

## **Item: 10**

**Asset Management Sub-committee: 31 August 2021.**

**Corporate Asset Maintenance Programmes.**

**Expenditure Monitoring.**

**Report by Interim Head of Finance.**

### **1. Purpose of Report**

To monitor expenditure on the approved corporate asset maintenance programmes as at 30 June 2021.

### **2. Recommendations**

The Sub-committee is invited to note:

#### **2.1.**

The summary position of expenditure incurred, as at 30 June 2021, against the approved corporate asset revenue maintenance programmes, as detailed in section 4.1 of this report.

The Sub-committee is invited to scrutinise:

#### **2.2.**

The summary of larger works undertaken as reactive repairs, attached as Appendix 1 to this report, in order to obtain assurance with regard to significant budget variances and progress made with delivery of the approved corporate asset revenue maintenance programmes.

### **3. Background**

#### **3.1.**

The Corporate Asset Management Plan 2019 to 2023 takes account of guidance produced by the Chartered Institute of Public Finance and Accountancy and has streamlined the suggested framework to incorporate and complement the existing Capital Project Appraisal system.

#### **3.2.**

The Corporate Asset Management Plan summarises the Council's aims and objectives for its assets to ensure that they are used in an effective and efficient manner. This has been further supplemented by the Property Asset Management Plan approved on 10 December 2019.

### 3.3.

The purpose of this report is to present an overview or summary of the expenditure incurred as at 30 June 2021 to allow members the opportunity to scrutinise the spending levels against approved budgets and gauge the extent to which the Council's assets are routinely being maintained and replaced.

## 4. Budget Monitoring

### 4.1.

The undernoted table shows the position of expenditure incurred for the period 1 April to 30 June 2021, against approved programmes:

<b>Revenue Maintenance Programme.</b>	<b>Expenditure at 30 June 2021.</b>	<b>Annual Budget 2021 to 2022.</b>	<b>Probable Outturn 2021 to 2022.</b>	<b>Estimated Over/(Under) spend</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
General Fund	262.0	1,692.0	1,692.0	0.0
Strategic Reserve Fund	9.9	92.3	92.3	0.0
<b>Total</b>	<b>271.9</b>	<b>1,784.3</b>	<b>1,784.3</b>	<b>0.0</b>

### 4.2.

Appendix 1 to this report provides a detailed breakdown of the two programmes for 2021/22 and is compared directly with the respective planned and approved programmes. Appendix 1 also provides a summary of the larger works undertaken as reactive repairs.

## 5. General Fund Programme

The General Fund Revenue Maintenance Programme is showing an estimated probable outturn figure of £1,692,000 at 30 June 2021 which is the total annual budget. This figure includes fees/apportioned costs of £360,300 which are charged at year-end. The expenditure to date does not include fees.

## 6. Strategic Reserve Fund Programme

### 6.1.

The Strategic Reserve Fund Revenue Maintenance Programme is showing an estimated probable outturn figure of £92,300 at 30 June 2021 which is the total annual budget.

## **6.2.**

The annual budget figure of £92,300 includes fees/apportioned costs of £12,000 which are charged at year-end. The expenditure to date does not include fees.

## **7. Corporate Governance**

This report relates to the Council complying with its governance and financial processes and procedures and therefore does not directly support and contribute to improved outcomes for communities as outlined in the Council Plan and the Local Outcomes Improvement Plan.

## **8. Financial Implications**

### **8.1.**

The Financial Regulations state that service directors are able to incur expenditure within approved revenue and capital budgets. Such expenditure must be in accordance with the Council's policies and objectives and subject to compliance with the Financial Regulations and approved schemes of delegation.

### **8.2.**

The development of a corporate approach to asset management planning should lead to efficiencies in the use of fixed assets, together with the potential for rationalisation of the Council's property estate going forward.

