



Three Rivers District Council

WATERSMEET HOT WATER PIPEWORK REPLACEMENT

PROJECT INITIATION DOCUMENT (P.I.D. Lite)

Project Sponsor	Ray Figg
Project Manager	Gary Cook
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Author	Josh Sills

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Document Control

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Distribution

Name	Position	Organisation/ Service
Gary Cook	M&E Engineer	Property Services
Ross Pettefer	Property Surveyor	Property Services
Ray Figg	Head of Community Services	Community Services

Approval

Name	Position	Date approved

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1 Introduction

1.1 Purpose of the document

The Project Initiation Document (Lite) consolidates information required regarding the fundamental aspects of the project and is the basis against which the project is evaluated and prioritised.

- Why is this project important
- What will the project do, what outcomes will be delivered, what are the success factors and risks
- How much will it cost, what resources are required

*** This document is a "lite" version of the full Project Initiation Document (PID) required when initiating the project fully. The full PID contains additional information.*

- How will the project be implemented, how will it be managed
- When will the project be implemented
- Who will be involved and who will be impacted

NOTE: When a PID is recommended to Council and approved as part of the budget setting process, the relevant Chief Officer will be deemed to have the necessary Delegated Authority to enter into any contract in respect of the project and within the budget agreed.

1.2 Executive Summary

- 1.2.1 This project seeks to replace the existing hot water pipework, dressing room sinks and backstage corridor ceiling and lighting, to improve the quality of the facilities at Watersmeet.
- 1.2.2 The backstage hot water pipework that feed the sinks in the dressing rooms, backstage toilets and shower is in a state of disrepair. The water coming out of the taps is discoloured due to the pipes rusting and therefore needs replacing. If the pipework is not replaced the water quality will continue to decrease resulting in the outlets failing the water quality test forcing the supply to be isolated.
- 1.2.3 To access the pipework the ceiling in the backstage corridor would need to be removed and this is suspected to contain asbestos, and so would need replacing.
- 1.2.4 The sinks in the dressing rooms are in very poor condition with cracks in several of them and so need to be replaced.
- 1.2.5 The hot water in the dressing rooms and backstage toilets is essential so that performers using the venue can wash make-up off and take a shower after performances. Replacing the sinks will also improve the aesthetic of the dressing rooms making for a nicer and more appealing environment to hirers and performers.
- 1.2.6 The total cost for the works would be £38,000 +VAT, and if approved would be carried out in August to avoid current hires.

1.3 Project Objectives

- 1.3.1 To replace the existing hot water pipework that feeds the dressing rooms, shower and backstage toilets.
- 1.3.2 To replace the sinks in the three lower level dressing rooms.
- 1.3.3 To replace the backstage corridor ceiling that the pipework sits behind.
- 1.3.4 To replace the existing lighting fixtures in the backstage corridor with energy efficient LEDs

1.4 Current issues and priorities

- 1.4.1 Replacing the hot water pipework and dressing room sinks contributes towards the following Council strategic objectives by improving the facilities at Watersmeet so that hirers and touring companies continue to use the facility.

- 2.5.1 Improve and facilitate access to leisure and recreational activities for adults
- 2.5.3 Provide a range of supervised leisure activities and facilities for young people

Watersmeet is currently hired by many local theatre groups, dance schools and youth theatre groups providing dance and performance opportunities as well as providing an entertainment venue for all the community.

- 1.4.2 Replacement of the hot water pipework was identified in the February 2016 Watersmeet Condition Survey prepared by CSJ Associates Limited as end of life maintenance.

1.5 Implications of project not being complete

- 1.5.1 The water will ultimately fail the water quality test and so the hot water will have to be disconnected putting the backstage toilets and dressing room sinks out of use. This will significantly reduce the appeal of the venue as a hire and performance space, and potentially resulting in a reduction in hire income.

2 Business Case

Why should this project be undertaken?

Watersmeet attracts over 50,000 people a year through its doors. In order to continue to attract audiences it is essential that hirers and theatre companies continue to produce events and shows at Watersmeet, and therefore the backstage facilities must be maintained to an acceptable standard. The new hot water pipework and sinks would improve the well-being and comfort of both staff and hirers improving both our internal and external service.

As a venue for hire Watersmeet is required to provide changing facilities in the form of dressing rooms for people performing at the venue. This includes the annual pantomime, community hires and professional touring productions. Separate toilet facilities are provided for performers, and as such these toilets require hot water outlets for people to wash their hands. The dressing rooms require wash facilities so that performers can remove stage make-up at the end of each performance. The backstage shower is required for performers to shower after performances, especially following dance performances.

The current hot water outlets produce rust stained water where the aging metal pipework that the water runs through has rusted. This is both unhygienic and unpleasant. To access the pipework the ceiling in the backstage corridor would need to be removed and this is suspected to contain asbestos, and so would need replacing. The sinks in the dressing rooms are in a state of disrepair and several sink basins are cracked due to age attracting bacteria.

