
9 CIVIC CENTRE - MAINTENANCE SCHEDULE - 2013-2018

Report prepared by: Project Manager - Development
File No.: GRP/09/7/6 - BP13/632

REPORT SUMMARY

This report details the maintenance works schedule proposed to be implemented over the next five (5) years in respect of Council's Civic Centre.

The proposed schedule of works will be undertaken in two stages, Stage 1 (Short term – Year 1) and Stage 2 (Medium term –Years 2 - 5).

Works to be undertaken in Stage 1 are in the services / maintenance areas that will address special cleaning, fire services, hazardous material, accessibility and completion of electronic design plans for the building. Stage 2 will address electrical, hydraulic services and structural components of the building. The second stage also includes a rolling annual program of refreshing staff workspaces on each floor of the Civic Building.

This report seeks Council's endorsement to the maintenance work schedule noting that the proposed maintenance program of works, represents a minimal level of works over the next five (5) years to ensure the Civic Centre provides a safe and healthy working environment and maintains the operations of the building to the required levels.

The program is estimated to cost up to \$4.85 million and is proposed to be partly funded from the balance of funds allocated for urgent works at the Civic Centre, with the remainder to be funded from Council's Investment Property reserve. Adequate funds are located in the reserve to cover the estimated costs of the works.

RECOMMENDATION:

- (a) That Council approve and delegates to the Acting General Manager authority to implement the five year costed Civic Centre maintenance schedule up to a cost of \$4.85 million, as detailed in this report and to incorporate into Council's 4 Year Delivery Plan, 2013-2017, and the 1 Year Operational Plan for 2013-2014.
- (b) That Council endorses the funding of these works as detailed in the report, from the unexpended funds for the urgent works at the Civic Centre, with the balance of up to \$4.5 million to be allocated from Council's Investment Property Reserve.
- (c) That Council endorses the funding of these works as detailed in the report, from the unexpended funds for the urgent works at the Civic Centre, with the balance

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of up to \$4.5 million to be allocated from Council's Investment Property Reserve.

ATTACHMENTS

- 1 Presentation Civic Centre Maintenance Councillors Workshop - 23 April 2013
- 2 Five Year Costed Maintenance Schedule - Civic Centre

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Report Approved By:

Danielle Dickson
Acting General Manager

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Discussion

At Council's meeting on 26 February 2013, when considering the report on the Ryde Civic Centre – Priority Maintenance, resolved as follows:-

- (a) *That the report be received and noted*
- (b) *That the Acting General Manager report back to Council providing a costed maintenance schedule for the building for the upcoming five years.*

At Council's meeting on 9 April 2013, it was decided to defer consideration of the Report on Civic Centre – Maintenance Schedule -2013-2018 pending presentation of key matters in the Councillors' Workshop of 23 April 2013, **ATTACHMENT 1**, the contents of which were noted.

Civic Hall

A petition was tabled at Council's meeting on the 19 March 2013, relating to the condition of the floor in the Civic Hall. The proposed maintenance schedule incorporates the Civic Hall floor in Year 4 of the program. The external façade and cleaning works will encompass the Civic Hall at the same time, with the Civic Hall amenities being refinished in Year 5 of the program.

Approach

The approach taken in preparing the schedule of works, has been to prepare a systematic program of essential maintenance work over the next five years that includes the opportunity for a limited "catch-up" of unattended works and to re-invigorate the building for the benefit of all who use it. However, recognising the age, condition and long term potential of the Civic Centre caution has been taken in specifying works to avoid triggering the need for extensive remodelling and compliance work to the current Building Code of Australia (BCA) standards.

The aim of the works schedule is to maintain a healthy and safe environment for building users and prolong the life of key building components. In taking this approach Council proposes that the basic and simpler building components relating to fire services, hazardous materials and accessibility receive attention first and that the components of electrical, hydraulic and the structure are dealt with later.

Due to the expectation that the Civic Centre was to be replaced following the completion of Top Ryde Shopping Centre, certain works associated with the Civic

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Centre were delayed except where works became urgent and have subsequently been undertaken. Therefore, the schedule details these “catch up” works.

