

Supplementary Committee Agenda



**Epping Forest
District Council**

Cabinet Monday, 31st January, 2011

Place: Council Chamber
Civic Offices, High Street, Epping

Time: 7.00 pm

Democratic Services: Gary Woodhall (The Office of the Chief Executive)
Tel: 01992 564470
Email: gwoodhall@eppingforestdc.gov.uk

9. PLANNED MAINTENANCE PROGRAMME 2011-15 - OPERATIONAL BUILDINGS & COMMERCIAL PROPERTY (Pages 215 - 248)

(Performance Management Portfolio Holder) To consider the attached revised report (C-049-2010/11).

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Report to the Cabinet

Report reference: C-049-2010/11
Date of meeting: 31 January 2011



**Epping Forest
District Council**

Portfolio: Performance Management

Subject: Civic Offices, Other Operational Buildings and Commercial Property – Planned Maintenance programmes 2011/12 to 2014/15.

Responsible Officers: Mike Tipping (01992 564280).
Mike Hobbs (01992 564150).

Democratic Services Officer: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) That the progress with works approved for 2010/11 both capital and revenue, be noted (Appendix 1 refers);
- (2) That the Cabinet decides the level of Capital and Revenue expenditure to be implemented in 2011/12 for essential and planned maintenance works at the Civic Offices and other Operational Buildings and Commercial property (Appendix 2 refers);
- (3) That the Cabinet decides the level of bids to be made for essential and planned maintenance works at the Civic Offices and other Operational Buildings and Commercial property for the years 2012/13 to 2014/15 (Appendix 3 refers);
- (4) That the Cabinet notes the Capital and Revenue spending profiles for essential and planned maintenance works at the Civic Offices, other Operational Buildings and Commercial property for the 5 year period 2010/11 to 2014/15 (Appendices 4 and 5 refers); and
- (5) That the already approved Capital project for 2011/12 in the budget sum of £208,000 for the provision of Solar Energy Panels at the Civic Offices be removed from the Planned Maintenance Programme and be included as a separate item within the capital programme and be the subject of a separate report at a future date.

Executive Summary:

This report:

- (a) Gives a comprehensive progress report on all planned maintenance items approved for 2010/11;
- (b) Sets out the already approved capital and revenue expenditure for 2011/12 to enable Cabinet to review their previous decisions on the level of spending to be implemented;
- (c) Makes capital bids of £27,000 and £11,000 for projects for the years 2011/12 and 2014/15; and

(d) Sets out the spending profiles both Capital and Revenue for the 5 years 2010/11 to 2014/15.

Reasons for Proposed Decision:

A proactive approach to Facilities Management for all operational buildings and commercial property will ensure that:

(a) the buildings and their infrastructure will be maintained to an appropriate level meeting health and safety, statutory regulations and contractual obligations;

(b) the buildings and their infrastructure will be brought to a standard to comply with EU statutory regulations;

(c) the risk of unreliability and failure of critical systems, services and building fabric is reduced;

(d) good financial management through forecasting is maintained; and

(e) performance standards/indicators are maintained or improved upon.

Other Options for Action:

(i) Do nothing. This would lead to deterioration of building fabric and systems which could result in risk to health and safety of staff and public, loss of service and income, increase future management liability, reduced property asset value, breach of legal obligations in respect of commercial leases and contract requirements. There is also a risk that the buildings and infrastructure may not meet future needs of the Council.

(ii) Defer action until fabric, systems or equipment fails. This would cause varying degrees of disruption depending on the extent of failure and/or system involved and the time scale for procurement and rectification of the defect. Depending on the nature of the failure it could also lead to damage to other parts of the building fabric or services. This option would also lead to a request(s) for supplementary finance at the time and have a negative effect on performance standards. The performance of the Council's operations and functions may be compromised.

Report:

1. At the Council's request a report is submitted to Cabinet each year showing the status of planned and preventative maintenance in relation to the Civic Offices complex combined with the other Operational Buildings and Commercial Properties. The format previously agreed has been used in the compilation of this latest report. Following a request by Cabinet members the previously used priority rating system has been changed and all projects are now classified into one of seven different categories. These are explained in more detail in paragraph 28 below.

2. In addition a spending profile for both capital and revenue expenditure for the 5 year period 2010/11 to 2014/15 has been provided so that Cabinet can see the level of investment that has already been made and that which is proposed.

3. A number of new matters reflected in the report and schedules are worthy of particular mention by way of more detailed explanation.

Capital Projects

4. The figures included for proposed projects from 2011/12 onwards are budget prices

estimated by the professional staff in the Facilities Management Section. Where appropriate all projects will be subject to competitive quotation or tender.

5. The estimated costs shown are made up of two elements:

(a) the estimated construction cost (materials and equipment and external labour and consultancy); and

(b) the estimated staff costs (the cost of internal staff time allocated to the job).

6. Accountancy guidelines require that staff costs associated with capital projects be included in the overall project costs for each scheme. Whilst in practise this has happened in previous years, the staffing cost element has not been included in the estimate figures presented to Members.

7. The capital projects included for the years 2011/12, 2012/13, 2013/14, and 2014/15, include an estimated allowance for internal staff costs. However it should be noted that the staff cost elements are already included in the continuing services budget (salaries budget) and are simply re-allocated from the Continuing Services Budget (CSB) to the capital project cost. They do not constitute additional expenditure.

Buildings - Structure and Fabric

8. The Council has previously approved a Five-Year Planned Maintenance Programme for the period 2007-12. This approval is in line with the Audit Commission's recommendations and the Council's Asset Management Plan 2007-12. The programme, based on a condition survey carried out by a firm of consultant surveyors, is necessary to implement the Council's on going asset maintenance commitments, and maintain the condition ratings which are now included as local indicators in the Asset Management Plan and which have previously been reviewed by the Finance and Performance Management Scrutiny Panel.

9. The property condition categories are Good; Satisfactory; Poor and Bad. The performance outturn for 2009/10 showed that 28% of operational property is maintained to a good standard and 72% to a satisfactory standard. No buildings were categorised as poor or bad.

10. To maintain those standards and indeed the value of the assets requires regular ongoing investment. The current level of investment is aimed at maintaining the current percentage ratings for categories good and satisfactory. To improve the percentage of properties in the good category would require additional investment but, and perhaps, more importantly a reduction in investment over current levels would have a negative impact on the current standards and could see the ratings for individual properties do down.

11. Continuing Service Budget provision in the sum of £118,000 already exists and this has been taken into account in calculating the District Development Fund (DDF) requirements set out in the appendices.

12. The Planned Maintenance Programme provides a structured way of ensuring that the Council's property assets are properly maintained and improved to meet Health and Safety requirements, statutory regulations, contractual obligations, customer demands and the long term protection and value of the authority's assets.

13. A budget estimate of £20,000 for conducting a condition survey and compiling a new Five-Year Planned Maintenance Programme for the period 2012/18 is allocated to the DDF programme for 2011/12.

14. Rather than employ external consultants it is proposed that the Council's Building Control

Section, which has the necessary expertise, undertakes this work. This means that the £20,000 allocated for 2011/12 will be an internal recharge from one account to another and remain in the Council's Accounts, thereby achieving a saving on external expenditure.

15. The Council has contractual obligations to undertake all necessary external and structural maintenance works to the four leisure centres managed by Sports Leisure Management Ltd. This, and future programmes, includes the commitments as set out in the terms of the leisure management contract. Contractual commitments also apply to commercial premises i.e. industrial estates, shops and other commercial lettings where the Council has external and structural responsibilities.

Civic Offices – Electrical, Mechanical and other services/systems

16. The report provides a 5-year projected cost plan based on a risk and priority rating that takes into account the age of existing systems, the anticipated design life, obsolescence and availability of spare parts, and new regulations which affect some of the existing systems.

Energy Efficiency and Carbon Reductions

17. Over the past few years the EU has introduced a number of Statutory requirements to improve energy efficiency and reduce carbon emissions.

