

STRATEGIC PROPERTY SERVICES

BUILDING MAINTENANCE – BID FOR CAPITAL FUNDING

Purpose of Report

1. To support the bid for capital funding for Building Maintenance Related works.

Background

2. A building is an asset which needs to be maintained to ensure that its value is not eroded. (BS8210:1986)

For the purpose of this report Building Maintenance Activities may generally be defined as:

All work on an existing building asset, including utility services and external infrastructure within the cartilage of the site that is undertaken to achieve the following objectives:

- To retain the asset in a condition in which it can perform its required function.
- To prevent deterioration and failure or extend the life of the asset.
- To restore to correct operation within specified parameters.
- To restore physical condition to a specified standard.
- To recover from structural and service failure.
- To obtain accurate and objective knowledge of physical and operating condition including risk and financial impact for the purpose of maintenance; and
- Partial equivalent replacement of components of the asset.

Work excluded from the scope of this bid include:

(The responsibility for these areas lie with the Service Departments and separate Capital Bids should be submitted by the relevant Department)

- Supply, maintenance and replacement of equipment, either fixed or stand alone, which is installed as a requirement of the specific service operation / use of the building. (i.e. computers, kitchen equipment, etc)
- Improvements and upgrading to meet new service capacity or function.
- Capital replacement of major components to extend the capacity of the asset.
- Upgrading to meet new statutory requirements.
- Operational tasks to enable occupancy or use. (e.g. cleaning, security, waste removal)
- Supply of utilities (water, energy and telecommunications)
- Construction of new assets

Main Considerations for the Council

3. The main points taken into account in arriving at this bid include:

- The need to generally reduce the backlog of central (non-delegated) repairs and maintenance.
- To ensure that essential operational buildings are kept in full service.
- To ensure that a healthy and safe environment is maintained in the buildings from which the Council delivers its front line services.
- To continue the ongoing programme of replacement of susceptible plant and equipment.
- The need to replace existing boilers and plant with modern energy efficient and condensing boilers that will assist in improving the energy efficiency of the Council's buildings and the Carbon Footprint. This will also result in the breakdown and repair being reduced.
- Works related to asbestos, legionella and radon will help ensure the Council complies with its legal duties under current Health & Safety Legislation.
- The lack of capital investment in planned maintenance works will be a major contributory factor to the any increase in the maintenance backlog, and additional pressures on inadequate revenue maintenance budgets.
- Without adequate investment there is an increased risk of loss of service, erosion of capital assets and the loss of the financial and practical benefits of instigating an effective programme of planned maintenance works.
- Without adequate capital investment there is an increased risk to both employees and the public in relation to consequential dangers from the poor state of the building fabric, and non compliance with Health & Safety Legislation. The introduction of the Corporate Manslaughter and Corporate Homicide Act 2007 emphasises the duty of Senior Managers etc to ensure the promotion of a safer environment for employees and the public in the areas for which they have a responsibility.
- Capital investment helps with the opportunity to provide energy efficient buildings. Plant and equipment forms a significant factor in the planned maintenance programme, and benefits in terms of running costs and energy performance can not be effectively realised without this investment.
- Increased pressure on existing revenue budgets is resulting in the need to include a general bid for unforeseen delegated capital maintenance works to ensure continued function of the buildings and compliance with Health & Safety requirements.
- The total consequence of Local Government Reorganisation in Wiltshire is, at present, uncertain with regard to Building Maintenance; hence assumptions have to be made with respect to any funding requirements. Notwithstanding this, it has been identified that there is an urgent need to harmonise systems, in particular those related to Health and Safety Issues such as

Asbestos and Legionella. Without this harmonisation the new Authority could be at risk and the ability to operate the maintenance function will be impeded.

Details of Bid and Supporting Documentation.

4. Details of the bid are set out on the Corporate Investment Proposal Form Appendix D.

The bid has been set out into 7 specific areas, with appendices being available to support and clarify the bid as necessary:

- i. Existing WCC Properties – General
- ii. Existing WCC Properties – H&S
 - a. Legionella
 - b. Asbestos
 - c. Radon
 - d. Harmonisation of H&S Standards in 5 Authorities.
- iii. Existing WCC Properties – Proactive Maintenance
 - a. Roofing
 - b. M&E Boilers and Plant
 - c. M&E Electrical Wiring Systems
 - d. County Hall (Consequence of Waterside Project)
- iv. Existing WCC Properties – DDA
- v. Service Departments MCW
- vi. District Council Bids for Maintenance Related Projects
- vii. Leisure Centres General.

i. Existing WCC Properties – General Maintenance.

Appendixes A, B, C D and E provide summary information of the more significant maintenance work required over the next 5 years relating to elements which have been identified as being in poor / bad condition, with some posing a serious risk to the continued operation of the building.

