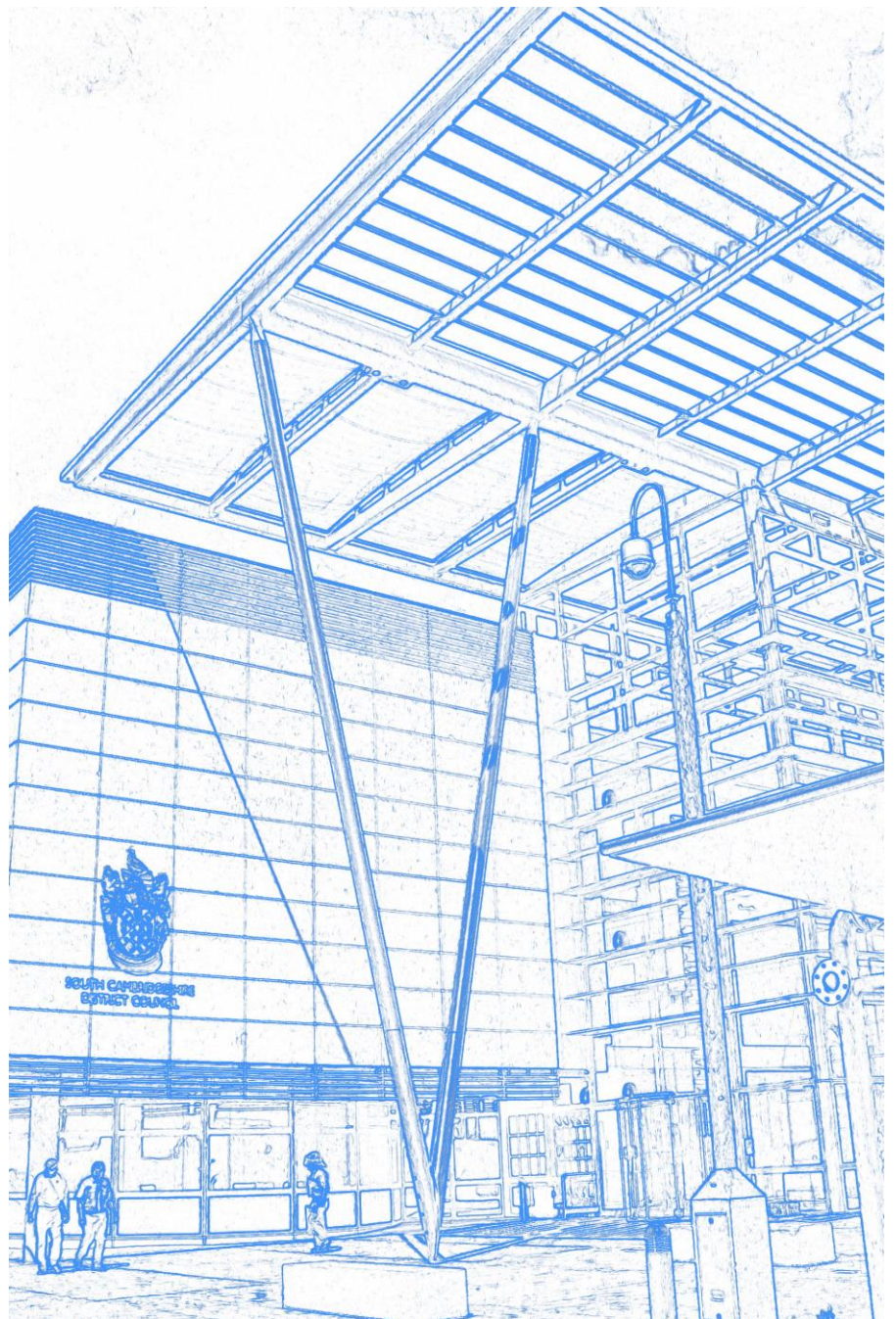




South
Cambridgeshire
District Council

Corporate Asset Management Plan 2010/2011 – 2012/13



DRAFT February 2010 v2

South Cambridgeshire District Council

Corporate Asset Management Plan (AMP) 2010/11 to 2012/13

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Executive Summary

- The Council's Asset Management Plan (AMP) is concerned with management of the Council's non-housing buildings (South Cambridgeshire Hall) and landholdings. The management of housing assets are dealt with separately in the Council's Five Year Housing Maintenance Plan. This AMP covers a three-year period from 2010/11 to 2012/13.
- This AMP is part of a suite of Council strategies and plans which set out how the Council will carry out its business, and as such the AMP should be read in conjunction with the Capital Strategy, and both are key elements of the Council's Medium Term Financial Strategy and the Council's Performance and Service plans.
- A facilities management budget is established annually, which is the resource from which the Council's property assets are managed. For 2010/11 this budget covers revenue provision for building maintenance of £204,380 comprising £144,380 agreed in the financial estimates in November 2009 and an additional £60,000 agreed by SMT in January 2010. A capital budget of £10,000 is currently allocated.
- As South Cambridgeshire Hall is now five years old a condition survey of the building was carried out during 2009. The survey has been carried out by a qualified specialist surveyor and the key elements to maintain building operations identified and costed. A summary of the costs indicated can be found at Appendix Two and Two A.
- Planned preventative servicing and maintenance and building operation contracts are in place, (detailed in Appendix Three), that cover the majority of servicing needs. However new contracts are required for the automatic opening windows and the roof based safety restraint systems detailed in Appendix Four.
- Most of the actions identified for 2009/10 have been completed and the new action plan for 2010/11 is included in Section 10.

1. Introduction

1.1 There are numerous definitions of asset and property management. This Corporate Asset Management Plan focuses on the following definition as set out in RICS's 2008 Public Sector Asset Management Guidelines:

“Strategic asset management is the activity that seeks to align the asset base with the organisation's corporate goals and objectives. It ensures that the land and buildings asset base of an organisation is optimally structured in the best corporate interest of the organisation concerned.”

1.2 Asset management can be described as 'making the best use of assets in terms of service benefits and financial return' (DTLR, Best Practice Guide, 2000). It has a long-term strategic dimension and is concerned with Council-wide management issues. For South Cambridgeshire DC this refers to South Cambridgeshire Hall.

