

## FACILITIES MANAGEMENT CIVIC CENTRE PROJECTS

<b>Committee name</b>	Corporate Services, Commerce and Communities Policy Overview Committee
<b>Officer reporting</b>	Brian Colyer, Residents Services
<b>Papers with report</b>	None

### HEADLINES

This report will outline the work being carried out by Civic Centre Projects.

### RECOMMENDATION

**That the Committee note the report regarding Facilities Management Civic Centre Projects.**

### SUPPORTING INFORMATION

2017/18 was a very busy year for the Civic Centre projects, with most of our toilets and Kitchenettes being refurbished. A carpet and decoration, as well as an LED lighting replacement program started. There was also a large office churn, which all resulted in some very positive feedback from the staff.

Please find below table of current 2018/19 capital projects (£10K+) at the Civic Centre. These projects are subject to our LBH procurement process and Capital Release approvals. Facilities are also constantly working on small works projects (below £10K) which consists, but is not limited to, electrical, air conditioning, heating, sanitary, fabric, security, fire equipment, heating & ventilation etc.

In addition, the management team provide space planning and office moves. This has been more prominent since the recent changes to GDPR. Over the last year we have managed to introduce a number of additional meeting rooms and floor ad-hoc meeting spaces, along with the normal churn (circ 150).

Budget: We work closely with the Capital Finance team regarding expenditure. We are anticipating to spend circ £1,500,000 Capital Funds on the Civic Centre in 2018/19.

Note: projects and scopes are subject to change.

### Sample capital projects that are being worked on in 2018/19

Project	Stage/Programme	Improvements/Impact
Phase 2 Carpet, Blinds replacement and Painting 2018	Completed	Project replacing end of life items which will also improve environment

---

Classification: Public

Corporate Services, Commerce & Communities Policy Overview Committee – 24 July 2018

<b>Project</b>	<b>Stage/Programme</b>	<b>Improvements/Impact</b>
Phase 3 Carpet, Blinds replacement and Painting 2018	Start date, Q2, 3 month program	Project replacing end of life items which will also improve environment.
Phase one Brick and Paving	Completed	Replacement and repair of paving that has become an H&S issue.
Phase two Brick and Paving	Start date, Q3	Replacement and repair of paving that has become an H&S issue.
Mechanical & Electrical upgrades	Live project 50% completed	Replacement of out of life items.
Automatic Door Closers Upgrades to Civic Centre	Live project	Replacing end of life items. The new door closures will now meet current Fire and DDA regulations.
LED lighting Phase 2	Live project: Anticipated complete end September 2018	Replacement of 1,400 light fittings with new LED fittings. (Level 2 North, East, South and West quadrants) and Lobster Pot car park. Project will improve working environment for staff, reduce maintenance requirements and reduce energy consumption with anticipated avoided energy cost of £30K per annum.
LED lighting Phase 3 approvals	To follow Phase 2, expected Q4 or following Q1 subject to approvals	TBC
Middlesex Suite New Roof	-- Consultation on listed building required -- Funding approval required -- Earliest Start on site Q3 2018 -- Expected duration 4 weeks	The roof covering has flat roof blisters/bubbles in several places; the brick up-stand surround to the roof is in a poor state of repair in some places and is required to be replaced. These works will stop water ingress, drainage of water and, in addition to improved insulation.
Mezzanine (2E) Flat Roof Repair	-- Consultation on listed building required -- Funding approval required -- Earliest Start on site Q3 2018 -- Expected duration 4 weeks	The roof covering has flat roof blisters/bubbles in several places; the brick up-stand surround to the roof is in a poor state of repair in some places and is required to be replaced. These works will stop water ingress, drainage of water and, in addition to improved insulation.
Fire door/ compartmentalisation	-- Funding approval required -- Earliest Start on site Q3 2018 -- Phased over FY likely	Compliance with: Fire regulations H&SAWA

<b>Project</b>	<b>Stage/Programme</b>	<b>Improvements/Impact</b>
Middlesex Suite A/C Installation	-- Consultation on listed building required -- Funding approval required -- Earliest Start on site Q3 2018 -- Expected duration 4 weeks	AC replacement to improve performance and to enable the suite to operate independently of the remainder of the building for out of hours functions.
Security Upgrade	-- Funding approval required -- Earliest Start on site Q3 2018 -- Expected duration 6 weeks	Enhancements to main staff access points to improve building security including the installation of speed gates.
Refit of Room A357_3West and 2East	-- Funding approval required -- Earliest Start on site August 2018 -- Expected duration 4 weeks	Improvements to office layout and provision of tea point adjacent to A357.
The Old Print room -- Install AC units	-- Consultation on listed building required -- Funding approval required -- Earliest Start on site Q3 2018 -- Expected duration 1 weeks	Area occupied by the anti fraud team has no air conditioning and suffers from poor heating in winter. The project will improve the room conditions.
Replace Car park Roller Shutter Doors	-- Funding approval required -- Earliest Start on site Q3 2018 -- Expected duration 6 weeks	Replacing the existing units with modern roller shutter doors will enhance security and door operation reliability.
Reception Lifts Refurbishment 2016/17	-- Retendered with contractor appointment possible in next 4-6 weeks -- Earliest Start on site September -- Expected duration 12 weeks	DDA compliant. Increased reliability for next 20 years. Fire lift. Improved control -- all 3 lifts act work together in triplex mode