

# **ES01 - Site Selection and Statement of Requirements Report 14-03-17**

**FUTURE HOSPITAL – RELOCATION WORKS  
ES01 NEW OFFSITE CATERING PRODUCTION  
UNIT**

**Prepared by:** [REDACTED]

**Date:** 14<sup>th</sup> March 2017

**Reviewed & Approved by:-**

**Director of Facilities**

**Signature:**

**Print Name:**

**Date Approved:**

**Project Director Delivery**

**Signature:**

**Print Name:**

**Date Approved:**

## Version Control

Date	Name	Version	Comments
09-03-17		Draft v 0.1	Issue for review by (JGH), (JPH) and (GMS)
10-03-17		Draft V 0.2	Issue for final review by (JGH), (JPH) and (GMS)
13-03-17		Final Draft	Issue to for approval by (JGH)
14-03-17		Final	Issued for signature by Facilities Director and Project Director Delivery

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## 1. Introduction & Background

The current general hospital catering provision is provided from an onsite facility located on the ground floor of the 1980's building. The creation of a new offsite catering facility is required to maximise clinical space in the new hospital and to provide temporary accommodation for outpatients and further clinical functions during the construction period of the new hospital.

The relocation of catering is directly linked to being able to vacate the existing general hospital location to allow refurbishment works to be undertaken for the temporary relocation of outpatients from Gwyneth Huelin. Both of these projects are critical in order to provide for a vacated site by October 2018 prior to demolition.

This report sets out the methodology and findings that supports the recommendation to relocated the current, interim and future hospital catering production to Bay 1 of the industrial unit at L 'Avenue Le Bas, Rue De Pres. The report also includes the Clients final Statement of Requirements brief which together with the property recommendation require sign off approval by the Client. This information will be used to inform the RIBA stage 2 design being undertaken by the Client Advisor design team.

## 2. Site Evaluation

The original brief for catering was set out in MJ Medical's paper dated August 2015 titled; Service Delivery Principles – Five Oaks: Jersey Future Hospital Project – Five Oaks Business Justification Case. (see appendix A – extract from report )

The decision not to progress the Five Oaks option created a requirement for an alternative off site location resulting in an initial search for suitable property in July 2016. The search focused on available industrial units across Jersey using the area criteria identified in the MJM paper of 10,080 ft<sup>2</sup> (937 m<sup>2</sup>) with additional expansion space for the estates engineering function.

A report was produced outlining key positive and negative attributes of five potential industrial units in various locations. (see appendix B)

The Clients original requirements included the option to co-locate the estates engineering function adjacent to the offsite catering production unit and the initial search identified properties where this option could be accommodated. This requirement was removed in December 2017 on the basis that a clear scope of requirements for the engineering function could not be defined at this stage.

The area and user requirements as set out in the MJM original paper were further confirmed by the Client at the user group engagement meeting on the 21<sup>st</sup> November 2016.



In order to assess various site options a site selection scoring matrix was developed in December 2016 and two preferred sites were identified (see appendix C). These were as follows:

- Bellozanne Warehouse, Bellozanne, St Helier
- Light industrial unit: Bay 3, L 'Avenue Le Bas, Rue De Pres

A further search was undertaken in January 2017 through BNP Paribas to identify any additional available or unavailable properties. Site visits to all potential properties were undertaken in January 2017 with BNP, the head of facilities management (JGH), senior members of the catering team the client representative and client advisor project manager.

The following sites were rejected as unsuitable:

Site:	Bellozanne Warehouse, Bellozanne, St Helier
Reason:	Location, condition and poor public transport connectivity
Site:	[REDACTED]
Reason:	Did not fit programme requirements
Site:	Light Industrial / Storage unit: 11 St Peter Technical Park, St Peter
Reason:	No longer available
Site:	Light industrial unit: Bay 3, L 'Avenue Le Bas, Rue De Pres
Reason:	No longer available

The following sites were identified as being preferred subject to further analysis and BNP Paribas were instructed to produce a report on the leasehold opportunity for each of the following:

- Light industrial unit: Bay 1, L 'Avenue Le Bas, Rue De Pres
- Light industrial unit: Bay 2, L 'Avenue Le Bas, Rue De Pres
- Light Industrial / Storage unit 9 & 10: St Peter Technical Park, St Peter

Through a series of weekly user group workshops, the preferred site selection evaluation scoring matrix was developed further, identifying additional key operational and property considerations and using the information provided in BNP's report. (see appendix D) The weighted considerations used to determine the final selection criteria for the preferred site are set out below and in appendix E as is the scoring criteria.

#### Availability (10%)

Available to meet the programme.

#### Size (5%)

The net lettable area of the site in relation to the area required in the brief.

Total rent per annum (20%)

The total rental cost per annum for the lettable area based upon headline un-negotiated terms.

Car parking (5%)

The available of spaces to meet the brief requirement of 20 – 25 spaces.

Supply chain location (5%)

The proximity to caterings main supply chain. A delivery that would provide 'just in time' process is likely to reduce on site storage requirements.