1.3 In the DCLG published guidance entitled; *Building On Strong Foundations - a framework for Local Authority Asset Management*, there is advice on what it considers good asset management looks like, these steps form the principles adopted by the Council in developing this plan (Appendix One).

1.4 Maintenance required is composed of:

- Strategic asset development
- Strategic renewals and maintenance
- Planned preventative servicing and maintenance
- Building operation contracts
- Responsive repairs
- Dealing with obligatory and risk based best practice legislative developments

2. Scope and purpose

2.1 The Council's Asset Management Plan (AMP) is concerned with management of the Council's non-housing buildings and landholdings (South Cambridgeshire Hall). The management of housing assets are dealt with separately in the Council's 5 year Housing Maintenance Plan. This AMP covers a three-year period from 2010/11 to 2012/13. The AMP aims to:

- Ensure that South Cambridgeshire Hall is managed effectively, efficiently and sustainably.
- Provide high quality, accessible accommodation for the Council's staff and customers
- Ensure South Cambridgeshire Hall is available to contribute to corporate objectives and priorities
- Ensure value for money from the operation of the Council property assets

3. Corporate & Policy Context

3.1 The Council's corporate aims are:

- We are committed to being a listening council providing first class services accessible to all
- We are committed to ensuring that South Cambridgeshire continues to be a safe and healthy place for you and your family
- We are committed to making South Cambridgeshire a place in which residents can feel proud to live
- We are committed to assisting provision for local jobs for you and your family
- We are committed to providing a voice for rural life

3.2 In addition the Councils community leadership and 'place shaping' agenda includes the following and South Cambridgeshire Hall is an important component in achieving positive outcomes for each:

- Being a venue for the Councils business including democratic meetings which supports the decision making process on matters to improve, develop and enhance living within the Councils area.
- Providing a venue for inspections, examinations and hearings associated with local issues and a resource to enable other community events to take place.

3.3 This AMP is part of a suite of Council strategies and plans which set out how the Council will carry out its business, and as such the AMP should be read in conjunction with the Capital Strategy, and both are key elements of the Council's Medium Term Financial Strategy and the Council's Performance and Service plans.

3.4 The Council's financial circumstances affect the capacity to invest in South Cambridgeshire Hall and to maintain this into the future. The meeting of the identified capital requirements, legislative requirements and linked approved codes of practice are the main challenge to meet in a scenario of limited resources.