### **8.3.**

More detailed monitoring of expenditure on the corporate asset revenue maintenance programmes will result in improved accountability in relation to the deliverance of the approved programmes of work and ensure members are kept informed of progress.

## **9. Legal Aspects**

Regular financial monitoring and reporting help the Council meet its statutory obligation to secure best value.

## **10. Contact Officer**

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## **11. Appendix**

Appendix 1: Corporate Asset Maintenance Programmes 2021/22.

## SUMMARY

General Fund Revenue Maintenance	Expenditure at 30 June 2021	Annual Budget (including fees) 2021/22	Probable Outturn 2021/22	Estimated Over/(Under) spend 2021/22
	£	£	£	£
<b>Asset Name</b>				
One-off planned repairs	3,277.22	368,200	368,200	0
Statutory / non statutory testing	47,020.24	441,700	441,700	0
Cyclical works	11,978.74	181,000	181,000	0
Large scale repairs (budgeted within Reactive works)	126,891.03	0	0	0
Reactive works	72,863.93	684,300	684,300	0
Contingency	0.00	16,800	16,800	0
Apportioned Costs (£360,300) budget included in project budgets				
	<b>262,031.16</b>	<b>1,692,000</b>	<b>1,692,000</b>	<b>0</b>

Strategic Reserve Fund Revenue Maintenance	Expenditure at 30 June 2021	Annual Budget (including fees) 2021/22	Probable Outturn 2021/22	Estimated Over/(Under) spend 2021/22
	£	£	£	£
<b>Asset Name</b>				
One-off planned repairs	1,025.00	1,000	1,000	0
Statutory / non statutory testing / cyclical works	1,350.13	12,500	12,500	0
Cyclical works	1,341.64	5,800	5,800	0
Reactive Works	6,226.69	31,100	31,100	0
Contingency	0.00	41,900	41,900	0
Apportioned Costs (£12,000) budget included in project budgets				
	<b>9,943.46</b>	<b>92,300</b>	<b>92,300</b>	<b>0</b>

**DETAILED PROGRAMME**

General Fund Revenue Maintenance		Expenditure at 30 June 2021	Annual Budget (including fees) 2021/22
		£	£
Asset Name	Description		
Aurrida House	Lighting replacement. Fitting are old and inefficient. Replace with LEDs. Survey undertaken by consultant July 2021. Scheme being developed.	£ -	£ 20,700
Burray Primary School	Water systems review. Poor hot water flow to classroom end, investigation to be undertaken to ascertain scope of work. Outcome may result in a further project to upgrade.	£ -	£ 3,500
Flotta Primary School	Roof repairs - main hall / lean to - flashing between upper duo pitched and lower mono roof inadequate and roof leaks during certain weather conditions, investigate and implement a scheme of works.	£ -	£ 11,500
Flotta Primary School	Rain screen replacement - Rain screen to rear elevation of hall flat roof leaking, requires major upgrade or demolition, consult with community over solutions. To be developed.	£ -	£ 11,500
Flotta Primary School	Community centre - windows leaking and to be replaced. To be	£ -	£ 23,000
Flotta Primary School	Community centre - external lighting in poor condition and need replacing. To be developed.	£ -	£ 1,700
Generators - General	Generators are exposed to the elements and acoustic cases deteriorating. Enclose in light weight structure with removable cladding for maintenance purposes. Works to be undertaken at Wideford Hill, 9 King Street, Kalisgarth and Smiddybrae House. To be developed.	£ -	£ 23,000
Glaitness Primary School	Replace fascia and soffits, and vertical cladding - Carried over from previous year and to be developed under the nursery upgrade project as there will be overlaps with the works. Works delayed and to be carried forwards into 2021/22.	£ -	£ 100,000
Sands of Wright public convenience	General upgrade, decoration and signage - Carried over from previous year. Extent of works far less than anticipated. Works complete.	£ 877.22	£ 10,000
Stromness Community Centre	Replace internal units associated with the air source heat pumps - Carried over from 2018/19. To be developed.	£ -	£ 50,000
Warebeth Public Toilet	External door replacement. - Doors have de-laminated, replace with more robust frame ledged and braced versions. To be developed.	£ -	£ 4,000
Warehouse Buildings, Stromness	Sea loop replacement due to abrasion damage from debris on sea bed. New site has been identified further away from propeller wash. Scheme being designed with the intention of being on site quarter 3 - 4.	£ -	£ 92,000

