

Facilities Management Report - October 2015

Operational update

During October all invoices for August and September were issued and, towards the end of the month, those for October as well - around 60 in all - bringing this activity up-to-date thanks to the good work undertaken by Carey.

Building-related matters

Maintenance schedules for the Willow Centre include boiler servicing during December. As this was not completed in 2014 (presumably because the boiler was less than 1 year old), KGB Commercial Heating were requested to carry this out on 19 October. A leaking valve seal was discovered and replaced, but no other faults found.

The KGB engineer observed that the RPZ (reduced pressure zone) valve to the heating automatic filling system (pressurisation unit) was being activated by the frequent fluctuations in cold water feed pressure. Although unusual, this was seen as correct functioning of the valve that would have no detrimental impact on the operation of the building services. Finally, the engineer observed signs of very slight leakage from a joint in the heating pipes connected to the boiler. Although not an immediate concern, wider system servicing should in due course include breaking and re-making the joint to ensure it is properly sealed.

Anglian Water visited the Pavilion and the Willow Centre to carry out an inspection on 15 October. The findings were detailed in a letter that was subsequently sent to the Council which requested remedial actions by 25 November. A number of queries were raised with the engineer and he re-visited the Centre on 25 October along with a colleague to investigate further. Subsequent to this, the remedial actions were revised and a provisional new re-inspection date given of 9 December.

The salient points from the inspection are:

1. A number of minor alterations are required at the Pavilion to tap pipework, cistern feeds and a changing room shower head to comply with modern regulations. A water-saving device is required for the gents urinals cistern (e.g. a Cisternmiser).
2. A water-saving device is required to be fitted to the gents urinals at the Willow Centre.

3. An observation was made (but no action required) that the RPZ valve is dumping small amounts of water, due to the design of the cold water pressurisation at the Centre. The view of the AW engineers is that a) the RPZ valve should be fed from the rising main, not from a (fluctuating) pressurised water system and b) the RPZ valve is not a requirement and serves no real purpose, as the neighbouring heating pressurisation unit is a better solution - i.e. they would expect to see either/or but not both. Their inspection letter suggests that the RPZ valve could be easily and safely removed. This would save the annual RPZ servicing cost (around £100) with no effect on the regulatory compliance of the systems.
4. An observation was made that the cold water storage issue could be addressed by shutting off and cleaning out the left-hand water tank, halving the water storage capacity. At any such time that it was required in the future, it could simply be cleaned and opened up. This would provide a low-cost alternative to previously-suggested modifications to the filling valves.

As a result of these visits, requirements and observations, the Temporary Facilities Manager *recommends* that the following *proposed actions* are taken by the Council:

- 1. To invite quotations and agree works with a plumbing contractor to effect the minor modifications required to the Pavilion pipework, and to install movement-activated water-saving devices to the gents urinals both at the Pavilion and at the Willow Centre.**
- 2. To invite quotations and agree works to carry out the annual cleaning of the cold water storage tanks at the Willow Centre (due November), culminating in the emptying and shutting-off of the left-hand tank.**
- 3. Once the Facilities working group has concluded and made recommendations to the Council on the preferred approach to ongoing hard FM provision (in December), to agree to include within the initiation programme for a new contractor i) the removal and bridging of the RPZ valve and ii) remedial works to the leaking heating pipework.**

It is anticipated that the budget requirement for action 1 will be £1-2000, and for actions 2 and 3 will be under £500 each.

Utilisation

October was marginally busier than September overall, despite many regular classes skipping the half-term week at the end of the month. A total of 146 booked events took place during the month (September: 133) with a collective duration of 574 quadrant hours¹ (September: 532), representing an overall utilisation of around 33% (September: 32%). Regular leisure/community events continue to dominate, representing 60% of all booked hours, with around 11% being one-off professional events. The total hours booked for private parties jumped this month although the figure is distorted by a single hire (wedding reception) that spanned a day and a half in the whole hall.