Location/staff travel (10%)

The proximity to the current staff residential location concentration and the public transport network.

Operational logistics (7.5%)

Location of unit in relation to non-restricted access around the site, direct access off a main road and travel time and distance for deliveries to all delivery sites.

Adjacency risks (2.5%)

The risk of disruption and potential contamination from adjacent units and tenants business operations.

Capital cost of refurbishment (15%)

An assessments of the capital cost required to bring the fabric of the unit up to an acceptable standard. Detailed survey work has not been carried out and as such this is an educated assessment of the level of work required.

Capital cost fit out (20%)

An assessment of the cost of fitting out any unit against the budget. The budget is assumed to represent medium. If a unit had constraints that would materially affect the budget allowance a higher score has been applied and conversely, if the unit offered some element of existing facility that could be used a lower score has been applied. A detailed cost plan for comparison against budget will not be available until a more detailed scheme has been developed for a selected unit.

A summary of performance against criteria for the preferred Bay 1 option is set out in appendix F.

The final weighted scoring for each short listed unit is as follows:

- Light industrial unit: Bay 1, L 'Avenue Le Bas, Rue De Pres (1.68)
- Light industrial unit: Bay 2, L 'Avenue Le Bas, Rue De Pre (1.85)
- Light Industrial / Storage unit 9 & 10: St Peter Technical Park, St Peter (2.45)



The area offered by Bay 1 is 882 m<sup>2</sup> (9,498 ft<sup>2</sup>). Both the original MJM brief area of 937 m<sup>2</sup> (10,080 ft<sup>2</sup>) and the currently brief area of 942 m<sup>2</sup> (10,139 ft<sup>2</sup>) are in excess of the available area in Bay 1. However through design development it anticipated that the available area will provide the accommodation required.

The report recommends that Heads of Terms for a 21 year leasehold opportunity should be progressed through BNP for Bay 1 at Rue de Pres having considered the findings set out in the site selection evaluation scoring matrix in appendix E.

It is understood that there is currently a higher than normal level of demand for industrial space in Jersey. Should the leasehold negotiations for Bay 1 be unsuccessful the report recommends that a similar process for Bay 2 is progressed and if unsuccessful then negotiations on units 9&10 at St Peter Park are progressed.

### 3. Statement of Requirements

The original brief for catering was set out in MJ Medical's paper dated August 2015 titled; Service Delivery Principles – Five Oaks: Jersey Future Hospital Project – Five Oaks Business Justification Case.

Through a series of weekly user group engagement workshops an updated Statement of Requirements has been developed and will be used to inform the RIBA stage 2 design currently being progressed by the client advisor design team.

The revised statement for the new catering facility dated 17<sup>th</sup> February 2017 is provided in appendix G.

The Client has reconfirmed that the existing kitchen production equipment is to be relocated to the new offsite premises with the exception of some equipment which is to be retained within the existing kitchen facility. The level of staffing required has been confirmed as 26 and a breakdown of these into functions is set out a staffing schedule in appendix H. The final layout of the equipment and production work flow stream is to be undertaken by a Catering Consultant. The requirement for a trolley wash has been re-confirmed and the specification for this is set out in appendix J.

The key changes from the original MJM report are as follows:

- Item 26: Clean laundry storage cupboard
- Item 27: Dirty laundry storage cupboard
- Item 29: Dairy products store x 2
- Item 30: Cooked meat cold store
- Area and entrance for Meals on Wheels preparation and distribution
- Revised are required 942 m<sup>2</sup> (10,139 ft<sup>2</sup>) (previously 937 m<sup>2</sup> / 10,080 ft<sup>2</sup>)

The decision to co-locate the Meals on Wheels service from Overdale to the new catering production unit has been confirmed and the scope of requirements is outlined in appendix I.

The scope of the catering facilities being retained on the ground floor of the 1980's building forms part of project ES03 - 'Transfer of Clinics to Catering area'. A separate Statement of Requirements has been developed and will be used to inform the RIBA stage 2 design stage.

#### **4. Interdependencies**

The relocation and re commissioning of the new catering facility is on the overall Relocations Project critical path and is required to release the space required to deliver ES03 - 'Transfer of Clinics to Catering area'.

#### **5. Procurement**

The project is being carried as part of a series of Relocation Projects forming part of the overall Future Hospital development programme. A local consultant team, where possible, will be engaged to provide design services from RIBA design stage 3 onwards. Local contractors will be used wherever possible and available, to undertake construction and fit out works. Specialist contractors will be engaged to undertake catering equipment, relocation, installation and commissioning work.



## **Appendix A – MJ Medical Paper; August 2015: (Kitchens and Catering)**



## Kitchens & Catering

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### Service Principles for the Future Hospital

The catering service will provide food services to the Staff Hubs, Public Café, Dining Rooms and all Inpatients. It will also supply daily provisions to wards, beverage points and local staff rest rooms where provided.

