



## HOUSE OF LORDS SERVICES COMMITTEE

### Agenda

The Committee will meet virtually on Thursday 25 March at 1pm on Microsoft Teams

- 1. Apologies**
- 2. Agreeing the minutes of the previous meeting**
- 3. Matters arising from the minutes of the previous meeting**
- 4. Notices from the Chair**  
Lord Touhig, Chair of the Committee  
S/19-21/64 RESTRICTED
- 5. COVID-19 Update**  
Ed Ollard, Clerk of the Parliaments  
S/19-21/65 RESTRICTED
- 6. Oral update on Palace-wide testing of fire safety systems**  
Carl Woodall, Director of Facilities
- 7. Estates Works Update**  
Carl Woodall, Director of Facilities  
Justin Hills, Head of Property and Office Services  
S/19-21/66 UNRESTRICTED
- 8. Oral update on Electric Vehicle Charging Points**  
Justin Hills, Head of Property and Office Services
- 9. Mechanical, Electrical, Public Health & Fabric Safety Programme Update**  
Carl Woodall, Director of Facilities  
Dominic Forbes and Carolina Filippini, Assistant Directors, In-House Services and Estates  
S/19-21/67 HIGHLY RESTRICTED
- 10. Any Other Business**

For information

**Forward Work Programme**

F/19-21/68 UNRESTRICTED

*Members are free to discuss the contents of restricted papers with their colleagues, unless the paper is marked highly restricted or Parliament secret. Papers marked unrestricted are proactively published.*

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## HOUSE OF LORDS SERVICES COMMITTEE

### AGENDA ITEM 7

#### Estates Works Update

*Paper from Carl Woodall, Director of Facilities and  
Justin Hills, Head of Property and Office Services*

*Paper prepared by David Johnstone and Phil McArdle  
Senior Facilities Managers, Property and Office Services*

#### **Purpose**

1. This paper provides a summary of the progress of current building works, repairs, and projects in the Lords' parts of the Parliamentary Estate and provides an update on key projects.
2. All works are subject to the sitting of the Houses and projects are responding to changes to sitting patterns as required.

#### **Action for the Committee**

3. The Committee is invited to note the update.

#### **Progress of works**

4. A wide variety of works and projects have started or are continuing. This paper does not set out every item undertaken or completed but provides the Committee with an overview of the more significant projects and repairs.

#### **Fire Safety Improvement Works (FSIW) - Life Safety Work**

5. Purcell architects are undertaking snagging inspections of the previously installed fire system devices. Any defect issues requiring rectification are being instructed immediately.
6. Intrusive fire detection surveys of floor and ceiling voids in areas of the Palace commenced on Saturday 13 February as planned. The survey visited Peers' Dining Room and several Government Whips' offices on the West Front Principal floor.
7. The Voice Activation System (VAS) speaker tests in January were highly successful and the cause and effect testing is being managed progressively using a zonal approach on Sundays. The project team is preparing for the full cause and effect test of multiple systems across the Palace, which will take place before the end of March. Members and staff are advised not to come into the Palace on Sundays, due to the noise levels triggered by the fire systems. The cause and effect testing programme will bring the project to a conclusion, with the exception of notified installation defects.

## **Fire Safety Improvement Works (FSIW) and Kitchen Ventilation Systems**

8. The catering services of both Houses have experienced regular disruption from fire activations since 2018. Modifications to the fire detection systems in 2019 and 2020 improved the situation. However, the professional teams recognised that inherent problems with the legacy ventilation systems' design and its interface with the gas and fire systems required further investigation. Intrusive surveys were undertaken in the kitchens to document the respective systems' configuration, condition, how they operated and performed.
9. A void Fire Risk Assessment was performed to establish if there was potential to omit fire detection from voids where this was considered to contribute to false alarms. The report recommended not to deviate from the current provision of fire detection.
10. The report concluded that the ventilation systems were contributing to the false fire alarms. Various issues were identified, ranging from inadequate ventilation capacity, concerns around certain aspects of equipment specifications and incompatibilities between the system components and the kitchens' current usage profile.
11. Key recommendations for remedial works were grouped into short, medium and long-term categories. The maintenance team have instructed the short-term actions and are reviewing opportunities to implement the medium-term works.

## **Cast Iron Roofs Programme**

12. The main project works are continuing as planned. The forecast completion date for the West Front Cast Iron Roofs is May 2022. The Cast Iron Roofs Programme Board is presently reviewing the proposals for the Lords Chamber roof. Architectural condition surveys have begun with the intention to produce an options report.

