

# Milngavie PS

Planned Works Easter / Summer 2024

Revision: A (All Items -  
Updated)

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41 Items

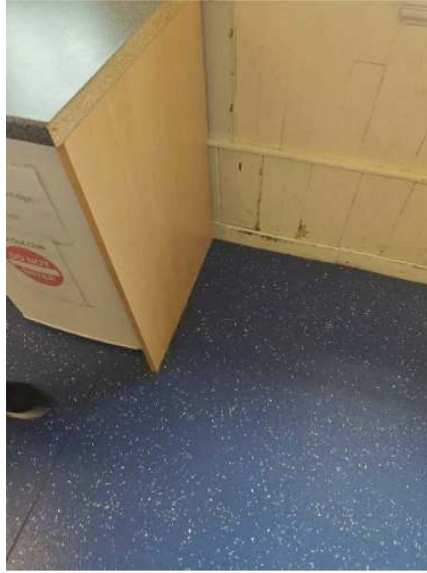
Friday August 30th 2024

## Milngavie PS - Planned Works Easter / Summer 2024



- Title:** Floor Repair
- Description:** Repair section in floor with plywood patch to remove hazard.
- Assigned To:** EDC PM Dept
- Location:**
- Due Date:** Friday April 12th 2024
- Status:** Incomplete
- Comments:**
- Repair attempted during summer holiday period. Plywood patches noted as loose, so work instruction issued to EDC PM for joiner to re-attend and fix down more secure. (2024-08-30)
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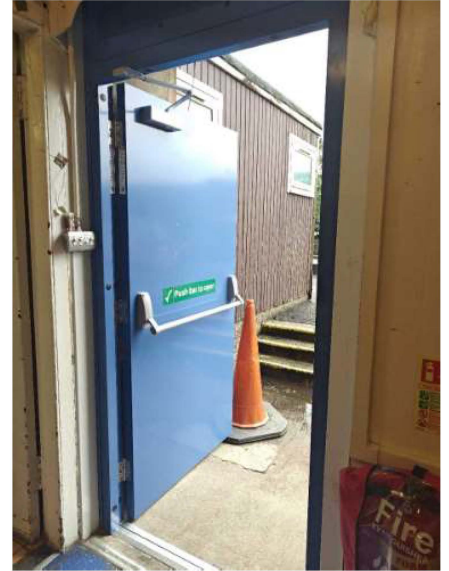
## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Water dispenser removal  
**Description:** Remove unused water dispenser  
**Assigned To:** External Contractor  
**Location:** Dining area  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Replacement Fire Door  
**Description:** Replacement Fire door required withing Dining Area  
**Assigned To:** External Contractor  
**Location:** Dining Area / Kitchen  
**Due Date:** Friday July 26th 2024  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Remove Kitchen Heater  
**Description:** Remove ceiling height heater in kitchen no longer used.  
**Assigned To:** External Contractor  
**Location:** Kitchen  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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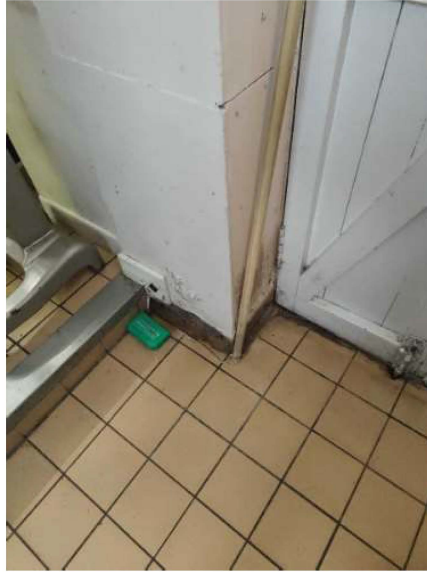
## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Exposed Plaster Ceiling - Kitchen  
**Description:** EDC PM Joiner to attend and fix plywood to ceiling to box in exposed and cracked plasterwork.  
**Assigned To:** EDC PM Dept  
**Location:** Kitchen  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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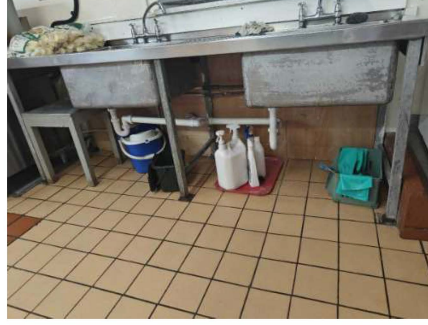
## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Various areas - Plywood patches Required  
**Description:** Various areas in kitchen to be patched up with plywood patches to seal gaps.  
**Assigned To:** EDC PM Dept  
**Location:** Kitchen  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Sink Unit  
**Description:** Joiner to attend and plywood line below sink unit.  
**Assigned To:** EDC PM Dept.  
**Location:** Kitchen  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Plywood lining Required  
**Description:** Plywood lining required to cover flaking paint.  
**Assigned To:** EDC PM Joiner  
**Location:** Kitchen  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Replace loose tap  
**Description:** Replace or fix loose cold water tap.  
**Assigned To:** External Contractor  
**Location:** Kitchen  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Socket replacement  
**Description:** Electrician required to attend and replace double socket fitting and confirm electrics as safe.  
**Assigned To:** EDC PM Dept.  
**Location:** Dining Area  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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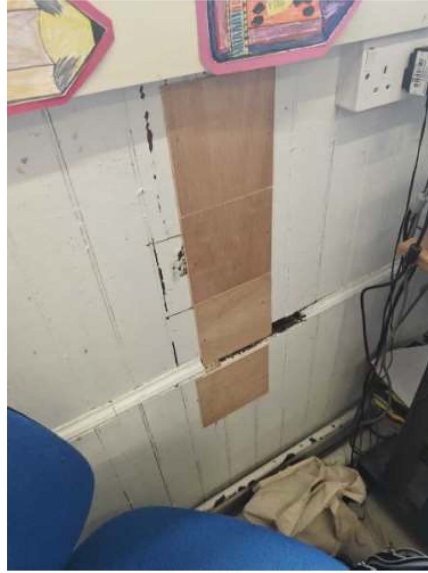
## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Bulb Replacement  
**Description:** Room 8 high level light bulb replacement required.  
**Assigned To:** EDC PM Dept.  
**Location:** Room 8  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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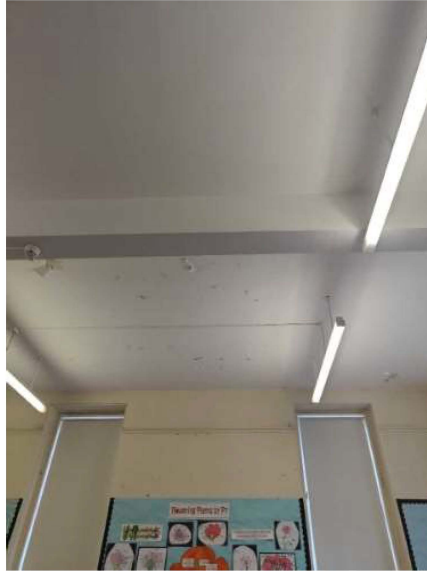
## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Plywood patch - Room 8  
**Description:** Joiner to plywood patch hole in timber wall cladding  
**Assigned To:** EDC PM Dept.  
**Location:** Room 8  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:**