Inpatient meals will be by a menu choice regeneration service, allowing for patients to have meals when they choose, which are locally regenerated in ward pantries. Menu choices will be automated via the patient entertainment system and/or internal ICT networks. The meal service trolleys will be delivered to the Catering buffer stores for onward distribution to ward pantries.

Automated vending machines will be able to provide microwaveable meals for staff within the Staff Hubs. These vending machines will provide refrigerated and frozen meals to facility freshness and a "take home" service for late working staff. Regular replenishment and "in-date" checking will be carried out by catering staff with supplies being delivered to the Catering buffer stores for placement within the vending machines.

The public dining area will be available in the main entrance of the General Hospital and will provide a 24 hour service to the relatives of patients who are seriously ill.

The General Hospital will be provided with a staff hub this will provide a 24 hour service. This area will provide a limited fresh cook service.

Ward meal trolleys will be distributed to each required location plus a regular supplies top up service to the staff hub and meeting rooms when required.

All used cutlery, crockery and service trays will be returned to the Catering Returns Trolley holding for transport to the remote site for central washing and reprocessing service. However, each ward pantry and all beverage points will retain a small quantity of cutlery, glassware & china for local use and wash-up in high temperature dishwashing machines.

### Current Service Principles

Catering for the health services on the island is generally provided on a cook/chill basis from a production unit at the General Hospital, Jersey. When required it is sent to finishing kitchens at the General Hospital, Overdale Hospital and other community premises. Additionally, 4 nursery schools have recently been added to the list of establishments served. The meal service is based on a three weekly menu, incorporating special diets as requested.

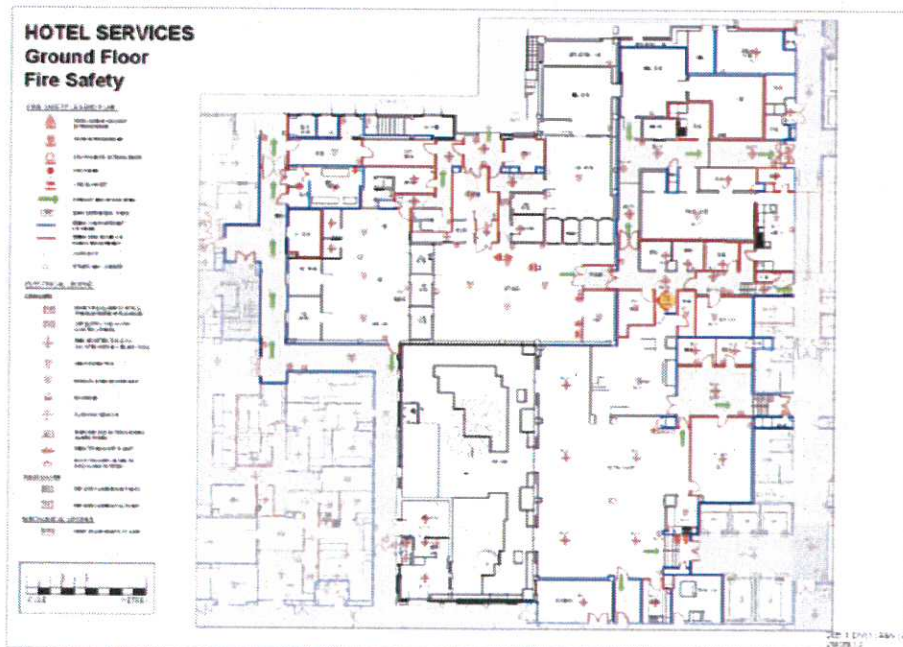
The current activity data as described in FM service plan is as follows:

### Main Meals Produced

Establishment	No. of meals	Establishment	No. of meals
General Hospital	400	Meals on Wheels	200
Clinic Pinel	30	Orchard House	20
Rosewood House	30	Overdale	120
The Hollies	30	Sandbrook inc DC	50
The Limes	30	The Willows DC (1 x p.w.)	40
Nursery schools (4)	50-60	Communcare, St Brelands (1 x p.w.)	20

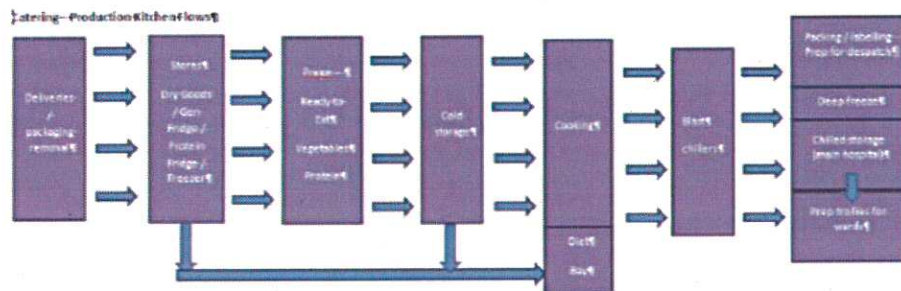
Staff/Public restaurant numbers not available at present but would be so if opportunity to increase trade

The main food production service sited at the General Hospital is currently housed in very old accommodation (difficult to clean). Part of the Histopathology department sits above a section of the catering department, which in itself could pose a significant risk should there be a drainage failure for example. The current layout is not optimal and can be seen on the below fire plan extract.