## **Stonework Surveys and Protection**

13. The final Peers' Court stone condition survey was completed in January. At this stage, the need for remedial repair works is unknown until the survey reports are fully assessed by the Design Authority.
14. The Lords' Terrace repair works at the Churchill Tower are being scheduled for the summer recess, and possibly through to the assumed Conference recess. The project team is to prepare a hybrid Outline Business Case (OBC) and Full Business Case (FBC) to fund a scope of works document, to issue a fast-track tender under the Mechanical, Electrical, Public Health & Fabric Safety Programme (MEPFS) framework. The works will be comprised of intrusive surveys to expose the drainage pipes, which are behind the stone, as well as repairs to damaged stone. The extent and duration of the works will not be known until the intrusive surveys are completed. To facilitate access, a scaffold structure will be built up the full height of the tower, and the scaffold crash deck needs to be retained until the repairs are finished.

**Mechanical, Electrical, Public Health & Fabric Safety Programme (MEPFS)**

15. Low power board tests are continuing on Saturdays and in recesses. The impact of these tests are loss of heating to the Palace on Friday evenings from 9.00pm until the tests are completed, and loss of power in localised areas on the test day. Four lifts in the Lords-end of the Palace were temporarily out of service during the test on 20 February. The tests typically start at 8.00am and conclude at 1.00pm and all power is restored after they finish. Advance communications are issued through the usual channels, to senior stakeholders and the Whips' offices as appropriate.
16. A condition inspection of all the Victoria Tower plant room equipment was undertaken in February. The Palace fire mains and hydrant system was surveyed using Ground-penetrating radar (GPR) equipment.

**Mobility Impaired Persons (MIP) fire evacuation project (under MEPFS)**

17. The Mobility Impaired Persons (MIP) project has scheduled design surveys in the Palace at night, after the House rises, from April through to the end of May. The surveys will focus on the lifts to be upgraded for MIP compliance and the immediate lobby areas.

**Electric Vehicle Charging Points (EVCs)**

18. An oral update on progress with the project is also on the agenda for this meeting of the Committee.

**Restoration and Renewal**

19. The archaeological Ground Penetrating Radar (GPR) surveys of the Palace courtyards were completed in February and the data is being collated. Extensive intrusive R&R surveys in the Palace are in preparation for 2021, with initial discussions on how best to proceed expected imminently. Detailed information will be presented to the Committee when it is available.
20. Palace-wide visual, non-intrusive condition surveys at 1,019 locations, including Members' rooms, will begin on 22 March and continue until circa 27 May 2021. The purpose of the surveys is to gather information about the rooms and spaces, such as their condition, layout and structural defects that are not evident in extant 360-degree technical space images.
21. The inspection will also look to validate the areas chosen for future investigations. In doing so, the inspection will enable the R&R design team to gain a better understanding of the Palace layout and condition of the building fabric. Equally, it will allow the team to assess already reported significant or localised structural problems and potentially identify new defects. Members' offices are to be prioritised during the Easter recess, but the large number of surveys will necessitate them continuing on non-sitting Fridays and at night.

22. Thermographic surveys to identify areas of heat loss from the Palace, which were postponed in 2020, will commence in March for approximately two weeks. The surveys are weather dependent so the timing of them may change accordingly. Thermal images will be taken of the external areas through seven strategically located rooms' windows at night, from circa 2:00am to 7:00am to avoid any business disruption. The offices are on the first and second floors and include four member offices, those members will be contacted in advance of the surveys. A van fitted with a 24 metre-high mast will take thermal images in the courtyards.
23. Measured Acoustic surveys of sound insulation across partition walls and floors in the Palace, in sample locations on multiple floors, are being prepared for the Easter recess at night. The surveys are necessary to devise the RIBA Stage 2 acoustic strategy and to assist with establishing design requirements. The team will use a signal generator and loudspeaker equipment to produce up to 110dB for measurement purposes.
24. The Collections Care curators were consulted and have no concerns about the risk of vibration damage to art and historic furnishings. Access is required for 30 minutes to one hour in each space and the team will be accompanied by a grey passholder usher.
25. Survey locations are to include: the Barry Room, Banqueting rooms, River Restaurant, the Clerk Assistant's office, the Chamber, Moses Room, Library Suite, Salisbury Room, the Lord Speaker's private and outer offices, the Clerk of Legislation's office, all Committee Rooms, and twenty one Members' offices. All those affected will be contacted directly.

#### **Chapel of St Mary Undercroft foundation investigations**

26. The Chapel exterior and interior fabric has been subject to movement and cracking over many years. With a view to finding the cause of the damage, works including two investigative excavations; the timing of the works is to be finalised. Neither of the excavations are inside the Chapel and access to the Chapel will not be affected by the works. Black Rod's Office, the Chaplain and Verger were consulted on the works. The noisy phase of the excavation works will be scheduled to avoid disruption to House business.

