off after dimming in about 30 mins even though there was plenty of movement at that time	ELECTRICAL // EX-OR to return to site w/c 19.01.09 // Lights reprogrammed to remain on for 30mins.	BK	PRIORITY 1	COMPLETE
75	M&E	3.02	Lighting	Light on North of room does not switch on properly. It lights up briefly and then switches off	ELECTRICAL // EX-OR to return to site w/c 19.01.09 // Lamp has been replaced to solve the problem 29.01.09	BK		COMPLETE
76	M&E	3.35	Power	As a result of the leak this summer, the power sockets in the desk need to be tested in desk 6. We have removed the fuses (are in my office). Please arrange for these to be tested.	Not contract issue however BK requested to check. //	BK	PRIORITY 2	COMPLETE
77	M&E	3.36	Lighting	Could someone change the settings so they stay on for longer?	Not contract issue however the programmer will be available to the U of E 22.01/09 // Programmer available for U of E	BK	PRIORITY 1	COMPLETE
79	M&E	4.14	Lighting	Lights don't work	ELECTRICAL // EX-OR to return to site w/c 19.01.09 // lamp has been replaced to resolve the problem.	BK	PRIORITY 1	COMPLETE
80	M&E	4.30	Lighting	Fluorescent light bust?	ELECTRICAL // Checked by BK no problem found. All left operational.29.01.09	BK	PRIORITY 1	COMPLETE
81	M&E	5.16	Heating	One radiator is stone cold (right), the other seems to have a trickle of heat, but room is cold	Checked w/e 15.01.09 all found to be operational.	BK	PRIORITY 1	COMPLETE
82	M&E	5.42	Lighting	Spotlight in the top right corner is not working and has not worked since the 1st week	Lamp is on order// Lamp will be installed on the 26.11.09 when ceiling is re-installed.29.01.09. Disconnected with Hugh Frazer, no issue remains.	BK		COMPLETE
83	M&E	1.40-1.48	Various	All wall sockets are not working!	Checked all operational 15.01.09	BK		COMPLETE
89	M&E	4.01	Fire Doors	URGENT - Mag locks are again not working.	These have not been working since mid-September. Long overdue!		PRIORITY 2	COMPLETE
90	M&E	4.14	Lighting	URGENT - Lights don't work.	Still don't work properly - Siteco came, but now they only go half on. Siteco 22/1 - not solved.		PRIORITY 1	COMPLETE
91	M&E	2.Z12	Lighting	Light is not working.				COMPLETE
95	M&E	Roof Garden	Lighting	Lighting under planters on the south side is hanging loose			PRIORITY 1	COMPLETE

	Type	Area/Room	Cat	Description	Comments	Sub Cont	PRIORITY	Status
96	M&E	DE014	SC doors	There are a couple of problems outstanding, one of the cables from the power supply to the push bar appears to have been damaged prior to our commissioning the door. This should be rectified, at some point, by the wiring installer. The push bar is "sticky"	ELECTRICAL// BK have advised that the cabling has been checked and no damage found. There was a draw wire left in a redundant conduit adjacent to the power supply unit which has now been removed to avoid any confusion.29.01.09	BK	PRIORITY 2	COMPLETE
98	M&E	G.09	Lighting	Top scene setting plate has a loose cover	ELECTRICAL	BK	PRIORITY 1	COMPLETE
108	M&E	6.Z4		Greg behind fan unit no access	ELECTRICAL//To be relocated and complete by 26.01.09	BK		COMPLETE
109	M&E	6.Z4		Mounting joints under strain	Confirmation required what mounting joints are being referred to.	BK		COMPLETE
113	M&E	6.Z1		Condensate traps require fixings running up hill	Additional brackets will be fitted and level checked w/e 16th January 2009.	BK		COMPLETE
116	M&E	Roof		West smoke vent pressure switch not IP656	TAC to provide a replacement// IP 65 box now installed.	TAC // BK	PRIORITY 2	COMPLETE
118	M&E	Roof		Nu aire fan lid missing screws	Any additional screws required will be checked w/e 16th January 2009.	BK	PRIORITY 2	COMPLETE
119	M&E	3.Z33		Toilet extract fan unit strut require end caps	End caps will be fitted w/e 16th January 2009.	BK		COMPLETE
120	M&E	3.Z33		Toilet extract fan lid not fixed down	Any additional screws required will be checked w/e 16th January 2009.	BK	PRIORITY 2	COMPLETE