18. The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007 require that public buildings of a certain size must have and display publically a "Display Energy Certificate" (DEC) showing the energy efficiency of the building. DEC's use a rating system from A (0-25) to G (over 150) with A being the most efficient and G being the least efficient and are similar in appearance to the system used for domestic white goods. These certificates are renewable annually and can only be issued by a government registered Inspector following a survey of the premises.

19. In addition to the DEC each building must have an Advisory Report which sets out recommendations for improving the energy efficiency of the building. These reports are valid for a period of seven years and must be produced within 7 days if required by an enforcement authority specified within the regulations.

20. Every property issued with a DEC certificate is issued with a unique reference number which is held on a central government database.

21. The Civic Offices in 2009 received a G rating, the least efficient. Following closer monitoring and management of the energy usage and adjustments allowed under the regulations, the DEC for 2010 has improved to an E rating and was just 4 points short of achieving a D rating which is the typical rating for this size of building. The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007 allow for the energy used in Data Suites to be deducted from the calculations used for determining the DEC rating.

22. A D rating should be achieved on the next review as a result of the completion of the new heating system in the Conder Building and Rear extension and the installation of new windows in the Conder Building.

23. Whilst at present there is no statutory requirement to implement the recommendations in the advisory report or seek to improve the energy efficiency of buildings with a DEC certificate, it would be inconsistent with the Council's Climate Change strategy and its position as a community leader in the drive to increase energy efficiency and reduce carbon emissions not to lead by example and improve the energy efficiency of its headquarters building.

24. In addition the Council at its meeting on 3 November 2009 adopted a motion to sign up to the 10:10 campaign which calls for 10% greenhouse gas emission reductions by the end of 2010. As part of the same motion the Council has resolved to seek to cut its emissions by up to 10% in 2010 and to encourage other individuals, businesses and organisations to do likewise.

25. Better management of energy within various operational buildings (excluding leisure centres and swimming pools) has achieved a 4.1% reduction in carbon emissions during 2010/11.

26. The 4.1% reduction does not take account of the recently completed works to the Conder Building at the Civic Offices to install a new heating system and new windows and insulating cladding. The additional savings both financial and carbon emissions will not be fully known until several months of energy bills and consumption figures have been analysed.

27. A separate report by the Safer and Greener; Planning and Economic Development; Performance Management Portfolio holder, will be considered by the Cabinet at the same meeting as this report. In that report it is being recommended that £15,000 of Area Based Grant intended for climate change related issues be allocated in 2011/12 to enhance the roof space insulation of the Conder Building and for the installation of additional Smart Meters in association with an efficient energy management protocol. This proposed expenditure is in addition to the proposed programme of works set out in appendix 2.

General

28. The attached detailed schedules comprise the following:

- (a) Appendix 1 – Progress report on works during 2010/11;
- (b) Appendix 2 – The approved expenditure for 2011/12 both capital and revenue;
- (c) Appendix 3 – Bids for new capital provision for 2011/12 to 2014/15; and
- (d) Appendices 4 and 5 – Spending profiles for capital and revenue expenditure for the 5 year period 2010/11 to 2014/15.

29. When reviewing appendix 1 members will note that approximately 50% of the allocated projects for 2010/11 have been completed. This is because the resources of the Facilities Management Section were prioritised on completing the new heating system and windows contracts for the Condor building in the relatively short time frame over the Spring and Summer periods.

30. At members request the priority ratings previously used for schemes have been replaced by seven categories as follows:

- (1) Health & Safety and Legislative Implications;
- (2) Essential Work – Major repairs to Fabric and Building Services that may result in a loss of service provision or loss of income;
- (3) Works Commenced as part of a programme on a phased basis;
- (4) Investment in Carbon Reduction and/or Renewable Energy;
- (5) Desirable Work – Repairs to fabric and building services;
- (6) Repair Work to expensive – Cheaper to sell Asset and Rent back; and
- (7) HRA – excluding Shop Environment Improvements transferred to General Fund from 31 March 2011.

31. Members also asked for consideration to be given to moving to an 8 year programme rather than the current 5 year programme. Whilst this can be done it would not be consistent with normal

practice. A 5 year period is considered to be the optimum for forecasting deterioration to building fabric and services and would appear to be the recognised industry standard. Beyond 5 years the forecasting becomes less accurate and therefore of less value.

32. The programme of environmental enhancement schemes around Council owned shopping areas has up to now been funded from the Housing Revenue Account. However Cabinet is reminded that the Council has decided that because these shops are of a more commercial nature and provide a service that is not exclusively for council tenants that it would be more appropriate for these premises to be included as part of the General Fund. The transfer will take place on 31 March 2011.

33. The Cabinet has previously approved capital expenditure during 2011/12 in the sum of £208,000 for the installation of solar energy panels on the roof of part of the Civic Offices complex as an initiative under its climate change strategy. However as this project is not strictly a maintenance issue it has been removed from the planned maintenance programme and will appear in future as a separate capital scheme within the capital programme and will be the subject of a separate report at a future date.

34. The Council has made a decision to close Langston Road Depot and redevelop the site. However the vacation of the site is not likely to occur another eighteen months to two years and during that period it will be necessary to continue to carry out essential maintenance and other works that have health and safety or major security implications. Expenditure will however be kept to the minimum necessary.

35. A number of projects will see a return on the investment in the long run by contributing towards savings on energy consumption or reduced maintenance costs. Whilst at this stage it is impossible to quantify those savings the schemes in question have been highlighted with an asterisk (*) in the status column of appendices 2 and 3.

36. The DDF bids for 2011/12 – 2014/15 only include the electrical and mechanical maintenance at the Civic Offices. The bids for the other Operational Buildings and Commercial properties, including the maintenance of the fabric of the Civic Offices is subject to the next condition survey.

37. A new five year condition survey of operational buildings and commercial properties will be commissioned and produced during 2011/12 for implementation from 2012/13. The results of the condition survey, which clearly are not yet known, will determine the extent of the planned maintenance programmes for future years and the recommended levels of investment to maintain the condition and value of the Council's assets.

Resource Implications:

Bid for capital funding as follows:

	2010/11 Revised £000	2011/12 Estimate £000	2012/13 Estimate £000	2013/14 Estimate £000	2014/15 Estimate £000	5 Year Total £000
New Bids	0	27	0	0	11	38
Total Capital Bids	0	27	0	0	11	38
Approved Budget	903	271	715	278	121	2288
Savings	0	-13	0	0	0	-13
Total Budget Proposed	903	285	715	278	132	2313

Bid for DDF revenue funding as follows:

	Revised 2010/11 £000	Estimate 2011/12 £000	Estimate 2012/13 £000	Estimate 2013/14 £000	Estimate 2014/15 £000	5 Year Total £000
Planned Maintenance Programme	265	111	163	137	128	804
Existing CSB Budget	118	118	118	118	118	590
Existing HRA Budget	0	8	0	0	0	8
Additional Funding Required	147	-15	45	19	10	206
Current DDF Approved Budget	175	82	19	7	0	283
Additional DDF Requirement	-28	-97	26	12	10	-77

Legal and Governance Implications:

None.

Safer, Cleaner and Greener Implications:

A number of the included projects have energy reduction/carbon emissions reduction implications as a result of improving installations, installing more modern energy efficient plant, equipment, controls and alternative sources of generation.

Consultation Undertaken:

There has been no external consultation undertaken in respect of this report.

Background Papers:

None.

Impact Assessments:

Risk Management

Regular planned and preventative maintenance helps to reduce the risk of interruptions to the Council's day to day operations from critical and partial systems failure, assists with financial planning and reduces the need to seek supplementary finance outside of the budgetary process.

Equality and Diversity

Equality and Diversity issues are raised by this report and all have a positive outcome.