Accordingly, this report is provided to Council for its consideration with the costed Maintenance Schedule of Works detailed in **ATTACHMENT 2**. The Schedule has been prepared separating the one off costs to undertake the required works in addition to the recurring costs.

The works will be undertaken in two stages, Short term (Year 1) and Medium term (Years 2 - 5).

A summary of the works undertaken in each stage is detailed below:-

Short Term (Year 1)

Key areas to be undertaken in Stage 1 are:

- Completion of computer aided design (CAD) plans for all aspects of the Civic Centre
- Detailed Fire Services investigations and works
- Detailed review and works relating to the Disability Discrimination Act and Accessibility
- Hazardous materials inspections and works

Computer Aided Design (CAD) Plans

One of the key actions to be undertaken to facilitate the maintenance work is the completion of detailed inspections of the building, together with layout design plans in CAD format. Once completed, this will allow accurate quotations to be submitted for all works, minimising Council's risk.

This work requires measuring and detailing fixed furniture, fittings, equipment, electrical and data service outlets, reflecting ceiling plans including lighting, air conditioning registers, finishes and space allocation for each floor.

Fire Services

Investigations of the fire services will be focused upon ensuring that all the key elements of the alarm system are correctly located and up to date, including the early warning alarm system, smoke and thermal monitors and fire extinguishers. Fire barriers in ducts and risers between the floors have to be checked to ensure they are appropriately rated to prevent the spread of fire. The resistance of the fire doors needs to be confirmed and layouts reviewed to ensure fire exit pathways are safe. The outcome of this work will not only confirm the extent of the fire services in the

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building (for ongoing maintenance) but will also enable any remedial maintenance work to be specified for procurement purposes.

Disability Discrimination Act and Accessibility

Accessibility requires a Disability Discrimination Act (DDA) consultant to validate internal paths of travel, determine whether doorways and door furniture are adequate and if there is appropriate access to amenities and kitchens. From this analysis, the consultant will be able to advise Council on what flexibility exists in relation to the DDA compliance and will determine what work should be carried out when each floor is refreshed. Accessibility changes, if required on Levels 5 and 6 will be carried out in the first year of the program.

Hazardous Materials

Two separate approaches have been put in place in relation to hazardous materials. The publicity that resulted from the matter of lead in dust being reported in the report to Council on 26 February 2013, caused concern amongst Civic Centre staff as noticeable dust was found coming out of the conditioning ducts. Council officers believed this was due to the improved air flow through the ducts as a result of the recent improvements to the air conditioning equipment. In order to validate this and respond to concerns, an immediate Indoor Air Quality Assessment was commissioned from SLR Consulting Australia Pty Ltd. Air quality was monitored throughout the building against a range of parameters set by the World Health Organisation (WHO); the National Health and Medical Research Council; Safework Australia; the American Society of Heating, Refrigerating and Air-Conditioning Engineers; and the American Conference of Government Industrial Hygienists.

The Executive Summary of SLR Consulting's Report states;

"The assessment was conducted on Tuesday 12 March 2013 and involved monitoring for the following air quality indicators;

- Levels of Temperature, Relative Humidity, Carbon Dioxide (CO₂), Carbon Monoxide (CO), Total Volatile Organic Compounds (TVOCs), Dust (milligrams per cubic metre) and Airborne Micro-organisms in air were monitored at various locations.

The aim of the monitoring was to determine if the current indoor environmental conditions within the Civic Centre were within the recommended parameters for environmental quality in non-residential buildings.

On the day of monitoring, indoor environmental conditions within the Civic Centre were mostly within recommended parameters for environmental quality in non-residential buildings.

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The exceptions were the following:

Level 5 IT area where the temperature, at 21.3C, was just below the recommended range of 22C to 26C.

Carbon dioxide concentrations recorded on Level 2, Level 3 and Level 4, exceeded 800 parts per million but were below the WHO guidelines of 1,000 parts per million. This indicated the potential for inadequate fresh air ventilation to these levels of the Civic Centre.”

As a result of these findings work is now being undertaken to improve the fresh air flows of each of the respective floors.

However it is important to note that airborne dust levels were within air quality standards. This confirms the assumption that the dust from the air conditioning outlets was caused by the initial improvement to air flow from the new equipment. These compliant dust levels do not signal any requirement to vacuum the air conditioning ducts.