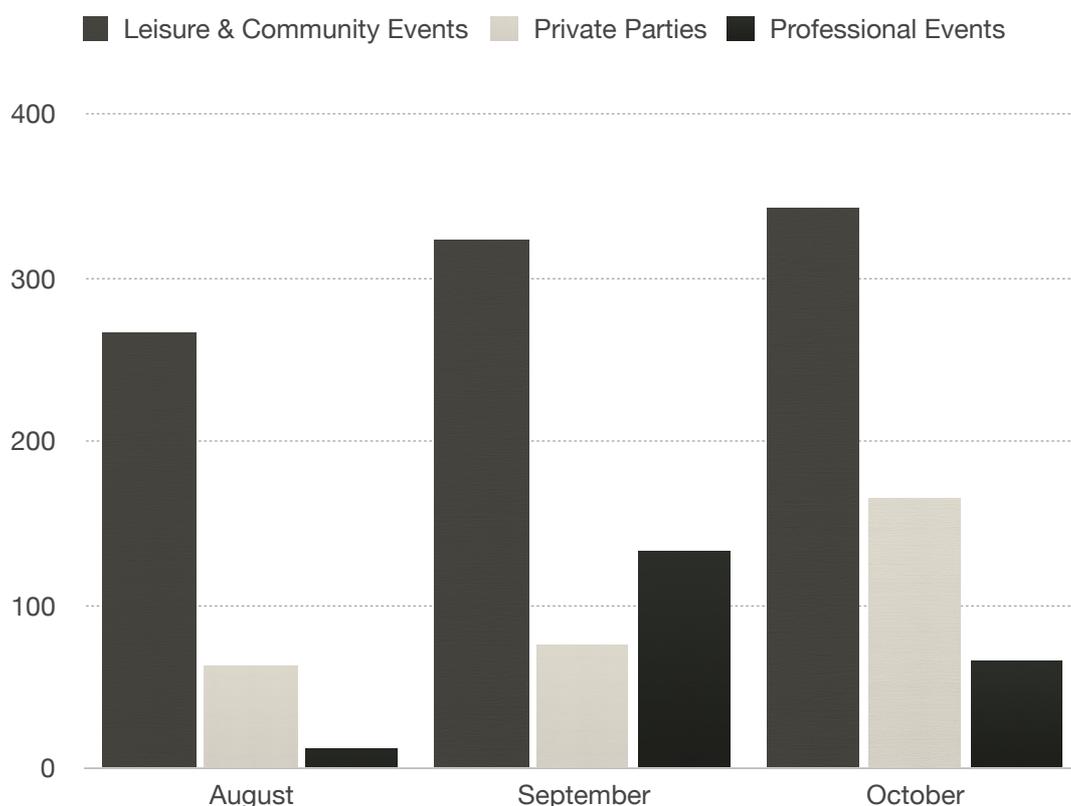


Chart 1: Quadrant hours booked across three categories, August-October 2015

One more new regular hirer commenced classes at the Centre: a meditation class, scheduled to fit alongside other quiet activities on a Tuesday early evening.

¹ Quadrant hours are calculated as total hours x number of quadrants. 14 hours per day x 4 quadrants x 31 days gives a total of 1,736 'quadrant hours' available during October.

The following charts are intended to illustrate the emerging trends for usage of the Willow Centre:

