

Report to: LED Monitoring Forum



Date of Meeting 24th May 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Property and FM Team Update on LED Managed Properties

Report summary:

This report summarises property and FM activities at LED managed properties over the last three months and future activities.

This report also provides an update on the recently approved capital projects at LED managed properties.

Is the proposed decision in accordance with:

Budget Yes No

Policy Framework Yes No

Recommendation:

That the Forum

- a) Note the content of this report.

Reason for recommendation:

To ensure Members of the Forum are informed of the property and FM activities that have taken place at LED managed properties over the last few months and planned future activities.

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Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk

Links to background information [LED Building Maintenance Investment Requirements.LED Monitoring Forum.16.12.20 002.pdf \(eastdevon.gov.uk\)](#), [23rd November LED Forum report TC.FINAL.pdf \(eastdevon.gov.uk\)](#)

Link to [Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
- A greener East Devon
- A resilient economy

Report in full

- 1.1 EDDC's Property and FM Team continues to support and fulfil the Council's responsibilities at LED managed properties.
- 1.2 As background information, the Forum has previously received the following reports:
 - November 2021: "Update Report on Activities by Property & FM Team at LED Properties". This report covered the Council's responsibilities at LED managed properties, the nature of the work that the Property and FM undertakes to fulfil the Council's obligations and provided an update / summary on work being done and planned.
 - December 2020: "Review of LED Portfolio Building Maintenance and Investment Requirements". This report focused on the work involved in maintaining and investing in LED managed buildings.
- 1.3 This report focuses on providing an update / summary on work being done and planned.
- 1.4 A summary of planned preventive maintenance (PPM) and compliance works undertaken over the last few months is shown in the table below.

Location	PPM and Compliance Works (Feb, March April)
Axminster Leisure Centre	<ul style="list-style-type: none">• Monthly Legionella checks• Fire Alarm Maintenance
Broadclyst Leisure Centre	<ul style="list-style-type: none">• Monthly Legionella checks• Fire Alarm Maintenance• Automatic door service
Colyton Leisure Centre	<ul style="list-style-type: none">• Monthly Legionella checks• Fire Alarm Maintenance
Exmouth Leisure Centre	<ul style="list-style-type: none">• Monthly Legionella checks• Fire Alarm Maintenance• Pool Plant Maintenance
Exmouth Tennis Centre	<ul style="list-style-type: none">• Monthly Legionella checks• Fire Alarm Maintenance• Roof Mansafe System Checks• Lightning Protection Servicing

Exmouth Pavilion	<ul style="list-style-type: none"> • Monthly Legionella checks • Fire Alarm Maintenance
Honiton Leisure Centre	<ul style="list-style-type: none"> • Monthly Legionella checks • Fire Alarm Maintenance
Honiton Swimming Pool	<ul style="list-style-type: none"> • Monthly Legionella checks • Fire alarm maintenance
Ottery Leisure Centre	<ul style="list-style-type: none"> • Roof Mansafe System Checks • Monthly Legionella checks • Fire Alarm Maintenance
Sidmouth Leisure Centre	<ul style="list-style-type: none"> • Monthly Legionella checks • Fire Alarm Maintenance
Sidmouth Swimming Pool	<ul style="list-style-type: none"> • Monthly Legionella checks • Fire Alarm Maintenance

1.5 A summary of planned preventive maintenance (PPM) and compliance works planned over the next few months is shown in the table below.

Location	PPM and Compliance Works (May, June, July)
Axminster Leisure Centre	<ul style="list-style-type: none"> • Heating Ventilation and AC Maintenance • Automatic door service • Gutter Cleaning • Monthly Legionella checks • Emergency light test • Ductwork Cleaning • TMV maintenance
Broadclyst Leisure Centre	<ul style="list-style-type: none"> • Heating Ventilation and AC Maintenance • Duct Work Cleaning • Monthly Legionella checks • Emergency lighting test • TMV maintenance
Colyton Leisure Centre	<ul style="list-style-type: none"> • Heating Ventilation and AC Maintenance • Emergency light test • Ductwork Cleaning • Monthly Legionella checks • TMV maintenance
Exmouth Leisure Centre	<ul style="list-style-type: none"> • Heating Ventilation and AC Maintenance • Pool Plant Maintenance • Automatic door service • Emergency light test • Calorex Maintenance • Fire Alarm Maintenance • Ductwork Cleaning • Monthly Legionella checks • TMV maintenance
Exmouth Tennis Centre	<ul style="list-style-type: none"> • Heating Ventilation and AC Maintenance • Automatic door service