Related Items:

1. The new sound system installed in the Council Chamber has the provision for sound enhancement for people who are partially hearing impaired. This is due to be further enhanced in order to provide 360 degree coverage within the Council Chamber.
2. The planned refurbishment of the two lifts will have DDA compliant features for people who are partially hearing impaired and/or blind / partially sighted.
3. All existing 'disabled access' toilets will be provided with DDA disabled persons call alarm systems.

Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties; reveal any potentially adverse equality implications? No

Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken? N/A

What equality implications were identified through the Equality Impact Assessment process?
N/A.

How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?
N/A.

Facilities Management 2010/11 Progress of Work

Project Ref	Items	Status	Capital Fund GF & HRA (Approved Budget)	Revenue Fund
	Civic Offices, High Street, CM16 4BZ			
10/011	Extension of CCTV Security Monitoring System	Anticipated Completion March 2011	11000.00	
10/012	Replace Conder & Rear Extension Heating system	Job Complete	178000.00	
10/013	Replacement Condor Windows	Job Complete	210000.00	
10/015	Council Chamber Visual Presentation Project	Job Complete	5000.00	
10/017	Replacement of automatic mechanical valves & controls for Council Chamber & Civic Suite	Job Complete	36000.00	
11/096	Conversion of Lighting Control from Global Automatic System to local energy efficient control	Anticipated Completion March 2011	48000.00	
10/019	DDA Alarm in Lifts and Toilets	Anticipated Completion 2011/12	7000.00 (12000.00)	
10/022	Fall Arresting Equipment for access to Council Chamber roof void	Anticipated Completion 2011/12	0.00 (20000.00)	
10/023	Electrical Load Management of Emergency Generator	Anticipated Completion 2011/12	0.00 (50000.00)	
10/026	Refurbish Conder and Rear extension Toilets	Anticipated Completion March 2011	24000.00	
11/012	Lift refurbishment and new control system Hydraulic Lift No 2.	Anticipated Completion 2011/12	25000.00 (37000.00)	
11/013	Upgrade power, lighting and fire alarm system to Homefield House	Anticipated Completion 2011/12	0.00 (20000.00)	
11/014	Provision of replacement air conditioning system and refrigerant to secure compliance with EU F-gas regulations	Anticipated Completion March 2011	57000.00	
11/015	Lift refurbishment Conder Lift No 3	Anticipated Completion March 2011	35000.00	
11/016	Civic Offices roof access provision of safe working	Anticipated Completion 2011/12	2000.00 (21000.00)	
11/017	Replacement of part of the fire alarm system that covers the Atrium	Job Complete	8000.00	
11/018	Fire and Risk Management - Smoke detection	Anticipated Completion 2011/12	20000.00 (57000.00)	
11/019	Extension to existing fire alarm system	Anticipated Completion 2011/12	0.00 (83000.00)	
11/020	New lighting and cable management system in Conder corridors	Anticipated Completion 2011/12	0.00 (26000.00)	
11/021	Replacement of failing lighting fittings in offices in the Conder building.	Anticipated Completion 2011/12	1000.00 (30000.00)	

Facilities Management 2010/11 Progress of Work

11/097	Part DDA Compliance. Part resolution of Security problems. Provision of automatic opening blue doors.	Anticipated Completion 2011/12	0.00 (60000.00)	
11/098	Ceiling replacement to Conder 1st & 2nd floors	Anticipated Completion 2011/12	0.00 (23000.00)	
10/027	Ceiling replacement GF Conder	Anticipated Completion 2011/12		5000.00
10/028	Statutory Portable Electrical Testing of electrical appliances	Anticipated Completion 2011/12		26500.00
10/031	Lift Refurbishment Conder No 3	Anticipated Completion March 2011		12000.00
10/032	Conder Replacement of Failing Lighting Components	Anticipated Completion March 2011		12179.00
10/033	Overhaul north and south elevation of Conder eternit roof	Anticipated Completion 2011/12		3444.00
11/023	Boiler Acid clean & 2 spare modules	Anticipated Completion 2011/12		10000.00
11/024	Statutory electrical testing of the fixed electrical installations	Anticipated Completion 2011/12		50000.00
11/025	Protection of AC pipework following pigeon infestation	Anticipated Completion March 2011		2000.00
11/026	Replacement of fire alarm batteries	Anticipated Completion March 2011		12000.00
11/027	Safety revision to mains incoming circuit breaker	Anticipated Completion March 2011		1000.00
11/028	Energy Management - AC management and control system	Anticipated Completion March 2011		2000.00
11/029	Energy Conservation - 2 No smart electricity meters CS1 & CS2	Job Complete		4000.00
11/030	Fire Alarm system - replacement of 3No air sampler controllers	Anticipated Completion March 2011		2000.00
11/031	Renewal and repair of window blinds	Anticipated Completion March 2011		2000.00
11/032	Rectification of original installation in lighting cable	Anticipated Completion 2011/12		10000.00
11/033	Works to the CS1 A/C units to stop the units tripping out.	Job Complete		5000.00
11/034	Overhaul slate roof to old house, replacing defective slates and renewing pointing where defective	Anticipated Completion March 2011		3000.00
11/035	Overhaul slate roof to Homefield House, replacing defective slates & delaminating hip tiles and renewing pointing where defective	Anticipated Completion March 2011		5000.00
11/036	External redecoration of general surfaces and timberworks to Homefield House	Anticipated Completion March 2011		2500.00
11/037	Jet through all foul and surface drains and carry out remedial works as necessary	Anticipated Completion March 2011		4000.00
11/038	Replacement of worn and damaged floor finishes	Anticipated Completion March 2011		4000.00
11/039	External redecoration of general surfaces and timberwork	Works complete		2000.00
11/040	Preservative treatment to timber fences	Anticipated Completion March 2011		1200.00
11/041	Internal redecoration programme	Anticipated Completion March 2011		15000.00
11/042	Replacement of numerous co2 fire extinguishers	Anticipated Completion March 2011		2000.00
				197823.00
	Hemnal Street Offices, Epping			

Facilities Management 2010/11 Progress of Work

11/044	Provision of replacement air conditioning system and refrigerant to secure compliance with EU F-gas regulations	Job Complete	2000.00	
11/045	External redecoration of timber windows, doors and glazed walls	Job Complete		3500.00
11/046	Partial replacement of worn floor coverings to offices and common areas	Job Complete		3000.00
11/047	Internal redecoration of entrance lobby area	Job Complete		1500.00
				8000.00
	63 The Broadway Offices, Loughton			
11/049	Provision of replacement air conditioning system and refrigerant to secure compliance with EU F-gas regulations	Anticipated Completion March 2011	12000.00	
				0.00
	Waltham Abbey Town hall Cash Office, Waltham Abbey			
11/051	Partial internal redecoration	Anticipated Completion March 2011		2500.00
				2500.00
	Brooker Road Industrial Estate, Waltham Abbey			
11/054	Environmental Maintenance Brooker Road Industrial Estate	Anticipated Completion March 2011		2800.00
				2800.00
	Oakwood Hill Industrial Estate Workshop Units, Loughton			
10/049	LABGI Grant	Rolling forward to 2012/13 to include with more reroofing works	0.00 (43000.00)	
11/057	Environmental maintenance	Anticipated Completion March 2011		2400.00
11/058	Recoat balcony walkway with anti slip finish	Anticipated Completion March 2011		3000.00
11/059	Brickwork repointing works & metal strapping to balcony support piers and walls	Anticipated Completion March 2011		1500.00
11/060	Remedial repairs and waterproofing works to corrugated asbestos cement roof sheets including safe access	Anticipated Completion March 2011		5000.00
				11900.00
	Langston Road Depot, Loughton			
	All works will either be essential or Health & Safety Work			
11/062	External redecoration of fire escape stairs	Job Complete		1200.00
11/063	Partial internal redecoration of MOT centre	Anticipated Completion March 2011		2000.00
11/064	Depot environmental maintenance	Anticipated Completion March 2011		500.00
11/065	General clearance and cleansing of gutters/cladding	Anticipated Completion March 2011		2000.00
11/066	General suspended ceiling repairs	Job Complete		750.00