**DETAILED PROGRAMME**

General Fund Revenue Maintenance		Expenditure at 30 June 2021	Annual Budget (including fees) 2021/22
		£	£
Asset Name	Description		
Widford Hill	Generator and UPS replacement. Cabinet has severe rust, and various components have been replaced over the years. Inverter replaced as a temporary measure, but a smaller replacement generator to be installed in due course.	£ 2,400.00	£ 17,300

**DETAILED PROGRAMME**

General Fund Revenue Maintenance		Expenditure at 30 June 2021	Annual Budget (including fees) 2021/22
		£	£
Asset Name	Description		
<b>Statutory Testing</b>	The following budget figures cover only the planned tests and servicing, with all reactive works funded from the reactive budget.		
Asbestos register / surveys	Control of Asbestos Regulations 2012 - Budget relates to management surveys that are outstanding. Currently 20 properties with no surveys, these are in remote locations, infrequently used, low risk properties. They will be surveyed when an opportunity arises to survey with others in the area. Costs incurred relate to annual IT software charge.	£ 1,050.00	£ 1,400
Duct hygiene (air conditioning , plenum heating)	Workplace (Health, Safety and Welfare Regulations 1992) and COSHH LEV Testing. Annual inspection and test - thorough cleaning routine determined from testing / inspection.	£ -	£ 7,100
Electrical Testing (PIR)	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations. Frequency varies according to property type, varies from	£ 4,271.00	£ 75,300
Emergency lighting testing	Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005. Annual inspection and test.	£ 719.00	£ 12,500
Fixed appliance testing	Annual inspection and service.	£ 1,578.97	£ 6,900
Gas Appliances testing / servicing	The Gas Safety (Installations and Use) Regulations 1998. Annual servicing to include check on ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices working. Servicing and any repairs necessary to ensure equipment is fully operational. Covers commercial kitchens, technical areas, science rooms, home economic areas within schools. Inspections due	£ -	£ 6,600
Hoist and Stairlift testing / servicing	Shared costs with NHS who have trained their own staff to provide the service - Thorough examination, full maintenance and inspection. LOLER testing to demonstrate that the equipment is safe for use. Repairs undertaken via reactive service. Invoice not received yet loler inspections have been undertaken.	£ -	£ 18,400
Local exhaust ventilation systems such as wood waste extraction, welding fume extraction systems	Control of Substances Hazardous to health 2002 (as amended) . Arrangements being made with the contractor to attend site later in the year.	£ -	£ 4,400
Passenger / Goods lifts testing and servicing	Lift Operations and Lifting Equipment Regulations 1998. Quarterly test and inspection. Inspection, test undertaken on a quarterly basis, minor works done at the same time as site inspection, with quotations provided for larger scale works. Tender includes previously identified larger scale works such as pit lighting, pit restraints, ladders, emergency lighting, RCD protection, car top controls, engineers car top alarms etc. These works will be scheduled in with other works as the contract develops.	£ 10,400.00	£ 22,700

