

| FACILITIES MANAGEMENT UPDATE - Planned Maintenance Projects 2017/18 | | | | |
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| Descriptions of works (as set out in 5 year Planned Maintenance Programme 2017/22 for Operational and Commercial Properties) | Project complete or to be completed by 31/03/18 | Project delayed. Budget to roll forward to 2018/19 | Project on hold pending outcome of accommodation review | Part of project on hold and part of project to be completed by 31/03/18 |
| Civic Offices | | | | |
| Electrical/Mechanical | | | | |
| Statutory testing of emergency lighting installations and rectification of defects. | P | | | |
| Statutory testing of electrical installation and rectification of defects - Electricity At Work Act. | P | | | |
| Replacement and repair of general items of electrical equipment/equipment housing. This is generally in the external areas where equipment housing have begun to rust. | | | P | |
| Energy efficiency / CO2 reduction. | | | P | |
| Main Civic Building - Replacement of lighting with LED lighting. | | | P | |
| Electrical Intake Pyramid Building - Electrical load management and replace standby diesel generator. | | | P | |
| Main Civic Building - continued installation of smart meters to help monitor the council's energy usage and target areas for future energy saving enhancements. | | | P | |
| Main Civic Building - upgrade of fire alarm loops. | P | | | |
| Conder building - Replacement of the fire alarm amplifier rack. This equipment is approximately 25 years old and is now becoming a maintenance liability. | P | | | |
| Main Civic Building - Trend controller update (works associated with the replacement of the AHUs. This is to keep Trend running and working with all new and replaced equipment) | | | P | |
| Main Civic Building - Upgrade and extension of Trend system to allow connection of all sheltered housing units to be monitored and controlled via the Trend system. | P | | | |
| Conder Building - Daikin interface upgrade. | | | P | |
| Homefield House - Upgrade fire alarm and power | | | P | |
| Main Civic Building - Phased replacement of electrical power distribution equipment in all intakes due to life expiry and health and safety risk | | | P | |
| Main Civic Building - Phased replacement of electrical breakers and fuses in electrical riser nos. 1, 2 & 3 due to life expiry and health & safety risk | | | | P |
| Refurbish first floor tower toilets | | | P | |
| Refurbish ground floor tower toilets | | | P | |
| Main Civic Building - Fire alarm system - speaker replacement & new smoke & heat detection | P | | | |
| Main Civic Building - Phased replacement of electrical power distribution equipment in all the intakes | | | P | |
| Main Civic Building - Replacement of Mitsubishi air conditioning on the link bridge roof. Units are at the end of their serviceable life and have now become a maintenance liability | | | P | |
| Electrical Intake Pyramid Building - Installation of new generator main switch, linking to new bypass panel in advance of new generator | | | P | |
| Main Civic Building - Computer Suite 2 - replacement of air conditioning units | | | P | |
| Main Civic Building - Plant room 2 LARGE AHU replacement - Current fan is old and very inefficient - upgrade to efficient fan with variable volume control facility | | | P | |
| Main Civic Building - Replacement of the mechanical control panels. These panels have come to the end of their life span and require upgrading | | | | P |
| Main Building | | | | |
| Carry out isolated patch repairs to dense bitumen macadam surface in car park 3 and seal surface cracking with liquid bitumen in car parks 2 and 3 | P | | | |
| Carry out localised repointing of joints in stone external walls, ceremonial external staircase and various stone cill and render repairs identified at the time of specialist stone cleaning works to building elevations in 2016 | P | | | |
| Using a mobile elevated working platform for safe working at height, carry out minor repointing works to brickwork over second floor lintels. Rake out and replace failed mastic joints to second floor stonework to part front elevation | P | | | |
| Repair to netting to prevent pigeons messing around air conditioning units. Include for safe working at height | | | P | |
| Partial replacement of worn floor finishes to offices, common and public areas | | | P | |
| General "touch up" decoration to previously painted surfaces in public areas, circulation spaces and offices to ensure areas remain at a high aesthetic standard | | | P | |
| Redecorate room G.01 and room 1.20 | | | P | |
| Uplift and replace worn and heavily soiled carpets in room G.01; room 1.12; room 1.20; room 1.26 | | | P | |
| Conder Building | | | | |
| Partial redecoration of offices | | | P | |

