

Table of permissions/works etc re P & L Committee 30/07/2020 for OHS at Ottery Museum/OTH

Item no	item	location	reason	Link to other works	OTC landlord permission reqd	OTC resource or part resource	OHS resource or part resource	Tender required	Direct works by R Gomm	S Band involved	Priority	Estimate pre tender
1	Window glazing wc	U Gaffney landing	P safety	2	n	y	n	n	y	n	1 cannot open museum without	£50
2	Replace/repair window in wc	U Gaffney landing	safety/weather resist	1	y	y	n	?	n	n	3	? £1K-5K
3	Move main roof access to lobby new stair like new Gaffney one	U Gaffney landing	Safety, electrical contract access	Must precede electrical works on main distribution	y (discussed)	n	y	n	y	n	1	£1K incl extra timbers
4	Replace broken sink in Gaffney wc	U Gaffney landing	P safety	Moves to new console sink after works to provide niche and stud wall from U Gaffney	y (discussed)	y	n	?	?	n	2 cannot open museum without	Treat as part of plumbing tender?
5	Fit studding wall behind door in U Gaffney to create niche for tar barrel, reducing space in wc by up to 700mm	U Gaffney landing	Create space for tar barrel exhibit with film loop above, next to relevant panels	4	y (discussed)	n	y	?	?	n	2	£500 if Mr Gomm
6	Remove old pedestal sink and replace with Belfast type, high level or extending drinking segregated mixer tap, and hose tap over sink	Lobby wc	Filling of kettles, buckets, supply for external etc pressure wash, washing up and hand cleaning	Possibly to electrical contract as electricians may decide presence of pressurised water heater in elec cupboard unsafe in which case it will have to be moved at replumb	y	n	y	?	?	n	2 as maybe link to electricalworks	£500 plus
7	Underboard with long screws and washers the U Gaffney ceiling, possibly batten as well, and if necessary place extra timberwork in loft attached to joists to support water damaged ceiling	U Gaffney	Water damage as reported in building engineers survey, his recommendation we underboard P safety	Cannot open room to public until done  projector to be demounted protective material for panels and conduit and carpet already bought by OHS  Contractors can use new roof access if needed	y	y	n	?y	?	n	1  cannot open museum without	£1-2K
8	Repair U Gaffney ceiling	U Gaffney landing	There is a big hole Mr Gomm didn't repair in his prior works for OTC –	7	n	y	n	n	y	n	3	£20

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			this job needs finishing									
9	Remove/replace leaking block panel from slit window at 3 <sup>rd</sup> floor level, and/or place perspex panel over it outside	Roof level Gaffney N Gable	This is cause of ceiling damage, any lateral wind driven rain will bring ceiling down if not stopped before winter	8 May be part of a joint scaffolding contract for this, windows and pointing, but OHS may need more than £10K in first year for OTC to take advantage of this saving	y	y	n	?	?	n	1	Scaffolding the building could be £2K plus without VAT  Other part of works £500 if panel outside as engineer suggests, otherwise £200
10	Electrical works Contractor pt1 Move distribution stairwell to cupboard and rewire, incl asbestos etc	Stairwell, m ceiling, lobby elec cupbd	Remove safety issue re size vs fire protection Re rationalise replace unsafe distribution boxes	3 Will require disconnection of entire building prior to asbestos removal then electrical contractor etc	y	y	y	y	n	?	1  cannot open museum without	Bulk estimate with 11, 12, 13 £3250 OTC £4120 OHS
11	Electrical pt 2	Stairwell	ONLY if lift supply not needed offer S Band own supply from stairwell at their expense	10	y	y	n	y	n	y?	4	£K? Will involve statutory undertaking and contractor
12	Electrical pt 3 Fire and electrical safety issues Fit fire emergency lighting Supply fire detection etc Fit PIR lights on stairs/in wcs Replace/test electrical heaters (wired in) Consider AFDDs (arc detection breakers) Any future lift related separate supply issues	General	Meet fire risk assessment requirements Meet safety needs for lighting etc Wire in new detection system battery back up Meet fire hazard electrical heaters requirements	11, 10  Notes OHS has already installed fire detection system surveyor recommended, removing item from survey recommendations  assumed OTC will PAT test as required using competent contractors re electronics etc see22	y	n?	y	y	n	n but may want to connect fire detector from them into our alarm	2  cannot open museum without	Part of Bulk contract  See bulk estimates may need to replace heaters if test too expensive Also rewire to white meter system