121	M&E	3.Z33		No schematic charts fitted	BK will fit ventilation schematics w/c 19th January 2009.	BK		COMPLETE
122	M&E	B.Z23		Pressurisation unit showing fault	Grundfoss should have been on site to repair under warranty. BK to check on site w/e 16/1/09 // Engineer on site 30.01.09	BK		COMPLETE
124	M&E	B.Z17		No schematic charts fitted	Electrical // BK advise will be fitted w/c 19.01.09	BK		COMPLETE
126	M&E	B.Z17		FCU isolator not identified	This tap will be checked w/e 16th January 2009	BK		COMPLETE
127	M&E	B.Z17		Extract ductwork grill section has dropped	This will be checked and repaired w/e 16th January 2009	BK		COMPLETE
128	M&E	B.Z17		Extract ductwork separated above FCU	This will be checked and repaired w/e 16th January 2009	BK		COMPLETE
130	M&E	B.Z17		Missing UV box lid	ELECTRICAL // Checked BK advise no lids missing.	BK		COMPLETE
133	M&E	B.Z21		Screwed rod protruding from base of tank	This will be checked w/e 16th January 2009	BK	PRIORITY 2	COMPLETE
134	M&E	B.Z22		Insulation on pipework missing at several joints	This will be checked w/e 16th January 2009 // BK advise that Lagwell will return to site. Date to be confirmed.	BK	PRIORITY 2	COMPLETE
135	M&E	B.Z22		Mounting joints under strain EF 11	This will be checked w/e 16th January 2009	BK	PRIORITY 2	COMPLETE
143	M&E	B.Z3		No schematic chart fitted	ELECTRICAL	BK		COMPLETE
147	M&E	Risers Throughout		Trace heating not identified	ELECTRICAL// To be completed by 26.01.09	BK	PRIORITY 2	COMPLETE
201	M&E	B.10	Lighting	Light switches operate the booths, not the central area	ELECTRICAL	BK		COMPLETE
202	M&E	B.10	Snags	There were 2 cables hanging loose in the perception lab by the light switches.	Leak detection. Was taken out of contract. Should be put away above ceiling	BK		COMPLETE
204	M&E	G.07/G07A	Various	A couple of floor boxes in the exhibition spaces on the ground floor of the Forum have been damaged in the course of the AHM2008 conference. The damaged parts are the round 'pop-up' modules in the centre of the floor boxes. I would expect more of these to be damaged from time to time.	DG to send details -> also in O&M manuals	BBCL		COMPLETE
234	M&E	Controls	Level 6 Plantroom MSCP1 & MSCP2	AHU's 1 & 2 supply and extracts now control at "design" set points with fans all running at full 50Hz. Although it looks very much like the set points have simply been set to what static the fans create at 50Hz.			PRIORITY 2	COMPLETE
236	M&E	Controls	Level 6 Plantroom MSCP1 & MSCP2	AHU 1 Extract Inverter tripped twice during the visit. Showing "A14 Earth Fault" but appears OK now? Fan to be monitored for any recurrence.			PRIORITY 2	COMPLETE
253	M&E	Controls	Level 6 Plantroom MSCP1 & MSCP2	Smoke Extract Fans 12a & 12b - although not switched from the BEMS system, I noticed that there is an additional differential pressure switch (in addition to the BEMS airflow monitor switch) which is wired to somewhere - but the associated PVC pipework is not piped across the fans? Requires investigation.			PRIORITY 2	COMPLETE
285	M&E	5.05		The middle light of 3 is switching off automatically after 20 minutes when the room is occupied.			PRIORITY 2	COMPLETE
286	M&E	5.11		The lights dim down automatically after 5.00pm but do not go out completely.			PRIORITY 2	COMPLETE

	Type	Area/Room	Cat	Description	Comments	Sub Cont	PRIORITY	Status
267	M&E	Sound Studios	Lighting	The two light switches for controlling the lights in the control room are wired strangely.	Works complete. UoE to check.		PRIORITY 2	COMPLETE
277	M&E		Fire Suppressant System - Basement Server Room	The suppressant gas bottles remain disconnected due to H&S concern with location of manual operation switch on Control Panel (UoE responsibility - design issue?).	UoE to investigate.		PRIORITY 2	COMPLETE
8	BC&E	2.27	Windows	Middle window is missing its lever, looks like is broken, thus window cannot be opened	BBCL to check.	BBCL	PRIORITY 1	COMPLETE