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| General "touch up" decoration to previously painted surfaces circulation spaces and offices to ensure areas remain at a high aesthetic standard | | | | P |
| Partial replacement of suspended ceilings | | | | P |
| Replacement of dilapidated air conditioning cages in building car parks | | | | P |
| Hemnal Street Offices | | | | |
| Isolated repair and redecoration of timber windows and barge boards to ensure weathertightness of these elements until full redecoration in 2019 | P | | | |
| Overlay existing life expired mineral felt covering to single storey flat roof over rear open plan office area with a new single layer cap sheet. Allow for edge protection guardrails for safe working at height | P | | | |
| 63 The Broadway Office | | | | |
| Carry out redecoration of public entrance foyer area and interview room | P | | | |
| Brooker Road Industrial Estate | | | | |
| Environmental maintenance - clear weeds, vegetation and litter from common areas, service roads and car parks | P | | | |
| Carry out isolated patch repairs to concrete parking aprons and drainage channels to service roads | P | | | |
| Clear all surface water road gullies to landlord's car parks and service roads to remove debris and any other obstructions. Jet through underground drains to ensure free flowing effective operation | P | | | |
| Oakwood Hill Industrial Estate | | | | |
| Clear all surface water road gullies and drainage channels to remove debris and any other obstructions. Jet through underground drains to ensure free flowing effective operation | P | | | |
| Install section of steel tubular post and rail fencing adjacent to height restriction barriers to prevent unauthorised entry in to car park | P | | | |
| Overhaul chain link fence to perimeter of car park | P | | | |
| Redecorate hazard markings to height restriction barriers | P | | | |
| Oakwood Hill Workshop Units | | | | |
| Carry out environmental maintenance to clear weeds, vegetation and litter from roads, parking areas and fire exit routes | P | | | |
| Clear all surface water road gullies and drainage channels to remove debris and any other obstructions. Jet through underground drains to ensure free flowing effective operation | P | | | |
| Excavate and remove vehicle damaged sections of drainage channel and gratings. Install new heavy duty channels and gratings | P | | | |
| Epping Depot, Epping | | | | |
| As the closure of this asset is imminent the buildings have not been surveyed and no specific planned maintenance works are therefore proposed | | | | |
| A general provisional sum has been allowed to ensure that basic standards of repair are instigated to ensure that health and safety standards are met until formal closure. | P | | | |
| Townmead Depot | | | | |
| Health and safety works | | | | P |
| Options for redevelopment of this depot are currently being considered. Most of the buildings on the site have well exceeded their design life and are well beyond economic repair. Whilst consideration is being given to the best way to develop the site, it is recommended that generally only health, safety and staff welfare works are undertaken | P | | | |
| A general provisional sum has been allowed to ensure that basic standards of repair are instigated until a decision is made. | | | | |
| Clearance of vegetation and silt from Collara Brook watercourse | P | | | |
| Clear debris from all surface water gullies and to yard, and jet through surface water drainage to leave free flowing. Jet through foul drains beyond the first external manholes of premises | P | | | |
| Environmental maintenance - clear weeds, vegetation and litter from common areas, access roads and parking bays | P | | | |
| Building 21 - To former WC area / canteen building, remove dilapidated water tank and timber housing structure located on roof. Make good roof covering where housing removed in order to leave covering watertight. Allow for scaffolding access and bridging across fragile roof surface | P | | | |
| As a short term repair until life expired buildings are replaced, carry out repairs to perimeter fencing and boundary walls | P | | | |
| Oakwood Hill Depot | | | | |
| To whole complex, jet through all foul and surface water drains to leave free flowing, and empty petrol interceptors, catchpits, channels and road gullies | P | | | |
| Ongar Leisure Centre | | | | |
| Clear all gullies and jet through surface water drains to yards, car parks and walkways including emptying petrol interceptors and cleaning filters | P | | | |
| Nursery, Pyrles Lane, Loughton | | | | |
| As the closure of this asset is imminent, the buildings have not been surveyed and no specific planned maintenance works are therefore proposed | | | | |
| A general provisional sum has been allowed to ensure that basic standards of repair are instigated to ensure that health and safety standards are met until formal closure. | P | | | |

