

MINOR WORKS POLICY®

DOCUMENT SUMMARY/KEY POINTS

The purpose of this policy is to:

- Ensure that Minor Works involving internal or external spaces on the Randwick or Westmead campus are planned, approved and scheduled into the relevant capital works program;
- Ensure that Minor Works are undertaken in accordance with the current Building Code of Australia (BCA); Australian Health Facility Guidelines (AusHFG), Disability Discrimination Act (DDA) and Work Health and Safety (WHS) Act and Standards Australia;
- Ensure that modifications to clinical and non-clinical space deliver better use of existing space, improves functionality and is fit-for-purpose;
- Ensure that investment in Minor Works represents value for money and improved facility design;
- Maximise the utilisation of the Network's existing stock of clinical and non-clinical space; and,
- Provide a central point of contact on either the Randwick or Westmead campus.

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

Approved by:	SCHN Policy, Procedure & Guideline Committee	
Date Effective:	1 st November 2014	Review Period: 3 Years
Team Leader:	Deputy Service Director	Area/Dept: Corporate Services

CHANGE SUMMARY

- New SCHN document, rescinds CHW document of similar name.

READ ACKNOWLEDGEMENT

- All cost centre managers must be aware of this policy

TABLE OF CONTENTS

Definition..... 3
Policy Context 3
Minor Works Point of Contact 3
Minor Works Requests..... 4
Minor Works Scope of Work and Quotations 4
Minor Works Approval Process 5
Minor Works Scheduling of Work 5
Minor Works Request Form..... 6

Definition

A Minor Work is defined as any project involving construction or service installation associated with modification of clinical or non-clinical space up to the value of \$30,000 and irrespective of a funding source. This includes work associated with installation/removal of medical or non-medical equipment or services such as power, data and medical gases.

Repair or maintenance to maintain existing standards and operation of current core infrastructure including light globe replacement, repair leaks, unserviceable doors/locks and damage repairs is defined as essential maintenance and not Minor Works. On the Westmead Campus Maintenance Requests must be entered in BEIMS (Building Engineering and Information Management System) accessed via the "Maintenance Request" icon on the AL Windows application

Policy Context

All Minor Works projects must be planned and undertaken in accordance with following policy requirements and standards:

- The Australian Health Facility Guidelines (AusHFGs) as required in NSW Health GL2008_017. http://www0.health.nsw.gov.au/policies/gl/2008/pdf/GL2008_017.pdf
- NSW Health Office Accommodation Policy http://www.health.nsw.gov.au/policies/pd/2005/pdf/PD2005_576.pdf
- Australian Building Codes Board 2009. The Building Code of Australia, Australian Government, State and Territory Governments of Australia
- Relevant Standard Australia regulations

Minor Works Point of Contact

From time to time there is requirement to:

- Modify existing clinical or non-clinical space to improve functionality;
- Repurpose existing space to other use to meet clinical service requirements;
- Relocate or install additional service (power points, data ports, lighting etc)
- Provide or relocate services (power, lighting, gases, water, drainage etc) to accommodate installation of new/replacement equipment

Department Heads seeking to have Minor Works undertaken should, in the first instance, contact:

- The Health Service Planner on the Westmead Campus; or,
- The Manager of Corporate Service on the Randwick Campus.

Minor Works Requests

A Minor Works Request form must be completed and submitted to the relevant contact person on the Randwick or Westmead campus. The information required includes:

- Department and Program/Directorate
- Room Number
- Room use (eg office, consult room)
- Office – number of people currently accommodated
- Work requested – room modification, installation of power/data outlet, room conversion, other (specify)
- Reason for the change/modification
- Cost Centre
- Name and designation of staff member completing the form. Counter signed by Department Head

The majority of Minor Works are relatively small and will be approved to proceed. Where projects involve reconfiguration/upgrading of spaces the Department Head is required to consult with the relevant Program Director/Executive Director

Minor Works Scope of Work and Quotations

All requests will require an assessment of the proposed work in terms of appropriateness, compliance with standards, future-proofing and value for money.

For projects involving construction and fit-out a scope of work will need to be compiled and costed. Depending of the size and complexity the scope of work may include:

- Demolition;
- Construction;
- Installation of furniture, fittings and equipment (FF&E);
- Services – electrical, lighting, water, drainage and air-conditioning
- Floorcovering – new/replacement
- Painting

The request assessment will also consider the adequacy of 'circulation space' (ie the space required within a department or room to enable movement and functionality within rooms/spaces. Whilst the total area of the space may comply with area (m²) requirements, the dimension of the space, location of doors, air-conditioning ducts, service ducts etc may limit what is possible in the space or preclude progressing with the request.

Quotations for construction and fit-out including furniture and floorcoverings will be co-ordinated through Corporate Services. Supplies are sourced from companies on Government Contract only and in accordance with the Procurement Policy.

The final quote for construction Minor Works will be compiled and forwarded to the Department Head and the relevant Program Director or Executive Director.

For office accommodation/workspace related capital works please refer to the SCHN Office Accommodation Policy for details.

Minor Works Approval Process

Minor Works projects involving one room may be approved by the relevant Program Director or Executive Director as per the delegations manual.

Projects in excess of \$30K require a capital works business case to be completed and submitted to the SCHN Capital Planning and Monitoring Committee for approval and scheduling into the Capital Works Program.

Projects in excess of \$250K are considered major projects which require MOH approval as a Locally Funded Initiative and inclusion in the SCHN Asset Strategic Plan

Minor Works Scheduling of Work

All capital works projects including office fit-out are managed through Corporate Services. On the Westmead Campus the projects are scheduled into the work program for the Maintenance Department.

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Minor Works Request Form

MINOR WORKS REQUEST FORM			
<i>Note: Not to be used for repair or maintenance requests</i>			
SITE (x appropriate)	RANDWICK <input type="checkbox"/>	WESTMEAD <input type="checkbox"/>	BEAR COTTAGE <input type="checkbox"/>
DEPARTMENT		PROGRAM DIRECTORATE	
ROOM NUMBER/ID		CURRENT USE	Office <input type="checkbox"/> Other <input type="checkbox"/>
WORK REQUESTED			
Install power outlet/s <input type="checkbox"/>	Reason		
Install data ports <input type="checkbox"/>	Reason		
Install equipment <input type="checkbox"/>	Specify type/dimensions		
Room modification <input type="checkbox"/>	Reason		
DEPARTMENT HEAD (Name, signature, date)		COST CENTRE:	
Forward this form to be relevant contact on the Randwick or Westmead Campus			
APPROVALS			
No further action - approved to progress		<input type="checkbox"/>	
Westmead – Forwarded to Maintenance Dept to progress		<input type="checkbox"/>	
Randwick – Forwarded to other		<input type="checkbox"/>	
CORPORATE SERVICES (Name, signature)			
Date:			
Scope of works, quotation and costs to be organised		<input type="checkbox"/>	
CORPORATE SERVICES (Name, Signature, Date)			
Randwick <input type="checkbox"/>		Westmead <input type="checkbox"/>	
Department Head advised (Date)			
Estimated cost > \$30K will require scope of works, quotation and costs and approval by SCHN Capital Planning and Monitoring Committee <input type="checkbox"/>			
CORPORATE SERVICES (Name, Signature, Date)			
Randwick <input type="checkbox"/>		Westmead <input type="checkbox"/>	
Department Head and Clinical Program Director/Executive Director advised (Date)			