

REPORT TO: SOCIAL WORK COMMITTEE - 20TH OCTOBER, 2003

REPORT ON: MINOR CAPITAL and PLANNED MAINTENANCE WORKS 2003/2004
PHASE 2

REPORT BY: DIRECTOR OF SOCIAL WORK

REPORT NO: 684-2003

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 Depute Chief Executive (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 £220,350.

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 Depute Chief Executive (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 £220,350 in the financial year 2003/04 is included within the current approved Financial Plan for the financial year 2003/04.

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 second phase of minor capital works and a planned maintenance programme is proposed for the Department's buildings. The work is necessary to comply with legislation, ensure the safety of occupants and enhance facilities. These works are to be undertaken at a total cost not exceeding £220,350. 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 Depute Chief Executive (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 CONSULTATION

7.1 The Chief Executive, Depute Chief Executive (Finance) and Depute Chief Executive (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.

9.0 SIGNATURE

Alan G Baird
Director of Social Work

Date 10 October 2003

APPENDIX 1

MINOR CAPITAL WORKS SOCIAL WORK DEPARTMENT 2003/04

Service / Location	Work Description	Estimate £
Criminal Justice		
1. East Port House	a) Convert shower room in staff area to Cleaner's cupboard with mop sink, sink and drainer and storage/shelving, store must be lockable	2,500
	b) Install stainless steel sink unit with drainer in staff room	900
Children's Services		
1. Duncan Place	Upper east floor - supply and fit electric shower over bath, tile walls and redecorate	2,600
2. The Elms	a) Agreed tree screening	4,000
	b) Redecorate Laundry	3,000
	c) Replacement Reception window	2,000
	d) Hand rail to external steps from kitchen/plant room corridor	700
	e) CSU - replace fire exit door with door entrance system compatible with new use as door entrance rather than sole use as fire exit. Door entry system and viewing panel to door required	1,000
3. Gillburn Road Respite Unit	Create a safe play area and include appropriate equipment (FEES ONLY)	1,000
4. Happyhillock CFC	a) Allowance to repair kitchen floor as economically as possible	3,000
	b) Allowance for urgent only external repairs	5,000
5. Lochee CFC	a) External renovations to ensure safe ramped access to building	6,100
	b) Upgrade parents room/WC to ensure disabled access	4,800
	c) Remove fitted corner cupboard in office and make good carpet and decoration	600
6. Whitfield CFC	a) Upgrade lighting throughout building	22,000
	b) Replace carpet and vinyl throughout	17,000
Older People's Services		
1. Janet Brougham House	a) Upgrade carpets and redecorate all bedrooms in Mains wing, Redecorate and recarpet all corridors in Mains wing	10,000
	b) Lay slabs to garden at front entrance	3,500

2. Turriff House	Sensory Garden	15,000
3. Ancrum House	Demolition of Ancrum House and associated enabling works to allow erection of new day care facility	60,000
Learning Disability		
1. Douglas House	Install additional electrical points in dining room	600
2. Whitetop Centre	Pool requires a manually operated hoist	18,000
Offices		
1. Access Team, Unit 7	a) Replace carpet in reception office	1,400
	b) Redecorate 5 Offices, Conference room and corridor	5,400
	c) Replace reception security window with more appropriate model	2,000
2. Balmerino Road	External Lighting	8,000
3. 74a Lochee High Street Office	Kitchen area - additional twin socket	250
4. Douglas Homecare	a) Redecorate and recapped open plan reception area	16,000
	b) Paint woodwork and restrain doors throughout building	
	c) Repaint and recarpet offices on ground and first floors	
	d) Upgrade staff kitchen	
	e) Improve ventilation throughout offices	
5. Turiff Homecare	a) Redecorate and recarpet Reception area	4,000
	b) Shelving to 3 offices and reception	
	c) Replace flooring in Room F3	
TOTAL		220,350