Loose paint scrap back - Science Lab

**Description:**

Painter from PM to scrap back loose paint in science lab.

**Assigned To:**

EDC PM Dept.

**Location:**

Science Lab

**Due Date:**

Friday July 26th 2024

**Status:**

Incomplete

**Comments:**

- Due to other commitments and a shortage of painters, the window of opportunity to paint the ceiling was missed during the summer break. The work will be carried out once painters are freed from their current program of works to paint schools across the wider educational portfolio.  
(2024-08-30)
-

## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Plywood patch corners - small gym hall  
**Description:** Joiner to plywood line around all window openings in small gym.  
**Assigned To:** EDC PM Dept.  
**Location:** Small Gym Hall (Upper School)  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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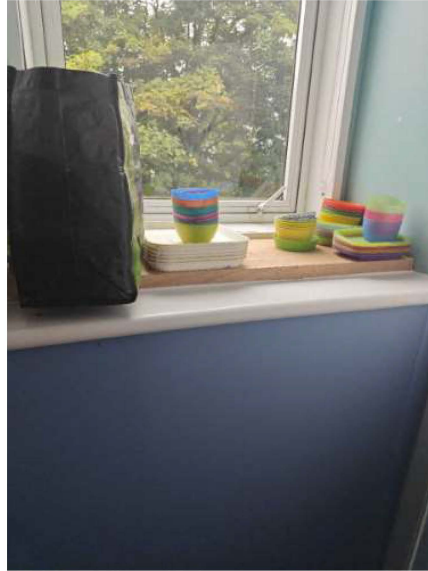
## Milngavie PS - Planned Works Easter / Summer 2024