Facilities Management 2010/11 Progress of Work

				6450.00
	Epping Depot, Epping			
11/068	Partial internal redecoration	Anticipated Completion March 2011		2000.00
11/069	External redecoration of timber, metalwork and masonry	Anticipated Completion March 2011		2500.00
11/070	Remedial repairs and waterproofing works to corrugated asbestos cement roof sheets to lower offices	Job Complete		5000.00
				9500.00
	Loughton Leisure Centre, Loughton (external & structural)			
11/074	Adjust brise soleil shading system	Anticipated Completion March 2011		300.00
11/075	External redecoration railings to yard / access road	Anticipated Completion March 2011		1500.00
11/076	External redecoration of columns, beams and tie bars to front entrance	Anticipated Completion March 2011		1200.00
11/077	Drainage jetting	Anticipated Completion March 2011		500.00
				3500.00
	Waltham Abbey Swimming Pool, Waltham Abbey (external & structural)			
10/075	Thoroughly overhaul all flat roof coverings including up stands, flashings, details and fixings	Anticipated Completion 2011/12	0.00 (37000.00)	
11/079	Overhaul roof upstands, flashings, details and fixings	Job Complete		3000.00
11/080	External redecoration of entrance wall	Job Complete		500.00
11/081	Drainage jetting	Anticipated Completion March 2011		500.00
				4000.00
	Epping Sports Centre, Epping (external & structural)			
11/083	Resurface main car park	Anticipated Completion 2011/12	0.00 (12000.00)	
11/084	Prepare gym flat roof area and apply Decothane waterproof membrane	Anticipated Completion March 2011		4500.00
11/085	Drainage jetting	Anticipated Completion March 2011		500.00
11/086	Remedial repairs and waterproofing works to sports hall rooflights	Anticipated Completion March 2011		3500.00
				8500.00
	Ongar Leisure Centre, Ongar (external & structural)			

Facilities Management 2010/11 Progress of Work

11/088	Service and clean car park street lighting including lamp replacement	Job Complete		2900.00
11/089	Drainage jetting	Anticipated Completion March 2011		500.00
11/090	Repainting of isolated areas of external walls	Job Complete		4000.00
				7400.00
	Nursery, Pyrles Lane, Loughton			
	All works will either be essential or Health & Safety			
11/092	Renew defective cold frames and repair brickwork support walls	Anticipated Completion March 2011		1000.00
11/093	External redecoration and repairs to outbuildings	Anticipated Completion March 2011		2500.00
11/094	internal refurbishment of shower room and staff room	Anticipated Completion March 2011		1200.00
				4700.00
	Museum, Waltham Abbey			
	Partial replacement of worn floor coverings	Anticipated Completion March 2011		1500.00
11/057	Internal redecoration programme	Anticipated Completion March 2011		3000.00
	Repair / Replacement of Roof	Anticipated Completion March 2011	3000.00	
			3000.00	4500.00
	North Weald Airfield, North Weald			
11/059	Provision of replacement air conditioning system and refrigerant to secure compliance with EU F-gas regulations	Job Complete	9000.00	
11/060	Partial window replacement to building 240	Job Complete		1800.00
11/061	Partial external redecoration to gatehouse	Job Complete		2000.00
11/062	Maintenance of fire escape routes to gymnastics centre	Anticipated Completion March 2011		300.00
11/063	Resurface car park to gymnastics centre	Anticipated Completion March 2011		14000.00
11/064	Timber preservative treatment and renewal of rainwater goods to Archive Store	Anticipated Completion March 2011		2200.00
11/065	Steel palisade boundary security fencing repairs	Anticipated Completion March 2011		3000.00
11/066	Basic fire precautions, means of escape and intruder detection works in archive store	Anticipated Completion March 2011		3500.00
11/067	Replacement of worn and damaged floor finish to control tower top floor	Job Complete		2000.00
11/068	Internal redecoration works to control tower corridors and staircase	Job Complete		5000.00
				33800.00
	Council Owned Shopping Parades (HRA Property)			

Facilities Management 2010/11 Progress of Work

10/117	Loughton Way Shop Improvement, Loughton	Job Complete	95000.00	
10/118	Upshire Road shop Improvement, Waltham Abbey	Anticipated Completion 2011/12	0.00 (65000.00)	
10/119	Hillhouse Shop Improvement, Waltham Abbey	Job Complete	1000.00	
10/120	Pyrles Lane Shops Improvement, Loughton	Anticipated Completion March 2011	114000.00	
10/121	Shops Env Improvement (Schemes to be identified)	Anticipated Completion 2011/12	0.00 (151000.00)	
11/074	Pressure washing and general maintenance of paved areas and walkways	Anticipated Completion March 2011		1800.00
11/075	Redecoration of common areas and enclosed walkways	Anticipated Completion March 2011		3000.00
11/076	Timber preservative treatment to fences and gates	Anticipated Completion March 2011		2500.00
11/077	Drainage Jetting	Anticipated Completion March 2011		1500.00
11/078	Environmental maintenance	Anticipated Completion March 2011		6500.00
				15300.00
	General Improvement Areas			
11/080	Environmental Maintenance General Improvement Areas (GIAs)	Anticipated Completion March 2011		2000.00
				2000.00
	Health & Safety Works			
11/082	Public building electrical testing, fire precaution requirements, fire fighting equipment servicing, asbestos management, water treatment works, amendments to statutory regulations	Anticipated Completion March 2011		7500.00
11/083	Specialist asbestos removal, encapsulation / labelling	Anticipated Completion March 2011		3500.00
				11000.00
	Contingency Fund			
11/085	Emergency Repairs	Anticipated Completion March 2011		5000.00
		Total £ Approved 2010/11 Expenditure	1568000.00	338673.00
		Total £ Anticipated Expenditure	903000.00	265000.00

Facilities Management 2011/12 Programme of Work

Status definitions:

- 1 Health & Safety & Legislative implications.
- 2 Essential Work - Major repairs to fabric and building services that may result in a loss of service provision or loss of income.
- 3 Works Commenced - Commenced on a phased basis
- 4 Investment in Carbon Reduction & Renewable Energy
- 5 Desirable Work - Repairs to fabric and building services.
- 6 Repair work to expensive cheaper to sell asset and rent back.
- 7 HRA

Item Ref	Items for consideration in years 2011/12	Status * = Energy Saving	Capital Fund (GF)	Revenue Fund			Remarks
				DDF	CSB	HRA	
	Civic Offices, Epping						
10/019	DDA Alarm in Lifts and Toilets	1	5000.00				To comply with DDA regs alarms are required in the lifts and toilets.
10/022	Fall Arresting Equipment for access to Council Chamber roof void	1	20000.00				Health & Safety requirement to allow access to roof space above the Council Chamber to change light bulbs and test fire alarm & other maintenance.
11/022	Lift refurbishment and new control system Hydraulic Lift No 2.	1	12000.00				Lift in poor condition was installed 1989 no major work since. Recent intermittent faults have highlighted a Health & Safety requirement.
11/020	New lighting and cable management system in Conder corridors	2	9000.00				The existing lighting in the corridors in the Conder building is failing and at present temporary lighting is being used.
11/021	Replacement of failing lighting fittings in offices in the Conder building.	3	15000.00				The lighting units in the Conder building are failing and replacement parts are no longer available.
11/097	Site DDA compliance	1	60000.00				To comply with DDA regulations external doors to ensure they comply with the regulations.

