

SUMMARY

General Fund Revenue Maintenance	Approved Budget 2018/2019	Actual Spend at 30 June 2018	Overspend/ (Underspend)
Asset Name			
One-off planned repairs	£374,050.00	£24,337.92	(£349,712.08)
Works added in during year	£0.00	£120,437.47	£120,437.47
Statutory / non statutory testing	£371,150.00	£71,018.77	(£300,131.23)
Cyclical works	£131,250.00	£1,253.04	(£129,996.96)
Reactive works	£750,000.00	£101,756.29	(£648,243.71)
Contingency	£50,050.00	£0.00	(£50,050.00)
	£1,676,500.00	£318,803.49	(£1,357,696.51)

Strategic Reserve Fund Revenue Maintenance	Approved Budget 2018/2019	Actual Spend at 30 June 2018	Overspend/ (Underspend)
Asset Name			
One-off planned repairs	£60,000.00	£0.00	(£60,000.00)
Works added in during year	£0.00	£10,677.43	£10,677.43
Statutory / non statutory testing / cyclical works	£28,960.00	£581.00	(£28,379.00)
Reactive Works	£120,000.00	£4,659.96	(£115,340.04)
Contingency	£49,740.00	£0.00	(£49,740.00)
	£258,700.00	£15,918.39	(£242,781.61)

DETAILED PROGRAMME

General Fund Revenue Maintenance		Approved Budget 2018/2019	Actual Spend at 30 June 2018	Overspend/ (Underspend)
Asset Name	Description			
Dingieshow Public Convenience	General upgrade, decoration and signage	£14,950.00	£0.00	(£14,950.00)
Dounby Public Convenience	General upgrade, decoration and signage	£11,500.00	£0.00	(£11,500.00)
Dounby School Project carried over from	Replace oil line with bunded oil line, complete with catch pit, oil meters etc. Project carried over from 2017/2018	£23,000.00	£0.00	(£23,000.00)
Hope Primary School	Community kitchen upgrade, partly funded by community	£5,750.00	£0.00	(£5,750.00)
Ness Battery	Replace rotten boarding, and make wind and water tight	£30,000.00	£0.00	(£30,000.00)
North Walls School & Swimming Pool .	Community kitchen replacement	£9,200.00	£0.00	(£9,200.00)
Orkney Museum	Re-glazing green houses or demolition	£23,000.00	£5,273.89	(£17,726.11)
Pickaquoy Centre & playing fields	New revolving doors and auto closers as old ones are life expired and being kept operational. Replace no later than 2018.	£31,000.00	£0.00	(£31,000.00)
Pickaquoy Clubrooms	No automatic fire detection in property. It has been recommended by testing contractor to install a detection system.	£4,600.00	£0.00	(£4,600.00)
Point of Ness Camping & Caravan Site	Replace rotten windows, no later than 2018	£7,000.00	£0.00	(£7,000.00)
Public rest room, West Pier, Kirkwall	Windows and doors decayed and soft, replace with new PVC-u and make good internally / externally.	£3,450.00	£0.00	(£3,450.00)
Pumpwell Park Garages	Re-roofing, fascia, soffit board, downpipes, gutter replacement, new garage doors. Water ingress through rear wall, to be dealt with by excavating around rear and side of garages reduce levels, batter ground and fence.	£25,000.00	£10,429.35	(£14,570.65)
Sands of Wright public convenience	Replace septic tank and soakaway	£15,000.00	£2,793.09	(£12,206.91)
St Magnus Cathedral	Architects inspection fee	£4,000.00	£0.00	(£4,000.00)
St Magnus Cathedral	Organ tuning - quarterly inspection and tune	£5,600.00	£3,383.46	(£2,216.54)
Swimming pools	Minor upgrading works comprising pool cover replacement, chlorine dosing upgrades and works identified following autumn inspection.	£20,000.00	£0.00	(£20,000.00)