4. Asset management structure

4.1 The Corporate asset management team (CAMT) comprises the following members of staff:

- 'Corporate Property Officer' currently Corporate Manager – Affordable Homes – Stephen Hills
- Facilities Manager South Cambridgeshire Hall – Graham Middleton
- Principal Accountant Financial & Systems - Sally Smart

With specialist input from other officers for specific matters (e.g. environmental and planning matters) and in particular the following:

- Health & Safety Officer – Lawrence Green
- Finance Project Officer – John Garnham

4.2 The CAMT:

- Is led by the CPO
- Formulates and keeps under review a Corporate AMP.
- Ensures that the property portfolio delivers value for money.
- Consults with users and stakeholders and takes into account views expressed throughout the asset management process and considers feedback from stakeholders following specific consultation exercises and best value reviews.
- Prepares reports for the Senior Management Team and the Portfolio Holder on the performance of the Council's property and on issues relevant to asset management.
- Oversees the development of the Council's property data management processes and procedures.
- Monitors the performance of the Council's property and challenges performance and makes recommendations based on performance indicators on activities to improve performance.
- Considers an annual programme for the strategic maintenance of the Council's property consistent with the Council's priorities.

4.3 The Senior Management Team (SMT) leads the officer contribution to strategic development and thinking in the Council and is currently made up of the Chief Executive, Executive Director (x2). SMT meets regularly and receives reports from the CPO as necessary. They consider issues affecting the Council's Asset Management Plan. This includes an annual report on performance against property Key Performance Indicators (KPIs).

4.4 The Finance & Staffing Portfolio Holder acting under delegated powers considers reports on the Council's property issues and asset management as presented by the Corporate Property Officer (CPO).

4.5 The Facilities Manager will maintain an overview on behalf the Council and CAMT with regard to the maintenance of good working relations with other property holding public sector agencies in the district and, where appropriate, joint discussions about future options are held.

4.6 Where these matters are issue lead (specific schemes and projects) they will have an assigned a lead officer. The lead officer will be the primary representative of the Council and ensure the Facilities Manager maintains awareness of the scheme/project status.

4.7 The Council has links to the Cambridgeshire Property Forum, which comprises the County Council and other district councils and which facilitates information exchange and performance and cost benchmarking.

5. The Council's assets (for AMP purposes)

Table 1: Council operational and non-operational assets (values are approximate)

Description	No.	Area	Value (£m)
<i>Operational assets (used for the provision of Council services)</i>			
South Cambridgeshire Hall, Cambourne (GIA)	1	5,800sq m	£13.5M
Shopping car parks (it is planned to dispose of two car parks by the end of 2010)	4	N/A	0.4
Waterbeach Depot and Workshop (leased by the Council for use by the Environmental Services team and Housing's Direct Labour Organisation (DLO))	1	N/A	N/A

(N/A – Not appropriate)

6. How are the Council's assets performing?

6.1 The Council's performance in relation to the five national PPI's are set out below:

**Table 2 PPI 1A – Condition of assets
% gross internal floor space in condition categories A - D**

Asset Category	Condition Category			
	A	B	C	D
Operational – other land and buildings	100%	0	0	0
Non-operational general	0	0	0	0
Non-operational surplus	0	0	0	0

Key

Category A: Good - Performing as intended and operating efficiently.

Category B: Satisfactory - Performing as intended but showing minor deterioration.

Category C: Poor - Showing major defects and/or not operating as intended.

Category D: Bad - Life expired and/or serious risk of imminent failure.

Table 3 PPI 1B – Backlog of maintenance

Backlog of maintenance by cost expressed i) as total value and ii) as a % in priority levels 1 – 3

Asset Category	Total Backlog £'000	Priority Level			
		1	2	3	4
Operational – other land and buildings	£50891	46%	28%	23%	3%
Non-operational general	0	0	0	0	0
Non-operational surplus	0	0	0	0	0

Key

Priority level 1: Urgent works

Priority level 2: Essential works

Priority level 3: Desirable works

Priority level 4: Day to day/In-house

Table 4 PPI 2 A, B, C Non operational investment properties

Overall average internal rate of return for each of the following non-operational investment portfolios

Indicator	Category	Overall Average Rate of Return
PPI 2A	Industrial Portfolio	No assets in this category
PPI 2B	Retail Portfolio	No assets in this category (disposal of two shops in 2008)
PPI 2C	Agricultural Portfolio	No assets in this category

Table 5 PPI 3 Management costs

Total annual management costs per sq m (GIA) for the property portfolio

Indicator	Category	Annual Strategic Management Costs per Sq M
PPI 3	Operational Property	2009/10 £17.21 (2008/9 - £12.43)
PPI 3	Non Operational Property	N/A