Item Ref	Items for consideration in years 2011/12	Status * = Energy Saving	Capital Fund (GF)	Revenue Fund			Remarks
				DDF	CSB	HRA	
12/001	Conversion of Lighting Control from Global Automatic System to local energy efficient control	1*	42000.00				Existing system now redundant continuation of conversation to Set Square. A loss of the existing system would cause loss of lighting to most of the New Building, car parks and surrounding areas. There will also to a saving as new system switches lights off when office unoccupied.
12/002	Replacement of 1 of 2 main boilers	2	20000.00				Following recent inspection it has been established that both the boiler, 22 years old, at at the end of their life expectancy.
10/027	Ceiling replacement GF Conder			5000.00			Health & Safety - ceiling forms part of the fire compartmentalisation of the corridor and requires replacement to accommodate cable
10/028	Statutory Portable Electrical testing of electrical appliances			14000.00			Health and Safety - to comply with statutory Regulations
11/024	Statutory testing of the fixed electrical installation			46000.00			Health and Safety - to comply with statutory Regulations
12/003	Replacement of boiler main pumps	1		4000.00			Existing boiler main pumps are obsolete and unit requires replacement
12/004	Cleaning and renovating possible replacement Condor building cold water storage tank	1		4000.00			Cold water storage tank, internal side, showing severe deterioration, 40 years old.
12/005	Replacement of worn and damaged floor finishes	1		4000.00			Floor coverings through out the building are continually in need of replacement to prevent accidents.
			183000.00	77000.00			
Hemnall Street Offices, Epping							
12/006	Repoint chimney stacks	2			5000.00		Chimney showing excessive wear and requires repointing, to ensure the stability of the structure.
					5000.00		

Item Ref	Items for consideration in years 2011/12	Status * = Energy Saving	Capital Fund (GF)	Revenue Fund			Remarks
				DDF	CSB	HRA	
	Brooker Road Industrial Estate, Waltham Abbey						
12/007	Environmental maintenance	1			1500.00		The general clearance of weeds and debris around the estate, to prevent rat infestation a Health & Safety .
					1500.00		
	Epping Depot						
12/008	Repair roofs to stores / workshops	7				2500.00	Areas of the roof are leaking which is causing damage to plant and stores.
						2500.00	
	Langston Road Depot, Loughton						
	All works will either be essential or Health & Safety						
12/009	Depot environmental maintenance	1		500.00			The general clearance of weeds and debris around the depot, to prevent rat infestation and clear fire exits a Health & Safety .
12/000	Clean and change fluorescent tubes to MOT centre	2		1000.00			Due to height of light fitting and dirty condition, bulk change and clean required.
				1500.00	0.00		
	Townmead Depot						
12/011	External redecoration to timberwork	2				6000.00	Areas of the external decoration are in a poor condition.
12/012	Environmental maintenance	1				1200.00	The general clearance of weeds and debris around the depot, to prevent rat infestation a Health & Safety .
12/013	Watercourse maintenance (addition to programme)	1				1700.00	Watercourse requires clearing annually to prevent flooding and control vermin a Health & Safety .
						8900.00	
	Epping Sports Centre, Epping (external & structural)						
12/014	Overlay felt to main sports hall roof including safe access.	2	27000.00				Large areas of the roof covering are at the end of their life span, number of temporary repairs
11/083	Patching repairs to the car park	1		1000.00			Surfacing in poor condition, a number of pot holes, Health & Safety risk.

Item Ref	Items for consideration in years 2011/12	Status * = Energy Saving	Capital Fund (GF)	Revenue Fund			Remarks
				DDF	CSB	HRA	
12/015	Overhaul roof up stands, flashings, details and fixings	2			2000.00		Areas of the roof up stands and flashings are at the end of their life span, number of temporary repairs. Water ingress will causing damage to the building fabric.
12/016	Prepare squash courts flat roof area and apply waterproof membrane	2			7500.00		Areas of the roof covering are at the end of their life span, number of temporary repairs. Causing damage to court flooring.
12/017	Renew corroded and fractured down pipes to north side of squash courts	2			500.00		Down pipes have reached the end of their life span and require replacing
12/018	Reseal down pipe connections and plinth coating works at low level (Nichol Road side of sports hall)	2			1000.00		Down pipes are leaking and require sealing. Leaking will cause damage to the building fabric.
12/019	Renew mastic seals to movement joints of sports hall walls	2			1200.00		Mastic seals weather proofing the movement joints have reached the end of their live span. Water ingress will cause damage to the fabric.
12/020	Drainage jetting	2			500.00		Risk of blockage if not undertaken.
			27000.00	1000.00	12700.00		
Loughton Leisure Centre (external & structural)							
12/021	Overhaul roof up stands, flashings, details and fixings	2			4000.00		Areas of the roof up stands and flashings are at the end of their life span, number of temporary repairs. Water ingress will causing damage to the building fabric.
12/022	External decorative preservative treatment to exposed sections of glulam beams	2			6200.00		Timber deteriorating through lack of treatment
12/023	External preservative treatment to plant room doors, fitness studio guardrails and Octagon fascias, windows and doors	2			2800.00		Timber deteriorating through lack of treatment
					13000.00		
Ongar Leisure Centre (external & structural)							
12/024	Carry out isolated repairs to flat roof coverings, including to gutters	2			1500.00		Areas of the roof covering are at the end of their life span, number of temporary repairs. Causing damage to the building fabric.

Item Ref	Items for consideration in years 2011/12	Status * = Energy Saving	Capital Fund (GF)	Revenue Fund			Remarks
				DDF	CSB	HRA	
	North Weald Airfield, North Weald						
12/034	Carry out isolated repairs to control tower flat roof coverings	2			3000.00		Areas of the roof covering are at the end of their life span, number of temporary repairs. Causing damage to the building fabric.
12/035	External decoration to control tower metal surfaces	2			2500.00		Areas of the external decoration are in poor condition.
12/036	Maintenance of fire escape routes to gymnastics centre	1		300.00			Health & Safety requirement.
				300.00	5500.00		
	Nursery, Pyrles Lane, Loughton						
12/037	Patching repairs of entrance drive and pathways	1		1000.00			The drive and pathways are in a poor state of repair and to ensure Health & Safety requirement are maintained.
12/038	Isolated replacement works to water system pipework	2			2000.00		Maintains provision of supply to water system.
				1000.00	2000.00		
	Oakwood Hill Industrial Estate Workshop Units						
12/039	External redecoration	2			4000.00		Areas of the external decoration are in poor condition.
12/040	Carry out repairs to boundary walls and fences	1			2000.00		To replace areas damages by vandalism
12/041	Clearance of drainage gullies / channels and joint sealing	2			1200.00		Failure to maintain the gullies and channels will cause water ingress into the building fabric.
12/042	Environmental maintenance	1			1500.00		The general clearance of weeds and debris around the estates, to prevent rat infestation.
					8700.00		
	Council Owned Shopping Parades						

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Item Ref	Items for consideration in years 2011/12	Status * = Energy Saving	Capital Fund (GF)	Revenue Fund			Remarks
				DDF	CSB	HRA	
	Contingency						
12/049	Capital Contingency	2	8000.00				To cover unexpected works on the Capital programme.
12/050	Emergency Repairs	2			5000.00		To cover unexpected works on the Capital programme.
			8000.00		5000.00		
	Funding for the year 2011/12		285000.00	107800.00	95800.00	2500.00	
	Total Revenue					206100.00	
	Less approved DDF Essential Works included above					95000.00	
	Grand Total (Revenue)					111100.00	
	Less CSB allocated					118000.00	
	Less HRA allocated					8000.00	
	Net DDF requirement for 2011 - 2012					-14900.00	
	Current DDF Approved Budget					82000.00	
	Capital schemes - additional funding		27000.00				
	Capital finance schemes previously approved		271000.00				
	Net funding required		-13000.00			-97000.00	
	Total Capital expenditure		285000.00				

Facilities Management 2012/13-2014/15 Programme of Work

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- 5 Desirable Work - Repairs to fabric and building services.
- 6 Repair work to expensive cheaper to sell asset and rent back.
- 7 HRA