	<ul style="list-style-type: none"> • Emergency light test • Ductwork Cleaning • Monthly Legionella checks • TMV maintenance
Exmouth Pavilion	<ul style="list-style-type: none"> • Heating Ventilation and AC Maintenance • Automatic door service • Roller Shutter Door Maintenance • Lift Inspection • Emergency light test • Ductwork Cleaning • Monthly Legionella checks • TMV maintenance
Honiton Leisure Centre	<ul style="list-style-type: none"> • Heating Ventilation and AC Maintenance • Automatic door service • Duct Cleaning • Monthly Legionella checks • TMV maintenance • Emergency light test
Honiton Swimming Pool	<ul style="list-style-type: none"> • Heating Ventilation and AC Maintenance • Pool Plant Maintenance • Calorex Maintenance • Monthly Legionella checks • Duct Cleaning • TMV maintenance • Emergency light test
Ottery Leisure Centre	<ul style="list-style-type: none"> • Heating Ventilation and AC Maintenance • Automatic Door Maintenance • Emergency light test • Duct Cleaning • Monthly Legionella checks • TMV maintenance
Sidmouth Leisure Centre	<ul style="list-style-type: none"> • Heating Ventilation and AC Maintenance • Automatic door service • Duct Cleaning • Monthly Legionella checks • Emergency light test • TMV maintenance
Sidmouth Swimming Pool	<ul style="list-style-type: none"> • Heating Ventilation and AC Maintenance • Pool Plant Maintenance • Automatic door service • Emergency light test • Duct Cleaning • Monthly Legionella checks • TMV maintenance

1.6 Other planned works not listed above, completed over the last three months and planned over the next three months.

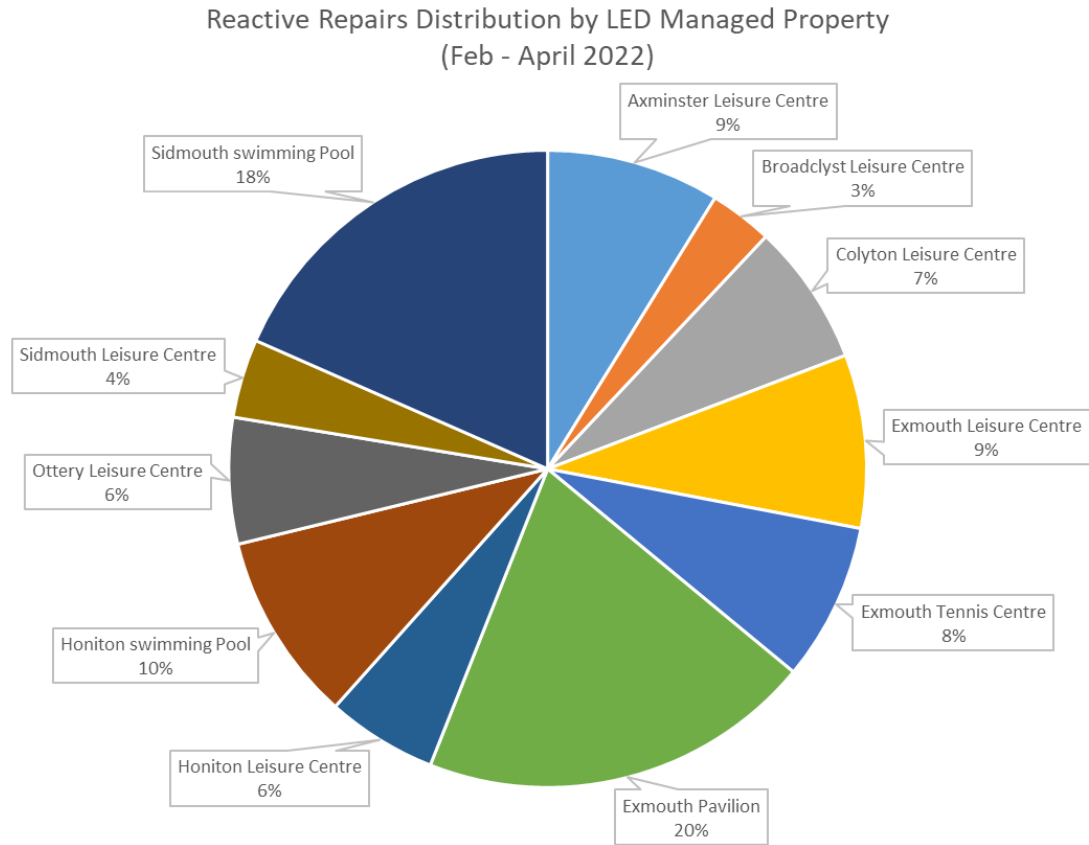
Location	Other Planned Work	Status
Broadclyst Leisure Centre	Repairs to storage areas door.	Ordered, planned for May half term
Colyton Leisure Centre	Shower TMVs replacement	Ordered, planned for May half term
Colyton Leisure Centre	Heating boiler replacement	Ordered, planned for May half term
Exmouth Pavilion	Hot water cylinder replacement	Completed
Exmouth Pavilion	Roof works over loading bay	Ordered, awaiting contractors availability
Honiton Leisure Centre	Squash court repairs	Ordered, awaiting contractors availability
Honiton Swimming Pool	Changing rooms refurbishment	Completed, defect period.
Ottery Leisure Centre	Relining of drains	Completed
Sidmouth Swimming Pool	Replacement of boiler	Completed.