At Council’s request SLR Consulting has also taken examples of dust from all ceiling cavities in the administration building to validate the assumption from a previous hazardous materials investigation, that lead in dust would be present in the ceiling cavities to levels greater than Australian Standards guidelines. Laboratory tests of the dust samples have identified sandy grit deposits containing some organic fibres. There are no traces of asbestos but lead is present in the dust in potentially hazardous levels on most floors of the building. The five year costed maintenance schedule therefore includes a decontamination procedure to remove dust from all ceiling cavities and treat any residue with a settling agent to nullify the risk of dust escaping when future electrical cabling or air conditioning system work is necessary in the cavities.

Medium Term (Years 2-5)

Key areas to be undertaken in Stage 2 are;

- Review of building structure and façade and completion of required works
- Electrical services investigation and completion of required works
- Completion and implementation of power generator and associated works
- Hydraulic services works
- Refresh works of Building-External and Internal
- Civic Hall floor replacement and amenities refresh

Review of Building Structure and Façade

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Of all the building components, Council has least current knowledge of the condition of the structure, and the safety of the facades in particular. Some major work was done prior to 2000 (for example window weatherproofing in 1987) but since then the major work has been related to reducing the basement and relocating parking when the Top Ryde City access ramps and tunnels had to be built. The only recent work to the façade was to refix loose terracotta tiles on a column on the western side of the building in 2008. The proposed maintenance schedule includes new weatherproofing, terracotta tile and brickwork repairs. However in order to be able to ensure this is the case and to accurately specify what is required, the whole façade has to be investigated. This detailed inspection can only be done from a cradle suspended from the roof and requires every part of the brickwork, glazing system and tiling to be checked.

Electrical Services

The electrical services investigation is proposed to be limited to the condition, capability and serviceability of the floors' electrical distribution boards. Thermal hot spots have been previously identified and rectified on these boards but they are difficult to service and considered borderline for the loads now carried. If the Consultant's findings are that the boards require replacement, his role will be to specify replacements and any associated changes to cabling. In the interests of safety this work will be carried out in the early part of the program.

The work also includes activating the Building Management system, that will reduce the amount of electricity used in all areas of the Civic Centre, including meeting rooms.

Power Generator

The proposed maintenance program also offers the opportunity to resolve the matter of the generator that was raised in the 11 October 2011 report to Council **'OVERVIEW OF CONDITION OF CORPORATE BUILDINGS AND ESSENTIAL WORKS'**. Council resolved to approve a sum of \$690,000, nearly a third of which was for a generator that would provide automatic power backup in times of a blackout or other failure in the Civic Centre.

Discussions about this with Energy Australia (EA) have revealed that;

- The electricity kiosk next to the Civic Centre supplies both the Civic Centre and all the homes in Blaxland Road to the west of Council's land,
- Energy Australia (EA) wishes to divide this supply as the kiosk is frequently operating in excess of its maximum capacity and it would be more appropriate for the Civic Centre to have a dedicated supply,

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- EA is reluctant to initiate this change (at its cost) unless Council can predict its future electrical requirements for the Civic Centre,
- To be effective, a generator needs to operate as soon as power fails, which requires an automatic switch to be linked to the kiosk supply. EA is reluctant to approve this with the existing kiosk, preferring it to be part of the solution with a new kiosk.
- EA have rights to overview the cabling from a new kiosk to the Civic Centre, the status of Council's main switchboard (vintage 1965) and the cabling for the generator.
- A new kiosk may require a new EA easement over Council land,
- It would be most sensible to integrate commissioning the new kiosk, installing the automatic switch and generator, upgrading cabling and the remodelling the main switchboard into a single project. However this combination of work could take up to eight days to complete, during which the Civic Centre would be without power.
- Timing of these major changes would be at the discretion of EA as works would be dependent upon the division of supply and the program to install a new kiosk for the Civic Centre.

In order to progress these matters Council needs to employ a specialist consultant accredited by Energy Australia. The role will be to determine Council's electrical load requirements, specify the capacity of the generator, negotiate the electrical infrastructure design with EA and resolve a program that is realistic with least impact upon Council's operations. The costed maintenance program includes the cost of this specialist, the generator and associated switchboard and cabling work.