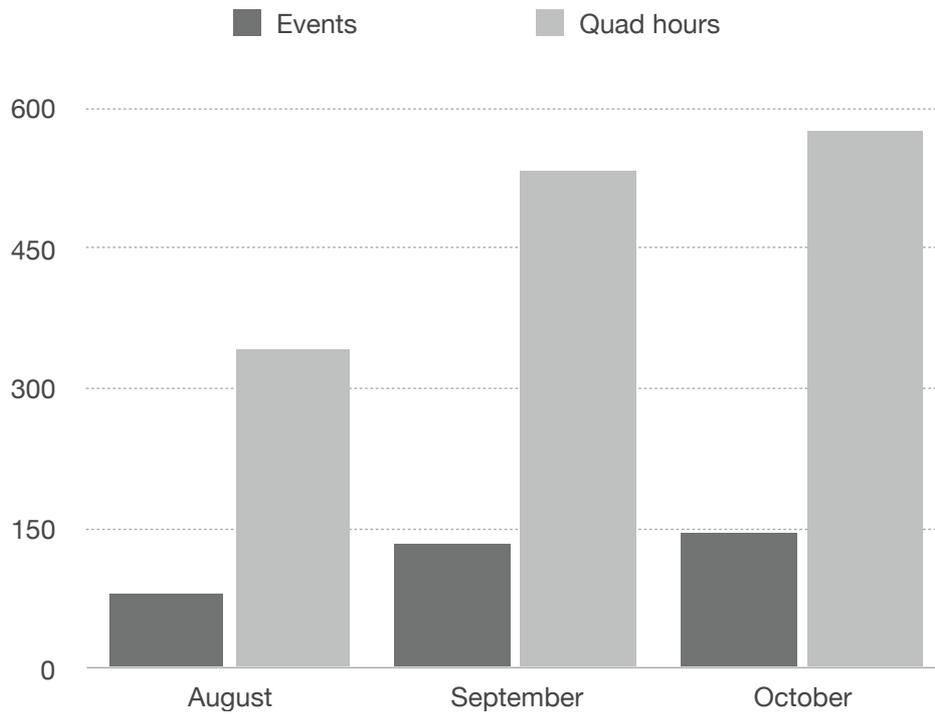


Chart 2: Usage as measured by number of events and quadrant hours, August-October 2015

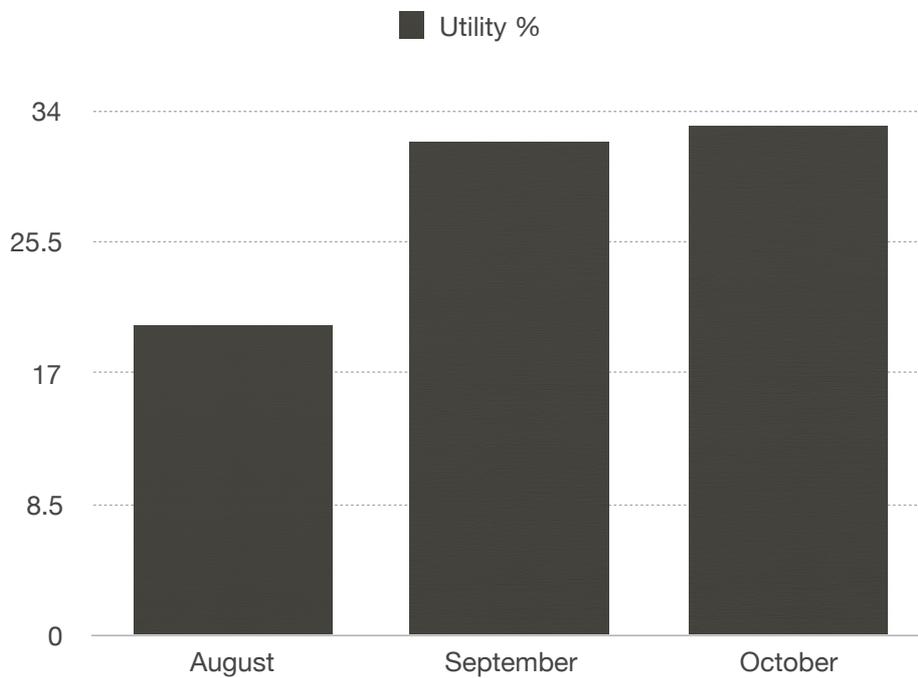


Chart 3: Utility rates for the Willow Centre measured as a percentage of total usable quadrant hours, August-October 2015