Table 6 PPI 4 A, B, C, D Efficient use of assets

Indicator	Operational Buildings Occupied by South Cambridgeshire District Council	Cost per Sq M Cambourne offices
PPI 4A	Repair & maintenance costs – based on £84,780 / 5,800 m ²	2009/10 £12.11 (2008/9 - £15.41 – 5500 Sq M)
PPI 4B	Energy costs – based on £98,340 / 5,800 m ²	2009/10 £15.32 (2008/9 - £17.88 – 5500 Sq m)
PPI 4C	Water costs – based on £6,510 / 5,800 m ²	2009/10 £1.15 (2008/9 - £1.18 – 5500 Sq m)
PPI 4D	CO ₂ Emissions - based on 576 CO ₂ Tonne per annum / 5,800 m ²	2009/10 99.34 kg CO ₂ /m ² (2008/9 - 97.64 kg CO ₂ /m ² – 5500 Sq M)

Table 7 PPI 5 A & B Delivery of capital projects within budget and on time

Qualifying Projects	Corporate Assets	
PPI 5A Cost predictability	% of projects where outturn falls within +/- 5% of the estimate	N/A (no projects carried out)
PPI 5B Time predictability	% of projects falling within +/- 5% of the estimated timescale	N/A (no projects carried out)

6.2 The Council is committed to striving to achieve performance in line with the best of its peers.

7. Maintenance and repair of existing assets

7.1 The Council's Cambourne office (South Cambridgeshire Hall) is the Council's only non housing asset and is a purpose built premises designed specifically for the activities and duties of the Council. It was completed on 30 April 2004.

7.2 As South Cambridgeshire Hall is now five years old a condition survey of the building was carried out during 2009. The survey has been carried out by a qualified specialist surveyor and the key elements to maintain building operations identified and costed. A summary of the costs indicated can be found at Appendix Two.

7.3 The construction of South Cambridgeshire Hall was subject to a defects liability period and works were undertaken by both the developer and contractor to remedy defects. Since then a number of matters have been

identified which are required to be scheduled for work over the next five years.

7.4 Planned preventative servicing and maintenance and building operation contracts are in place, (Appendix Three provides details), that cover the majority of servicing needs. However contracts are required for the automatic opening windows and the roof based safety restraint system and are included in Appendix Four an identified as an action in Section 10.

8. Facilities Management budget

8.1 A facilities management budget is established annually, which is the resource from which the Council's property assets are managed. For 2010/11 this budget covers revenue provision for building maintenance of ££204,380 comprising £144,380 agreed in the financial estimates in November 2009 and an additional £60,000 agreed by SMT in January 2010. A capital budget of £10,000 is currently allocated.

8.2 The total revenue budget for Cambourne Office in the financial estimates is as follows:

Table 8 Facilities management budget 2010/11

	Annual cost estimate £	Notes
Building maintenance	144,380	Directly managed expenditure contained within the AMP
Variable service costs e.g. electricity, water, gas	98,430	Corporate procurement officer checks for best tariffs during the year
Telephones etc	68,350	Managed by ICT
Recharges & overheads etc including capital charges	323,130	
Rents, rates & insurance	339,190	
Total	973,480	

8.3 A detailed breakdown of the £144,380 is provided at Appendix Four.

8.4 The details of the planned expenditure for 2010/11 including the extra £60,000 are set out as follows:

Table 9 Planned expenditure for 2010/11

	Planned annual spend £	Notes
Maintenance of existing contracts	31,643	These are detailed in Appendix Three and Four
Addition of new contracts & items required to address items identified in building survey – priority 1 & 2 items	34,350	These are detailed in Appendix Two A
Items identified by Facilities Manager as requiring expenditure during 2010/11 that are in addition to those identified in condition survey	22,975	These are set out in Appendix Four
Other Costs	95,850	Appendix Four
Contingency sum	19,562	Expenditure will be monitored during the year. If there is an unexpected failure of an element of the bridling the contingency sum will be drawn upon. If no unexpected event occurs then spending will be brought forward from those items currently unfunded.
Total	204,380	
Financed by		
Budget allocation	144,380	
Extra allocation	60,000	
Total	204,380	
Unfunded items from condition survey priority 3 & 4	35,900	Detailed in Appendix Two A
Other unfunded items	43,684	Detailed in Appendix Five
Total Unfunded	79,584	

8.4 The figures in Table 11 demonstrates that in 2010/11 there is around £79,584 of unfunded works identified by the condition survey and the work of the Facilities Manager. This does not include items identified as desirable but not yet costed nor does it include other 'wish list' items suggested by staff during the year which have not been detailed in this AMP.

