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Project Briefing

Project identifier			
[1a] Unique Project Identifier		[1b] Departmental Reference Number	<An internal department reference (if applicable)>
[2] Core Project Name	Fire Safety in Public Car Parks.		
[3] Programme Affiliation (if applicable)	Affiliated to projects put forward by: <ul style="list-style-type: none"> • City Surveyor (London Wall Car Park Ventilation, Lighting and Fire Alarm Project) • DBE various works at Baynard House, London Wall, Minorities & Tower Hill car parks replacing ventilation equipment, fire doors, sprinkler systems & emergency lighting. 		

Ownership	
[4] Chief Officer has signed off on this document	Jon Averbs – Director Markets & Consumer Protection
[5] Senior Responsible Officer	Mark Sherlock - Superintendent
[6] Project Manager	Karyn Burnham, Deputy Head of FM, City Surveyors

Description and purpose	
[7] Project Description	Replacement of various fire doors and replacement of sprinkler heads in the Smithfield car park.
[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)?	<p>A major review of fire safety in the car parks managed by DBE & Markets Dept has resulted in a series of safety-related recommendations, with a number of items over & above the standard cyclical works programme budget.</p> <p>As a result, these works are essential to ensuring the risk of fire in these facilities is mitigated. DBE, Markets Dept and City Surveyors are working together to deliver three connected projects to address fire risk, with parallel bids being made of £150k at Smithfield (Markets) and a separate £1.2m bid for major works in London Wall (being made by City Surveyors) which will also include carbon monoxide detection systems.</p> <p>If deferred, these systems will potentially reach the point of critical failure & increase the risk that a fire would have significant consequences. Given the public awareness of the Grenfell Tower fire as well as the King's Dock car park fire next to the Echo Area in Liverpool in 2017, there is a public expectation that local authorities are doing all they can to mitigate fire risk in their buildings</p> <p>Local authorities are required to ensure their premises are fundamentally safe and fit for purpose. The review of the Echo Area fire highlighted the implications of a fire spreading rapidly from vehicle to vehicle & floor to floor, accelerated by the failure of plastic fuel tanks. This re-emphasised the need for effective sprinkler systems, ventilation and fire management procedures to underpin an integrated risk management plan.</p>

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[9] What is the link to the City of London Corporate plan outcomes?					
People are safe and feel safe. People enjoy good health and wellbeing. Our spaces are secure, resilient and well-maintained. Businesses are trusted and are socially and environmentally responsible. To make the City of London the safest city area in the world.					
[10] What is the link to the departmental business plan objectives?					
<ol style="list-style-type: none"> 1. This project will allow Smithfield (CoL) to complete actions from the car park fire risk assessment, thereby meeting Corporate fire risk management objectives. 2. Ensure that assets are fit for purpose and meet the necessary H&S legislation requirements. 3. Safe off-street facilities, whether for public parking, consolidation or other uses, remain a key element of the DBE Transport Strategy 					
[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	Y	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? <These should be impacts of the activity to complete the aim/objective, rather than 'finishes on time and on budget'>>	
1) Compliant sprinkler system in the car park.	
2) All fire doors compliant with legislation	
3) Improved fire safety in the car park for staff and members of the public.	
[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.)	
A fire safety compliant car park and reduced actions from future fire risk assessments.	
[14] What is the expected delivery cost of this project (range values)[£]?	
Lower Range estimate: £150k Upper Range estimate: £165k	
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:	
Ongoing servicing (PPM) and repairs will be covered by existing and future budgets from either the CSD or Smithfield depts.	
[16] What are the expected sources of funding for this project?	
CWP ** NB this is still subject to confirmation from City Sureveyors Dept.	
[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: May 2020 to June 2021	

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Upper Range estimate: July 2020 to August 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?	
<(Add additional internal or external stakeholders where required) >	
Chamberlains: Finance	Officer Name: Simon Owen, Dipti Patel
Chamberlains: Procurement	Officer Name:
IT	Officer Name:
HR	Officer Name:
Communications	Officer Name:
DBE	Officer Name: Ian Hughes
CSD – FM	Karyn Burnham
[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so:	
Please note the Client supplier departments.	
Who will be the Officer responsible for the designing of the project?	
If the supplier department will take over the day-to-day responsibility for the project, when will this occur in its design and delivery?	
Client	Department: M&CP
Supplier	Department: CSD - Projects
Supplier	Department:
Project Design Manager	Department: CSD Projects
Design/Delivery handover to Supplier	Project will be designed, managed & delivered by the City Surveyor's Dept