Item Ref	Future items for consideration in years 2012/13, 2013/14 & 2014/15	Status * = Energy Saving	Capital Fund (GF)	Revenue Fund DDF	Remarks
	Year 2012/13				
10/023	Civic Offices - Electrical Load Management of Emergency Generator	5	30000.00		To reduce risk of disruption to operations as a result of external power failure - arising incident in March 2008
10/121	Shops Env Improvement	3	121000.00		Continuing environmental enhancement programme around
11/016	Civic Offices - roof access provision of safe working	1	19000.00		Allow safe acces to gutters an new building - Health & Safety working at Heights Regulations 2005. The Alternative is annually hire hydraulic platform, which is a high long term cost.
11/018	Civic Offices - Fire and Risk Management - Smoke detection	1	20000.00		The existing smoke detectors have reached the end of their effective life.
11/019	Civic Offices - Extend existing fire alarm system	5	21000.00		Recommendation by insurance company to extend fire protection within the building.
11/020	Civic Offices - New lighting and cable management system in Conder corridors	2	17000.00		The existing lighting in the corridors in the Conder building is failing and at present temporary lighting is being used.
11/021	Civic Offices - Replacement of failing lighting fittings in offices in the Conder building.	3	14000.00		The lighting units in the Conder building are failing and replacement parts are no longer available.
11/100	Civic Offices - Replace major motors - Heating and Ventilation	5	11000.00		Motors are coming to the end of their expected working life.
12/001	Civic Offices - Conversion of Lighting Control from Global Automatic System to local energy efficient control	3*	11000.00		Existing system now redundant - continuation of conversion to Set Square
12/002	Civic Offices - Replacement of 1 of 2 main boilers	2	20000.00		Following recent inspection it has been established that both the boiler, 22 years old, at at the end of their life expectancy.

Item Ref	Future items for consideration in years 2012/13, 2013/14 & 2014/15	Status * = Energy Saving	Capital Fund (GF)	Revenue Fund DDF	Remarks
13/001	Civic Offices - Provision of replacement Generator	5	53000.00		Existing generator inadequate to power essential loads during a power failure.
13/008	Oakwood Hill Industrial Estate Reroof units (£43,000 LABGI funded)	2	313000.00		The existing roofs are asbestos and due to their age are prone to leaking causing damage to tenants stock.
13/012	Upshire Road shops improvement, Waltham Abbey	3	65000.00		Improve parking facilities and environmental enhancements.
10/032	Civic Offices - Replacement lighting components due to age deterioration	3*		20000.00	The lighting units in the Conder building are failing and replacement parts are no longer available.
13/002	Civic Offices - Replacement of car park barriers	5		5000.00	Awaiting outcome of Consultants report on 5 year planned maintenance programme.
13/003	Civic Offices - Statutory Testing of Electrical Installation & rectification of defects	1		4000.00	Health and Safety - to comply with statutory Regulations
13/004	Civic Offices - External decoration to metal surfaces.	2		3500.00	The wear and tear in this area requires regular maintenance.
13/005	Civic Offices - Preservative treatment to external timberwork	2		1200.00	Timber deteriorates through lack of maintenance.
13/006	Loughton Leisure Centre - Restore and clean blockwork and reconstituted stone wall in various locations	5		7000.00	Ensures elevations remain visually acceptable and reduces likelihood of permanent staining.
13/007	Nursey, Pyrles Lane, - Lining works to water tank	2		1000.00	Maintains provision of supply to water system.
13/008	Council owned shops - External redecoration of common areas	2		3000.00	The wear and tear in this area requires regular maintenance.
13/010	Detailed planned maintenance programme awaiting consultants report.	1-6			Awaiting outcome of Consultants report on 5 year planned maintenance programme.
	Funding for the year 2012/13		715000.00	44700.00	
	Approved capital schemes requiring additional funding		0.00		
	DDF allocated			19000.00	
	Capital finance schemes previously approved		715000.00		
	Net funding required		0.00	25700.00	
	CSB allocated			118000.00	
	Total expenditure		715000.00	162700.00	
	Year 2013/14				
10/023	Civic Offices - Electrical Load Management of Emergency Generator	5	20000.00		To reduce risk of disruption to operations as a result of external power failure - arising incident in March 2008
10/121	Shops Env Improvement	3	100000.00		Continuing environmental enhancement programme around Council owned shopping areas.

Item Ref	Future items for consideration in years 2012/13, 2013/14 & 2014/15	Status * = Energy Saving	Capital Fund (GF)	Revenue Fund DDF	Remarks
11/018	Civic Offices - Fire and Risk Management - Smoke detection	1	17000.00		The existing smoke detectors have reached the end of their effective life.
11/019	Civic Offices - Extend existing fire alarm system	5	41000.00		Recommendation by insurance company to extend fire protection within the building.
11/098	Civic Offices - Ceiling replacement to Conder 1st & 2nd floors	1	23000.00		Health & Safety - ceiling forms part of the fire compartmentalisation of the corridor
12/001	Civic Offices - Conversion of Lighting Control from Global Automatic System to local energy efficient control	3*	11000.00		Existing system now redundant - continuation of conversion to Set Square
14/001	Civic Offices - Upgrade power, lighting and fire alarm system to Homefield House	1*	20000.00		Required to bring Homefield House up to Fire, Health & Safety standards, prior to occupation by EFDC staff.
14/007	Epping Sports Centre - Car park resurfacing	1	12000.00		Surfacing in poor condition, a number of pot holes, Health & Safety risk.
14/008	Waltham Abbey Sports Centre - Car park resurfacing	1	34000.00		Surfacing in poor condition, a number of pot holes, Health & Safety risk.
14/002	Civic Offices - Civic control room UPS maintenance and battery	2		2000.00	The existing UPS is at the end of its life span, this ensures
14/003	Civic Offices - Rectification of original installation deficiencies in lighting cable installations.	3		5000.00	Original installation is of a poor quality and may lead to failures/pose a potential fire risk if not rectified.
14/004	Hemnell Street - Internal redecoration programme	5		3000.00	The decoration in some areas is in a poor condition.
14/005	63 The Broadway, Loughton - Internal redecoration programme	7		3500.00	The decoration in some areas is in a poor condition.
14/006	Epping Depot - Renewal of external gates to lower yard	7		2000.00	Gates have been repaired a number of times and require replacement.
14/009	North Weald Airfield - Internal redecoration programme to gatehouse	5		3500.00	The decoration in some areas is in a poor condition.
14/010	Detailed planned maintenance programme awaiting consultants report.	1-6			Awaiting outcome of Consultants report on 5 year planned maintenance programme.
	Funding for the year 2013/14		278000.00	19000.00	
	Approved capital schemes requiring additional funding		0.00		
	DDF allocated			7000.00	
	Capital finance schemes previously approved		0.00		
	Net funding required		278000.00	12000.00	
	CSB allocated			118000.00	
	Total expenditure		278000.00	137000.00	

Item Ref	Future items for consideration in years 2012/13, 2013/14 & 2014/15	Status * = Energy Saving	Capital Fund (GF)	Revenue Fund DDF	Remarks
	Year 2014/15				
10/121	Shops Env Improvement.	3	100000.00		Continuing environmental enhancement programme around Council owned shopping areas.
11/019	Extend existing fire alarm system	5	21000.00		Recommendation by insurance company to extend fire protection within the building.
15/001	Tower and Members area Toilet supply air handling units replacement (addition to programme)	5	11000.00		The existing air handling units have reached the end of their effective life.
10/032	Replacement lighting components due to age deterioration	3*		10000.00	Original installation is of a poor quality and may lead to failures/pose a potential fire risk if not rectified.
15/002	Detailed planned maintenance programme awaiting consultants report.	1-6			Awaiting outcome of Consultants report on 5 year planned maintenance programme.
	Funding for the year 2014/15		132000.00	10000.00	
	DDF allocated			0.00	
	Capital finance schemes previously approved		121000.00		
	Net funding required		11000.00	10000.00	
	CSB allocated			118000.00	
	Total expenditure		132000.00	128000.00	

