User Guide - Minor & Small Works Process: Estimated Timelines Supporting Guidance:

**NB.** Timelines can be affected by Project ‘Risks’ e.g. Building Control, Planning approvals etc.

Contractors must be given sufficient time to cost specifications properly. The Project Manager must analyse and compare the tender returns with the original specification, clarifying any unusual variances before recommendation.

Estate Facilities are responsible for recommending & appointing a contractor.

Contractor instructions may only be given by the Project Manager.

Change Control process must be agreed by ‘Project Director’.

Changes outside of the Project scope must be approved by submitting a ‘Change Control’ to PAM.

At Project Completion, the Contractor must be allowed to present works as complete prior to the Project Manager identifying any snags.

Agreed Programme

Minor Works Manager or Building manager delivers project, with assistance from Departmental User Coordinator

Departmental Client kept informed of progress.

Completion

Departmental Client & Estate Client informed of approval; contractor appointed, project programme implemented

Small Works PID signed-off by Faculty and submitted to PAM with Estate PID Checklist for approval.

**1 Week**

Works in NHS buildings must agreed with the local Trust managers. The Trusts are generally under resourced and approval can take some time.

Therefore it is suggested that submissions to the Trust are made at the same time as submitting the tender, with the Project Manager having agreed acceptable contractors in advance.

**3 / 4 weeks**

Building Manager or Minor Works Manager;

Tenders works, reviews returns and if within agreed budget recommends contractor.

PID agreed and prepared between Project Manager and Client(s)

**2 / 3 weeks**

Detailed specification is required to encompass both Departmental Client and Estate Client needs, to ensure new works meet the strategic need and operate functionally.

Technical input may be needed from ERM Team.

**Decision** – works likely to exceed £150K, require design input or expected to b technically demanding – passed to Capital Projects.

**Decision** – works are relatively small or technically simple e.g. toilet or communal areas – passed to Building Manager.

**Decision** – works may exceed £150K, but require little design input, but may require some technical alterations – passed to Minor Works Team

**ERM** *(Engineering Review Meeting) –* Review Estates Checklist; make any technical recommendations to ensure built environment functions safely and complies with building legislation.

**Decision** – Estates Facilities Minor Works Team (**Wilson Rios**) to manage

**Decision** - Capital Project, separate process applies

**Decision** -Building Manager to deliver works.

**3 / 4 Weeks**

Building Manager or Minor Works Manager obtains feedback from ERM Team, meets with Departmental Client agrees and prepares detailed works specification.

PID is prepared, while specification is tendered to Estate contractors.

**NB:** If in NHS space, permission is needed from the Trust. Full specification required & contractors must be approved by Trust

Small Works Client(s) Brief and attached checklist reviewed at weekly PAM.

Works assigned, copy of Brief sent to ERM Team.

Department / Faculty Notified

Small Works Client(s) Brief signed-off by Faculty and submitted to Estate Facilities with attached Checklist for review.

**1 Week**

**PAM** (Project Approval Meeting); meets weekly, usually Mondays.

*(Director Estate Facilities/Chair)*, *(Head of Building Operations/ Deputy Chair)*, *(Senior Projects Manager)*, *(Head of Engineering Team), (Head of Energy & Environment), (Estates Project Planner)*

A Small Works Brief will only be reviewed if the Faculty have approved the works.

This ensures the Faculty is aware of the proposal and are able to assess priorities against their strategies.

Provides re-assurance that funding is / will be available for works.

Department, generate a Small Works Client(s) Brief with input from local Building Management Team.

*(Ensure attached Checklist completed at same time)*

**NB: Brief should be submitted at the earliest opportunity e.g. when applying for external funds or when it’s first known works are required**

*It is essential that all projects are a partnership between the academic / support service client and the estate client, ensuring that any new facility has the proper services and infrastructure to operationally support it.*

***NB: All works that result in changes to the building services or infrastructure must be approved by the Director of Estate Facilities Management, through submission of a PID.***