

**REPORT TO: SOCIAL WORK COMMITTEE
17 JUNE 2002**

REPORT ON: MINOR CAPITAL and PLANNED MAINTENANCE WORKS 2002/2003

REPORT BY: DIRECTOR OF SOCIAL WORK

REPORT NO: 539-2002

1.0 PURPOSE OF REPORT

1.1 This report seeks approval for the City Architectural Services Officer to obtain offers and tenders, and for the Director of Support Services in conjunction with the Director of Social Work to accept these offers and tenders, for Minor Capital and Planned Maintenance Works up to a total cost of £235,000.

2.0 RECOMMENDATIONS

It is recommended that:

2.1 The City Architectural Services Officer be authorised to obtain offers and tenders for the Minor Capital and Planned Maintenance Works.

2.2 The Director of Support Services, in conjunction with the Director of Social Work be authorised to accept the offers and tenders as recommended by the City Architectural Services Officer for these works.

3.0 FINANCIAL IMPLICATIONS

3.1 The expenditure of £235,000 in the financial year 2002/03 is included within the current approved Financial Plan for the financial year 2002/03.

4.0 LOCAL AGENDA 21 IMPLICATIONS

4.1 Acceptance of this report will ensure that resources are used efficiently and waste is minimised.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 None.

6.0 TENDER REPORT

6.1 A number of minor capital works and a planned maintenance programme is proposed for the Department's buildings. The work is necessary to safeguard structures, ensure buildings are wind/watertight, comply with legislation, ensure the safety of occupants and enhance facilities. These works are to be undertaken at a total cost not exceeding £235,000. It is envisaged that Dundee Contract Services will carry out a proportion of these works. To ensure that the repairs are carried out timeously, it is considered beneficial that the Director of Support Services be empowered to accept the most favourable offers and tenders for these works. A list of the proposed projects is appended to the report.

7.0 CONSULTATIONS

7.1 The Director of Finance and Support Services have been consulted in the preparation of this report.

8.0 BACKGROUND PAPERS

8.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing the above report.

Director of Social Work

Date

MINOR CAPITAL WORKS SUBMISSIONS FOR YEAR 2002/2003

Establishment	Description of Work Requested
OLDER PEOPLES SERVICE	
Craigie House	Complete Sensory Garden
Janet Brougham House	Refurbish Pantries (4) to provide minimal teamaking facilities and redecorate sitting area
Menziehill Day Centre	Former Community Alarm room - remove cables/wiring and containment - redecorate
Wellgate day Centre	Replace light fittings (H & S issue, shades falling away from light fixture Convert former training kitchen into a general purpose room
CHILDRENS SERVICES	
Bruce Street CFC	Convert Sluice room to shelved store Erect partition between childrens' wcs and play area
Happyhillock CFC	Upgrade 1 set of WCs
Linlathen CFC	Install semi-commercial dishwasher
Lochee CFC	Replace carpets in play rooms and central area Relocate external lighting, current bollards are target Of vandals (may get part funding from Risk Management)
Duncan Place	Supply and fit robust radiator covers with access panels for adjusting controls
Strathcarron Place	Shower Room - upper floor. H & S issue, Install shower in exisiting WC and strip out shower room
LEARNING DISABILITIES	
Coniston Terrace	Install Showers over bath in two bathrooms
Elmgrove Hostel	Replacement flooring and redecoration Locks for all bedroom doors (10) Upgrade Production kitchen (very poor condition)
16a Rankine Street	Breakfast bar for kitchen with storage below, both QA and ECPD have commented on lack of preparation area. Also need wide shelving above worktops for extra storage
Maryfield Hostel	Redecorate 5 remaining bedroom, replace vanity units and recarpet

Kemback ARC Remove fixed worktops and install appropriate workstations to meet DSE regulations, new carpet – outer office

PHYSICAL DISABILITIES

Mackinnon Centre Relocate lifting hoist

OFFICE ACCOMMODATION

Community Alarm Office Remove fixed worktop and install appropriate workstation in Manager's office

Lochee Sub Office Door Entry System, new door and metal shutter to protect new door

Whitfield Sub Office Carpeting to Reception and staff offices

Balmerino Road Office Extensive CCTV

GENERAL

Remedial Work to Water Systems @ £66k
2 Phases (£33k per year)

Allowance for Planned Maintenance items