Facilities Management 5 Year Capital Programme

Appendix 4

Project Ref	Items	2010/11 Revised £000	2011/12 Forecast £000	2012/13 Forecast £000	2013/14 Forecast £000	2014/15 Forecast £000	5 Year Total £000
	Approved Bids						
	Civic Offices, High Street, CM16 4BZ						
10/011	Extension of CCTV Security Monitoring System	11					11
10/012	Replace Conder & Rear Extension Heating system	178					178
10/013	Replacement Condor Windows	210					210
10/015	Council Chamber Visual Presentation Project	5					5
10/017	Replace auto mechanical valves & controls for Council Chamber & Civic Suite	36					36
10/019	DDA Alarm in Lifts and Toilets	7	5				12
10/022	Fall Arresting Equipment for access to Council Chamber roof void		20				20
10/023	Electrical Load Management of Emergency Generator			30	20		50
10/026	Refurbish Conder and Rear extension Toilets	24					24
11/012	Lift refurbishment and new control system Hydraulic Lift No 2.	25	12				37
11/014	Replace air conditioning system & refrigerant for EU F-gas compliance	57					57
11/015	Lift refurbishment Conder Lift No 3	35					35
11/016	Civic Offices roof access provision of safe working	2		19			21
11/017	Replacement of part of the fire alarm system that covers the Atrium	8					8
11/018	Fire and Risk Management - Smoke detection	20		20	17		57
11/019	Extend existing fire alarm system			21	41	21	83
11/020	New lighting and cable management system in Conder corridors		9	17			26
11/021	Replacement of failing lighting fittings in offices in the Conder building.	1	15	14			30
11/096	Convert lighting control from Global Auto Syst to local energy efficient control	48					48
11/097	Site DDA compliance		60				60
11/098	Ceiling replacement to Conder 1st & 2nd floors				23		23
11/100	Replace major motors - Heating and Ventilation			11			11
12/001	Convert lighting control from Global Auto Syst to local energy efficient control		42	11	11		64
12/002	Replacement of 1 of 2 main boilers		20	20			40
13/001	Provision of replacement Generator			53			53
14/001	Upgrade power, lighting and fire alarm system to Homefield House				20		20
15/001	Tower and Members area Toilet supply air handling units replacement (Status 2 New bid)					11	11
	Hemnal Street Offices, Epping						
11/044	Replace air conditioning system & refrigerant for EU F-gas compliance	2					2
	Oakwood Hill Industrial Estate Workshop Units, Loughton						
13/008	Oakwood Hill Industrial Estate Reroof units (£43,000 LABGI funded)			313			313

Facilities Management 5 Year Capital Programme

Appendix 4

Project Ref	Items	2010/11 Revised £000	2011/12 Forecast £000	2012/13 Forecast £000	2013/14 Forecast £000	2014/15 Forecast £000	5 Year Total £000
	Waltham Abbey Swimming Pool, Waltham Abbey (external)						
10/075	Thoroughly overhaul all flat roof coverings		37				37
14/008	Car park resurfacing				34		34
	Epping Sports Centre, Epping (external)						
12/014	Overlay felt to main sports hall roof including safe access (Status 2 New bid)		27				27
14/007	Resurface main car park				12		12
	North Weald Airfield, North Weald						
11/059	Replace air conditioning system & refrigerant for EU F-gas compliance	9					9
	Museum, Waltham Abbey						
	Museum Roof	3					3
	Council Owned Shopping Parades (GF from 2011/12 onwards)						
10/118	Upshire Road shop Improvement, Waltham Abbey			65			65
10/121	Shops Env Improvement (Schemes to be identified)			121	100	100	321
	Shops Env Improvement - Parklands, Coopersale		30				30
12/049	Capital Contingency		8				8
	TOTAL GENERAL FUND BUDGET	681	285	715	278	132	2091
	Council Owned Shopping Parades (HRA in 2010/11)						
10/117	Loughton Way Shop Improvement, Loughton	95					95
10/119	Hillhouse Shop Improvement, Waltham Abbey	1					1
10/120	Pyrles Lane Shops Improvement, Loughton	114					114
	63 The Broadway Offices, Loughton (HRA)						
11/049	Replace air conditioning system & refrigerant for EU F-gas compliance	12					12
	TOTAL HRA APPROVED BUDGET	222	0	0	0	0	222
	GRAND TOTAL	903	285	715	278	132	2313

Facilities Management 5 Year Revenue Programme (Approved)

Project Ref	Items	2010/11 Revised £000	2011/12 Forecast £000	2012/13 Forecast £000	2013/14 Forecast £000	2014/15 Forecast £000	5 Year Total £000
	Civic Offices, High Street, CM16 4BZ						
10/027	Ceiling replacement GF Conder		5.0				5.0
10/028	Statutory Portable Electrical Testing of electrical appliances	12.5	14.0				26.5
10/031	Lift Refurbishment Conder No 3	12.0					12.0
10/032	Conder Replacement of Failing Lighting Components	12.2					12.2
10/033	Overhaul north and south elevation of Conder eternit roof	3.4					3.4
11/024	Statutory electrical testing of the fixed electrical installations	4.0	46.0				50.0
11/025	Protection of AC pipework following pigeon infestation	2.0					2.0
11/026	Replacement of fire alarm batteries	12.0					12.0
11/027	Safety revision to mains incoming circuit breaker	1.0					1.0
11/028	Energy Management - AC management and control system	2.0					2.0
11/029	Energy Conservation - 2 No smart electricity meters CS1 & CS2	4.0					4.0
11/030	Fire Alarm system - replacement of 3No air sampler controllers	2.0					2.0
11/031	Renewal and repair of window blinds	2.0					2.0
11/032	Rectification of original installation in lighting cable	10.0					10.0
11/033	Works to the CS1 A/C units to stop the units tripping out.	5.0					5.0
11/034	Overhaul slate roof to old house, replacing defective slates and renewing pointing where defective	3.0					3.0
11/035	Overhaul slate roof to Homefield House, replacing defective slates & delaminating hip tiles and renewing pointing where defective	5.0					5.0
11/036	External redecoration of general surfaces and timberworks to Homefield House	2.5					2.5
11/037	Jet through all foul and surface drains and carry out remedial works as necessary	4.0					4.0
11/038	Replacement of worn and damaged floor finishes	4.0					4.0
11/039	External redecoration of general surfaces and timberwork	2.0					2.0
11/040	Preservative treatment to timber fences	1.2					1.2
11/041	Internal redecoration programme	15.0					15.0
11/042	Replacement of numerous co2 fire extinguishers	2.0					2.0
12/003	Major overhaul fire main pumps		4.0				4.0
12/004	Cleaning and renovating Conder building cold water storage tank		4.0				4.0
12/005	Replacement of worn and damaged floor finishes		4.0				4.0
13/004	External decoration to metal surfaces			3.5			3.5
13/005	Preservative treatment to external timberwork			1.2			1.2

Facilities Management 5 Year Revenue Programme (Approved)

13/002	Replacement of car park barriers			5.0		5.0
10/031	Replacement lighting components due to age deterioration	13.0		20.0	10.0	43.0
13/003	Statutory Testing of Electrical Installation & rectification of defects			4.0		4.0
14/002	Civic control room UPS maintenance and battery replacement.				2.0	2.0
14/003	Rectification of original installation deficiencies in lighting cable installations.				5.0	5.0
	Hemnal Street Offices, Epping					
11/045	External redecoration of timber windows, doors and glazed walls	3.5				3.5
11/046	Partial replacement of worn floor coverings to offices and common areas	3.0				3.0
11/047	Internal redecoration of entrance lobby area	1.5				1.5
12/006	Repoint chimney stacks		5.0			5.0
14/004	Internal redecoration programme				3.0	3.0
	63 The Broadway Offices, Loughton					
14/005	Internal redecoration programme				3.5	3.5
	Waltham Abbey Town hall Cash Office, Waltham Abbey					
11/051	Partial internal redecoration	2.5				2.5
	Brooker Road Industrial Estate, Waltham Abbey					
11/054	Environmental Maintenance Brooker Road Industrial Estate	2.8				2.8
12/007	Environmental maintenance		1.5			1.5
	Oakwood Hill Industrial Estate Workshop Units, Loughton					
11/057	Environmental maintenance	2.4				2.4
11/058	Recoat balcony walkway with anti slip finish	3.0				3.0
11/059	Brickwork repointing & metal strapping to balcony support piers and walls	1.5				1.5
11/060	Repairs and waterproofing to asbestos cement roof sheets inc. safe access	5.0				5.0
12/039	External redecoration		4.0			4.0
12/040	Carry out repairs to boundary walls and fences		2.0			2.0
12/041	Clearance of drainage gullies / channels and joint sealing		1.2			1.2
12/042	Environmental maintenance		1.5			1.5
	Langston Road Depot, Loughton					
11/062	External redecoration of fire escape stairs	1.2				1.2
11/063	Partial internal redecoration of MOT centre	2.0				2.0
11/064	Depot environmental maintenance	0.5				0.5