**DETAILED PROGRAMME**

<b>General Fund Revenue Maintenance</b>		<b>Expenditure at 30 June 2021</b>	<b>Annual Budget (including fees) 2021/22</b>
		£	£
<b>Asset Name</b>	<b>Description</b>		
Portable appliance testing	The Provision and Use of Work Equipment Regulations 1998 (PUWER). PATS to oic run or managed properties only. Undertaken every 2 years. Covers testing only, repairs and replacement costs covered by departments own budgets.	£ 2,839.00	£ 12,200
Retractable seating	Annual inspection and reporting on condition and remedials required at Stromness Academy and Pickaquoy Centre. COVID-19 delayed attendance, which is now being undertaken. Return flight cancellations have resulted in the week long site visit having to be curtailed due to strike action. Stromness Academy having to be cancelled and rescheduled for September.	£ -	£ 6,900
Water Services management and thermostatic Mixer Valves	Water services - Undertaking and updating Risk Assessments, provision of training to building users, undertaking audits of water systems and reporting issues for actioning. TMV - Testing and servicing works. Both services are undertaken annually.	£ -	£ 31,800
Working at Height - Roof Anchor and Wire Rope System and single point anchorage Testing / servicing	Lift Operations and Lifting Equipment Regulations 1998. Annual test and inspection. Covers only the testing.	£ -	£ 4,000
<b>Non Statutory (best practice)</b>			
Arjo baths	Annual inspection and service. Includes annual service of the bath and TMV, 6 monthly LOLER test. Inspections due 2nd quarter.	£ -	£ 3,200
Automatic door servicing	6 monthly test / inspection.	£ -	£ 12,000
Equipment monitoring (lifts, fire alarms, intruder alarms etc.)	Monitoring of auto dialler's, digital communicators, and passing emergency information on to relevant parties.	£ -	£ 100
Evac chairs	Annual test and inspection.	£ -	£ 1,100
Fire alarm testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection.	£ 1,390.00	£ 20,100
Fire Fighting Equipment Servicing / testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. Includes testing, servicing, rapairs and replacement.	£ 677.80	£ 19,000
Fixed Gym Equipment Testing (fixed equipment only, loose equipment paid for by building users)	Annual test and inspection. Includes inspection and servicing to fixed equipment such as wall bars and moveable PE equipment, with repairs to moveable PE equipment funded by each establishment. Contract includes for inspection and servicing to fitness room equipment which is also funded by each establishment along with any	£ -	£ 6,200
Generator Servicing	Annual service and test. Comprises the maintenance of diesel generator sets, Includes testing, servicing, reactive repairs and works required to keep systems operating. Inspections due 2nd quarter.	£ -	£ 2,500
Grease filter cleaning	Undertaken on a monthly basis in accordance with insurers requirements.	£ 11,517.00	£ 66,800



**DETAILED PROGRAMME**

General Fund Revenue Maintenance		Expenditure at 30 June 2021	Annual Budget (including fees) 2021/22
		£	£
Asset Name	Description		
Heat pump servicing	Annual service. Contract predominantly for housing properties. Annual servicing and maintenance of heat pumps, MVHR systems, including reactive repairs and works required to keep systems operating. Progressing as expected.	£ 3,688.00	£ 9,800
Lightning systems testing	Annual test and inspection. Annual inspection and test, followed by reporting and quotation for remedial works. Remedial works costs are not covered by the contract value.	£ -	£ 4,800
Oil Boiler Servicing	Annual service. Covers all OIC properties that contain oil boilers including 2 domestic properties.	£ 3,300.00	£ 50,700
Swimming pool and library heat recovery / air con servicing	Health and Safety at Work Act 1974. Annual service - inspect, service and undertake remedial works on refrigeration equipment.	£ -	£ 4,100
Swimming pool, sauna, steam and spa bath servicing of equipment	Health and Safety at Work Act 1974. Annual inspection and low costs remedial works undertaken, followed by quotations for larger scale works.	£ -	£ 12,300
Radon	Ionising Radiation Regulations 1999. On-going ad-hoc testing as found necessary. If any remedial works are required, these are funded from reactive budget.	£ -	£ 1,000
Roller shutter doors	Servicing of roller shutter doors. Risk based assessment. Contract to be developed	£ -	£ -
Septic tank and sewerage treatment plant cleaning	Annual agreements. Scottish Water to regularly clean out the tanks rather than addressing on a reactive basis. Works progressing as expected. Septic tanks every 4 years and sewerage treatment plant cleaned annually.	£ -	£ 1,500
Petrol interceptors and grease traps servicing	Annual clean out. Involves emptying petrol interceptors, undertaken late summer / early autumn. Costs have increased as services are no longer delivered from the Invergordon office, and now delivered from Aberdeen. Works due 3rd quarter.	£ -	£ 11,200
Sprinkler / fire suppression systems	Annual test and inspection. Includes testing and servicing.	£ 3,680.00	£ 4,600
Vermin	Regular inspections. Includes fitting bait boxes, removal of vermin etc. New contractor appointed who are familiarising themselves with	£ 1,785.75	£ 100
Window cleaning	Frequency and level of service dictated by site conditions, usage, issues etc. Only CCTV cameras cleaned under this account. Undertaken on a quarterly frequency, and includes cleaning 4 buildings, and various CCTV camera domes. This budget only pays for the CCTV camera dome cleaning. Progressing as expected.	£ 123.72	£ 400
<b>Cyclical works</b>	Cyclical payments		
External decoration including steelwork painting	5 year re-decoration plan, progressing well.	£ 11,978.74	£ 57,500