Hydraulic Services

Recently urgent works were carried out to the hydraulics system when joints in sewer pipes failed. The aim of appointing a hydraulics consultant is to investigate the condition of pipe work, joints, valves, storage tanks and the heating system boiler with a view to identifying if these components will last the next five years with nothing more than routine maintenance. It is expected that the consultant will find that replacements will be necessary and an allowance for the "worse case" has been included in the maintenance program.

Refresh Building Works – External/Internal

In addition to attending to the safety of the basic building services, it is proposed to carry out some cosmetic work to uplift the tired appearance of the Civic Centre, both

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outside and inside. To improve the external appearance of the building, the works include cleaning all the windows and facade (including reinstituting window cleaning as a programmed maintenance activity), repainting the Council's Coats of Arms and signs, and removing the obsolete "Centenary Library" signs.

The interior "spring clean" would include removing all unwanted stored material and surplus furniture, cleaning all the windows inside, shampooing all carpets and removing the Venetian blinds (all of which need cleaning and many of which require repair) and replacing them, which is more economic, with simple and effective "solar" roller blinds (as installed in the Level 5 Committee rooms). It is planned to carry out these works in the first part of the program. However an infestation of bedbugs in carpet and furniture, which necessitated the decontamination of Level 2 over the weekend 27 and 28 April, may make the intense cleaning of each floor a matter of urgency.

An area of the building that has received minimal attention other than painting since the Civic Centre was occupied in 1965 are the amenities and kitchens. The proposal is to refinish and re-equip these facilities with modern fittings, make them more pleasant to use, assist with water saving initiatives and accommodate existing equipment in a safer and efficient manner. This work would not include the commercial kitchens on levels 5 and 6 as they are the least used and the amenities on those two floors will be considered towards the end of the program.

Most of the interior of the building has received little attention other than limited cosmetic work for several years. It is therefore proposed to refresh one office floor each financial year to gradually provide more effective work environments for staff. It is proposed to use designs similar to the work space in Council offices above the Ryde Library in Pope Street, but not to the same specification and cost. The purpose of this is to ensure the design of the floors will provide better future flexibility without the need for significant and costly layout changes. The bathrooms and kitchen on each office floor would be refreshed at the same time because it would be too disruptive to do that work when the floors are occupied. It is not intended to refresh Level 5 and 6 as both floors received fresh paint and carpet not long ago and are in acceptable condition, although an allocation has been made in year one to replace the meeting tables on Level 5.

In order to refresh a floor as quickly and economically as possible, all staff from each floor will be relocated while the work is being done. Council has two spaces where it can provide temporary accommodation for a short period each year. The breakout space under the Civic Hall could house about 25 staff using some of the existing furniture and some furniture from the floor being refreshed. The second space is on Level 1A above Ryde Library where vacated furnished office space can provide space for up to 9 staff and the adjacent meeting room, if needed, could house another 6 staff. The maintenance schedule provides for both spaces to be equipped with sufficient extra power and data outlets to cater for the relocated staff and allows

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for labour to assist with the moves. A small sum is proposed at the end of the schedule to refresh the breakout space and return it to its original use.

It is proposed that the Civic Hall continues to be used in its current condition for the next five years. The only caveat is that the ballroom floor, installed in 1970, is reaching the end of its life. The sprung wooden floor is not performing as it should do and because it has been sanded several times previously further maintenance is likely to weaken it fatally. The cost of replacing the whole floor is included in the latter part of the five year program but the decision will be referred to Council for confirmation when replacement becomes unavoidable. The public amenities in the Civic Hall will be refreshed towards the end of the program.

Maintenance Schedule of Works:

As detailed earlier in this report, the maintenance schedule (**ATTACHMENT 2**) identifies the one off and recurring costs for the proposed works.

The recurring costs allows for the annual improvement of one floor each financial year, including bathrooms, kitchens and accessibility. An allowance for 'business as usual' maintenance covering certifications, breakdowns, repairs and emergencies is also provided annually so that those parts of the building not subject to focussed works do not become degraded during this period. All costs are preliminary estimates and subject to further investigation and confirmation from the market testing process. Every effort will be made to reduce the estimates and ensure Council achieves value for money outcomes.