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| Museum, Waltham Abbey | | | | |
| To remedy defects identified during recent refurbishment works, scaffold out premises for safe working at height. Re-roof two storey pitched areas, including installing a breathable waterproof underlay membrane beneath tiles as there is currently no underlay at all below tiles. Provide new battens and replace all broken tiles. Reform all flashings, details and abutments. Provide insulation to roof spaces as required under Building Regulations | | P | | |
| Making use of scaffolding for roof works, access chimney stacks and repoint. Repair, re-render and redecorate where necessary. Repair / replace damaged chimney pots and re-flaunch. Overhaul lead flashings and details | | P | | |
| External redecoration of front, side and rear elevations; means of escape staircase including provision of anti-slip finish to treads and landing; external gates and railings. Include for access scaffolding and equipment for safe working at height | | P | | |
| Carry out improvements to surface water drainage within the courtyard garden area to dissipate rainwater away from the building and to assist with reducing water penetration into the ground floor gallery area where the damp proof course is minimal | P | | | |
| Jet through foul and surface water drains to remove obstructions and ensure free flowing | P | | | |
| Overhaul first floor windows in front gallery and rear offices areas including replacing balancers to each sash and general window ironmongery | P | | | |
| Touch up decoration to wall surfaces in display galleries and circulation spaces to ensure visitor areas remain at a high aesthetic standard | P | | | |
| North Weald Airfield, North Weald | | | | |
| Gatehouse | | | | |
| Replace dilapidated single glazed timber windows, doors and rooflights with new thermally efficient double glazed aluminium units | P | | | |
| Carry out external redecoration of timber surfaces, metal gates and railings | P | | | |
| Internal redecoration of offices and common areas | P | | | |
| Control Tower | | | | |
| Prior to redecoration, pressure wash foot trafficked roof areas and balconies to remove grime and slip hazards. Allow for minor top up coating repairs to flashings, upstands and details | P | | | |
| Carry out external redecoration to concrete, masonry and metalwork surfaces including safe access equipment for working at height | P | | | |
| As requested by airfield operations officers, install energy efficient wall mounted instant boiling water appliances in ground floor conference room kitchen area and first floor kitchen to enable conference attendees to access quick and easy tea and coffee making facilities | P | | | |
| Gymnastics Centre | | | | |
| Maintenance of fire escape routes including clearance of vegetation from external fire escape routes and from around access road and car park | P | | | |
| Clear debris from all gullies and drainage channels to car park, access road and external areas and jet through surface water drainage to leave free flowing | P | | | |
| Annexe to Hangar 1 | | | | |
| External redecoration of fascias, soffits, doors and panels | P | | | |
| The Limes Centre | | | | |
| Wash down external plastisol coated soffits and fascias and powder coated windows and doors. Redecorate external rendered elevations and metal railings. Include for access scaffolding and equipment for safe working at height | P | | | |
| Reconstruct underground foul drains / enlarge access manhole serving main toilet areas to prevent ongoing blockages. Allow to uplift and relay entrance paving slabs to facilitate | P | | | |
| Jet through foul and surface water drains to remove obstructions and ensure free flowing | P | | | |
| Pressure wash paving slab footpaths, ramps, steps and public general circulation spaces to restore surface finishes | P | | | |
| Insert maintenance inspection hatches into air handling ductwork to facilitate ongoing cleaning | P | | | |
| Clean all air handling ductwork to remove dust and debris and prevent microbiological contamination | P | | | |
| Ongar Public Toilets | | | | |
| Jet through foul and surface water drains to remove obstructions and ensure free flowing | P | | | |
| Prepare and redecorate previously painted external surfaces and internal ceilings | P | | | |
| Business Premises | | | | |
| General | | | | |
| General fund share of works carried out by Communities Directorate to shops where there are shared maintenance liabilities. | P | | | |
| Borders Lane, Loughton (58 to 76) | | | | |
| Environmental maintenance - clear weeds, vegetation and litter from common areas and service road | P | | | |
| Clear debris from all surface water gullies to yards and jet through surface water drainage to leave free flowing. Jet through foul drains beyond the first external manholes of premises | P | | | |

