

Commissioning Brief

Concerto Reference	50060 0005	Date	29TH January 2013
Time recording Number	TS1227036	Client/Budget Oracle Number	A1227026/14960
Original or revised	Original	Version	1
Category	Project Work		
Select a client	Neighbourhoods		
Select a project	50060 - DURHAM CREMATORIUM - FEAS Utilisation of Surplus Heat		

Core Project Information

UPRN	50060 Durham Crematorium	
Establishment	South Road, Durham	
Scope of commission	Feasibility	
Description of work	Prepare a report to investigate possible further utilisation of surplus heat at the above premises.	
Procurement	N/R	
Budget available	Fees: time charge	
Budget source(s)	Revenue 099270	
Service required	Project Manager	T/C
	QS	T/C
	Electrical Engineer	T/C
	Mechanical Engineer	T/C
Project Sponsor	Alan Jose	
Address	Superintendent & Registrar	

Consultant's Brief

Outputs	♦ Consideration of options
----------------	----------------------------

	<ul style="list-style-type: none"> ◆ Proposals for carrying out the work to minimise disruption to the building ◆ Ecology issues ◆ Regulatory issues (Building Regulations, Planning etc) ◆ Contingencies and risk management issues including preliminary risks register including CDM hazard identification with proposals for elimination/reduction/control ◆ Programme for designing and implementing the project ◆ Utility and services information. ◆ Capital costs ◆ Asbestos removal ◆ Fee and statutory approvals ◆ Preliminaries ◆ Whole life costs for viable options
Format of reports	Electronic
Outline programme/ Key dates	To be agreed at commission review
Requirements for progress reports	Gateway 1 Business Justification
Design criteria	All works shall comply to relevant British Standards, codes of practice and professional guidelines in accordance with DCC standards.

Client information

Health & safety file	A Health & Safety File may be available. You are advised to source this via the premises management.
Existing drawings, specifications	Please provide a scaled drawing of the proposed works showing site location and details of the site/building including room layouts for the Database Team IPF (AutoCad DWG format).
Topographical surveys	N/A
Condition surveys	Available from Nor Durran – Property Database 0191 383 5641
Public utilities information	Not available.
Ecological surveys	Feasibility study should include advice on any investigation needed in the light of option proposed.

<p>Asbestos surveys</p>	<p>"Asbestos information is available from the Asbestos Management Unit, County Hall, Durham. The consultant shall initiate a dialogue with the Asbestos Management Unit by completing the Asbestos Request pro forma and sending it to the Unit or e-mailing it to asbestos.unit@durham.gov.uk. The Asbestos Management Unit will advise on the implications on the scheme of any asbestos-containing materials present or on the need for further investigations such as Type 3 surveys."</p>
<p>Other surveys/ information</p>	
<p>Previous information prepared in connection with the project</p>	
<p>Information on hazard elimination identified by the client</p>	<p>The premises are operational. Ensure:-</p> <ol style="list-style-type: none"> 1. Adequate separation of occupants from the work. 2. Disruption to access is minimised. 3. Adequate emergency egress is maintained throughout the works. 4. Dust, dirt arising from the work does not reach occupants. <p>Secure site area and contractors compound.</p>

DURHAM COUNTY COUNCIL

Project Directory (Provisional)

Role	Name	Address	Telephone	E-mail
Health & safety adviser	Ernie Turnbull	Health & Safety Unit Manager, Resources County Hall, Durham DH1 5UL	0191 383 3508 07786 027 307	Ernie.turnbull@durham.gov.uk
Procurement/Commissioning	Katherine Beattie	Neighbourhood Services County Hall Durham DH1 5UL	03000 261123	Katherine.beattie@durham.gov.uk
Planning Officer	John Byers	Business Manager (Planning Development Control, Environment, County Hall, Durham DH1 5UQ	0191 383 3408	John.byers@durham.gov.uk
Building Control	Stuart Bell or, John Baker	Durham County Council Building Control	0191 301 8777 0191 370 8780	
CDM Co-ordinator	Brian Freear	Asset Management Corporate Resources, County Hall, Durham DH1 5UL	0191 3836430 07786026959	brian.freear@durham.gov.uk