The workflow for the production is based on the principle of not back tracking activities avoiding cross contamination, as set out below.



The main kitchen also produces food for the staff and visitor restaurant at the General Hospital via a separate process flow. A separated area allows for the provision of special diet meals.

Breakfast supplies are ordered through supplies for direct deliveries to wards and other community premises, and served by housekeeping staff. All washing up is carried out at ward or community establishment level.

#### Future Service Principles

The service aspiration is to provide a catering service that gives every patient palatable, safe, nutritious food as requested, when needed, within a reasonable budget and with minimum waste from a new Central Production Kitchen (CPK) which follows the workflow detailed above but utilising a Cook/Freeze methodology. It is felt that the area provided in the existing building would be sufficient for current and future demand if it was arranged without limitation into an optimal flow – this has been considered when developing the FAE.

#### Inter Dependencies

External spaces will be required for the vehicles delivering catering supplies and catering returns trolleys along with the collection and dispatch of full catering trolleys for the future hospital and other sites on the island.

#### Current Gross Area m<sup>2</sup>

Circa 1,400m<sup>2</sup> taken from the current Fire Safety plan.





### Projected Area m<sup>2</sup> requirements

The baseline projected area requirement originates from an appraisal of benchmarks schemes which prepare circa 1800 meals per day – this exceeds the current demand of the current catering department (circa 1050 meals per day), but allows for future expansion in the absence of a developed business case and operational policy. Whilst high level opinion has been sought from a catering consultant, a catering consultant should be appointed to validate the FAE.

The projected net area for the Catering Department is circa 937m<sup>2</sup> based on the functional content listed.

Area	Qty	Net Area	Total Net Area
Office	1	8.0	8.0
Multi Functional Team Room (MFTR)	1	24.0	24.0
Office - Stores	1	8.0	8.0
Dry Stores / Disposables	1	40.0	40.0
Freezers	2	25.0	50.0
Chillers	4	17.0	68.0
Recipe Make Up	1	20.0	20.0
Entrance hand wash area	1	8.0	8.0
Preparation area (Open Plan with Sub sections for Veg / Meat / Pastry / sandwiches etc.)	1	90.0	90.0
Restaurant Chiller	1	17.0	17.0
Production Kitchen - Cooking area	1	100.0	100.0
Diet Kitchen	1	17.0	17.0
Blast Freezers	5	5.5	27.5
Portioning	1	30.0	30.0
Tray set up	1	80.0	80.0
Meal assembly and dispatch	1	55.0	55.0
Holding refrigerators	1	18.0	18.0
Freezers – Meal Store	1	50.0	50.0
Potwash inc trolley wash and pot store	1	90.0	90.0
Function Pantry	1	17.0	17.0
Staff WCs	1	25.0	25.0
Staff Rest	1	30.0	30.0
Beverage Bay	1	4.5	4.5
Staff Change	1	40.0	40.0
Cleaner	1	8.0	8.0
Disposal Hold	1	12.0	12.0

## **Appendix B – Original Schedule of Available Sites**

## Enabling Scheme Proposals

**Reference:** ES-1

**Summary:** Creation of 'off-site Catering CPU

**Detail:** Relocation of the current catering service to a new 'cook-freeze' based Central Production Unit (CPU) located within a remodelled / refitted light commercial warehouse/distribution unit.

**Area required:** Circa 11,000 sq. ft. - 16,000 sq. ft.

**Status:** An 'on and off market' site search has been completed to identify currently available units. These have been used to establish baseline costs and will need to be re-visited following an acceptance of the CR025 findings to reaffirm availability or source alternatives.

Light commercial warehouse / distribution unit options with existing loading bay provisions, car parking and main road transport connectivity are considered most favourable.

**Conclusions:** A limited number of appropriate units exist and their availability is limited. Any appropriate unit becoming available should therefore be secured in advance as needed.

The likelihood of discovering a unit to meet the projects exact spatial needs is low. As such, leasing a larger unit may prove necessary and beneficial by providing further opportunities for FM service integration

The capital refit costs associated with each unit are will vary according to its condition and the eventual CPU design required to deliver the function within it. As such, a provisional sum has been allowed within the model until more accurate information becomes available

**Modelled Costs:** **Benchmark Lease allowance:** £ [redacted] sq. ft. equating to £ [redacted]

**Capital refit costs:** Provisional sum £ [redacted]

**Location 1:** Light industrial unit: Bays 1 to 4, L 'Avenue Le Bas, Rue De Pres

**Description:** Existing warehousing unit with readily divisible ground floor bays totalling 39,880 sq. ft. The unit can provide divisible bays or conjoining multiple bays with bays 1 & 2 providing the following:

**Availability:** Immediately: 17,862 sq. ft. of open space plus 475 sq. ft. of office space at ground floor and 549 sq. ft. of open space and 2,653 sq. ft. of storage space at first floor. Total area 21,539 sq. ft.

