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# Project Briefing

Project identifier			
<b>[1a] Unique Project Identifier</b>		<b>[1b] Departmental Reference Number</b>	
<b>[2] Core Project Name</b>	Replacement of Fire Alarm, Chillers and Landlords Lighting and Power-LMA		
<b>[3] Programme Affiliation</b> <i>(if applicable)</i>	These works derive from the Forward Maintenance Plan for the LMA complex and have been combined to create a capital project.		

Ownership	
<b>[4] Chief Officer has signed off on this document</b>	Paul Wilkinson, The City Surveyor
<b>[5] Senior Responsible Officer</b>	Alison Bunn, Head of Facilities Management
<b>[6] Project Manager</b>	Andrew Coke, Property Facilities Manager – Gateway 1-2 <i>Gateway 3 onwards CSD Minor Projects Team</i>

Description and purpose
<b>[7] Project Description</b>
The forward maintenance plan for the LMA identified several electrical and M and E assets which needed to be replaced. After carrying out a survey on these assets, it has been identified that the fire alarm, chillers and landlords lighting and power are beyond recognised economic working life and it is considered essential that these are replaced.
<b>[8] Definition of Need: What is the problem we are trying to solve or opportunity we are trying to realise (i.e. the reasons why we should make a change)?</b>
Without carrying out this work the building will start to fail, this will impact on the building use and service that the LMA can provide to their clients. The risk to the building, the artefacts and documents stored there is increased when running with equipment which is beyond its serviceable life as any failures could result in irreversible damage.
There is also a non-compliance issue which we need to address as currently the 5 Year Fixed Wire test is deemed to be unsatisfactory, and the chillers have elements of non-compliance which need to be addressed.
We have consulted with the building occupier and they understand the work needs to take place and we will work with them to deliver the project while they remain in situ.
<b>[9] What is the link to the City of London Corporate plan outcomes?</b>
[1] People are safe and feel safe. [2] People enjoy good health and wellbeing. [4] Communities are cohesive and have suitable housing and facilities. [5] Businesses are trusted and socially and environmentally responsible. [9] Our spaces are secure, resilient and well-maintained.
<b>[10] What is the link to the departmental business plan objectives?</b>
City Surveyor's Department will optimise the City's property assets for the benefit of our customers, our community, our partners and our colleagues. We will ensure buildings are fit for purpose, sustainable, safe and secure, providing access for all, meeting service needs and community expectations.

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<b>[11] Note all which apply:</b>					
<b>Officer:</b> Project developed from Officer initiation	Y	<b>Member:</b> Project developed from Member initiation	N	<b>Corporate:</b> Project developed as a large-scale Corporate initiative	N
<b>Mandatory:</b> Compliance with legislation, policy and audit	Y	<b>Sustainability:</b> Essential for business continuity	Y	<b>Improvement:</b> New opportunity/ idea that leads to improvement	N

Project Benchmarking:			
<b>[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?</b>			
1) To demonstrate that we have compliant building systems			
2) Reduction in reactive maintenance costs on these systems			
3) Reduced risk to the building contents and safeguarding the City's heritage			
<b>[13] Will this project have any measurable legacy benefits/outcome that we will need to track after the end of the 'delivery' phase? If so, what are they and how will you track them? (E.g. cost savings, quality etc.)</b>			
No			
<b>[14] What is the expected delivery cost of this project (range values) [£]?</b>			
Lower Range estimate £1.25m Upper Range estimate: £1.50m			
<b>[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs) [£]:</b>			
We maintain the current systems out of the City Surveyor's local risk budget and this will continue to be the case once the project is complete.			
<b>[16] What are the expected sources of funding for this project?</b>			
<b>Source</b>	<b>Asset</b>	<b>Amount</b>	<b>Approved</b>
City Fund Reserves	Fire Alarm Replacement	£300,000	No – however Business Centre is liable for a 29.75% (£89,250) recoverable element for this work
City Fund Reserves	Chillers	£500,000	No
City Fund Reserves	Lighting and Power	£500,000	No
City Fund Reserves	Prof Fees	£195,000	No – however Business Centre is liable for a contribution of fire alarm fees for the Fire Alarm i.e. 15% x£300,000 x 29.75% = £13,387.50
<b>[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?</b>			
Lower Range estimate: August 2020 – December 2020 Upper Range estimate: Nov 2020- March 2021			

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<b>Project Impact:</b>	
<b>[18] Will this project generate public or media impact and response which the City of London will need to manage? Will this be a high-profile activity with public and media momentum?</b>	
<b>No</b>	
<b>[19] Who has been actively consulted to develop this project to this stage?</b> <(Add additional internal or external stakeholders where required) >	
Chamberlains: Finance	Officer Name: John James
Chamberlains: Procurement	Officer Name:
IT	Officer Name:
HR	Officer Name:
Communications	Officer Name:
Corporate Property	Officer Name: Stephen Chandler
Internal	Geoff Pick, Stephen Maberley, Tim Harris
<b>[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so:</b> <b>Please note the Client supplier departments.</b> <b>Who will be the Officer responsible for the designing of the project?</b> <b>If the supplier department will take over the day-to-day responsibility for the project, when will this occur in its design and delivery?</b>	
Client	Department:
Supplier	Department:
Supplier	Department:
Project Design Manager	Department:
Design/Delivery handover to Supplier	Gateway stage: <Before Project Proposal>, <Post Project Proposal>, <Post Options Appraisal>, <Post Detailed design>, <Post Authority to start work>