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| Hillhouse, Waltham Abbey (1 to 12) | | | | |
| Clear debris from all surface water gullies and drainage channels to yards and car park. Empty petrol interceptors and jet through surface water drainage to leave free flowing. Jet through foul drains beyond the first external manholes of premises | P | | | |
| Limes Avenue, Chigwell (548 to 562 including covered walkway and common areas) | | | | |
| Carry out pressure washing and general maintenance of undercover paved areas and environmental maintenance to clear weeds, vegetation and litter from common areas, yard, car park and walkways. | P | | | |
| Clear debris from all surface water gullies and drainage channels to yards and car park and jet through surface water drainage to leave free flowing. Jet through foul drains beyond the first external manholes of premises | P | | | |
| Loughton Way, Buckhurst Hill (142 to 164) | | | | |
| Environmental maintenance - clear weeds, vegetation and litter from common areas and strim grass bank | P | | | |
| Market Square, Waltham Abbey (15 to 19) | | | | |
| Clear debris from all surface water gullies to yards and common areas and jet through surface water drainage to leave free flowing. Jet through foul drains beyond the first external manhole of each premises | P | | | |
| Parklands Coopersale (28 to 31) | | | | |
| Environmental maintenance - clear weeds, vegetation and litter from common areas and service yard | P | | | |
| Clear debris from all surface water gullies to service yard and jet through surface water drainage to leave free flowing | P | | | |
| Pyries Lane, Loughton (34 to 52) | | | | |
| Clear debris from all surface water gullies and drainage channels to yards and car park. Empty petrol interceptor and jet through surface water drainage to leave free flowing. Jet through foul drains beyond the first external manholes of premises | P | | | |
| Roundhills, Waltham Abbey (74 to 82) | | | | |
| Clean diffusers and change lamps to landlord's lighting under front canopy, to yards and side elevation | P | | | |
| Redecoration of front canopy, side elevation, common areas and bollards | P | | | |
| Clear debris from all surface water gullies and drainage channels to service yard and common areas and jet through surface water drainage to leave free flowing. Jet through foul drains beyond the first external manholes of premises | P | | | |
| The Broadway, Loughton (11 to 73 & 12 to 82) | | | | |
| To various single storey flat roofs, overlay existing life expired mineral felt coverings with a new single layer cap sheet and/or apply a high performance polyurethane coating system to life expired asphalt surfaces. Allow for isolated repairs to coping stones and external brick walls where damaged and renew failing rainwater goods. Allow for edge protection guardrails for safe working at height. (16,18,20,26,52,&80) | | | | P |
| Environmental maintenance - clear weeds, vegetation and litter from common areas | P | | | |
| Replace 2 Nr life expired roller shutters to undercover public access walkway adjacent to shop 42 | P | | | |
| Replace aging landlord's lighting to undercover public access walkway adjacent to shop 42 with new energy efficient, vandal resistant LED light fittings | P | | | |
| Redecorate walls and ceiling to undercover public access walkway adjacent shop to 42. Clean and prepare floor and apply a two pack epoxy anti-slip floor coating | P | | | |
| The Street, High Ongar (48 & 50) | | | | |
| Carry out external redecoration of rendered walls, timber and metalwork including renewal of anti slip coating to external fire escape staircase. Allow for minor overhaul of any loose / slipped roof tiles whilst on site and repointing at ridge. Allow for scaffolding for safe access when working at height | P | | | |
| Upshire Road, Waltham Abbey (113 to 123) | | | | |
| Environmental maintenance - clear weeds, vegetation and litter from common areas | P | | | |
| Replace aging landlord's lighting to front elevation with new energy efficient, vandal resistant LED light fittings | P | | | |
| General Improvement Areas | | | | |
| Alfred Road, Buckhurst Hill | | | | |
| Environmental maintenance - clear weeds, vegetation and litter from common areas, access roads and parking bays | P | | | |
| To all areas - Clear all surface water road gullies and drainage channels to remove debris and any other obstructions. Jet through underground drains to ensure free flowing effective operation | P | | | |
| Woollard Street, Waltham Abbey | | | | |
| Environmental maintenance - clear weeds, vegetation and litter from common areas and access roads | P | | | |
| To all areas - Clear all surface water road gullies to remove debris and any other obstructions. Jet through underground drains to ensure free flowing effective operation | P | | | |
| Emergency Repairs | P | | | |