Building Energy Usage

Noting Councils recent decision to reallocate funds previously earmarked to Green Power purchase to energy saving initiatives, it is recommended that for the term of this upgrade those funds be utilised in the refurbishment of the Civic Building, for example in the upgrade of lighting. This may reduce Councils ongoing operational costs.

Consultation

Consultation has occurred internally with Public Works staff in Project Delivery and Operations and with the staff in the Finance and Information Systems Units of Corporate Services.

If Council endorses the recommendations of this report an Engagement Plan will be created to ensure staff and Councillors are kept fully informed of the progress and completion of the planned works.

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Risks

The key risks associated with these proposed works are;

- That throughout this project, Council does not meet Work, Health and Safety standards.
 - Compliance with the Work Health and Safety Act is targeted to be maintained at all times, noting there is no intent in this maintenance program to initiate the need for overall compliance with the Building Code of Australia.
- If an unexpected defect is discovered that requires immediate attention, thereby disrupting the program and costs.
 - The mitigation action is to ensure that the specialists carrying out the checks work to AS/NZ ISO 31000 risk management protocols and are thoroughly briefed to ensure they give sufficient warning of a new issue in order that it can be incorporated in the budget and program with least impact.
- During the building checks or works a matter arises that would appear to require an unexpected degree of regulatory compliance.
 - Council is keen to avoid the need to make the Civic Centre fully compliant with the Building Code of Australia. The initial guard against this will be the specifications of the checks and works and the ultimate mitigation would be to seek dispensation from the relevant Authority on grounds of reasonableness, practicality or cost.
- Council will maintain its present position in respect of its compliance with the Disability Discrimination Act (DDA). However there may be claims that Council will have to respond to in accordance with its obligations. All proposed works will be undertaken to meet all required standards as applying to the Civic Centre as it stands, noting that Council will not be undertaking any works that activate Council being required to meet the current Building Code of Australia standards.
- Council will need to manage its financial risks with the proposed works. Initially Council will be required to provide its commitment in allocating the required funds to undertake the works. In addition, there is the risk that during the course of these works there are additional works required to be undertaken, that may require additional funding to be allocated.

Critical Dates

There are no critical dates.

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Financial Implications

As detailed in the schedule of works, the total estimated costs for the maintenance works are projected to be \$4.85 million, with the required funding being in the range \$4.1 to \$4.5 million, after the use of unexpended funds and the reallocation of savings from the cost of green power.

Given Council's current projections, Working Capital is proposed to be \$3 million as at 1 July 2013 and therefore no additional funding is available from Working Capital.

In the 2012/13 Budget, from Council's allocation for urgent works at the Civic Centre, it is estimated that the unexpended funding of \$457,840 for the power generator and urgent sewer works will be available to contribute to Year 1 works.

It is recommended that the balance of funding, up to \$4.5 million be funded from Council's Investment Property Reserve, that will leave a projected balance in the Reserve of approximately \$10.5 million

Conclusion

The aim of this five year maintenance program is to extend the viability of the key building components of the Civic Centre by making the minimum feasible improvements at the most economical cost. It is proposed that all works are carried out in such a way to avoid significant disruption to the business of Council.

The works also include refreshing the building both externally and internally, to ensure Council maintains a safe, healthy and productive work environment.



Civic Centre – Maintenance Schedule – 2013-2018

Councillors Workshop

23 April 2013

Staff Satisfaction of Council Facilities

Feedback collected at the 2012 Have Your Say Day

“The buildings, grounds and facilities I use are in good condition”

Only 21% of staff said they agreed with this

“The condition of the buildings, grounds and facilities I use is regularly reviewed”

Only 38% of staff said they agreed

“The buildings, grounds and facilities I use are regularly upgraded”

Only 19% of staff said they agreed

Feedback collected at the 2012 Have Your Say Day

Kitchen taps/soap compliant Improved Conditioning Centre
 Concerns showers need Rooms lunch leaving Well
 Window ladies cars
 building Staff Space floor Additional unhygienic
 Finish level close meetings Better Greater Internal lines zip lit work Safety
 cleaning like above old Civic Upgrade
 More way Areas exterior enough Unsafe Connected panel sprinklers
 entire Dangerous Teams seals area updated library Windows Energy minimum
 throughout exit development facilities split Standards
 afternoon/evenings currently interior
 Meeting Bathrooms
 Fire