### DETAILED PROGRAMME

General Fund Revenue Maintenance		Expenditure at 30 June 2021	Annual Budget (including fees) 2021/22
		£	£
Asset Name	Description		
Timber floor treatments	Stronsay School hall, project moved forwards 12 months following inspection of floor. Initially planned for summer holidays 2020, but COVID-19 restrictions have resulted in works being postponed to 2021.	£ -	£ 3,500
Timber floor treatments	Stromness Academy Dining Hall. Initially planned to be undertaken wc 13 April 2020, but COVID-19 delays have resulted in the works being postponed until summer 2021.	£ -	£ 5,800
Timber floor treatments	Stenness Primary School . Initially planned to be undertaken wc 13 April 2020, but COVID-19 restrictions have resulted in the works being re-scheduled for summer 2021.	£ -	£ 2,900
Timber floor treatments	Shapinsay School. Initially planned for to be undertaken over summer holidays 2020, but COVID-19 restrictions have resulted in the works being re-scheduled for summer 2021.	£ -	£ 8,000
St Magnus Cathedral	Architects inspection fee - Annual fee for inspection and supervision of maintenance of fabric at Cathedral	£ -	£ 5,700
St Magnus Cathedral	Organ tuning - quarterly inspection and tune	£ -	£ 5,600
Swimming pools - generally	Minor upgrading works comprising pool cover replacement, chlorine dosing upgrades and works identified following annual autumn	£ -	£ 17,200
Various properties	Lightning systems - repairs and upgrades following risk assessment works and surveys. Many properties have no systems despite the risk assessment suggesting that ones are required. This is the start of a 4-5 year program to fit new systems, while also fixing existing systems. - Surveys undertaken, reports have been submitted by BEST, reviewing before deciding on what course of action to be taken. Consider St Magnus Cathedral supplementary works to minimise	£ -	£ 5,800
Various properties	High level surveys to chimneys, high structures etc. covering 5	£ -	£ 57,500
Water systems - generally	Future years work to be identified following annual review of systems. Awaiting contractor feedback before committing to remedial works.	£ -	£ 11,500
<b>Large scale reactive works (Over £1,000) added during the year.</b>			
St Colm's Day Centre	Replace carpet with vinyl, due to being worn.	£ 20,276.77	
Chinglebraes	Replacement faulty fire alarm detector heads, install IR3 flame detectors, replace break glass 20, and reinstate autodialler	£ 11,253.71	
Papdale School	Heighten the nursery perimeter fence to the rear of the school to 1500mm high. Replace any damaged/rotten posts as necessary. 3 gates to be replaced with new at 1500mm high.	£ 11,143.54	
Dounby School	Replace tarmac to kitchen end as badly potholed and repairs to service trenches following works to nursery extension	£ 11,113.08	
Property/Housing	Void property upgrade	£ 9,442.66	
Former Bus Station	Demolition and reinstatement to a tarmacadum area.	£ 8,101.07	