A	Walls, Windows and Doors	£11,152,183.43
B	Water Tanks and Pipework	£1,079,051.26
C	Roofing	£7,165,747.65
D	Boilers, Plant & Heating Distribution	£5,409,654.38
E	Electrical	£1,347,182.92
TOTAL		£26,153,819.64

With Areas C, D & E being considered separately, a figure of £350,000.00 has been included for Areas A & B. This represents approximately 3% of the identified need in Areas A & B, and is consistent with the amount approved in recent years.

For the 2nd and 3rd year this figure has been increased by 50% to allow for the additional District Premises. (In year 1 these have been identified in Area (vi) of the bid.

ii. Existing WCC Properties – Health and Safety.

Without adequate capital investment there is an increased risk to both employees and the public in relation to consequential risks from the poor state of the building fabric, and non compliance with Health & Safety Legislation.

Particular areas of concern are those of Legionella, Asbestos and Radon.

a. Legionella

The Councils Legionella Policy imposes a strict regime of inspection and testing in relation to those premises where it has a duty under current legislation. Where urgent work is identified this is instigated without delay, but in many cases work is categorised as being “recommended”. Without funding this proactive work can not be expedited. Examples of where work has been identified are contained in some of the recommended works listed in appendixes B & D.

A figure of £40,000.00 / year has been included in the bid to help support this work.

b. Asbestos

The Councils duty under the Control of Asbestos at Work Regulations requires that asbestos containing materials are identified, and that a management system is in place which monitors the condition of the materials.

To this end, specific surveys are undertaken by a specialist consultant on at least a yearly basis. Where urgent work is identified this is instigated without delay, but in many cases work is categorised as “encapsulate and / or remove as soon as reasonably practicable.”

Appendixes F & G list examples of works falling into these categories. While it is appreciated that the costs involved in instigating these works would be significant, financial restraints have meant that little in the way of proactive work has been undertaken in this area in recent years; hence the Authority could be left open to criticism if audited in this area.

A figure of £100,000.00 has been included in the bid to support this work.

c. Radon

The Councils Radon Policy includes a strict regime of inspection and testing in relation to those premises where it has a duty under current legislation. Where urgent work is identified this is instigated without delay, but in many cases work is concluded as being “recommended”. No funding is specifically allocated to this area hence this proactive work can not be expedited without using existing inadequate revenue funding.

A figure of £20,000.00 has been included in the bid for the first year (the period when surveys are being instigated in the higher risk areas) with £10,000.00 for subsequent years.

d. Harmonisation of Health & Safety Standards for the 5 Authorities.

The duties on the Authority under legislation such as the Health & Safety at Work Act, and specifically the Control of Substances Hazardous to Health Regulations and The Asbestos at Work Regulations requires that information on any Health and Safety hazards is available and management procedures in place. While information is available from the District Council in these critical areas, it varies in its ability to satisfy the criteria which currently is being applied by Wiltshire County Council. The existing WCC policies have been developed in consultation with the Health and Safety Executive and other professional bodies.

While harmonisation is critical, it is unlikely that this task could be completed before 1st April 2009, hence it is recommended that a programme of works is instigated as soon as possible, based on an agreed risk assessment, to undertake the necessary surveys to gather suitable and sufficient information.

This area could be the one that presents the biggest risk in terms of the new Authorities' Duties in relation to Building Maintenance operations; hence a figure of £200,000.00 / year has been included in the bid to support this work.

iii. Existing WCC Properties – Proactive Maintenance.

For the reasons previously stated a proactive approach must be instigated towards Building Maintenance.

Appendixes C, D & E provide summary information of the more significant maintenance work required over the next 5 years relating to elements which have been identified as being in poor / bad condition, with some posing a serious risk to the continued operation of the building in the specific areas of Roofing, M&E and Electrical works.

A figure of £200,000.00 / year has been included in the bid for each of these areas to help support this work.

This figure represents approximately 4.5% of the need identified.

For the 2nd and 3rd year this figure has been increased by 50% to allow for the additional District Premises.

Specific bids have also been provided by the Service Department in relation to urgent works required to be undertaken at the County Hall Complex. This is work which was originally programmed to be undertaken in 2009 as part of the major refurbishment project. The delay in the instigation of the Waterside project has now brought the works to the forefront in terms of urgency as, if not undertaken, there is a significant risk to the operation of the buildings.

