

Item No	Item	Recommended Works	FM Comments - Necessary Y/N	Priority	Working Group Comments	Annual servicing contract Required	FM Comments for requirement	Risks to BTC due to postponement
2	ELECTRICAL							
2.1	Incoming Electrical	check provision	Yes	High	Yes - Phase 1		Ensure integrity of supply	Supply and safety implications
2.2	Low Voltage System (LVS)	replacement of switchboard	Yes	High	Yes - Phase 1	5 yearly	Nearing obsolescence	Higher cost, safety implications: Non compliance with H&S legislation and Insurance requirements
2.3	Lighting	replacement to current standards (LEDs)	Yes	High	Yes - Phase 1		Minimise energy consumption; minimise running and replacement costs	Higher running and replacement costs. Damage to refurb works / making good requirements
2.4	Lighting controls	replacement to current standards (pir's etc)	Yes	High	No - not essential at present		Minimise energy consumption; minimise running costs	Higher running and replacement costs. Damage to refurb works / making good requirements
2.5	Emergency Lighting	replacement to current standards	Yes	High	Emergency lighting signage ONLY. Standalone fittings to be replaced as and when required in future.	Yes	Comply with current H&S requirements / legislation	Non compliance with H&S legislation and Insurance requirements
2.6	External Lighting	replacement to current standards (LEDs) PARTIAL only	Yes	Medium	Not in phase 1 - defer until later phase/budget available.		Minimise energy consumption; minimise running and replacement costs. Replacement of older luminaires if current lighting level provision is to be maintained	Safety implications - security of building; staff; visitors etc
2.7	Small power							
2.7.1	Socket outlets	Replacement of sockets & associated wiring	Yes	High	Not in phase 1 - defer until later phase/budget available.		Obsolescence - works likely to be needed in near future. Replacement now likely to be lower cost and minimal disruption due to intrusive nature. Insufficient power to maintenance room (1 double socket only)	Higher running and replacement costs. Damage to refurb works / making good requirements
2.7.2	Hand Dryers	Retain and relocate	yes	Low	If needed for refurbishment works		To tie in with proposed alterations	Possible higher noise, cost implications if moved later
2.8	Communications							
2.8.1	Telecoms Incomer	New fiber incomer required	Yes	High	Yes - Phase 1		To support business continuity / connectivity and BT Openreach requirements	Risk to business provision. Needs to be undertaken in conjunction with BCBC due to existing ICT service provision.
2.8.2	Data Cabinet & Cabling	Reposition cabinet; cables replaced / rewired; Air conditioning (cooling) required	Yes	Medium - High	Yes - Phase 1	SLA with BCBC for ICT provision	To support business continuity / service provision A/C requirement needs confirmation with BCBC	Risk to business provision. Needs to be undertaken in conjunction with BCBC due to existing ICT service provision.
2.8.3	Wireless Access Points	Retain / relocate as required	Yes	Medium	Yes - Phase 1	SLA with BCBC for ICT provision	To support business continuity / service provision Depends on whether current provision is suitable and sufficient	Needs to be undertaken in conjunction with BCBC due to existing ICT service provision. Recommend undertaken with other ICT works if single contractor to minimise disruption and costs
2.9	Fire Alarm System	check of existing system additional detection to support alterations	Yes	High	If system is compliant no need to change	Yes	Comply with current H&S requirements / legislation. System was compliant at date of purchase.	Non compliance with H&S legislation and Insurance requirements