1.7 A summary of reactive jobs by property and allocation is shown in the table below.

Property	Reactive Jobs (allocation)		Total
	Maintenance Technicians	External Contractors	
Axminster Leisure Centre	4	7	11
Broadclyst Leisure Centre	4	0	4
Colyton Leisure Centre	3	6	9
Exmouth Leisure Centre	3	8	11
Exmouth Tennis Centre	3	7	10
Exmouth Pavilion	17	8	25
Honiton Leisure Centre	3	4	7
Honiton swimming Pool	2	10	12
Ottery Leisure Centre	2	6	8
Sidmouth Leisure Centre	2	3	5
Sidmouth swimming Pool	8	15	23
Totals	51	74	125
% by allocation	41%	59%	

41% of reactive jobs are done in house by the Property and FM Team. Whilst the remaining work is done by external contractors the team manages the work and provides technical support as required.

1.8 The distribution of reactive work by property is shown in the chart below.



Worth noting the properties with higher level of reactive work are the older properties and those with swimming pools. This is a logical pattern due to wear and tear and complexity.

1.9 A summary of approved capital projects at LED managed properties is provided in the table below, including their status.

Capital Project	Property	Description of the Work	Funding Approved (2022/2023 Budget)	Work Planned For	Status / Comments
Refurbishment and improvement works	Exmouth Pavilion	<ul style="list-style-type: none"> Removal and replacement of asbestos containing safety curtain, including enabling works Asbestos removal works under stage Sprinkler system repairs / replacement Blown render to tower Access to roof and mansafe 	£352,000.00	2023/24	Structural engineer appointed
Roof Replacement	Broadclyst LC	Whole roof replacement	£575,575.00	2023/24	To be tendered
Roof Replacement	Ottery St Mary LC	Whole roof replacement		2022/23	Contractor appointed, work planned for the summer
FRA remedial works	Axminster LC	Various remedial works arising from fire risk assessments	£431,000.00	2023/24	Consultant to be appointed
FRA remedial works	Broadclyst LC	Various remedial works arising from fire risk assessments		2023/24	Consultant to be appointed
FRA remedial works	Colyton LC	Various remedial works arising from fire risk assessments		2023/24	Consultant to be appointed
FRA remedial works	Exmouth East Devon Tennis Centre	Various remedial works arising from fire risk assessments		2023/24	Consultant to be appointed
FRA remedial works	Exmouth LC	Various remedial works arising from fire risk assessments		2023/24	Consultant to be appointed
FRA remedial works	Exmouth Pavilion	Various remedial works arising from fire risk assessments		2023/24	Consultant to be appointed