**Observations:**

**Strengths:** The unit has ample car parking and service yard available and is located within a 15 minute travel time to the proposed hospital site.

Has good loading bay access for deliveries and meal dispatch.

Is located on an existing industrial site with good main road connectivity.

Co-location of further FM services possible

**Weaknesses:** Roof /guttering needs replacing (asbestos) as does windows (poor quality and asbestos).

Remedial works can be undertaken by landlord

Rental level could reflect any remedial works being undertaken by tenant

Congested industrial estate

Possible energy capacity issues

**Rent:** Bays 1 & 2: £ [REDACTED] PA (£ [REDACTED] sq. ft. )  
Bay 3: £ [REDACTED] PA (£ [REDACTED] sq. ft. @ £ [REDACTED] sq. ft.)





**Location 2:** Light Industrial /Office unit: [REDACTED]

**Description:** [REDACTED]

**Availability:** [REDACTED]

**Observations:**

**Strengths:** [REDACTED]

**Weaknesses:** [REDACTED]

**Rent:** [REDACTED]

[REDACTED]

**Location: 3**      **Bellozanne Warehouse, Bellozanne, St Helier**

**Description:**      The Co-op are currently decommissioning their distribution and storage unit at Bellozanne resulting in the availability of divisible areas of this warehouse with an existing 3,000 sq. ft. chiller cold storage facility.

**Availability:**      Circa 67,000 sq. ft. divisible into areas of circa 12-16,000 sq. ft.

**Observations:**

**Strengths:**      The divisible unit would have ample car parking and service yard available and is located within a 15 minute travel time to the proposed hospital site.

Has good loading bay access for deliveries and meal dispatch.

Is located on an existing industrial site with good main road connectivity.

Co-location of further FM services possible

Has existing three phase energy

Mezzanine office area

**Weaknesses:**      Congested access

**Rent:**      In the region of £ [REDACTED] sq. ft.



**Location 4:**  
**Saviour**

**Light Industrial / Warehouse unit: Sion Hall Farm, St**

**Description:** Ultra-modern warehouse unit which is of steel portal frame construction, provides for a very high cubic capacity with respective ridge and eaves heights of 6.83 m and 5.2 m. The space is entirely open plan within and extends to 10,700 sq. ft. over the ground floor with an additional 3,594 sq. ft. of mezzanine.

**Availability:** 14,294 sq. ft. Immediately

**Observations:**

**Strengths:** Sion Hall Farm benefits from full P30 access and is located but a short distance from Longueville Road and Rue du Pres  
3 phase power supply  
High level of translucent roof lights  
Good standard property in good condition  
Good main road connectivity.  
Located within a 20 minute travel time to the proposed hospital site.

**Weaknesses:** Area split over ground floor and mezzanine  
Size may limit co-location of further FM services  
Possible energy capacity issues

**Rent:** £ [REDACTED] PA ([REDACTED] sq. ft.)





**Location 5:**  
**Peter**

**Light Industrial / Storage unit: St Peter Technical Park, St**

**Description:** Currently occupied by the Channel Islands Co-operative Society Ltd this steel framed portal warehouse with front and rear access is constructed to a modern standard with eaves height of approx. 6m with three electrically operated roller shutter doors, integral ancillary office, staff and WC accommodation

**Availability:** 13,500 sq. ft. of warehouse plus 436 sq. ft. of offices at first floor available immediately by way of an assignment or sub-letting to existing lease which expires in 2023. A service charge is applicable.

**Observations:**

**Strengths:** Ample car parking  
Front and rear access  
Immediate access to La Grande Route de St Pierre main road  
Three phase supply  
Ancillary yard  
P30 access

**Weaknesses:** 20-30 minute travel time to proposed hospital site  
30-45 minute travel time at peak times  
Size may limit co-location of further FM services

**Rent:** £ [REDACTED] PA (£ [REDACTED] sq. ft.)





## **Appendix C – Initial Evaluation Scoring Matrix**

Light Ind





## FUTURE HOSPITAL RELOCATION PROJECTS ES-01 NEW CATERING UNIT SITE ASSESMENT

### ASSESMENT CRITERIA

Date: 11.12.16

Ref: 2016/012/5.19

Column	Category	Criteria			
A	Availability (months)	1-3	4-6	7-9	10 +
	Score	1	2	3	4
B	Size (ft 2)	9-10K	10-11K	12-13K	14+K
	Score	1	2	3	4
C	Office Area	yes	no		
	Score	1	2		
D	Rent (£ft 2)	£	£	£	£
	Score				
E	Rent per anum £	£	£	£	£
	Score				
F	Expandible	yes	no		
	Score	1	2		
G	Car Parking	yes	no		
	Score	1	2		
H	Travel Time (mins)	10	15	20	30
	Score	1	2	3	4
I	Capital cost building refurb	low	med	high	
	Score	1	2	3	
J	Capital cost fit out	low	med	high	
	Score	1	2	3	
Lower scores are better					