26	BC&E	G.09	Various	Sign for ventilation G F meeting room says G08 instead of G07A	New face plate will be installed 27th March.	TAC / BK	PRIORITY 2	COMPLETE
94	M&E	L3 WW	Heating	Thermostat in coffee point is fitted badly.	Works programmed for Wk Comm 16th March.	BB/BK	PRIORITY 2	COMPLETE
129	BC&E	B.Z17	General	1) Rubbish in cable basket	1) To be actioned by BBCL	BBCL	PRIORITY 2	COMPLETE
154	M&E	B.Z15		Fire alarm call point behind door at Phase 1.	2 No door stops to be installed.	BB	PRIORITY 2	COMPLETE
170	M&E	B/Ment P/Room	MCP11	Trace heating still has a fault shown on the panel.	Thorne & Derrick to resolve issue during site visit of 19th March.	BK	PRIORITY 2	COMPLETE
217 A	M&E	MSCP 03 Level 3 Core C Control Panel	Air Sensor	Outside Air Sensor - not part of MSCP03 but noticed during this visit. Reading approx 3°C high and therefore influencing the variable temperature slope. Requires relocation. (north end of atrium?)	BBCL to investigate. Complete.	BB		COMPLETE
230	M&E	Level 6 Plantroom MSCP1 & MSCP2	AHU	AHU1 and 2 static pressure sensors have been relocated further down the ductwork as requested.	Works complete. BK to check & confirm.	BK	PRIORITY 2	COMPLETE
232	M&E	Level 6 Plantroom MSCP1 & MSCP2	General	Weather Station - as stated before, ID labels required.	TAC action 16th March. ID labels fitted.	BK	PRIORITY 2	COMPLETE
278	BC&E		Lift	P7 Blanking plate missing.	BBCL to arrange ACE to make good	BBCL	PRIORITY 2	COMPLETE
17	BC&E	Exterior	Various	The outdoor seating at the front is showing nasty dark brown stains, running from the seating bench down the front of the stone rests. It's sort of rust coloured (dye/varnish?)	Remedial works are complete		PRIORITY 2	COMPLETE
6	BC&E	1.08, 2.05, 2.11, 2.12, 2.23, 2.27, 2.33, 3.03, 3.13, 3.30, 3.32, 3.46, 4.04, 4.05, 4.07, 4.15, 5.02, 5.19, 2.43/2.44, 4.02, 4.04A, Balcony Offices, G.03	Acoustics - General	Problem requires further investigation	All works completed. Written confirmation of the acoustics report is to be issued by BBCL. Report issued 31st March.	BBCL	PRIORITY 1	COMPLETE
43	BC&E	2.33	Windows	Draught coming through windows which makes it a lot colder.	New seals on order. Works complete.	BBCL	PRIORITY 1	COMPLETE
114	BC&E	6.Z1	G	Junction boxes above cooper boxes no access	Plasterboard wall installed restricting access. BBCL to inspect and advise. Complete.	BBCL		COMPLETE
117	M&E	Roof	General	West smoke vent copex not fixed	UoE has identified that cables are exposed. Can they confirm exact location as BK cannot locate. UoE has identified location. BK action to make good. Completed 28/03/2009	BK	PRIORITY 2	COMPLETE

	Type	Area/Room	Cat	Description	Comments	Sub Cont	PRIORITY	Status
155	M&E	6th FI Plantroom	MCP01	Control Panel MSCP04 "pre-isolator" still to be labelled correctly as discussed with BK's at site meetings of 13/12/07 and 15/1/08. (Engraved trafolyte labels warning not to use the secondary isolator for general control panel isolation as it would remove the live feed to the TAC Controllers) This is still required for ALL control panels which have double isolation.	Labels due wk comm 16th March.	BK	PRIORITY 2	COMPLETE
158	M&E	Tank room	MCP04	The UV filter fault condition is still not picked up by the BMS system.	TAC to confirm present status.	BK	PRIORITY 2	COMPLETE
214	M&E	Phase 1 & 2.	Lighting	There is the potential for 415v at luminaries. Whilst joint boxes are marked in the floor void above the actual luminaries is not marked.	The voltage is identified at the joint boxes, within the O&M Manuals and as fitted drawings and within the BMS. This is deemed to comply and is sufficient. BK will supply labels wk comm 30th March.	BK	PRIORITY 2	COMPLETE
COLOUR KEY				WORKS COMPLETE				
				UNIVERSITY ITEM				
				BBCL ACTION				
				BK ACTION				
				ITEMS RAISED BY UoE FOR REVIEW BY DESIGNERS, BBCL & BK				
				ITEMS TO BE MONITORED				
				COMMENTS FROM REVIEW OF ACCESS TO PLANT & EQUIPMENT				