8.5 The forward projection of required expenditure as indicated by the condition survey indicates that the gap between required expenditure and

available budget will continue to grow over the next five years at present rates and will need to be monitored on an annual basis.

8.6 The £10,000 of allocated capital expenditure will be spent on a project designed to improve the efficiency of the front doors.

9. Action Plan Review 2009/10

9.1 The following actions were identified for the 2009/10 year and progress on these is as follows:

Table 9 Action plan 2009/10

Action	Target date for completion	Progress
Undertake full survey of South Cambridgeshire Hall	May 2009	Completed November 2009
Completion re tendering of final facilities management contract (cleaning contract).	July 2009 – completed except for unfunded contracts	Completed July 2009
Undertake performance management project to review all PI data and to establish clear framework for supporting effective facilities management	July 2009	Completed November 2009
Final completion of registration of all Council landholdings with the Land Registry	September 2009	Completed for SCDC – Land Registry to sign off. Expected June 2010.
Keep under review car park disposal programme	March 2010	Good progress made but not all transfers completed. Item include in 2010/11 action plan.

10. Action Plan for 2010/11

10.1 The AMP covers a three year period and details of the projected future expenditure are included in Appendix Two. The action plan focuses on the key objectives to be achieved within the next 12 months.

Table 10 Action plan 2010/11

Action	Target date for completion	Lead officer	Progress
Keep under review car park disposal programme	June 2010	Jenny Clarke	Advanced negotiations in place with all remaining sites
Benchmarking of PIs Project to compare PI performance with other councils and identify any issue to address	May 2010	Graham Middleton	To be reported to CAMT and reported in 2011/12 AMP
Building satisfaction survey Survey of staff using building to identify service improvement areas	September 2010	Graham Middleton (assistance from Georgina Hayward & Richard May)	To be reported to SMT
Performance review of existing contracts and identification of any outstanding contracts	October 2010	Graham Middleton	To be reported to CAMT and then to SMT
Quarterly review of action plan and identified programme of expenditure	June 2010 September 2010 December 2010 March 2011	Stephen Hills	To be reported to CAMT and SMT where required
Ensure all new contracts required as detailed in Appendix Four are in place	June 2010	Graham Middleton	To be reported to CAMT
Undertake capital project works to front doors £10,000	October 2010	Graham Middleton	To be reported to CAMT & SMT
Ensure all steps required to address priority 1 & 2 items are actioned	February 2011	Graham Middleton	To be reported to CAMT

Appendix One – What does good Asset Management look like?

Step 1: Asset management processes within the local authority

- Prioritise asset management at a senior level
- Ensure that asset management is adequately resourced
- Think corporately about asset management
- Involve elected members and designate a member of the Cabinet to hold the asset portfolio
- Ensure that there is a project management system in place
- Ensure that formal mechanisms are in place to engage with citizens and to collect, analyse and store the relevant property data

Step 2: Aligning assets with visions

- Ensure that the asset management plan is a medium to long term plan
- Link asset management with all other strategies
- Link the asset management plan to the corporate vision and statutory requirements
- Clearly outline the objectives for each asset
- Consider all options for all assets
- Work across boundaries to align asset management strategies

Step 3: Implementation of the Asset Management Plan

- Establish clear strategic approaches to the utilisation of space and flexible working, and co-location with partners and stakeholders
- Consider options for under-used assets
- Consider options for financing of new assets
- Maintain and adapt existing assets as needed

Step 4: Review and monitor process

- Periodically review corporate management arrangements for capital asset planning to ensure they are fit for purpose
- Conduct post implementation review of all capital projects that are undertaken
- Review processes following the Comprehensive (Performance/Area) Assessment
- Engage with other organisations and share learning to drive a process of continuous improvement

Source: *Building On Strong Communities – A framework for Local Authority Asset Management* – Published by DCLG.

