

Lifts Group

Minutes of the Meeting of the Officers held at 2.00 p.m., at Glen House, Tottenham Court Road, London on 5th July 2004

PRESENT

Dr Eur Ing G C Barney, (*Events Secretary*)
Mr J Carroll, (*Secretary*) (Part meeting)
Mr R Peters (*Treasurer*)
Mr S Russett (*Chairman*)
Ms Samantha McDonough (*CIBSE – Director of policy and groups*)
Mt K Butcher (CIBSE – Part meeting)



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APOLOGIES

Dr L Al-Sharif, (*Vice-Chairman*)
Mr J Snowball, Steven Morrison Associates Ltd

SUMMARY OF FORTHCOMING EVENTS

Evening presentation - 28th September 2004. 5.30pm (Coffee at 5.00pm). Prominent US consultant Dr Bruce Powell will give a presentation on the Thyssen Twin Lifts, citing practical examples and outlining the traffic handling aspects of this concept. John Carroll of Hoare Lea will also present a paper comparing traditional mathematical traffic analysis with modern simulation techniques: Venue: Asta House, 55 Whitfield Street, London. (By kind permission of Arup).

Evening Meeting – 13th October 2004. 5.30pm (Coffee at 5.00pm). Annual Seminar Road Show. Mike Savage (Schindler & MHE/4 standards committee) presents a paper on BS EN81-80 and Steve Peikos (Eugears) presents a paper on bed plate design for geared machines. (As previously presented at the Annual Road Show in London Nov 2003).
Venue: Room C16, Pariser Building, UMIST, Sackville Street, Manchester. (By kind permission of UMIST).

Annual Seminar - 10th November 2004. 2.00pm (Registration at 1.30pm). Lifts in the Architectural and Built Environment. Featuring the following papers;

Tall Buildings ?	–	Ian Whitby of Foster and Partners
Why do we need firefighting lifts	–	Miller Hannah of Hoare Lea Fire Engineering
Firefighting Lifts	–	Derek Smith of Otis
Lift Performance and specification	–	Andy Highton of Stanhope PLC
Lift Performance and Specification	–	Dr-Eur.Ing. Gina Barney of GBA

Refer to flyers and Website (www.cibseliftsgroup.org) for more details.

Annual General Meeting – 9th February 2005. 4:00pm – 7:00pm. Details to be confirmed.

DISTRIBUTION

Those present plus;

Dr L Al-Sharif, (*Vice-Chairman*)
Mr J H Bashford, J Bashford & Associates
Mr J Snowball, Steven Morrison Associates Ltd

MINUTES

1.0 Welcome and Apologies

The Chairman welcomed all, in particular Samantha McDonough from CIBSE who attended in her capacity as Director of Policy and Groups.

Apologies were received from Lutfi Al-Sharif and John Snowball.

2.0 Previous Minutes

The previous minutes were accepted subject to the transposition of the last two actions on Page 4 (GB/JB swapped with GB/SR)

It was noted that the items were not numbered and agreed that future minutes would incorporate numbering for ease of reference.

3.0 Events

3.1 Venues

Alternative venues in central London for an AGM event, whilst plentiful had proven too expensive and would make the delegate costs prohibitively high.

It was agreed to continue to use CIBSE HQ which provide all the necessary facilities and can be easily reached by public transport. (Underground, overland train, buses etc.)

3.2 Annual Seminar 10th November 2004

All speakers are now confirmed (see post meeting note below) although Abstracts and titles etc. are urgently required by Mid-August for preparation of publicity flyers etc.

SR/GB

At the time of the meeting, speakers from Fosters were awaiting board approval but Post meeting, Fosters have confirmed their availability and willingness to participate.

Other speakers include;

Miller Hannah of Hoare Lea talking about fire-fighting lifts

Derek Smith talking about BS EN81-72

Representatives from Stanhope (Developers) talking about their recent publication *Lift Performance and Specification*

In addition, it was agreed to look at running the table top exhibition similar to last year. John Bashford will be asked to organise this again.