Priority Areas for Staff

- Fire Safety at Civic Centre
- More Staff Parking and Safer Options
- Bathrooms Upgrade
- Kitchens Upgrade
- Air Conditioning is Inconsistent
- Lack of Meeting Space
- Interior and Exterior of Civic Centre

Civic Centre Maintenance Schedule

2013-2018

Report - 9 April Council Meeting

- **Approach**
 - Essential work, health and safety maintenance over 5 years
 - Avoid triggering Building Code of Australia compliance
 - Timeline, short term (year 1) and medium term (years 2 to 5)
- **Key Issues**
 - Building Plans, Fire Services, Disability, Hazardous Materials, Structure, Electrics, Hydraulics, Refresh the Building, Hall Floor.
- **Councillor Feedback**

Civic Centre Maintenance Schedule 2013-2018

- Computer Aided Design Plans (short term)



These latest plans (2008) do not reflect current layouts and lack details of current furniture, equipment, power and data outlets, reflected ceiling plans, building services, measurements and areas.

We need to know what we have.

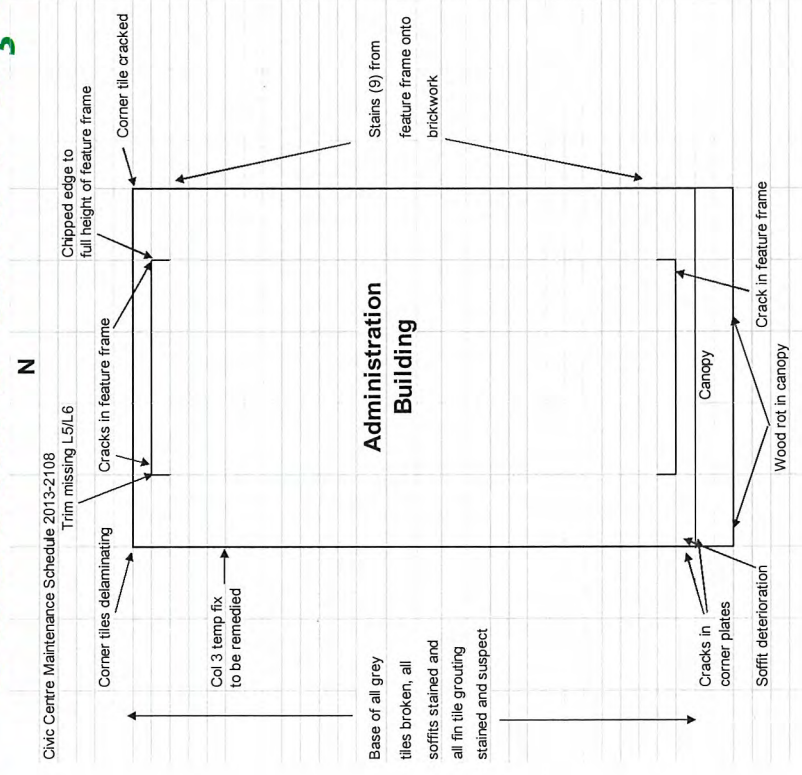
Civic Centre Maintenance Schedule

2013-2018

- **Disability** (short term)
 - Determine what minimal work Council should undertake for appropriate compliance with the Disability Discrimination Act.
 - Accessibility changes, if any, to be carried out with the “floor per year” works.
- **Hazardous Materials** (short term)
 - Air quality tests show better fresh-air supply needed
 - Potentially hazardous levels of dust in most ceiling cavities.
 - Decontamination is required

Civic Centre Maintenance Schedule 2013-2018

- **Structure and Façade** (short term assessment)



- Defects now apparent
- No work on façade since 1987
- Temporary repair to a column 2008
- Detailed inspection required

(medium term works)