FRA remedial works	Honiton LC	Various remedial works arising from fire risk assessments		2023/24	Consultant to be appointed
FRA remedial works	Honiton Swimming Pool	Various remedial works arising from fire risk assessments		2023/24	Consultant to be appointed
FRA remedial works	Ottery St Mary LC	Various remedial works arising from fire risk assessments		2023/24	Consultant to be appointed
FRA remedial works	Sidmouth LC	Various remedial works arising from fire risk assessments		2023/24	Consultant to be appointed
FRA remedial works	Sidmouth Swimming Pool	Various remedial works arising from fire risk assessments		2023/24	Consultant to be appointed
Floor repairs and replacement	Axminster LC	Sports hall floor replacement	£364,550.00	2022/23	Contractor appointed, works planned for the summer
Floor repairs and replacement	Colyton LC	Sport hall repairs and changing rooms floor replacement.		2023/24	To be tendered
Floor repairs and replacement	Exmouth LC	Sports hall and squash court floor repairs		2023/24	To be tendered
Floor repairs and replacement	Honiton LC	Sports hall floor replacement		2022/23	Contractor appointed, awaiting contractor's availability
Floor repairs and replacement	Ottery St Mary LC	Studio Floor replacement		2022/23	Contractor appointed, works planned for the summer
Floor repairs and replacement	Sidmouth LC	Sports hall floor replacement		2023/24	To be tendered
Swimming pool plants repairs and replacement; pumps, filters etc.	Exmouth Swimming Pool	<ul style="list-style-type: none"> • Pumps replacement • filter media replacement • filter vessel refurbishment 	£126,500.00	2022/23	To be tendered
Swimming pool plants repairs and replacement; pumps, filters etc.	Honiton Swimming Pool	<ul style="list-style-type: none"> • Pumps replacement • filter media replacement • filter vessel refurbishment 		2022/23	To be tendered

Swimming pool plants repairs and replacement; pumps, filters etc.	Sidmouth Swimming Pool	<ul style="list-style-type: none"> • Pumps replacement • filter media replacement • filter vessel refurbishment 		2022/23	To be tendered
Extractor fans, AC, AHU upgrades and refurbishment	Axminster LC	<ul style="list-style-type: none"> • School changing rooms extract fans x 3 • Gym AC system • Shower extract fans x 1 	£172,500.00	2022/23	To be tendered
Extractor fans, AC, AHU upgrades and refurbishment	Colyton LC	<ul style="list-style-type: none"> • HRU replacement • External louvres replacement 		2022/23	To be tendered
Extractor fans, AC, AHU upgrades and refurbishment	Exmouth East Devon Tennis Centre	Fan motors		2022/23	To be tendered
Extractor fans, AC, AHU upgrades and refurbishment	Exmouth LC	<ul style="list-style-type: none"> • Studio 2 power to ventilation fans • Pool plant control panel • BMS remedials 		2022/23	To be tendered
Extractor fans, AC, AHU upgrades and refurbishment	Exmouth Pavilion	Fire dampers		2022/23	To be tendered
Extractor fans, AC, AHU upgrades and refurbishment	Honiton LC	AC plant replacement		2022/23	To be tendered
Extractor fans, AC, AHU upgrades and refurbishment	Ottery St Mary LC	AC plant replacement		2022/23	To be tendered
Extractor fans, AC, AHU upgrades and refurbishment	Ottery St Mary LC	Replacement of existing oil tank and supporting structure		2022/23	Contractor appointed, work planned for the summer
Extractor fans, AC, AHU upgrades and refurbishment	Sidmouth Swimming Pool	AC and AHU replacement		2022/23	To be tendered

Pool Energy Management System	Honiton Swimming Pool	Provision of Sentry Intelligent Management System for pool pumps to provide energy savings	£62,500.00	2022/23	Awaiting costs from specialist
Pool Energy Management System	Exmouth Swimming Pool	Provision of Sentry Intelligent Management System for pool pumps to provide energy savings		2022/23	Awaiting costs from specialist
Pool Energy Management System	Sidmouth Swimming Pool	Provision of Sentry Intelligent Management System for pool pumps to provide energy savings		2022/23	Awaiting costs from specialist
Cold Water Storage Tank	Exmouth Swimming Pool	Replacement of cold Cater Storage Tank or conversion to mains water supply.	£21,000.00	2022/23	To be tendered
Stage Equipment Remedials and Improvements	Exmouth Pavilion	Stage equipment remedials and recommended improvement works arising from Stage Electrics report	£56,500.00	2022/23	To be tendered. Total funding £56,500 includes Sidmouth Manor Pavilion
Energy Efficiency Review	Corporate and LED Properties	Appointment of consultant to review existing energy performance of existing Corporate and LED buildings and propose best energy saving solution for each property	£60,000.00	2022/23	Consultant to be appointed. Note this project also include non LED managed properties.

1.10 The Team and LED continue to meet monthly to review progress on current work and identifying new work. This arrangement continues to ensure a good level of operational communication between the parties.

Financial implications:

The financial details are included in the report.

Legal implications:

There is no direct comment to be made in relation to the report, each and any individual issue will need to be considered as it arises.