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| <b>Committee</b>   | <b>Dated:</b>               |
| Corporate Asset Sub-Committee  | 28 <sup>th</sup> April 2021 |
| <b>Subject:</b> Guildhall Facilities Management Works  | Public                      |
| <b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>  |                             |
| <b>Does this proposal require extra revenue and/or capital spending?</b>                                   | N                           |
| <b>If so, how much?</b>  | N/A                         |
| <b>What is the source of Funding?</b>  | N/A                         |
| <b>Has this Funding Source been agreed with the Chamberlain's Department?</b>                              | N/A                         |
| <b>Report of:</b> City Surveyor  | For Information             |
| <b>Report author:</b><br>Peter Ochser, Guildhall Complex Buildings and Hospitality Manager, City Surveyors |                             |

### Summary

The following report gives an update on the key workstreams which have been undertaken by the Guildhall Facilities Management team during the Covid-19 pandemic. It is important to highlight to Members that whilst the Complex has been working at a reduced capacity for over a year, the team have taken the opportunity to complete much needed maintenance during this period of reduced occupation.

### Recommendation(s)

Members are asked to:

- Note the contents of this report

### Main Report

The works have been categorised into three main areas:

#### Improvements

1. Repair and decoration throughout North and West Wings back of house areas for example, stairwells, kitchenettes, toilet lobby's, the Gild restaurant
2. Replacement of 10-year-old fridges and dishwashers in North Wing and West Wing kitchenettes
3. Refurbishment of North Wing staff shower rooms, including new transactional lockers
4. Increased number of cycle spaces from 90 to 110. Introduced 26 folding bike storage lockers in the car park and in addition 12 scooter spaces have been created

5. Declutter of North Wing and West Wing office space – removal of erroneous posters/signage, pedestals, furniture and photocopiers
6. Full audit of the condition of fire doors throughout the entire Complex
7. Installed new filtered drinking water taps into Guildhall Yard East across all floors
8. Electrical car chargers – safety works undertaken, and standard operating procedures produced, ready for increased usage in Q2 of 2021
9. Loading bay floor demarcation and layout improvements
10. Members Car park – removal of rubbish and clutter to make spaces available
11. New recycling bins throughout the Guildhall, consolidation of confidential waste bins, consolidated cleaning consumables
12. Completion of select CWP works, for example Art Gallery sprinkler 25-year testing and preparation pending funding being released April 1<sup>st</sup> 2021 and data gathering and surveying in regard to 5-year electrical fixed wire testing project for entire Guildhall complex
13. Maintenance programme works including wholesale servicing of sink mixing valves; disabled toilets emergency assistance cords; hand dryers; toilet extract fans; etc
14. Full audit - and subsequent improvement programme - for North Wing, West Wing and Guildhall Yard East fire prevention equipment, i.e. automated fire shutters/curtains/dampers
15. Deep cleans North Wing, West Wing, GYE, Event Spaces - including carpets, kitchens, back of house areas

#### Events Space (Great Hall; Old Library; Livery Hall)

16. Development of a Joint Operating Plan, including the creation of a single profit and loss (P&L) account showing the full direct and indirect cost of events; further supporting the collaboration between the City Surveyor and the Remembrancer
17. Standard Operating Procedures agreed with Remembrancer's for maintenance, to ensure 5\* standard of support to events
18. Revision of the asset register covering all elements of event spaces (fabric, lighting, fixtures, audio-visual, electrical)
19. Review of event kitchen layouts, removal of redundant equipment, addition of equipment as required
20. Checking and testing of all event spaces e.g. lighting, floor sockets
21. Event Catering changing rooms renovation – new lockers, decoration

#### Covid Specific

22. Support Members Services; Libraries; Art Gallery in re-opening safely last summer
23. Continued support for Guildhall buildings that have remained open; Mayors Court, Guildhall Yard East; St Lawrence Jewry Church; North Wing
24. Aided the Testing Centre get up and running and ongoing interaction to ensure smooth operation
25. Enabled the Gild to be set up for the City of London School for Girls to use for student lunches

26. Creating the Covid secure risk assessment for the Guildhall and installing signage, sanitisers, one-way system, social distancing measures, providing 100% fresh air in the building to ensure that people using the building feel safe and secure

## **Conclusion**

27. The Guildhall Facilities Management team have ensured that when the Guildhall Complex opens more fully the preparation, planning, maintenance, cleaning and administration has been completed already, as far as possible. This also includes proactive improvement activities and minor CWP projects. The team has recently been working with stakeholders like Remembrancers, the Art Gallery and the Libraries to ensure the relevant buildings and services are ready for efficient occupation/reactivation, at the points allowed in the Government roadmap.

## **Appendices**

- None

## **Report author**

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