

UPDATE ON WORK TO NEW OFFICE

Recommendation:

1. That the committee note the report.

	Yes	No
Does the decision involve new expenditure?		No
Is there an existing budget for the proposed expenditure (insert code)	N/A	
What procurement level is required?	N/A	
Are there equalities impacts / an equalities assessment required?		No
Does this require a full council decision? (Reports for full council decision should still be sent to the relevant committee where possible.)		No
Is there a background paper or papers? (provide links below).		No

Progress Against Timeline:

1. The build is on time for us to move into the new office at the beginning of July as discussed.
2. Timeline:

To 08/06: The contractors have completed a full rip out. Lined and filled all walls ready for decoration. They have amended the existing ceiling grid system and installed new tiles. Installed new LED lighting units. Installed new sockets and wiring for this.

Fri 09/06: The underfloor heating is being installed with the 10mm screed finish to this being installed Friday 10/06. This will take 3-4 days to cure so no access to the building.

Tue 14/06 – Friday 17/06: Decoration.

Tue 14/06 – Friday 17/06: Skirting install to main room and new front doors.

Fri 17/06: Installation of new carpet tiles.

Mon 20/06: Glass partition track installation- take measure for glazing. (current lead is 5 days). Note the glazing will not hinder moving into the office.

Mon 27/06: Work completed.

Issues arising from proposal:

None