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13	Electrical pt 4 Enhancements new sockets around building Sort different ballast issue for old tube lights to standardise for LEDs Wire in fan heater over main lobby inner door			(Note re survey we have removed all old dangerous brittle luminaires and replaced all but two fluorescent glass tubes with LEDs already, and seek to dispose of luminaires and thereby remove item from survey recommendations)	y	n	y	y	n	n	3	Part of bulk contract
14	Water services contract pt 1 Public safety is task 4 pt 2 is requirements move water meter out of silver bandroom and replumb from it with separate stopcock on their side to their point of use pt 3 is enhancements see tasks 5 and 6	Stairwell and silver band room	We cannot read meter we are obliged to read, they presumably have no stopcock just a sink tap. Water provider inspector gave mjlp permission to move	4, 5,6	y	y	?	?	?	y	4	Whilst low priority should be done as part of overall plumbing works  £40 parts  a days labour from whoever or free if I do it
15	Alarm strobe/sounder on external wall	Probably on wall facing monument a little higher than staircase next to wc window as not too high re aesthetics but visible when activated	To repeat any alarm signal reaching cctv alarm centre, alongside 3 internal strobe/sounders. So intruders, fire, maybe environment monitors. Cctv unit and environment also use internet to reach phone of designated person, cctv with an image. Person will normally be curator who lives yards away		y	n	y	n	n	n	3	Unit bought  is low voltage so we will wire up, but needs to take account of 16  but may wish to join their fire detection to our alarm and hence this repeater

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16	Fire protection 30 minute as barrier from silver band to stairwell Required by fire assessor	Not clear if in bandroom or in stairwell	Fire protection of major exit route for museum	15 and 14  best to do 14, 15 then put barrier in or we will have to make holes in it	y	y	? (silver band to pay too?)	? supplier and certification unclear	?	y	2	Depends upon material cost and who does it  cannot open museum without
17	Drains issues	Stores, esp 3  (note store 3 former disabled is floor to ceiling filled with old panels to be removed before works)	Noxious stench that may also be infection risk due to uncapped drain to removed sink and probably dried out traps, the same may be true in boxed off toilet remains in stores 1 & 2. At present any displacement by any user of the relevant sewer can displace foul air into the stores, making no 3 unfit for use		n but access to eddc store probably	y	n	n	y	n	2	A few pounds for caps/plugs plus labour
18	Ingress of water and damp into Gaffney block Damp flues Ventilation Dehumidification	Upper and Lower Gaffney	OHS have recently freed a window in each room but one other is totally rotten and will disintegrate soon  OHS have bought and placed a peltier effect (low suction) dehumidifier in Lower Gaffney, it is removing 1 litre /wk from a mostly closed unoccupied room  The entire chimney breast in Upper Gaffney is or has been damp and the plaster is loose, now held in place by our whiteboard		y	y	?	?	?	n	3	Maybe £100 for fans if included on electrical contract, otherwise vents maybe £20 plus labour

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			So to prevent worsening as well as the dehumidifier we need a check that all abandoned flues are vented and perhaps the fitting of a simple extractor fan in each to ensure airflow for drying									
19	Window repairs	Lower Gaffney and elsewhere	<p>Lower Gaffney side window (the one we want to open) has a totally rotten lower glazing bar on its sash that is detaching from the glass and the woodwork. Whilst not a public safety issue like the wc broken pane, it is a staff safety issue already. It may need a new bespoke window and if conservation policy followed a sash window</p> <p>The stairs window is in very poor condition too</p> <p>Other windows may also need attention, they are unreachable from the inside as most don't open</p>	2 wc window	y	y	?	n?	n?	n	3	<p>£2-5K per bespoke window depending on size</p> <p>certainly 1 large and one small window, may have to spread over years as perhaps £15K in all, also relates to any external scaffolding for pointing etc</p>
20	Pointing	general	There are several major areas requiring semi-urgent repointing, itself requiring scaffolding of the entire building	19, 2 and 9 re scaffolding	y	y	?	n?	n?	n	4	With scaffolding at say £2K will be £5K

