

PROCEDURE FOR REQUESTING BUILDING WORKS

1. RESPONSIBILITIES AND DEFINITIONS

Different procedures apply when making a request for major works or for maintenance works which are defined as follows:

Major works are all new works, or major refurbishment works, which involve addition to or alteration of the buildings, plant or grounds.

Maintenance and small works are works carried out to maintain existing buildings, plant or grounds, and small works which do not involve alteration to the fabric of the buildings or alteration to plant or services. They include works in connection with furniture and exhibitions.

Those with responsibility for building matters in the College are;

The Board of Governors, who delegate responsibility through the Policy and Resources Committee to;

The Estate Sub-Committee, who deal with strategic planning and delegate detailed planning to;

The College Secretary who has overall responsibility for buildings and estate;

The Buildings Officer, who is responsible for the Estate Office, dealing with all building and maintenance work, which is directly organised and overseen by;

The Project Officer, who plans and oversees major building works, or,

The Maintenance Supervisor, who directs the maintenance workforce, and contractors, dealing with maintenance and small works, and certain major works.

2. CAPITAL WORKS

Proposals for major works should be made by Heads of Department to the Buildings Officer.

These should be in writing and should include;

A Statement of Need. This will describe the particular problem or needs to be addressed by the proposal and set broad objectives all within the overall aims set out in the Strategic Plan and Estate Strategy.

An Economic Appraisal. This will examine options in value for money terms. It will quantify in monetary terms the costs and benefits of an option as far as possible, then, weight and score the non-quantifiable costs and benefits of the option in the form of a benefit ranking analysis.

The most appropriate form and the level of detail of this appraisal will be determined by the complexity of the proposal. However, it must be conducted in accordance with the principles outlined in H.M. Treasury, Economic Appraisal in Central Government: A Technical Guide for Government Departments.

The purpose of these procedures is to ensure that major works lead to a real and lasting benefit to the College. Departments may be required to make an ongoing financial commitment, equivalent to the opportunity cost of the loss of interest income on College funds utilised for capital investment in the project.

Details of the preferred option, drawn up in the light of the Economic Appraisal.

The Buildings Officer will then submit the proposal to the Management Group, who will consider it in the context of the framework set by the Estates Sub-Committee and along with proposals from other departments. The result of their decision will be forwarded to the Head of Department by the Buildings Officer..

It should be noted that applications for work proposed to go ahead during the summer vacation, should be submitted to the Buildings Officer by January at the latest.

Departments should not commit themselves to offering courses of study etc. which are dependent on building works, including the installation of equipment, until these works have been sanctioned by the Management Group and an acceptable programme agreed.

3. MAINTENANCE AND SMALL WORKS

Requests for maintenance works should be made as indicated below;

Emergencies; Telephone or page the Maintenance Supervisor. If he is not available, telephone the Maintenance Workshop, or the Buildings Officer.

Emergencies out of hours; Contact the Janitor at the Main Door of the Main Building, who will contact The Maintenance Supervisor, or the Buildings Officer.

(Emergencies are events where there is ongoing danger to persons or of damage to the fabric of the buildings or plant)

Failure of services; (electric lights, power, heating, choked drains etc.); Telephone the Maintenance Supervisor, or the Maintenance Workshop.

Other maintenance items and small works; Complete a Maintenance Request Form and submit it to the Maintenance Supervisor, who will progress the request on the following basis;

1st priority - works which are necessary to secure health and safety

2nd priority - works which are necessary to make the buildings wind and weather-tight

3rd priority - other building maintenance works

4th priority - small works and exhibition work

The Maintenance Supervisor will maintain a prioritised list of these projects which will be reviewed by the Buildings Officer on a regular basis, and made available to the Vice Principal and Principal's Group.

The Maintenance Supervisor will keep Heads of Department informed as to the progress of items which they have requested.

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