**DETAILED PROGRAMME**

General Fund Revenue Maintenance		Expenditure at 30 June 2021	Annual Budget (including fees) 2021/22
		£	£
Asset Name	Description		
Property/Housing	Void property upgrade	£ 6,397.72	
St Peters House	Flood damage while property was vacant	£ 6,242.65	
Pickaquoy Centre	Replacement automated logic control cards	£ 6,075.50	
Pickaquoy Centre camping and caravan site	Investigate hot water issues and repair	£ 4,676.89	
St Colms Day Centre	New kitchen	£ 4,670.75	
Sanday Junior High School	Install replacement fan unit in Calorex unit	£ 2,212.09	
Property/Housing	Void property	£ 2,200.35	
Kirkwall Town CCTV System	Repairs to system	£ 2,162.88	
Glaitness School	Install channel drains at back of the gym hall	£ 2,084.01	
Smiddybrae House	Install 2 hoists removed from St Peters into bedroom / bathroom	£ 1,917.17	
Property/Housing	Void property	£ 1,772.47	
St Magnus Cathedral	Alterations to light switching	£ 1,758.84	
Westray Junior High School	Replacement circulation pump	£ 1,744.33	
St Colms Daycare Centre	Install auto door closers previously removed from Kirkwall Library	£ 1,725.10	
Property/Housing	Void property	£ 1,690.13	
Property/Housing	Void property	£ 1,302.32	
Braeburn Court Core facility	Repairs to tag/ fob door entry system	£ 1,244.32	
Pickaquoy Centre camping and caravan site	Lock replacements due to failure	£ 1,208.13	
Property/Housing	Void property	£ 1,197.42	
Council Offices	Timber repairs and decorate door	£ 1,157.73	
Smiddybrae House, Dounby	Patio door repairs	£ 1,068.39	
Property/Housing	Void property	£ 1,051.01	
<b>Reactive works</b>			
Reactive works	Ad-hoc repairs to replace broken, failed components. Budget figure based upon anticipated expenditure following analysis of historical data. This budget also funds works which have been identified following statutory or non statutory testing works. Actual spend figures are low, as a fuller list of larger reactive repairs is now provided in this report.	£ 72,863.93	£ 684,300
<b>Contingency</b>			
Contingency	To be utilised across the programme as required.	£ -	£ 16,800
<b>Apportioned Costs</b>			
Apportioned Costs	To be charged at year-end - £360,300. Budget included within project/works figures.		
		<b>£ 262,031.16</b>	<b>£ 1,692,000</b>

<b>DETAILED PROGRAMME</b>			
<b>Strategic Reserve Fund Revenue Maintenance</b>		<b>Expenditure at 30 June 2021</b>	<b>Annual Budget (including fees) 2021/22</b>
		£	£
<b>Asset Name</b>	<b>Description</b>		
6 Broad Street	Works to permit property to be re-let, comprising addressing roof / wall leaks, repairs to windows, stripping out previous tenants alterations, localised flooring replacement, and compliance work in readiness for re-occupation. Works complete.	£ 1,025.00	£ 1,000
<b>Statutory Testing</b>	The following budget figures cover only the planned tests and servicing, with all reactive works funded from the reactive budget.		
Asbestos register / surveys	Budget relates to management surveys that are outstanding. No works planned or undertaken to date, review later in the year. Currently 20 properties with no surveys, these are in remote locations, infrequently used, low risk properties. They will be surveyed when an opportunity arises to survey with others in the area.	£ -	£ 700
Duct hygiene (air conditioning , plenum heating)	Workplace (Health, Safety and Welfare Regulations 1992) and COSHH LEV Testing. Annual inspection and test - thorough cleaning routine determined from testing / inspection. Includes testing, cleaning and repairs necessary to ensure equipment is fully operational.	£ 96.00	£ 300
Electrical testing (PIR)	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations. Frequency varies according to property type, varies from	£ -	£ 500
Emergency lighting testing	Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005. Annual inspection and test.	£ 262.42	£ 700
Fixed appliance testing	Annual test and inspection.	£ 88.25	£ 200
Gas appliances testing / servicing	The Gas Safety (Installations and Use) Regulations 1998. Annual servicing to include check on ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices working. Servicing and any repairs necessary to ensure equipment is fully operational. Covers commercial kitchens, technical areas, science rooms, home economic areas within schools.	£ -	£ 400