Appendix Two											
CONDITION SURVEY SOUTH CAMBRIDGESHIRE HALL											
	Priority	1									Totals
	Y1	Y2	Y3	Y4	Y5	Y6-10					
Building Element	£1,000	£1,000	£1,000	£1,000	£1,000	£15,000					
M&E Element	£6,000	£0	£0	£0	£0	£6,000					
Sub Total	£7,000	£1,000	£1,000	£1,000	£1,000	£21,000					£32,000
	Priority	2									
	Y1	Y2	Y3	Y4	Y5	Y6-10					
Building Element	£27,350	£27,200	£34,450	£23,950	£58,500	£244,550					
M&E Element	£0	£0	£0	£0	£6,700	£8,700					
Sub Total	£27,350	£27,200	£34,450	£23,950	£65,200	£253,250					£431,400
	Priority	3									
	Y1	Y2	Y3	Y4	Y5	Y6-10					
Building Element	£13,350	£13,200	£17,200	£56,600	£23,500	£526,300					
M&E Element	£0	£0	£0	£0	£0	£0					
Sub Total	£13,350	£13,200	£17,200	£56,600	£23,500	£526,300					£650,150
	Priority	4									
	Y1	Y2	Y3	Y4	Y5	Y6-10					
Building Element	£22,550	£18,050	£40,300	£23,450	£14,750	£233,400					
M&E Element	£0	£3,600	£0	£0	£6,000	£7,000					
Sub Total	£22,550	£21,650	£40,300	£23,450	£20,750	£240,400					£369,100
	All Priorities										
	Y1	Y2	Y3	Y4	Y5	Y6-10					
Building Element	£64,250	£59,450	£92,950	£105,000	£97,750	£1,019,250	£1,438,650				
M&E Element	£6,000	£3,600	£0	£0	£12,700	£21,700	£44,000				
Total	£70,250	£63,050	£92,950	£105,000	£110,450	£1,040,950	£1,482,650				£1,482,650

Priority 1

Health and Safety/Statutory

Clear and direct threat to life or limb or contravention of statutory requirements

Priority 2

Corrective/Preventative

Repair or replacement of building elements to correct defects or to prevent further deterioration or damage to other elements

Priority 3

Residual/Aesthetic

Work which could be deferred without serious detriment to the fabric, its function or operation

Priority 4

Day to Day/In-House

Reactive maintenance and repair/replacement of minor elements

Note: The condition survey was completed in a period ending December 2009 and the years 1 to 5 (and so on) should be judged from this time.

Appendix Two A – Condition Survey detail Year 1

SOUTH CAMBRIDGESHIRE HALL

CONDITION SURVEY - Analysis/extraction of Works in Year 1

Works Type	Item	Element	Works	Priority	Y1 cost	Sub Totals	Total
Building	6.2		0Periodic cleaning / salting of stair treads.	1	250		
Building	7.4	Roof level man-safe system.	Annual maintenance / testing of man-safe wire system.	1	750		
M&E	Misc	Periodic Electrical Testing	Statutory 5 year electrical testing is due. The number of circuits is unknown	1	6000	7000	
Building	1.11	External wooden seating / benches.	Redecoration / treatment	2	250		
Building	2.2	Cycle Shelter(s)	Treatment of spot rust to galvanised structure.	2	500		
Building	2.5	Bin store area.	Treatment of spot rust to galvanised structure.	2	500		
Building	2.8	Sub Station enclosure.	Treatment of spot rust to galvanised structure.	2	500		
Building	2.18	Main car park	Jetting of car park drainage channels.	2	500		
Building	4.4	Main automated entrance doors to atrium.	Annual service of opening mechanism.	2	150		
Building	6.3	Fire escape staircase(s)	Cleaning of gutters / downpipes to stair roofs.	2	150		
Building	6.4	Access control systems	Periodic maintenance of system.	2	2000		
Building	6.6	Intruder Alarm Syatem	Periodic maintenance of system.	2	2000		
Building	7.1	Bries Soleil to main atrium area.	Redecoration / treatment of spot corrosion to steel structure.	2	2500		
Building	7.2	Bries Soleil to main atrium area.	Redecoration of details to bries soleil panels.	2	1500		
Building	7.7	Main roof surfaces (asphalt).	Periodic minor maintenance of mastic upstands / penetrations.	2	1000		
Building	7.9	Paving / ballast to roof level.	Clearance of vegetation growth from roof level ballast / application of growth inhibitor.	2	750		
Building	7.10	Atrium Texlon ETFE 'inflatable' roof.	Annual maintenance inspections of roof covering and associated plant and equipment.	2	3500		
Building	7.11	Atrium Texlon ETFE 'inflatable' roof.	Repairs to Inflation plant and air supply in addition to maintenance inspections	2	1000		
Building	7.12	Atrium Texlon ETFE 'inflatable' roof.	Repairs to cushions by specialist (6 monthly) in addition to maintenance inspections	2	1250		
Building	7.14	Upstands / plant mounting points.	Repairs to bitumen based felt waterproofing.	2	1000		
Building	7.16	Perimeter gutters & rainwater outlets.	Periodic cleaning of gutters / rainwater outlets / downpipes to leave free flowing.	2	750		