The Orkney Library & Archive area	Air conditioning plant replacement. 5 no. units, with parts becoming increasingly difficult to source along with continued breakdowns. Replace units no later than 2020.	£46,000.00	£0.00	(£46,000.00)
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.	£50,000.00	£0.00	(£50,000.00)
Various properties	Post high level survey works	£15,000.00	£2,458.13	(£12,541.87)
Water systems	Papdale School - cold water storage tanks removal, new unvented hot water cylinder. Rugby Club - CWST replacement. OIC - Legal wing alter/reduce water storage to CWST, install new hammarclad insulation to HWC in One Stop Shop. All to minimise legionella and water borne diseases. Future years work to be identified following annual review of systems.	£30,000.00	£0.00	(£30,000.00)
<u>Works added in during year</u>				
4th Barrier public convenience	Replacement soakaway as existing one has blocked, and unable to access as its located under the car park. New one to be located on adjacent land following consultation with landowner.	£0.00	£2,888.50	£2,888.50
Chinglebraes Waste Transfer Station	Installation of fire alarm system following Zurich engineering risk assessment July 17. Alarm to be L1 standard, with monitored remote signalling.	£0.00	£0.00	£0.00
Chinglebraes Waste Transfer Station	Fire proofing works following feedback from newly appointed insurance company	£0.00	£0.00	£0.00
Firth Primary School	Upgrade building management system	£0.00	£15,125.95	£15,125.95
Old Papdale Halls of Residence	site security measures	£0.00	£0.00	£0.00
Orkney Islands Council	Bunker - removal of oil tank, generators, water tank, and controls, and creating new window openings. Works are part of a longer plan to re-develop the bunker.	£0.00	£0.00	£0.00
Orkney Museum	Improve disabled facilities by relocating 2 offices to another premises, demolishing existing toilets, relocate shop and staff work base, create new disabled and staff toilet facilities. Option 2 has been approved by the client.	£0.00	£0.00	£0.00

Orphir school	School main entrance - opening leaf 675mm, consider auto opening doors, consider reducing 60mm threshold, consider relocating internal doors to allow wheelchair space (note panic bar to both closed leaf's)	£0.00	£0.00	£0.00
Papdale School	Kitchen flat roof over felting	£0.00	£11,579.87	£11,579.87
Point of Ness	Create hard standings with plastic grass pavers and improve drainage to minimise vehicles becoming stuck, all following feedback from client service.	£0.00	£48,399.34	£48,399.34
Stromness Academy	Oil tank replacement	£0.00	£42,443.81	£42,443.81
<u>Statutory / non statutory testing spend</u>			£71,018.77	(£300,131.23)
<u>Statutory Testing</u>				
Asbestos register / surveys	On going surveying. High risk operational properties have all been done, last remaining properties to be done to allow 100% coverage of asbestos surveys. Control of Asbestos Regulations 2012.	£14,000.00	Inc. above	£0.00
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.	£12,500.00	Inc. above	£0.00
Electrical Testing (PIR)	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations. Frequency varies according to property type, varies from 1-10 years.	£22,000.00	Inc. above	£0.00
Emergency lighting testing	Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005. Annual inspection and test	£9,000.00	Inc. above	£0.00
Fixed appliance testing	Annual test and inspection	£3,000.00	Inc. above	£0.00
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.	£7,000.00	Inc. above	£0.00
Hoist & Stairlift testing / servicing	6 monthly test / inspection, shared costs with NHS who have trained their own staff to provide the service. Thorough examination, full maintenance and inspection.	£14,000.00	Inc. above	£0.00
Local exhaust ventilation systems such as wood waste extraction, welding fume extraction systems	Control of Substances Hazardous to health 2002 (as amended) . Annual inspection and feedback.	£3,000.00	Inc. above	£0.00