- Title:** Paint Ceiling - Small Gym Hall
- Description:** Painter required to stain block area showing water damage and paint white.
- Assigned To:** EDC PM Dept.
- Location:** Small Gym Hall (Upper School)
- Due Date:** Friday July 26th 2024
- Status:** Incomplete
- Comments:**
- Due to other commitments and a shortage of painters, the window of opportunity to paint the ceiling was missed during the summer break. The work will be carried out once painters are freed from their current program of works to paint schools across the wider educational portfolio.  
(2024-08-30)
-



## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** DHT Office - Window Cill Repair  
**Description:** Joiner to remove damaged uPVC and replace with plywood lining.  
**Assigned To:** EDC PM Dept.  
**Location:** DHT Office  
**Due Date:** Friday July 26th 2024  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



- Title:** Scrap back loose paint or patch with plywood - Room 14
- Description:** Painter required to scrap back loose paint and paint white if possible, if not EDC Joiner to attend and patch repair with 3mm plywood.
- Assigned To:** EDC PM Dept.
- Location:** Room 14
- Due Date:** Friday July 26th 2024
- Status:** Incomplete
- Comments:**
- Painter attended however the teacher was in the classroom and yellow display paper had been removed. Noted that paperwork not removed fully causing the decoration to look worse than it actually is. In addition years of staples left in walls so painter unable to paint until staples removed.  
(2024-08-30)
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## Milngavie PS - Planned Works Easter / Summer 2024



- Title:** Plywood Patch ceiling - Room 12
- Description:** Joiner to patch area with plywood
- Assigned To:** EDC PM Joiner
- Location:** Room 12
- Due Date:** Friday April 12th 2024
- Status:** Incomplete
- Comments:**
- This has been missed by the joiner, work instruction issued for them to re-attend and patch the hole with plywood. (2024-08-30)
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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Damaged window frame - Room 11  
**Description:** Joiner to patch around full window and collect with plywood.  
**Assigned To:** EDC PM Dept.  
**Location:** Room 11  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Damaged window frame - Room 9  
**Description:** Joiner to line window frame with plywood.  
**Assigned To:** EDC PM Joiner  
**Location:** Room 9  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Ceiling repairs - Room 10  
**Description:** Joiner to attend and cover areas of previous leaks with 3mm plywood  
**Assigned To:** EDC PM Dept.  
**Location:** Room 10  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Room 10 - plywood patch header  
**Description:** Joiner to renew header with plywood  
**Assigned To:** EDC PM Dept.  
**Location:** Room 10  
**Due Date:**  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Plywood patch ceiling - Main Hall (2nd Floor)  
**Description:** Joiner to attend and cut away damaged plasterboard and replace with suitable thickness plywood patch.  
**Assigned To:** EDC PM Dept.  
**Location:** Main Hall (2nd Floor)  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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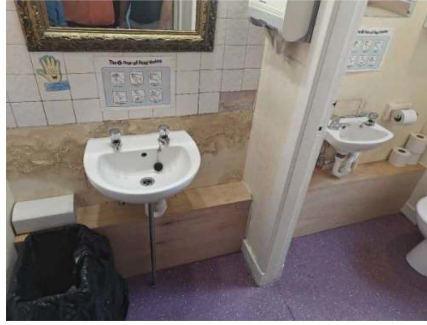
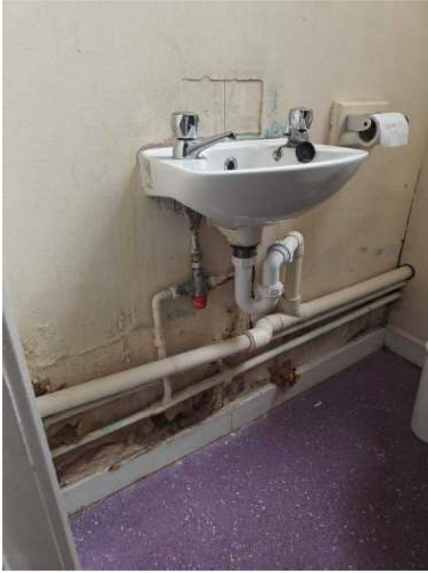
## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Staff toilet Window  
**Description:** Joiner to relize window Cill ann internal frame with plywood after cleaning  
**Assigned To:** EDC PM Dept.  
**Location:** Staff Toilet  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Staff toilet - Box in pipework  
**Description:** Joiner to box in pipework with plywood  
**Assigned To:** EDC PM Dept.  
**Location:** Staff toilet  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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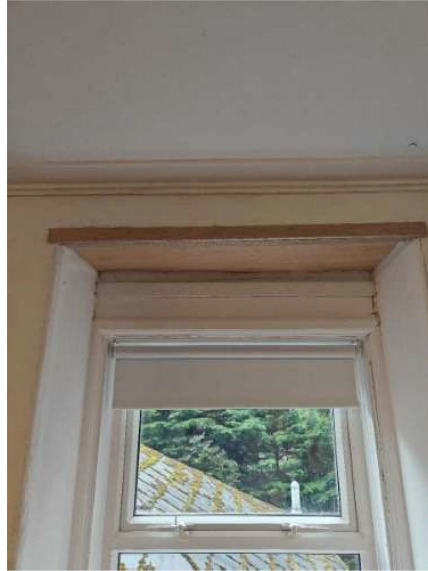
## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Wet wall behind sink - Staff toilet  
**Description:** Joiner to line back of sink and wall with white wet wall panelling.  
**Assigned To:** EDC PM Dept.  
**Location:** Staff toilet  
**Due Date:** Friday July 26th 2024  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Reline and face window frame and cill with plywood.  
**Description:** Joiner to reline and face window frame and cill with plywood.  
**Assigned To:** EDC PM Dept.  
**Location:** Mrs McElmey Office  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



