

MECD Building User Group

27/01/2022

ATTENDANCE

	Attendee	
1.	Lydia Norman (Chaired)	Faculty Planning Compliance and Special Projects
2.	Nicholas Blades	Faculty Estates
3.	Lee Gouldbourn	House Services
4.	Gary Ingham	Technical Services – Infrastructure and Facilities
5.	Ben Parslew	Department of Mechanical, Aerospace and Civil Engineering
6.	Glenn Cooper	Department of Mechanical, Aerospace and Civil Engineering
7.	Michelle Clayton	IT Services
8.	Stacey Kendall	Student Experience
9.	Gianpaolo Vignali	MECD Academic Lead – Teaching and Learning

ACTION SUMMARY

Feedback	Action	Owner
HDMI cables are too short for the visualiser in blended theatre 1	Arrange longer cable to be provided	Lydia Norman with Media Services
Need to communicate design principles of blended theatre so staff can understand whether it is suitable for their teaching activity	Discuss possibility of creating a case study with an academic who has taught in the space in SEM1	Lydia Norman to liaise with Fiona Lynch and Gianpaolo Vignali
Students don't always close door behind them in blended lecture theatre 1 and this can be disruptive	Investigate and consider options to change student behaviour	Lydia Norman
Sometimes it is frustrating turning up to teach and not having the right cable	Consider having adapters available for staff to borrow	Lydia Norman to discuss with Media Services
There are whiteboards in certain spaces but not others	Audit spaces and ensure that all spaces that were designed to have a whiteboard have been provided	Lydia Norman to review with Media Services

Explainer videos are very useful	Feedback to relevant colleagues to implement within comms planning	Lydia Norman to feedback to Emma Pemberton Eccles
Unclear how to operate heating	Ensure this information is included within the induction content	Lydia Norman/ Judy Giblin
Unclear how to operate lights	Ensure this information is included within the induction content	Lydia Norman/ Judy Giblin
Issues getting static IP set up for Morse Watch Man which is based in the Emergency Control Room	Investigate issue and try to resolve	Michelle Clayton/ Gary Ingham
Issues getting Engineering Building A and B set up as a destination on IT systems which has knock on effect for logging tickets with IT, Estates and Security	Request update on progress and try to resolve	Michelle Clayton
Royce have wet and dry cleaners to quickly clean up spillages and regularly keep on top of upholstery, this would be helpful for MECD	Investigate feasibility of purchasing wet and dry cleaners for MECD	Lee Gouldbourn