<b>DETAILED PROGRAMME</b>			
<b>Strategic Reserve Fund Revenue Maintenance</b>		<b>Expenditure at 30 June 2021</b>	<b>Annual Budget (including fees) 2021/22</b>
		£	£
<b>Asset Name</b>	<b>Description</b>		
Passenger / goods lifts testing and servicing	Lift Operations and Lifting Equipment Regulations 1998. Quarterly test and inspection. Minor works done at the same time as site inspection, with quotations provided for larger scale works. Tender includes previously identified larger scale works such as pit lighting, pit restraints, ladders, emergency lighting, RCD protection, car top controls, engineers car top alarms etc. These works will be scheduled in with other works as the contract develops.	£ -	£ 1,400
Portable appliance testing	Provision and Use of Work Equipment Regulations 1998 (PUWER). Undertaken every 2 years. Covers testing only, repairs and replacement costs covered by departments' own budgets.	£ -	£ 200
Water services management and thermostatic mixer valve testing / servicing	Water services - undertaking and updating risk assessments, provision of training to building users, undertaking audits of water systems and reporting issues for actioning. TMV - Testing and servicing works. Both services are undertaken annually. Tender includes reactive works which are not reflected in the budgeted figure.	£ 258.00	£ 700
<b><u>Non Statutory Testing</u></b>			
Automatic door servicing	Includes testing / servicing along with any remedial works to ensure that each door works as intended.	£ 180.42	£ 500
Fire alarm testing	Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection.	£ 207.46	£ 1,400
Fire fighting equipment servicing / testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection.	£ -	£ 1,500
Lightning systems testing	Annual inspection and test, followed by reporting and quotation for remedial works. Remedial works costs are not covered by the contract	£ -	£ 1,000
Oil boiler servicing	Annual service.	£ -	£ 1,700

<b>DETAILED PROGRAMME</b>			
<b>Strategic Reserve Fund Revenue Maintenance</b>		<b>Expenditure at 30 June 2021</b>	<b>Annual Budget (including fees) 2021/22</b>
<b>Asset Name</b>	<b>Description</b>	<b>£</b>	<b>£</b>
Vermin	Regular inspections and assessment. Includes fitting bait boxes, removal of vermin etc. New contractor appointed who are familiarising themselves with our sites. Progressing well.	£ 257.58	£ 1,300
<b><u>Cyclical Works</u></b>			
External decoration	5 year re-decoration plan, following annual review of condition.	£ 1,341.64	£ 5,800
<b><u>Reactive Works</u></b>			
Reactive works	Ad-hoc repairs to replace broken, failed components. Budget figure based upon anticipated expenditure following analysis of historical data. This budget also funds works which have been identified following statutory or non statutory testing works.	£ 6,226.69	£ 31,100
<b><u>Contingency</u></b>			
Contingency	To be utilised across the programme as required.	£ -	£ 41,900
<b><u>Apportioned Costs</u></b>			
Apportioned costs (£12,000)	To be charged at year-end - £12,000. Budget included within project/works figures.		
		<b>£ 9,943.46</b>	<b>£ 92,300</b>