Passenger / Goods lifts testing and servicing	Lift Operations and Lifting Equipment Regulations 1998. Quarterly test and inspection.	£14,000.00	Inc. above	£0.00
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.	£15,000.00	Inc. above	£0.00
Water Services management & 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 undertaking audits of water systems and reporting issues for actioning. TMV - testing and servicing works. Both services are undertaken annually.	£34,000.00	Inc. above	£0.00
Working at Height - Roof Anchor & Wire Rope System and single point anchorage Testing / servicing	Lift Operations and Lifting Equipment Regulations 1998. Annual test and inspection.	£600.00	Inc. above	£0.00
<u>Non Statutory (best practice)</u>				
Arjo baths	Annual inspection and service	£6,000.00	Inc. above	£0.00
Automatic door servicing	6 monthly test / inspection.	£8,500.00	Inc. above	£0.00
Equipment monitoring (lifts, fire alarms, intruder alarms etc.) - Eldercare	Monitoring of auto diallers, digital communicators, and passing emergency information on to relevant parties.	£700.00	Inc. above	£0.00
Evac chairs	Annual test and inspection	£800.00	Inc. above	£0.00
Fire alarm testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. Monitoring of fire alarms sent to either HIF, or call centre (See equipment monitoring contract below). Inspection and testing of systems.	£30,000.00	Inc. above	£0.00
Fire Fighting Equipment Servicing / testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. Monitoring of fire alarms sent to either HIF, or call centre (See equipment monitoring contract below). Inspection and test.	£44,000.00	Inc. above	£0.00
Fixed Gym Equipment Testing (fixed equipment only, loose equipment paid for by building users)	BS 5696, BS 7188, BS 7044, BS 1892 PART 1 2003. Annual test and inspection.	£3,000.00	Inc. above	£0.00
Generator Servicing	Annual service and test.	£4,500.00	Inc. above	£0.00
Grease filter cleaning	Monthly clean following consultation with Insurers.	£33,850.00	Inc. above	£0.00
Heat pump servicing	Annual service.	£15,000.00	Inc. above	£0.00

Lightning systems testing	BS 6551, 1992. Annual test and inspection.	£3,800.00	Inc. above	£0.00
Oil Boiler Servicing	Annual service	£30,000.00	Inc. above	£0.00
Swimming pool and library heat recovery / air con Servicing	Health and Safety at Work Act 1974. Annual service	£4,000.00	Inc. above	£0.00
Swimming pool, sauna, steam & spa bath servicing of equipment	Health and Safety at Work Act 1974. Annual service	£10,000.00	Inc. above	£0.00
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.	£1,000.00	Inc. above	£0.00
Sewerage Treatment Plant, Petrol Interceptors & Grease Traps Servicing	Annual clean out	£12,600.00	Inc. above	£0.00
Sprinkler / fire suppression systems	Annual test and inspection	£5,000.00	Inc. above	£0.00
Window cleaning	Frequency and level of service dictated by site conditions, usage, issues etc. Only CCTV cameras cleaned under this account.	£300.00	Inc. above	£0.00
MVHR servicing and inspection		£10,000.00	Inc. above	£0.00
<u>Cyclical works</u>				
External decoration Inc. steelwork painting	5 year cyclical program	£80,000.00	£1,253.04	(£78,746.96)
High level surveys (steeplejack works)	Annual inspection and feedback	£1,000.00	£0.00	(£1,000.00)
Timber floor treatments	Pickaquoy centre main hall floor complete with re-lining	£40,250.00	£0.00	(£40,250.00)
Timber floor treatments	Stronsay School hall	£10,000.00	£0.00	(£10,000.00)
<u>Reactive works</u>		£750,000.00	£101,756.29	(£648,243.71)
<u>Contingency</u>		£50,050.00	£0.00	(£50,050.00)
		£1,676,500.00	£318,803.49	(£1,357,696.51)

Strategic Reserve Fund Revenue Maintenance		Approved Budget 2018/2019	Actual Spend at 30 June 2018	Overspend/ (Underspend)
Asset Name	Description			
H29 (NISF)	Demolition and site clearance in preparation for new use.	£5,000.00	£0.00	(£5,000.00)
Weyland Farm	Slatted byre building 1 - Demolish building as the property is no longer used, and has a cracked gable, timber truss cord snapped, and doors are missing. Clear site in preparation for future development.	£40,000.00	£0.00	(£40,000.00)
H29,30,31	Concept design and explore site options including redevelopment.	£15,000.00	£0.00	(£15,000.00)
Works added in during year				
Stronsay Fishmart Hostel & café	roof repairs following storm damage	£0.00	£6,866.85	£6,866.85
Hatston greenbelt land	fencing and repairs and additional fencing	£0.00	£2,365.87	£2,365.87
Lyness sites	trace and fault find mains incoming power supply	£0.00	£1,444.71	£1,444.71
Statutory / non statutory testing spend			£581.00	(£28,379.00)
Statutory Testing				
Asbestos register / surveys	On going surveying. High risk operational property have all been done, last remaining properties to be done to allow 100% coverage of asbestos surveys. Control of Asbestos Regulations 2012.	£1,000.00	Inc. above	
Electrical Testing (PIR)	Workplace (Health, Safety and Welfare Regulations 1992) and COSHH LEV Testing. Annual inspection and test - thorough cleaning routine determined from testing / inspection.	£8,000.00	Inc. above	
Emergency lighting testing	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations. Frequency varies according to property type, varies from 1-10 years.	£1,500.00	Inc. above	
Fixed appliance testing	Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005. Annual inspection and test.	£400.00	Inc. above	
Hoist & Stairlift testing / servicing	6 monthly test / inspection, shared costs with NHS who have trained their own staff to provide the service. Thorough examination, full maintenance and inspection.	£100.00	Inc. above	