FM addition	Fire RA & Alarm System maintenance and monitoring contract		Yes	High	Yes - Noted that quotes are being pursued for the intruder alarm system		New Risk Assessment and Maintenance and monitoring contract required. Maintenance contract ensures integrity of physical system / hard wiring. Monitoring contract ensures notification to nominated security company in event of alarm activation.	
2.10	Access Control System	Replacement	Yes	High	Yes - Phase 1	Yes	Existing system is obsolescent. Recommend 'Open Protocol' System that ties in with Carnegie House (Currently 'Paxton'). Can be utilised to restrict / control access to parts of the building when open to public and classes and support emergency evacuation procedures	Security risk to building and staff / visitors. Damage to finish and increased costs due to making good.
2.11	Security System	Retain, relocate detectors and connectors where required to support refurb	Yes	High	Yes - Phase 1	Yes		Security risk to building and staff / visitors. Damage to finish and increased costs due to making good. Potential Non compliance with insurance requirements
FM addition	Security System maintenance and monitoring contract		Yes	High	Yes - Noted that quotes are being pursued for the intruder alarm system		New Maintenance and monitoring contract required. Maintenance contract ensures integrity of physical system / hard wiring. Monitoring contract ensures notification to nominated security company in event of alarm activation.	
2.12	CCTV	retain & relocate as required	Yes	Medium	Yes - Noted that quotes are being pursued for a replacement external CCTV system	Yes	Need clarification as to internal provision. Replacement of external provision being sought	Possible insurance implications for postponement. Should be covered by appropriate alarm system maintenance and monitoring
FM addition	CCTV Signage		Yes	High	Yes as part of security system review		Signage is required under GDPR	
2.13	Disabled w.c. Alarm System	replace	Yes	High	Yes - Phase 1		existing alarm is nearing obsolescence	H&S risk to users when building is operational
3	MECHANICAL							
3.1	Natural Gas	Replacement of gas supply pipework	Yes	Medium	Working Group concerned about 3 boilers and propose inviting commercial gas engineer to review what is needed for the future		Minimal disruption if undertaken as part of refurb works before building becomes operational	Will become high priority with supply and safety implications
3.2	Space Heating	Generally low temp hot water (LTHW) flow & return pipe system serving rads & fan convectors			See above	Yes		
3.2.1	Primary Heating Circuit	Boilers and associated flues	Yes	High *	Working Group wish to explore alternative options such as underground heat network or reducing number of boilers.		Currently In good working order HOWEVER report provided by BCBC contractor also advises system has reached useful life due to age / design and needs replacing in near future . BCBC maintenance costs had been increasing and replacement parts difficult to source due to obsolescence	Will become high priority with supply, safety and cost implications. Increased risk of disruption to operational provision of building

3.2.2	LTHW circulation - Radiators	Appear in good working order. Further investigation of pipework recommended. Provision in w.c.'s should be reviewed when facilities are refurbished	For future consideration	Low - Medium	Only the two heaters in the chamber to be replaced.		Currently In good working order HOWEVER w.c.'s are dated and will require refurbishment in future. Consultants recommend replacement of existing with newer, more efficient alternatives	Higher running and replacement costs. Damage to refurb works / making good requirements
3.2.3	Remaining Heating Elements	Appear in good working order. Further investigation of pipework recommended. Provision in w.c.'s should be reviewed when facilities are refurbished	Yes	High	Not in phase 1 - defer until later phase/budget available.		Currently In fair working order; Convector units in Chamber and rear corridor are original and advice required on lifespan & efficiency	Higher running and replacement costs. Damage to refurb works / making good requirements
3.3	Cooling	One air handling unit in TC's office - Replacement of unit recommended	Yes	Medium	Not in phase 1 - defer until later phase/budget available.	Yes	Currently in fair working order. Unit may be required for heating / comfort of occupants.	Higher running costs. Damage to refurb works / making good requirements. Stand alone unit so replacement likely to cause minimal disruption in future as most works likely to be external - advice required
3.4	Domestic Water					Yes - 'legionella'		
3.4.1	Plant Room	Reconfiguration of bib tap; replace calorifier	Yes	Medium - high			Currently in fair working order. Calorifier likely to be approaching obsolescence due to age -recommend considered as part of boiler replacement	Higher running and replacement costs.
3.4.2	Domestic Water Distribution	Appears in good working order. Reconfigure as required by refurb scheme	Yes	Medium - high			Currently in fair working order. Calorifier likely to be approaching obsolescence due to age -recommend considered as part of boiler replacement	Higher replacement costs.
FM addition	Legionella survey and system maintenance		Yes	High	Yes - Phase 1		New Risk Assessment and Maintenance contract required. Maintenance contract ensures integrity of physical system including thermostatic mixing valves (TMV's) and tank maintenance etc for H&S requirements	
3.5	Ventilation	generally natural ventilation						
3.5.1	Hybrid Ventilation	Currently only in Former marriage 'Garden' room / new Evergreen Hall, recommend extract system in community kitchen and also maintenance room and cleaners cupboard	Yes	Medium - high	No not required for community kitchen. Extrator fan to be fitted in maintenance room.		Recommend	Higher costs if later install. Potential H&S implications (would require further research / expert advice)
3.5.2	WC extract	Query why internal air circulation grilles/penetrations have been boarded	note		To be investigated			
FM addition	Radon Extraction System	Appears in good working order Recent install in office space (approx 2018/19)	Yes		To be investigated	Yes	recommend annual service for existing unit. Natural ventilation also recommended	
3.6	Above Ground Drainage	Reinstatement of connections required for community kitchen	Yes	High	Yes - Phase 1		Required for service provision	
		Reconfigure drainage in WC's	yes	Medium	Suggest investigating macerating units to be attached to toilet to liquefy waste, which is then pumped out of the unit through the existing pipework.		Recommend whilst plumbers on site	Potential H&S implications (would require further research / expert advice)