## **Appendix D – BNP Report**

**Light industrial unit: Bay 1 & 2, L 'Avenue Le Bas, Rue De Pres**

**Light Industrial / Storage unit 9 & 10: St Peter Technical Park, St Peter**

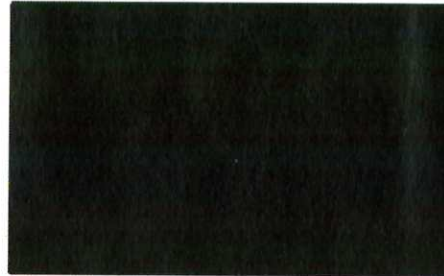




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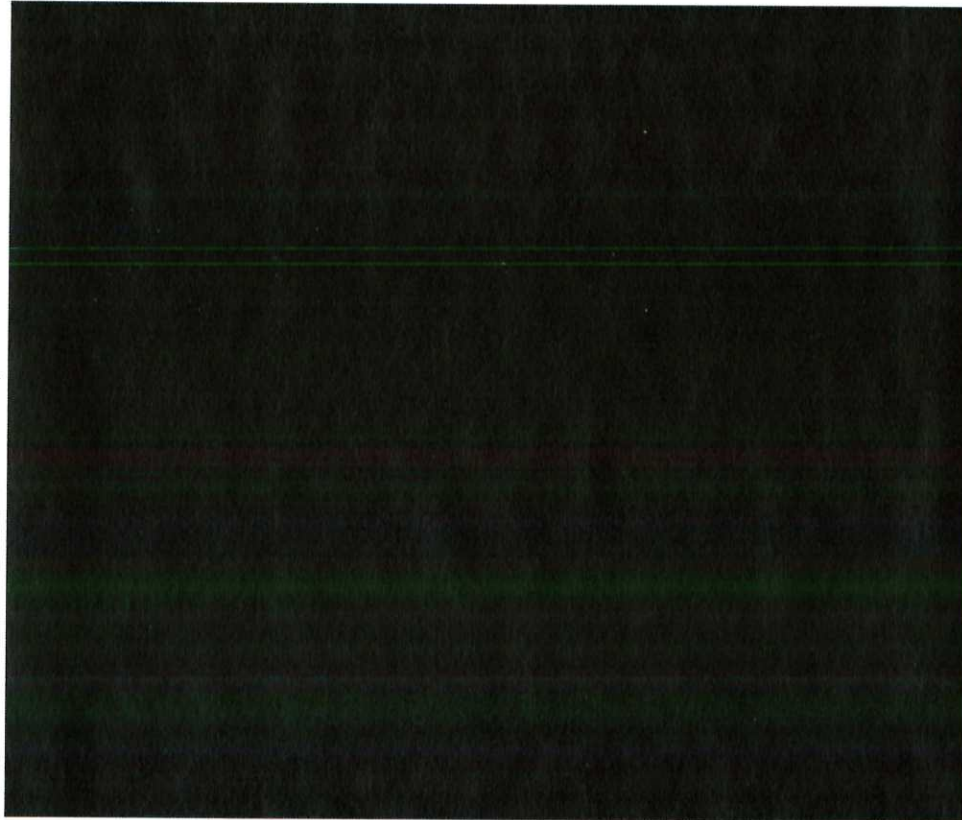
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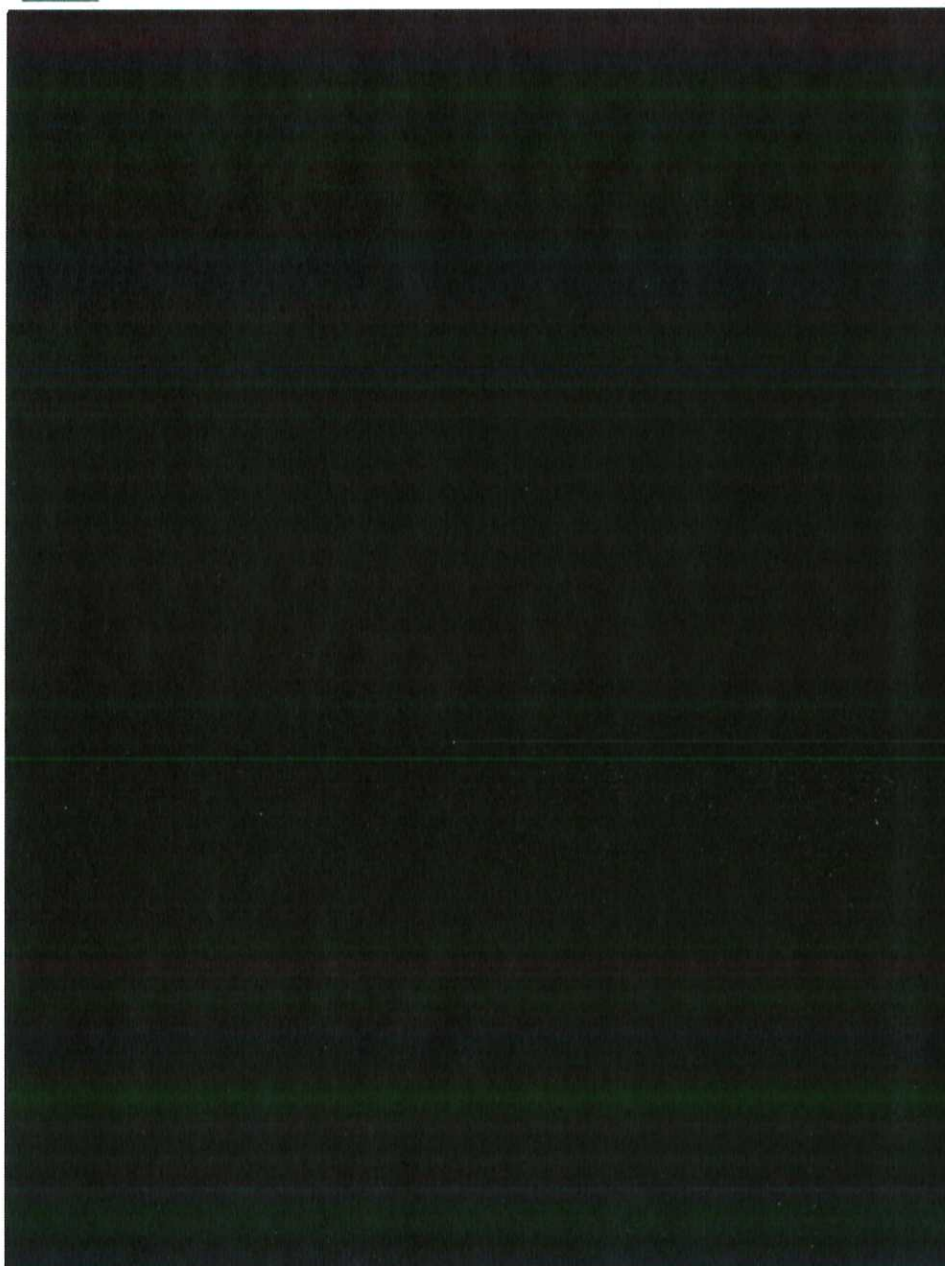


