

**High Rise Refurbishment Programme 2017-2019
Work Streams monthly update**

Date:

Project Lead: Tina Mustafa/Paul Weston

Work-stream	Lead	Actions	Progress to date	Actions agreed at Project Meeting (date)
<p align="center">Page 79</p> <p>Communication & Consultation</p>	Leanne Lea / Grace Valente/ Diane Hughes/ Marilyn McNally Helen Rich	<ul style="list-style-type: none"> • Vulnerability/profile assessment • Produce timeline and update in accordance with works 2018-2019/20 • Weekly Newsletter/weekly tailored contact /correspondence/free phone • Member briefings and weekly newsletter updates • Scheduled drop- ins • Additional support: scooter storage/shopping deliveries • Weekly 1-1- calls/Scheme support via Sunset Close • Use of High Rise Social Club for the duration of works programme • Comms – Out of hours escalation procedure • Arrange monthly Project Group Meetings – Circulate action plan 1 week in advance for updates and collate prior to meeting/circulate agenda and updated action plan in readiness of all scheduled meetings 		
<p>Technical</p>	Paul Weston	<ul style="list-style-type: none"> • Lifts refurb programme up to March 2019 – Classic-Dyson-Design vis scooters/Leaseholder consultation for Peel House Odd lift • Wates works programme up to March 2019– Balcony works/internal decoration/replacement doors and landing areas -Wates to provide Tenant Liaison support • Sprinklers – To be tendered/Stuart Ruckledge (SFARS) 		

		<ul style="list-style-type: none"> • Scooter storage – installation of electric points/SFARS 		
Tenancy Management	Sue Philp/Lisa Hall/Dee Ferlance/ Leon Hackett	<ul style="list-style-type: none"> • Produce Scooter Guidance/restrictions for residents • Relocating (Decant) and vulnerability • Visits – Scooter checks compliance – Dee/Leon • Liaise with co-op regarding delivery charges as per previous refurb arrangements • Vulnerability support 		
Risks	Tina Mustafa	<ul style="list-style-type: none"> • Project management risk - Risk Assessment (LL) • Unmanaged risk - Business Continuity – Tina • Contingency Planning meeting to be arranged - PW 		
Repairs	John Murden/ Darren Jackson/ Trevor Wylie	<ul style="list-style-type: none"> • Caretaking cleaning inspections • Out of Hours escalation • Stannah – to provide ‘Premium service’ • Classic – during the day will support i.e. reset • Cabin restrictions – Information to be forward to Tenancy Sustainment once confirmed by Stannah • Stannah Survey to be completed by Oct 31 2017 		

High Rise Lift Refurbishment Programme 2017-2019

4 Lifts to be refurbished 2017 – 2019

- Peel House – Odd 08/01/18 – 30/03/18
- Peel House – Even 09/04/18 – 29/06/18
- Townshend House – Even 09/07/18 – 28/09/18
- Harcourt House – Odd 08/10/18 – 21/12/18

3 lifts already refurbished 2014-2015

- Townshend House - Odd
- Strode House - Even
- Stanhope House - Even

5 lifts remaining – There is already a capital bud in - Stannah currently carrying out surveys

- Harcourt House – Even
- Weymouth House – Even
- Strode House - Odd
- Stanhope House – Odd
- Weymouth House – Odd

Project Team: Tina Mustafa, Paul Weston, Leanne Lea, Lee Birch, Sue Philp, John Murden, Darren Jackson, Trevor Wylie, Lisa Hall, Dee Ferlance, Leon Hackett

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