Building	7.25	Powder coated steel cladding to west plant area (Council Chamber)	Periodic cleaning of gutters / rainwater outlets / downpipes to leave free flowing.	2	250	
Building	8.9	Window finishes.	Maintenance of automated solar blinds.	2	1000	
Building	8.11	Window finishes.	Periodic maintenance of automated window system.	2	1500	
Building	8.18	Access gate.	Periodic maintenance to ensure operation.	2	100	
Building	10.8	Refuge Call point(s)	Periodic maintenance / testing to call point.	2	100	
Building	11.8	Refuge Call point(s)	Periodic maintenance / testing to call point.	2	100	
Building	12.10	Window finishes.	Periodic maintenance of automated window system.	2	1500	
Building	25.9	Window finishes.	Periodic maintenance of automated window system.	2	1500	
Building	28.10	Window finishes.	Periodic maintenance of automated window system.	2	1500	27350
Building	1.2	Feature lighting to 'Civic Square' area.	Replacement of failed lighting units.	3	1000	
Building	2.11	Car park barrier / access control	Renewal / recommissioning of barrier system	3	5000	
Building	2.12	Car park barrier / access control	Repairs / renewal of entrance spike strip.	3	1000	
Building	2.13	Car park barrier / access control	Overhaul of entrance intercom / access control.	3	750	
Building	12.1	Floor finishes.	Periodic cleaning of carpets.	3	1500	
Building	13.1	Floor finishes.	Periodic cleaning of carpets.	3	250	
Building	14.1	Floor finishes.	Periodic cleaning of carpets.	3	350	
Building	23.1	Floor finishes.	Periodic deep cleaning of tiled finishes.	3	250	
Building	24.1	Floor finishes.	Periodic cleaning of carpets.	3	150	
Building	25.1	Floor finishes.	Periodic cleaning of carpets.	3	1500	
Building	28.1	Floor finishes.	Periodic cleaning of carpets.	3	1500	
Building	29.1	Floor finishes.	Periodic cleaning of carpets.	3	100	13350
Building	1.3	Feature lighting to 'Civic Square' area.	Routine replacement of bulbs.	4	500	
Building	1.6	Lighting Bollards to perimeter of building.	Routine replacement of bulbs.	4	500	
Building	1.10	CCTV to site.	Periodic maintenance of camera equipment.	4	1500	
Building	2.10	Car park signage.	Replacement of damaged / missing signage.	4	250	
Building	2.17	Main car park	Renewal of roadway markings.	4	750	
Building	2.19	Main car park	Routine maintenance to car park lighting.	4	500	
Building	3.6	Soffit panels below council chamber overhang.	Cleaning of panels.	4	150	
Building	3.10	Glass feature cladding to staircases.	Periodic cleaning of panels.	4	150	

Building	5.1	Glazed curtain walling to atrium	Periodic cleaning of external glazing.	4	500	
Building	5.3	Windows to main office areas.	Routine cleaning of external glazing.	4	2500	
Building	5.10	High level windows to atrium.	Periodic cleaning of external glazing.	4	250	
Building	6.7	Intruder Alarm System	Routine replacement of elements (smoke & heat heads etc)	4	10000	
Building	8.8	Window finishes.	Periodic cleaning of glazing.	4	500	
Building	12.4	Floor finishes.	Replacement / repair of damaged floor data/power boxes.	4	1500	
Building	25.4	Floor finishes.	Replacement / repair of damaged floor data/power boxes.	4	1500	
Building	28.4	Floor finishes.	Replacement / repair of damaged floor data/power boxes.	4	1500	22550

70250

Appendix Three – Planned Preventative, Servicing and Building Operation Contracts