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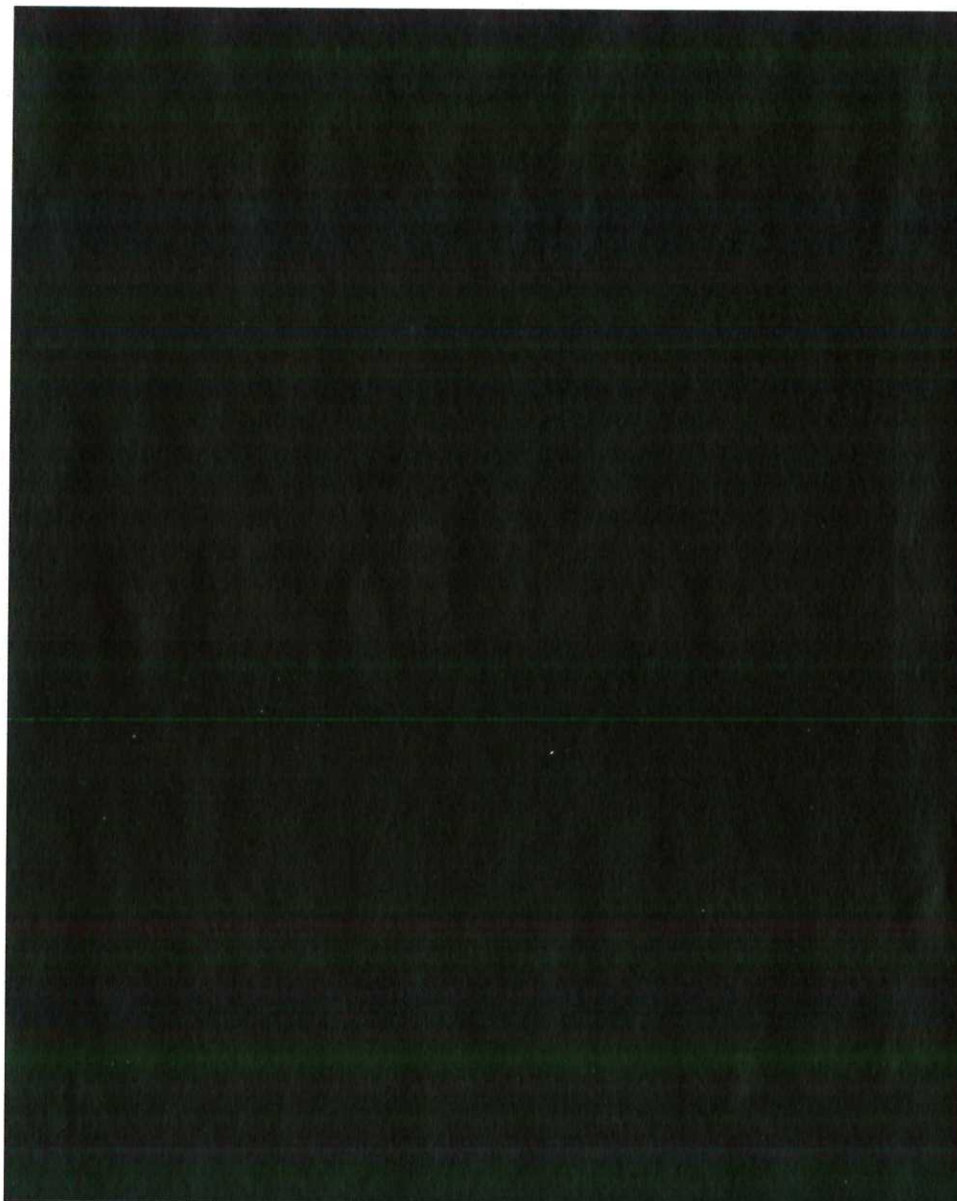