<b>Title:</b>	Staff toilet - false ceiling / replace light
<b>Description:</b>	EDC PM to fit false ceiling and new light fitting
<b>Assigned To:</b>	EDC PM Dept.
<b>Location:</b>	Staff toilet
<b>Due Date:</b>	Friday July 26th 2024
<b>Status:</b>	Incomplete
<b>Comments:</b>	<ul style="list-style-type: none"><li>• Attempt made for false ceiling to be installed however the current construction of the ceiling using concrete slabs meant it was not possible, so work instruction issued for light to be replaced in the short term. (2024-08-30)</li></ul>

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## Milngavie PS - Planned Works Easter / Summer 2024



- Title:** Staff toilet reline window frame
- Description:** Window frame to be finished in plywood lining, facing and cill once cleaned.
- Assigned To:** EDC PM Dept.
- Location:** Staff Toilet
- Due Date:** Friday July 26th 2024
- Status:** Incomplete
- Comments:**
- Joiner never completed due to an issue with the ceiling (see previous item on report). This will need to be looked at long with wider bathroom and addressed in due course.  
(2024-08-30)
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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Resource Room - Clean windows and then reline  
**Description:** Cleaning company will attend and treat area, once complete joiner will attend and reline window frame and cills back to acceptable standard.  
**Assigned To:** EDC PM Dept.  
**Location:** Resource Room  
**Due Date:** Friday July 26th 2024  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Resource Room - Plywood line walls  
**Description:** Joiner to line current timber cladding with plywood to replace walls.  
**Assigned To:** EDC PM Dept.  
**Location:** Resource Room  
**Due Date:** Friday July 26th 2024  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Girls toilet - Replace missing cover  
**Description:** Joiner to cut plywood patch to size as replacement cover for sink unit.  
**Assigned To:** EDC PM Dept.  
**Location:** Girls toilet  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Lower School - Damaged Ceiling Replacement  
**Description:** Joiner to cut away damaged plasterboard and replace with plywood patch.  
**Assigned To:** EDC PM Dept.  
**Location:** Lower School Corridor  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



<b>Title:</b>	Classroom 1 - Ceiling Tile Replacement
<b>Description:</b>	Joiner to replace 20 water damaged ceiling tiles in classroom.
<b>Assigned To:</b>	EDC PM Dept.
<b>Location:</b>	Classroom 1 (Lower School)
<b>Due Date:</b>	Friday April 12th 2024
<b>Status:</b>	Complete
<b>Comments:</b>	<ul style="list-style-type: none"><li>• Works complete however new water damage since work carried out. Estates Team exploring options to in coming weeks to resolve the issue. (2024-09-02)</li></ul>