Passenger / Goods lifts testing and servicing	Control of Substances Hazardous to health 2002 (as amended) . Annual inspection and feedback	£1,100.00	Inc. above	
Portable appliance testing	The Provision and Use of Work Equipment Regulations 1998 (PUWER). PATS to oil run or managed properties only. Undertaken every 2 years.	£1,000.00	Inc. above	
Water Services management & 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.	£2,900.00	Inc. above	
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.	£800.00	Inc. above	
Passenger / Goods lifts testing and servicing	Lift Operations and Lifting Equipment Regulations 1998. Annual test and inspection.	£1,500.00	Inc. above	
<u>Non Statutory Testing</u>				
Evac chairs	Annual test and inspection.	£60.00	Inc. above	
Fire alarm testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. Monitoring of fire alarms sent to either HIF, or call centre (See equipment monitoring contract below). Inspection and testing of systems.	£3,000.00	Inc. above	
Fire Fighting Equipment Servicing / testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. Monitoring of fire alarms sent to either HIF, or call centre (See equipment monitoring contract below). Inspection and test.	£2,500.00	Inc. above	
Lightning systems testing	BS 6551, 1992. Annual test and inspection. Inspection and test.	£800.00	Inc. above	
Vermin Control	Frequency and level of service dictated by site conditions, usage, issues etc.	£2,300.00	Inc. above	
<u>Cyclical Works</u>				
External Decorations	5 year re-decoration plan, extend where possible following inspection on year 4.	£2,000.00	Inc. above	
<u>Reactive Works</u>				
		£120,000.00	£4,659.96	(£115,340.04)
<u>Contingency</u>				
		£49,740.00	£0.00	(£49,740.00)

PROJECT UPDATES

General Fund Revenue Maintenance	Project Update
Asset Name	
Dingieshow Public Convenience	Window replacement on order, remaining works to be undertaken out of season.
Dounby Public Convenience	To be undertaken out of season
Dounby School Project carried over from	Awaiting scheme , project carried over from last financial year.
Hope Primary School	Works complete and paid last financial year
Ness Battery	Listed building application delayed the works during 2017/18, now planned for summer 2018/19. Incorrect total budget cost carried over from last financial year. Works progressing and anticipate 1st block will be complete by august 18
North Walls School & Swimming Pool .	Proposals put to the community, awaiting feedback.
Orkney Museum	Works complete
Pickaquooy Centre & playing fields	To be developed.
Pickaquooy Clubrooms	Work reviewed and automatic fire alarm not required. Work cancelled.
Point of Ness Camping & Caravan Site	To be undertaken out of season. Tenders issued July 18.
Public rest room, West Pier, Kirkwall	Assessed and found to be satisfactory, review again in 2 years time.
Pumpwell Park Garages	Roof, and doors complete, landscaping / fencing to be undertaken July/ august 18.
Sands of Wright public convenience	Scope of work reviewed due to no feedback from adjacent landowner, with alternative solution put in place. Solution to be monitored as further action may need to be taken to lower surface water from around the property. Current works complete.
St Magnus Cathedral	
St Magnus Cathedral	Quarterly inspection and tune. Costs may be recoverable from the Friends of St Magnus
Swimming pools	On site October