Civic Centre Maintenance Schedule

2013-2018

- **Electrical Services** (short term)
 - Distribution boards require evaluation
 - Building Management System activation and reduced energy consumption initiatives.
- **Electrical Supply** (medium term)
 - Energy Australia prefers Council to have its own supply Kiosk), at EA's cost.
 - Council's own generator would protect against power losses (servers to be relocated 2014/15)
 - Kiosk, generator, mains switchboard and cabling between them have to be part of an integrated solution

Civic Centre Maintenance Schedule

2013-2018

- **Hydraulic Services** (short term assessment)
 - Sewer pipes inside the building recently failed due to age – urgently repaired.
 - Review hydraulic infrastructure to determine life expectancy.
 - Repair work, if needed, in medium term.
- **Fire Services** (short term)
 - Alarm and extinguisher equipment
 - Fire barriers
 - Paths of travel

Civic Centre Maintenance Schedule

2013-2018

- **Building Refresh**
- External clean and sign improvements
- Interior spring clean, new blinds and removal of accumulated material
- A “floor per year” refresh of finishes, furniture, bathrooms and kitchens.
- Improved layouts, communication and meeting facilities
- Temporary relocation of staff during each floor refresh.

Civic Centre Maintenance Schedule 2013-2018



Office Design

poor layouts and storage, poor communication, lack of meeting rooms

Civic Centre Maintenance Schedule 2013-2018



Kitchens

cramped design, services badly located, very tired

Civic Centre Maintenance Schedule 2013-2018



Bathrooms
lack of water saving cisterns and mixer taps,
finishes in poor condition, poor soundproofing

Civic Centre Maintenance Schedule

2013-2018

• Costs	
• FY2013/14	\$1,381,300
• FY2014/15	\$ 961,700
• FY2015/16	\$1,031,100
• FY2016/17	\$ 813,100
• FY2017/18	\$ 658,200
• total	\$4,845,000

Civic Centre Maintenance Schedule 2013-2018

Councillor Feedback

ATTACHMENT 1 - FIVE YEAR COSTED MAINTENANCE SCHEDULE - CIVIC CENTRE

All costs @2013 excl GST, out of hours rates applied, all costs subject to market conditions

Once-Off Costs

Task	FY2013/14 Cost	FY2014/15 Cost	FY2015/16 Cost	FY2016/17 Cost	FY2017/18 Cost	TOTAL 5 yrs
External Clean	\$16,000					
Internal Clean	\$75,000					
Building Documentation	\$100,000					
Building Management System/LED Lighting	\$40,000					
Hazardous Materials Evaluation	\$15,000					
Fire Services Inspection	\$25,000					
Accessibility Design Compliance	\$20,000					
Electrical Infrastructure Inspection/Review	\$40,000					
Hydraulics Check	\$12,000					
Structure Inspection	\$42,000					
Fire Services Work	\$45,000					
Hazardous Materials Removal	\$242,400					
Electrical Switchboard Replacements	\$17,000					
Hydraulics System Replacements		\$125,000				
Structure Work			\$393,000			
Generator Installation		\$214,000				
Civic Hall Floor Replacement				\$175,000	\$7,000	\$1,642,400
Breakout Space/L1A temporary office modifications	\$39,000					
Subtotal	\$728,400	\$339,000	\$393,000	\$175,000	\$7,000	\$1,642,400
Recurring Costs						
Suggested Floor Sequence						
Bathroom & Kitchen Refinish	\$40,900	\$16,200	\$31,600	\$31,600	\$44,700	
Floor Minor Refurb (replan, new desks, furniture and paint)	\$329,000	\$329,000	\$329,000	\$329,000	\$329,000	
Accessibility Work	\$8,000 *	\$2,500	\$2,500	\$2,500	\$2,500	
Business as usual maintenance	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	
Subtotal	\$652,900	\$622,700	\$638,100	\$638,100	\$651,200	\$3,203,000
* floors 4, 5 and 6						
Annual Total	\$1,381,300	\$961,700	\$1,031,100	\$813,100	\$658,200	\$4,845,400
FY 2012/2013 Budget Carry Over	\$457,840					
Reduction from Green Power	\$40,000					
Required Funding from Investment Property Reserve	\$883,460	\$961,700	\$1,031,100	\$813,100	\$658,200	\$4,347,560
TOTAL						

Potential Range for Required Funding is \$4.1M to \$4.5M over 5 Years