

Project Briefing

Project identifier			
[1a] Unique Project Identifier	TBC	[1b] Departmental Reference Number	TBC
[2] Core Project Name	Fire Door Replacement Programme		
[3] Programme Affiliation (if applicable)	N/A		

Ownership	
[4] Chief Officer has signed off on this document	[REDACTED] 12/6/19
[5] Senior Responsible Officer	Paul Murtagh
[6] Project Manager	David Downing

Description and purpose
[7] Project Description This project proposes a programme of works to replace all front entrance doors within City of London Housing managed residential blocks of flats, the replacement of any communal corridor fire doors and fire escape doors from flats with fire doors that give up to 60 minutes fire resistance (30 minutes as an absolute minimum where 60 minutes is not achievable). The project will exclude new build blocks (Horace Jones House, Twelve Acres House), the City's stock of residential houses, and blocks where front entrance doors have been recently upgraded (Petticoat Square) or where projects to upgrade front entrance doors to an appropriate standard are already well advanced (Petticoat Tower, Great Arthur House).
[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)? The City has a statutory duty to keep its residential properties in good repair and meet the requirements for fire safety in Social Housing as laid out in Part B of the Buildings Regulations 2010. Random sample testing of several front entrance doors to individual flats within residential blocks has been carried out. This destructive testing indicated an average fire resistance of 16 minutes. Although this is in line with what was predicted for doors in their original state, it gives serious cause for concern when set against recommendations from many of the 2018 Fire Risk Assessments. Furthermore, post Grenfell Tower, the City has made public commitments to embark on an enhanced front door replacement programme to bring all front doors up to a 60 minute fire resistance standard where possible. It should also be noted that the vast majority of front entrance doors in our residential blocks are as originally installed and have reached the end of their useful life; the expected life-span of a timber main entrance door is between 20-30 years which has in the main been comfortably exceeded.
[9] What is the link to the City of London Corporate plan outcomes? [1] People are safe and feel safe. [4] Communities are cohesive and have suitable housing and facilities. [9] Our spaces are secure, resilient and well-maintained.
[10] What is the link to the departmental business plan objectives? Tenants and leaseholders live in well maintained and managed homes and estates.

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

Project Benchmarking:	
[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?	
1) Completion of all required works to meet statutory and City standards.	
2) Achievement of expected lifespan of 30 years for new installations.	
3) Improved security and thermal performance.	
[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.)	
N/A	
[14] What is the expected delivery cost of this project (range values)[£]?	
Lower Range estimate: £4,000,000 Upper Range estimate: £4,750,000	
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:	
N/A	
[16] What are the expected sources of funding for this project?	
Housing Revenue Account, with a proportion recoverable by way of service charges from long leaseholders (to be calculated when detailed estimates are prepared at subsequent Gateways).	
[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?	
Lower Range estimate: Autumn 2019 – Autumn 2021 Upper Range estimate: Winter 2019 – Winter 2021	

Project Impact:	
[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?	
No.	
[19] Who has been actively consulted to develop this project to this stage?	
Project Board:	Housing Programme Board
Chamberlains: Finance	Officer Name: Mark Jarvis
Chamberlains: Procurement	Officer Name: Michael Harrington
IT	Officer Name: N/A

HR	Officer Name: N/A
Communications	Officer Name: N/A
Corporate Property	Officer Name: N/A
DCCS Property Services	Officer Name: Paul Murtagh, Jason Hayes, Mike Saunders
Estate Management	Officer Name: Liam Gillespie
<p>[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so:</p> <p>Please note the Client supplier departments.</p> <p>Who will be the Officer responsible for the designing of the project?</p> <p>If the supplier department will take over the day-to-day responsibility for the project, when will this occur in its design and delivery?</p>	
Client	Department: N/A
Supplier	Department: N/A
Supplier	Department: N/A
Project Design Manager	Department: N/A
Design/Delivery handover to Supplier	Gateway stage: N/A