The Orkney Library & Archive area	Consultants working up a scheme, anticipate being on site over the winter of 18.
Various properties	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 disruption from future strikes.
Various properties	Partly complete
Water systems	Extent of works less than initially planned, budget allocation to be reduced as the year progresses, unless issues are identified.
<u>Works added in during year</u>	
4th Barrier public convenience	Delays in agreeing scheme delayed works. Work carried over into 2018/19 and now complete.
Chinglebraes Waste Transfer Station	Lower than anticipated expenditure during 2017/18, project carried over from previous year
Chinglebraes Waste Transfer Station	Works to be issued august 2018.
Firth Primary School	Carry over from last financial year
Old Papdale Halls of Residence	May be funded by others.
Orkney Islands Council	Project carried over from previous financial year, works complete and final account to be agreed.
Orkney Museum	Subject to listed building consent, not weather dependant, but may have to be undertaken out of season. Scheme submitted for BW, on site January 2019
Orphir school	Project carried over from last year, to be completed by end of May.
Papdale School	Complete and fully paid
Point of Ness	Carried over from 2017/18, works substantially complete, some minor alterations to be made once season closes. Additional tarmacadam works undertaken on approach road.
Stromness Academy	Lower than anticipated expenditure during last financial year, works having to be programmed in around holiday periods. Works now substantially complete and changeover has occurred.

<u>Statutory / non statutory testing spend</u>	£134,415.54 committed, spend likely to be lower than plan.
<u>Statutory Testing</u>	
Asbestos register / surveys	
Duct hygiene (Air conditioning , plenum heating)	
Electrical Testing (PIR)	
Emergency lighting testing	
Fixed appliance testing	
Gas Appliances testing / servicing	
Hoist & Stairlift testing / servicing	
Local exhaust ventilation systems such as wood waste extraction, welding fume extraction systems	
Passenger / Goods lifts testing and servicing	
Portable appliance testing	
Water Services management & thermostatic Mixer Valve testing / servicing.	
Working at Height - Roof Anchor & Wire Rope System and single point anchorage Testing / servicing	
<u>Non Statutory (best practice)</u>	
Arjo baths	
Automatic door servicing	
Equipment monitoring (lifts, fire alarms, intruder alarms etc.) - Eldercare	
Evac chairs	
Fire alarm testing	
Fire Fighting Equipment Servicing / testing	
Fixed Gym Equipment Testing (fixed equipment only, loose equipment paid for by building users)	
Generator Servicing	
Grease filter cleaning	
Heat pump servicing	

Lightning systems testing	
Oil Boiler Servicing	
Swimming pool and library heat recovery / air con Servicing	
Swimming pool, sauna, steam & spa bath servicing of equipment	
Radon	
Sewerage Treatment Plant, Petrol Interceptors & Grease Traps Servicing	
Sprinkler / fire suppression systems	
Window cleaning	
MVHR servicing and inspection	
<u>Cyclical works</u>	
External decoration Inc. steelwork painting	lower than anticipated number of properties to be painted.
High level surveys (steeplejack works)	To be undertaken later in the year
Timber floor treatments	works complete, minor snagging and payment to be made
Timber floor treatments	to be done
<u>Reactive works</u>	Expenditure lower than anticipated, review as year progresses

Strategic Reserve Fund Revenue Maintenance	Project Update
<u>Asset Name</u>	
H29 (NISF)	Works substantially complete, building demolished, rubble crushed and spread, fencing to be completed.
Weyland Farm	No progress made. Planned for the winter
H29,30,31	Option have been prepared and submitted to client
<u>Works added in during year</u>	
Stronsay Fishmart Hostel & café	
Hatston greenbelt land	
Lyness sites	
<u>Statutory / non statutory testing spend</u>	£4,788.53 committed, slower than anticipated spend, review as year progresses
<u>Statutory Testing</u>	

Asbestos register / surveys	
Electrical Testing (PIR)	
Emergency lighting testing	
Fixed appliance testing	
Hoist & Stairlift testing / servicing	
Passenger / Goods lifts testing and servicing	
Portable appliance testing	
Water Services management & thermostatic Mixer Valve testing / servicing	
Duct hygiene (Air conditioning , plenum heating)	
Passenger / Goods lifts testing and servicing	
Non Statutory Testing	
Evac chairs	
Fire alarm testing	
Fire Fighting Equipment Servicing / testing	
Lightning systems testing	
Vermin Control	
Cyclical Works	
External Decorations	£300 committed, review as year progresses
Reactive Works	Lower than anticipated spend, review as year progresses.