A figure of £200,000.00 / year has been included in the bid to help support this specific work.

iv. DDA Works

To meet the requirements of the Disability Discrimination Act (DDA) arrangements need to be made to overcome physical barriers to the provision of services to members of the public from Council buildings. To this end a bid of £250,000.00 / year has been included to help continue the significant progress made of recent years in achieving these aims. The funding enables the opportunity to be gained of instigating proactive DDA related works as part of maintenance projects, thus both going some way towards achieving the duties under the Act and better value from the limited funds available.

Appendixes H and I indicate examples of DDA related works which have been identified as being required to WCC Education Premises when recent Access Audits have been instigated. These fall into two categories, urgent / immediate works required. And works which could be undertaken in conjunction general maintenance. No recent detailed surveys have been undertaken at non-education premises.

v. Service Departments Minor Capital Works.

Traditionally Service Departments have made individual capital bids to support emergency works that become apparent as a consequence of operational issues relating to such things as Health & Safety.

With the objective of achieving a corporate approach to this issue, bids have been submitted from the Departments and combined with historic information in order to present a bid.

Appendix J provides the breakdown of the bid which totals £360,000.00 for the first year, and £365,000.00 and £370,000.00 for years 2 and 3 respectively.

vi. District Council Bids for Maintenance Related Projects

With the objective of developing a bid for maintenance related capital works for the existing District Council buildings, information was requested from each District in a set format.

The summary of this information is presented in Appendix K.

Based on the information provided, each bid was designated into one of three categories:

- Works to be included in Capital Bid (Cat 2D)
- Relating to Leisure Centres
- Refer to others

As a consequence a total of £1,160,000.00 has been included in the capital bid for the first year. Without more specific information on the condition of the buildings any future requirements can in the main only be speculative. Hence only a nominal figure for the 2nd and 3rd years has been included as previously indicated.

Works relating to Leisure Centres has been identified separately and, based again on the information provided, appropriate works included in the separate bid for Leisure Centres which is detailed in Appendix L.

Works which is not considered to fall into the general category of maintenance, and / or relates to a different service area has been separately identified, and the appropriate actions taken.

vii Bids for Leisure Centre Maintenance Related Projects

A summary report listing projects for consideration in relation to Leisure Centres was submitted by Gillian Thompson at Kennet District Council who co-ordinated the project.

Based on the information provided, each bid was designated into one of three categories:

- Works to be included in Capital Bid (Cat 2D)
- Not considered to be priority maintenance
- Designated to be "Improvement Works", and referred to other for consideration.

The summary of this information is presented in Appendix L.

In addition to these works, works which have been identified under the General Maintenance bid above, have also been included.

As a consequence a total of £633,000.00 has been included in the capital bid for the first year. Without more specific information on the condition of the buildings any future requirements can in the main only be speculative. Hence only a nominal figure for the 2nd and 3rd years has been included.

Name and title of Service Director

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Report Author:

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Name, title and contact details

Corporate Maintenance Manager

Date of report

September 2008

Appendices

Appendix Ref:	Title
A	WALLS, WINDOWS & DOORS (Existing WCC premises with works identified as being necessary within the next 5 years with elements being in poor / bad condition and some posing serious risk to the operations of the building.)
B	WATER TANKS & PIPEWORK (Existing WCC premises with works identified as being necessary within the next 5 years with elements being in poor / bad condition and some posing serious risk to the operations of the building.)
C	ROOFING (Existing WCC premises with works identified as being necessary within the next 5 years with elements being in poor / bad condition and some posing serious risk to the operations of the building.)
D	BOILER, PLANT & HEATING DISTRIBUTION (Existing WCC premises with works identified as being necessary within the next 5 years with elements being in poor / bad condition and some posing serious risk to the operations of the building.)
E	ELECTRICAL (Existing WCC premises with works identified as being necessary within the next 5 years with elements being in poor / bad condition and some posing serious risk to the operations of the building.)
F	HEALTH & SAFETY – ASBESTOS Asbestos Debris (Remove when reasonably practicable) Existing WCC premises with work identified as being necessary as a consequence of a Type 2 survey.
G	HEALTH & SAFETY – ASBESTOS Encapsulate and Label (As soon as is reasonably practicable) Existing WCC premises with work identified as being necessary as a consequence of a Type 2 survey.
H	DDA Existing WCC Education Premises where Access Audits have been undertaken and urgent / immediate works required.
I	DDA Existing WCC Education Premises where Access Audits have been undertaken and identified the more significant works which could be undertaken as part of general maintenance.
J	SERVICE DEPARTMENTS MINOR CAPITAL WORKS BID Relates to the general instigation of Health & Safety works identified by Service Departments.
K	SUMMARY OF DISTRICT COUNCIL BIDS Relates to the individual bids received from District Councils
L	LEISURE CENTRES – SUMMARY OF DISTRICT / COUNTY BIDS Relates to the information provided by Gillian Thompson (KDC) for all Councils