CONTRACT	SUPPLIER	COMMENT	Renewal date
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Grounds maintenance	Land Structures Ltd	Existing service supplier successful - taken forward as extension to previous arrangement.	2012/13
Washroom Services	PHS		2012/13
Building Interior Planting	Cambridge Interior Planters		2012/13
Automated lighting system	SimmTronic	Closed system – specialist contractor	2012/13
Lift maintenance	Kone	Closed system – specialist contractor - 6 year contract started 01/04/2005 terminates 31/03/2011.	31/03/2011
Louvres (East side)	Colt Services	Specialist maintenance	2012/13
Inflatable Roof (ETFE Roof)	Vector Foiltec	Specialist maintenance	2012/13
Lightning Protection	Omega		2012/13
Fire Alarm servicing	ADT	Closed system	2012/13
Folding Doors (Council Chamber and Swansley Room)	Accordial		2012/13
Air conditioning repair and maintenance	Integral		2012/13
Office cleaning	Sherwood Cleaning Ltd	Contract started 24/7/2009	2012/13
Fire extinguisher servicing	Work in progress	Delayed due to impact of contract across sheltered housing	2012/13
Intruder alarm/CCTV/access control system	Quantumatic		2012/13
5 year fixed electrical installation testing		Required every 5 years – contract set up as required	2012/13
DEC (energy certification)		Annual renewal required	2012/13
Air conditioning energy certification			2012/13
Hot Water boilers	Zip		2012/13
M&E repair and maintenance	Integral		Open ended contract to be reviewed
Portable appliance testing			2012/13

Appendix Four – Budget detail 2010/11
FM Budget/Expenditure
Cost Centre A11

Expense Code	Expense code name	Budget Contracted Expenditure 2010/11	Contract Cost	Pricing Year	
1/1/12	Current contracts	£48,530.00	Integral - M&E	£15,592.80	2009
			Integral - Air Con	£2,008.00	2009
			Simmtronic	£1,821.00	2010
			Omega	£506.00	2009
			DEC Renewal	£150.00	2009
			Refridge cert	£1,100.00	2009
			ZIP (Water Heaters)	£399.85	2009
			Accordial (dismountable walls)	£735.00	2009
			Colt (Louvres)	£1,636.00	2009
			Vectorfoiltec (Street roof)	£3,044.00	2009
			Kone	£4,651.00	2009
			Sub total	£31,643.65	
	New contracts required		Windowmater	£4,500.00	2008 Quote
			Restraint testing	£475.00	2009 Quote
			Thrislington toilet cubicles	£500.00	2010 Quote
			Water risk assessment - remedials	£1,000.00	Estimate
			5 year electrical testing	£10,000.00	2008
			PAT	£5,000.00	2008
			Front door maintenance	£1,500.00	Estimate
			Sub total	£22,975.00	
1/4/10	Furniture & Fittings	£1,190.00		£1,190.00	
1/4/30	Security	£7,510.00	ADT	£1,249.00	2009
			Chubb	£417.00	2009
			Quantumatic	£1,760.00	2009
			Other	£4,084.00	
			Sub total	£7,510.00	
1/6/10	Consumable Supp	£5,720.00		£5,720.00	
1/6/20	Contract Clean	£75,680.00	Sherwood	£52,586.00	2009
			PHS	£6,813.00	2009
			Other	£16,281.00	
			Sub total	£75,680.00	
1/7/02	Grounds Maint Cont	£5,750.00	LSL	£3,388.00	2009
			Other	£2,362.00	
			Sub total	£5,750.00	
	Total	£144,380.00		£150,468.65	

Appendix Five –Other Expenditure

Other expenditure estimated costs

Description of works	Estimated Value
Additional fire alarm sounder for plant room area	550
Installing heating system inhibitor	500
Installing cooling system anti freeze	500
Shower extraction refurbishment (and ceiling works for access)	2000
New taps for toilets	7000
Repairs to water leak into Council Chamber	2500
Colt louvre repairs	1500
Repairs to electric window blinds in reception	1000
Window master local control software	2000
Renew toilet seats	1500
Replacement to Council Chamber lighting	8500
New controls for heating in gym and shower areas	4000
Shower floors replacement	4500
Replacement tables and chairs to Swansley and Mezzanine area	3792
Fire/fire detection riser cupboards	1842
One off repairs to grey water system	2000
TOTAL	43684

Other potential expenditure (not costed)

Noise reduction in reception	
Security wall for reception	
Members Lounge refit	
Alternative fire/smoke detection – Street	
Sun shielding - glazed frontage to Street	
Kitchen tea points for 1st & 2nd floor	
Cold air shield at front doors	
Additional interview room ground floor	
Wheelie bin storage facility in bike shed - gates & cladding	
Secure parking for motorbikes - bollards & anchor points	
Investigation into wind noise & vibration in meeting room 2nd floor east	

All prices shown are estimates.

