

## Design issues / Retrofits

CAT	ITEM	REMARKS	WHO*	WHEN
Acoustics	Acoustic seals needed from 3.07 to 3.08/3.09 (IMR)	Bennetts to come up with proposal	BA	
Acoustics	Fleeces	Dick to look into proposal	BA	
Acoustics	Glazed doors	Bennetts to come up with proposal	BA	
Acoustics	Ground floor meeting rooms	Bennetts to come up with proposal	BA	
Acoustics	HoS Suite - seal needed on connecting doors between 5.43 and 5.42		BBCL	
Acoustics	HoS Suite - seal needed on doors from 5.43 and 5.42 leading to 5.41		BBCL	Done
Acoustics	Proposal for 4.31/4.33 and other meeting rooms			
Acoustics	Room to corridor	Dick to look into proposal	BA	
AV	5.42 -> screen should have been recessed & projector ceiling mounted			
AV	Exposed cables at ceiling require a solution			
AV	Outstanding items, see separate tab			
AV	G.Z11 -> cooling required as underfloor heating and AV racks are now in one room		UoE	
Basement studios	Perception lab tables	HM Raitt is working on it		
Basement studios	Sound studio (B.04-B.09) requires additional power and data points			
Basement studios	Swipecard access / digilock			
Blinds	1.15/1.16 -> Corridor blind required			
Blinds	4.31/4.33 -> Corridor/Atrium blinds?			
Blinds	Change blackout blinds in 1.30 and 3.07 into motorised blinds			
Blinds	Complaints about blinds not being functional. Had to rearrange some offices as, even with blinds closed, 'bright points' are let through			
Controls	BEMS connected to network			
Entrances	Front door supposedly as design, but very hard to open			
Entrances	Need alternative out-of-hours door			
Fire equipment	5.41 - Fire board needs to be moved 2 inches to the left			
Fire suppressant system	The suppressant gas bottles remain disconnected due to H&S & CO concern with location of manual operation switch on control panel			
Furniture	3.14 - Modesty panel for radial only, does not cover extension		FURN	
Furniture	5.43 - HoS coffee table never arrived and is still needed		FURN	
Furniture	5.43 - HoS desk needs modesty panel		FURN	
Furniture	Lock sticking in desk-high tambours is ongoing problem according to guy that came to fix it			
Furniture	Outstanding items		FURN	
Furniture	Benches in coffee points need to be converted for storage		BA	
Health & Safety	Floor boxes in kitchen areas need to be moved away from water			
Internal concrete surfaces	Concrete dust continues to build up on all the internal concrete walls despite seal		BBCL	Done

Intruder alarm system	Awaiting completion and commissioning			
Ironmongery	Balcony doors need doorstops			
Ironmongery	Check other items on CCP			
Ironmongery	Digilock required for B.03			
Kitchen	Need door closers			
Kitchen	When door closers installed vision panels are needed in all kitchen doors			
Lighting	5.42 → Can spotlights work separate from other lights? Pref. controlled by time sensitive switches (ideally with a 60 minute run) with the ability to also switch off at will		UoE	
Locking issues	Check all other items		Sol	
Locking issues	External front doors need cylinder on inside instead of thumbturn			Done
Locking issues	Obtain last outstanding cylinders: IT closets Reception desk Roof door Sound Studio cabinet		Sol	
Locking issues	Two new storerooms in Basement are on PPLS suite instead of ours. Lock to be swapped		Sol	
Orders	AV keys		Sol	
Orders	Book ends		Sol	
Orders	Coat hooks		Sol	Done
Orders	Coat stands		Sol	
Orders	Crockery		Sol	
Orders	Pinboards		Sol	
Orders	Toilet signs - Female		Sol	Done
Orders	Whiteboard trays		Sol	
Other items	2.08 → room with only 1 diffuser, can we put extra in here?			
Other items	3.09 → Pipes need to be covered up, wall in front?		UoE	
Other items	4.31 - Skim and paint concrete wall		UoE	
Other items	Atrium display cabinet - paint white and add lights		UoE	
Other items	Core B - Light needed under stairs for fire safes?		UoE	
Other items	Display case in Mini Forum 1		UoE	
Other items	Heating when working may be insufficient for reception.			
Other items	L5 - reversal of pigeonholes needed		UoE	
Other items	Need to order up more office and G07 type floorboxes			
Other items	Order up spare rubber tiles - so can remove FBs from kitchens			
Other items	Printer G.09		Sol	Done
Other items	Wider worktop credenza in servery		UoE	
Other items	WW Whiteboards – Balckboards corner		BA	
Phones	Cordless phones		UoE	

Security	CCTV signs - none in building yet		SoI	
Security	More bollards needed at pend as vans can drive up from the Potterow side at both front and back of InSpace, thus making the ones on the Crichton street side ineffective.		UoE	
Security	Serverrooms: add leaf on small door to prevent it being opened when large door is locked; add locks to bolts securing the small door at top and bottom; add an electric lock in the middle of the door to work together with the maglock		UoE	
Toilets	PPLS have had flooding incidents, due to the fact that there are no overflows in sinks and the swivel plugs sometimes fall shut.		UoE	
Toilets	Taps/Toilet seats not fit for use in industry, will keep breaking down		UoE	
Toilets	Bins are too small; overflow in weekend; during week extra survices by cleaners		UoE	
Toilets	Corridor doors: Vision panels need to be installed in the few doors without them		UoE	
Toilets	Gaps above door seem to be a design feature, not required for ventilation		UoE	
Toilets	Toilet roll holders fit only domestic toilet rolls; need extra rolls in the toilets to avoid running out of paper		UoE	