3.3 CPD Certificates

Electronic CPD Certificates have been received from CIBSE (via Lutfi Al-Sharif). SJR to arrange for pre-printing of certificates for all registered delegates prior to CPD events. GB to submit delegate list to SR

GB/JB

accordingly.

It was agreed that Printed CPD certificates for late registrations should be issued by post to attendees rather than handwritten ones issued on the day of the event.

SR/GB

4.0 Guide D Revision

4.1 Format

It was agreed by all that a soft cover, perfect bound, section sewn book would be acceptable and Ken Butcher (KB) confirmed this has recently been used on other CIBSE Publications. Hard Bound copies would still be available as library copies and for authors.

4.2 Pricing Strategy

KB attendance was primarily to discuss the pricing policy for CIBSE Publications and in particular the concerns of the Lifts Group about the high cost of CIBSE Guide D which restricts sales and therefore limits circulation of the intellectual content that is provided free to CIBSE.

KB

KB agreed to discuss the proposals with the Publications Manager at CIBSE in an attempt to agree a pricing strategy prior to the Lifts Group meeting (AGM) on 9th February 2005.

4.3 Revision Progress and Programme

On the production side, all drafts are due to be submitted to allow editorial checking by GB leading to peer review in October 2004. GB has a list of peer reviewers for each section.

All Lead Authors

The completed document is to be with KB by the end of the year for in-house editing by CIBSE and independent review as part of CIBSE internal Q.A. procedures.

The final document is to be ready for final approval and to be passed to KB to prepare for printing etc. at the Guide D progress meeting on 9th February 2004.

4.4 Front Cover

The group agreed to GB suggestion to use a concept design of the London Bridge Tower by Renzo Piano. GB to contact Renzo Pianos' office to obtain initial permission to use an image and then liaise with KB with regard to a formal letter to follow up the request and obtain formal permission.

GB/KB

5.0 Codes and Standards

- 5.1 BS 7801 – *Safe working on Escalators and Moving Walks* and BS 5656-2 *Selection Installation and Location of Escalators and Moving Walks* have both been issued for public comment. Draft are expected to be finalised in August for publication in the Autumn.
- 5.2 Work has commenced on reviewing BS 5655 part 11 and 12 in lift modernisations. This review is to include “national filtering” for BS EN81-80 the SNEL standard.
- 5.3 The disability Rights Commission had published guidance on Access Statements on their web site to meet Part M requirements.

6.0 Website

It was stressed that the Lifts Group should have the web address on everything it issues (conference flyers, letters, minutes etc.)

A comprehensive list of all lift, escalators and related codes and standards is published on the website.

SJR is sending a project review for uploading.

SJR

RP confirmed that all online membership requests are automatically entered onto a database. Anyone issuing mailings etc can obtain the latest listings from sian.cook@peters-research.com.

7.0 Membership

It was suggested that the Lifts Group could help facilitate members taking out affiliate membership of CIBSE by offering a discount on membership through attendance at the annual seminar. The proposal would be to offer a subsidised cost of affiliate membership as part of the delegation fee. (*Post meeting note; CIBSE membership department have agreed to the details of this proposal*)

SJR

The proposal means that delegate will pay a Seminar fee of £60 with the option to pay a further £37.00 direct to CIBSE, for the one year Affiliate Membership. This will give them a saving of £30.00 on the normal rates and CIBSE have agreed to waive the £15.00 joining fee for any Lifts Group members taking up this offer.

SJR

SJR agreed to promote membership of the Lifts Group and its activities through the CIBSE pages of the BSJ and to consider other ways in which the group might be promoted.

8.0 Any Other Business

8.1 Stanhope Position Paper

SLM asked whether any further action was needed on the Stanhope document “*Lift Performance and Specification*” – this document had been issued with no prior warning and framed as a challenge to CIBSE. There will be a session dedicated to discussing this at the Annual Seminar and it was felt that no further action was necessary on the part of CIBSE in the mean time.

8.2 Lifts Group Finances

A letter from Jonathan David of CIBSE, setting out proposals for financial accounting was noted and agreed.

9.0 Date of Next Meeting

Next meeting to be held at 2.00pm at Hoare Lea Offices, prior to the evening presentation on Lift System Traffic Design at Arup Offices on 28th September 2004.