#### **Millbank House Flood Works and Data Centre**

27. Survey works have commenced in the basement areas to validate the final design for the flood works. It is expected that the project will complete by November 2021. Final detailed designs for the data centre are being developed and expected to be approved in the coming weeks. Once approved, listed building consent will be sought.
28. Both projects are being delivered simultaneously by the same project team. Consideration is being given to accelerate the works to mitigate the risk of late delivery and it is likely that survey and construction work will have to take place on weekdays and weekends from now until project completion. More detail on the impact of both projects to occupants of Millbank House will be given as soon as possible. The precedent used to facilitate the refurbishment of 5 Great College Street will be followed to ensure that occupants of Millbank House are kept fully apprised of the flood protection and data centre works proceeding in the basement and noise nuisance.

### **Millbank House Entry Upgrade**

29. Forming part of the Security Programme, a project has started to address the entrances to Millbank House. Whilst the building is safe and secure, the intention is to improve overall levels of CCTV coverage and access control. Phase 1 will be the upgrading of the accessible entrance on Great Peter Street. This will involve installing pods including an accessible pod and new chair lift. Works will also be carried out on the 5 Great College Street entrance to convert it into a fire escape exit? only.
30. This phase is currently in stage 3 design and is scheduled for delivery in the summer recess of 2021. This project will be completed in a phased approach during recesses to minimise disruption. Survey works have commenced in the affected areas and will be carried out at weekends and non-sitting Fridays to minimise disruption to staff and Members.

### **Fielden House Refurbishment**

31. Work has been progressing well with the completion of RIBA stage 4 (Technical Design) and the commencement of RIBA stage 5. After a successful tendering process, the contract award for the phase 2 enabling works has been awarded to PJ Careys.
32. Work commenced on site on the 1 March 2021. The invitation to tender is being prepared for the fit out works to allow for these works to commence as soon as the phase 2 enabling works are complete. The final business case is due to be issued in May 2021. Project completion is scheduled for autumn 2022. There are currently no expected delays.

### **Millbank House Flagpole**

33. The design for the new Millbank House flagpole is being developed currently. The project is on track to deliver the installation by July 2021.

### **Lift Refurbishment Millbank House**

34. Plans are currently being progressed to refurbish the main Millbank lift (glass lift in reception) over the 2021 summer recess. The lift will be out of service the entirety of the summer and conference recess to allow these works to take place. The works are required to significantly improve the reliability of this lift, as it is at significant risk of failure due to its age. When plans have been finalised, stakeholder engagement with the occupants of Millbank will take place highlighting alternative lifts and routes that occupants can use. A more detailed update will be provided in the June works paper.

### **Boiler Replacement Millbank House**

35. The current boilers in Millbank House have reached the end of their life and need to be replaced. A like for like replacement of the boilers is currently being planned for Summer 2022.

36. The project will be split into two phases, phase one, summer 2021, will involve the flushing of the heating system pipework in 1&2 Millbank, to allow for testing of the connection between 1&2 Millbank and 5 Great College Street heating system. The testing and recommissioning of the 5 Great College Street heating system. Phase two, summer 2022, will be the delivery of the new boilers in 1&2 Millbank and will significantly increase the capacity and the resilience of the heating in Millbank House. More information will be provided in the June update paper.

**Carl Woodall**  
**Director of Facilities**

**Justin Hills**  
**Head of Property and Office Services**

**March 2021**



## HOUSE OF LORDS SERVICES COMMITTEE

### Forward work programme

Please find below the Committee’s forward work programme. The programme consists of papers for decision, regular update papers, and those requested by the Committee.

Date	Agenda
25 March	<ul style="list-style-type: none"> <li>• Notices from the Chair</li> <li>• Covid-19 Update</li> <li>• Oral update on testing of fire safety systems</li> <li>• Estates Works Update</li> <li>• Oral update on Electric Vehicle Charging Points</li> <li>• Mechanical, Electrical, Public Health and Fabric Safety Programme</li> </ul>
29 April	<ul style="list-style-type: none"> <li>• Covid-19 Update</li> <li>• Catering and Retail Services (CRS) annual update</li> <li>• Broadcasting/filming points in the Palace</li> <li>• Parliamentary Broadcasting Unit new live subtitling service</li> </ul>
27 May	<ul style="list-style-type: none"> <li>• Covid-19 Update</li> <li>• Estates Works Update</li> <li>• Microsoft Teams update</li> <li>• Fire Safety Training completion rates</li> <li>• R&amp;R engagement - TBC</li> </ul>
24 June	<ul style="list-style-type: none"> <li>• Covid-19 Update</li> <li>• Library Annual Update</li> <li>• Millbank House summer works</li> <li>• Catering Review outcome</li> </ul>
15 July	<ul style="list-style-type: none"> <li>• Covid-19 Update</li> <li>• Estates Works Update</li> <li>• Participation update</li> </ul>

Other items to be considered at a future meeting:

- Review of printer reimbursement policy
- Transforming Digital Programme
- Cast Iron Roofs Programme update
- New Palace Yard Project

**Gabby Longdin**  
Clerk  
March 2021