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11/065	General clearance and cleansing of gutters/cladding	2.0				2.0
11/066	General suspended ceiling repairs	0.8				0.8
12/009	Depot environmental maintenance		0.5			0.5
12/010	Clean and change fluorescent tubes to MOT centre		1.0			1.0
	Epping Depot, Epping					
11/068	Partial internal redecoration	2.0				2.0
11/069	External redecoration of timber, metalwork and masonry	2.5				2.5
11/070	Remedial repairs and waterproofing works to corrugated asbestos cement roof sheets to lower offices	5.0				5.0
12/008	Repair roofs to stores / workshops		2.5			2.5
14/006	Renewal of external gates to lower yard				2.0	2.0
	Townmead Depot					
11/073	Environmental maintenance	1.2				1.2
12/011	External redecoration to timberwork		6.0			6.0
12/012	Environmental maintenance		1.2			1.2
12/013	Watercourse maintenance (addition to programme)		1.7			1.7
	Loughton Leisure Centre, Loughton (external & structural)					
11/074	Adjust brise soleil shading system	0.3				0.3
11/075	External redecoration railings to yard / access road	1.5				1.5
11/076	External redecoration of columns, beams and tie bars to front entrance	1.2				1.2
11/077	Drainage jetting	0.5				0.5
12/021	Overhaul roof upstands, flashings, details and fixings		4.0			4.0
12/022	External decorative preservative treatment to exposed sections of glulam		6.2			6.2
12/023	External preservative treatment to plant room doors, fitness studio guardrails		2.8			2.8
13/006	Restore and clean blockwork and reconstituted stone wall in various locations			7.0		7.0
	Waltham Abbey Swimming Pool, Waltham Abbey (external & structural)					
11/079	Overhaul roof upstands, flashings, details and fixings	3.0				3.0
11/080	External redecoration of entrance wall	0.5				0.5
11/081	Drainage jetting	0.5				0.5
12/028	Patching repairs to the car park		4.0			4.0
12/029	Overhaul roof upstands, flashings, details and fixings		3.0			3.0

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12/030	External redecoration of entrance wall		0.5			0.5
12/031	Drainage jetting		0.5			0.5
	Epping Sports Centre, Epping (external & structural)					
11/083	Patching repairs to the car park		1.0			1.0
11/084	Prepare gym flat roof area and apply Decothane waterproof membrane	4.5				4.5
11/085	Drainage jetting	0.5				0.5
11/086	Remedial repairs and waterproofing works to sports hall roof lights	3.5				3.5
12/015	Overhaul roof upstands, flashings, details and fixings		2.0			2.0
12/016	Prepare squash courts flat roof area and apply waterproof membrane		7.5			7.5
12/017	Renew corroded and fractured downpipes to north side of squash courts		0.5			0.5
12/018	Reseal downpipe connections and plinth coating works at low level (Nichol Road side of sports hall)		1.0			1.0
12/019	Renew mastic seals to movement joints of sports hall walls		1.2			1.2
12/020	Drainage jetting		0.5			0.5
	Ongar Leisure Centre, Ongar (external & structural)					
11/088	Service and clean car park street lighting including lamp replacement	2.9				2.9
11/089	Drainage jetting	0.5				0.5
11/090	Repointing of isolated areas of external walls	4.0				4.0
12/024	Carry out isolated repairs to flat roof coverings, including to gutters		1.5			1.5
12/025	Replace split / decayed timberwork in various locations		2.0			2.0
12/026	External redecoration to timberwork		4.0			4.0
12/027	Isolated lamp replacements to car park street lighting		0.9			0.9
	Nursery, Pyrles Lane, Loughton					
11/092	Renew defective cold frames and repair brickwork support walls	1.0				1.0
11/093	External redecoration and repairs to outbuildings	2.5				2.5
11/094	internal refurbishment of shower room and staff room	1.2				1.2
12/037	Patching repairs of entrance drive and pathways		1.0			1.0
12/038	Isolated replacement works to water system pipework		2.0			2.0
13/007	Lining works to water tank			1.0		1.0
	Museum, Waltham Abbey					
	Partial replacement of worn floor coverings	1.5				1.5
11/057	Internal redecoration programme	3.0				3.0
12/032	External redecoration		4.8			4.8
12/033	Internal redecoration programme		3.0			3.0

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	North Weald Airfield, North Weald						
11/060	Partial window replacement to building 240	1.8					1.8
11/061	Partial external redecoration to gatehouse	2.0					2.0
11/062	Maintenance of fire escape routes to gymnastics centre	0.3					0.3
11/063	Resurface car park to gymnastics centre	14.0					14.0
11/064	Timber preservative treatment and renewal of rainwater goods to Archive Store	2.2					2.2
11/065	Steel palisade boundary security fencing repairs	3.0					3.0
11/066	Basic fire precautions, means of escape and intruder detection works in archive store	3.5					3.5
11/067	Replacement of worn and damaged floor finish to control tower top floor	2.0					2.0
11/068	Internal redecoration works to control tower corridors and staircase	5.0					5.0
12/034	Carry out isolated repairs to control tower flat roof coverings		3.0				3.0
12/035	External decoration to control tower metal surfaces		2.5				2.5
12/036	Maintenance of fire escape routes to gymnastics centre		0.3				0.3
14/009	Internal redecoration programme to gatehouse				3.5		3.5
	Council Owned Shopping Parades						
11/074	Pressure washing and general maintenance of paved areas and walkways	1.8					1.8
11/075	Redecoration of common areas and enclosed walkways	3.0					3.0
11/076	Timber preservative treatment to fences and gates	2.5					2.5
11/077	Drainage Jetting	1.5					1.5
11/078	Environmental maintenance	6.5					6.5
12/043	Pressure washing and general maintenance of paved areas and walkways		1.8				1.8
12/044	Drainage Jetting		1.5				1.5
12/045	Environmental maintenance		3.5				3.5
13/009	External redecoration of common areas			3.0			3.0
	General Improvement Areas						
11/080	Environmental maintenance	2.0					2.0
12/046	Environmental maintenance		2.0				2.0
	Health & Safety Works						
11/083	Specialist asbestos removal, encapsulation / labelling	3.5					3.5
12/048	Public building electrical testing, fire precaution requirements, fire fighting equipment servicing, asbestos management, water treatment works,	7.5	7.5				15.0
	CSB Allocated			118.0	118.0	118.0	354.0

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	Contingency Fund						
11/085	Emergency Repairs	12.0					12.0
12/050	Emergency Repairs		5.0				5.0
12/047	Consultant Report for 5 year planned maintenance programme		20.0				20.0
	Civic Offices Direct- Approved DDFs Essential Works- included above.	-20.0	-95.0				-115.0
	Grand Total	265	111	163	137	128	804
	Less Existing Planned Maintenance CSB Budget	118	118	118	118	118	590
	Less Existing Planned Maintenance HRA Budget		8				8
	Net DDF requirement	147	-15	45	19	10	206
	Current DDF Approved Budget	175	82	19	7	0	283
	Additional DDF requirement	-28	-97	26	12	10	-77