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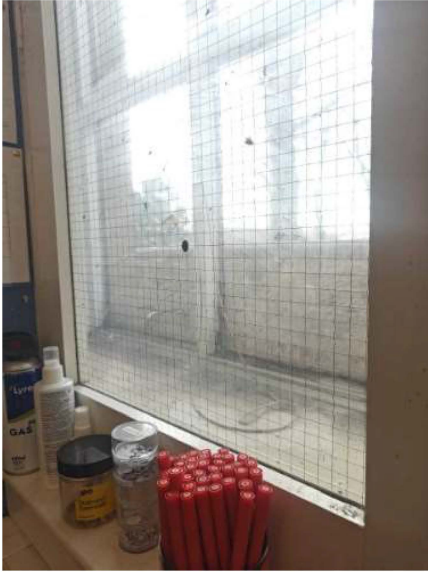
## Milngavie PS - Planned Works Easter / Summer 2024



<b>Title:</b>	Room 5 - Ceiling Tile Replacement
<b>Description:</b>	Joiner to replace 20 water damaged ceiling tiles in classroom. (High Level)
<b>Assigned To:</b>	EDC PM Dept.
<b>Location:</b>	Room 5 (Lower School)
<b>Due Date:</b>	Friday April 12th 2024
<b>Status:</b>	Complete
<b>Comments:</b>	<ul style="list-style-type: none"><li>• Works complete however new water damage since work carried out. Estates Team exploring options to in coming weeks to resolve the issue. (2024-09-02)</li></ul>

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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Room 5 - Window Clean  
**Description:** FM Building Manager to confirm if window can be opened for cleaning. If not able to open we will ask for a joiner to attend and open up window to allow cleaning and then close window.  
**Assigned To:** EDC FM Service  
**Location:** Room 5 (Lower School)  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



<b>Title:</b>	Room 3 - Ceiling Tile Replacement
<b>Description:</b>	Joiner to attend and replace missing ceiling tiles and any water damaged tiles.
<b>Assigned To:</b>	EDC PM Dept.
<b>Location:</b>	Room 3
<b>Due Date:</b>	Friday April 12th 2024
<b>Status:</b>	Complete
<b>Comments:</b>	<ul style="list-style-type: none"><li>• Works complete however new water damage since work carried out. Estates Team exploring options to in coming weeks to resolve the issue. (2024-09-02)</li></ul>

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## Milngavie PS - Planned Works Easter / Summer 2024

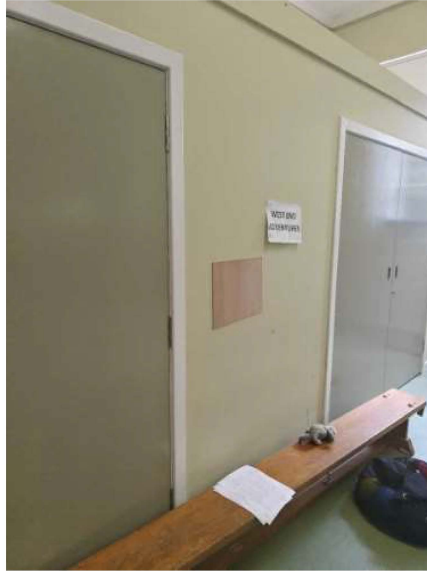


**Title:** Room 2 - Ceiling Tile Replacement  
**Description:** Joiner to attend and replace missing ceiling tiles and any water damaged tiles.

**Assigned To:** COMPLETED - MAJOR NEW WATER DAMAGE SINCE WORK  
EDC PM Dept.  
**Location:** Room 2  
**Due Date:**  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Lower Gym Hall - Patch hole  
**Description:** Joiner to patch repair hole in wall with plywood after survey carried out by another service and left with exposed wires.  
**Assigned To:** EDC PM Dept.  
**Location:** Lower School - Gym Hall  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Heater Repair  
**Description:** Electrician to check heater is working and repair or replace if required.  
**Assigned To:** EDC PM Dept.  
**Location:** Lower School - Staff Room  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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## Milngavie PS - Planned Works Easter / Summer 2024



**Title:** Main Door Lower School  
**Description:** BM to report on hub and glazer will attend to repair.  
**Assigned To:** External Contractor  
**Location:** Main Door Lower School  
**Due Date:** Friday April 12th 2024  
**Status:** Complete  
**Comments:**

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