The replacement of the hot water pipework and sinks will improve both the aesthetic of the dressing rooms and the hygiene of the water supply encouraging hirers and touring theatre companies to continue to hire Watersmeet to stage productions and events.

How will project success be measured?

- Providing clear and clean hot water to the sinks in the dressing rooms and backstage toilets.
- Maintaining current levels of venue hire.
- Improve the standard of the backstage facilities at Watersmeet.

2.1 Project Definition

- 2.1.1 Remove the existing backstage corridor ceiling to access the pipework and replace with a new suspended ceiling.
- 2.1.2 Replace existing light fixtures with new energy efficient LEDs
- 2.1.3 Remove and replace the existing backstage hot water pipework.
- 2.1.4 Remove and replace the existing dressing room sinks in dressing rooms two, three and four with new units.

2.2 Outputs and Outcomes

Outputs

- To eliminate the rust stained water in the dressing rooms and toilets.
- To improve the quality of the hot water outlets (taps and sinks) in the backstage areas of the venue.

Outcomes

- To provide better quality water and facilities to members of the community hiring Watersmeet.
- To improve the overall experience for people visiting a Council property.

2.3 Benefits

- 2.3.1 By replacing the hot water pipework, dressing room sinks and corridor ceiling the Council will improve the quality of the facilities provided, mitigate against the risk of losing hires and potential attract new hires to the venue generating more income.
- 2.3.2 The backstage area is used by over 70% of the hires and events at Watersmeet, including the week long hires as well as the annual pantomime. Ensuring these facilities are maintained to a reasonable standard is essential for maintaining current levels of venue hire income.

3 Project Costs

3.1 One off project costs

3.1.1 The below costs to include, installation, materials, project management, procurement, specification writing and drawings:

Item	2019/20 Cost
Replacement of hot water pipework	£15,000
Replacement of backstage corridor ceiling and fixings	£12,000
Replacement of light fixture in backstage corridor to LED	£3,000
Replacement of water outlets and basins	£8,000
Total	£38,000

3.2 Financial viability

3.2.1 Watersmeet has a revenue maintenance budget in place to cover minor maintenance works for the pipework in situ, therefore there would be no variance to the revenue budget as a result of this project.

3.2.2 The benefits would be realised immediately following the works. It would provide an immediate improvement making the dressing room space more desirable to maintain current hires and potentially attract new hires, therefore contributing to maintaining venue income.

3.3 Resources and skills

3.3.1 Project management will be undertaken in-house by TRDC Property Services staff and Watersmeet Management. Installation of the works will be completed by a contractor following the Council's tender process.

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Has the project been agreed by the Head of ICT?

Yes	
No	X

3.4 Equalities

Is this project responding to an Equality Impact Assessment?

Yes	
No	X

If yes, please provide brief details of the EIA...

Has an Equality Impact Assessment been undertaken for this project?

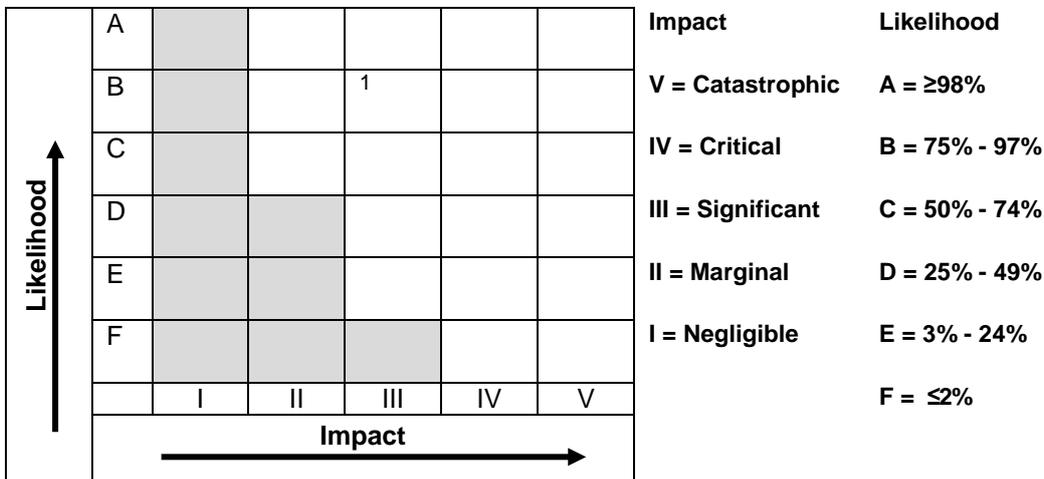
Yes	
No	X

If yes, what are the outcomes and how do these link to the project?

3.5 Risks

Initial Risk Log

Likelihood and Probability Key



Risk	Level of Risk		Required actions	Owner
	Impact	Likelihood		
Hot water pipework fails water quality test	III	B	Shut off hot water supply to backstage toilets, shower and dressing rooms	Gary Cook