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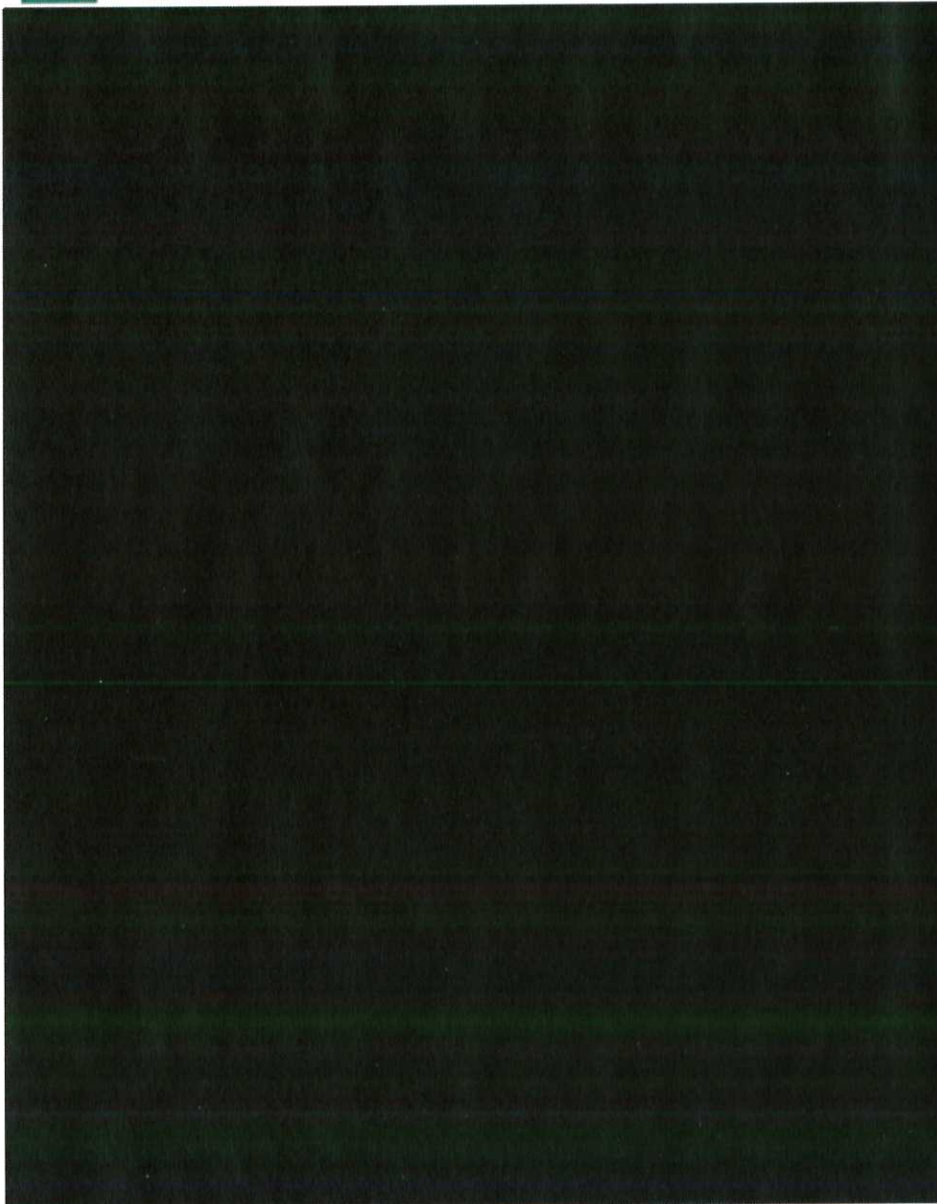
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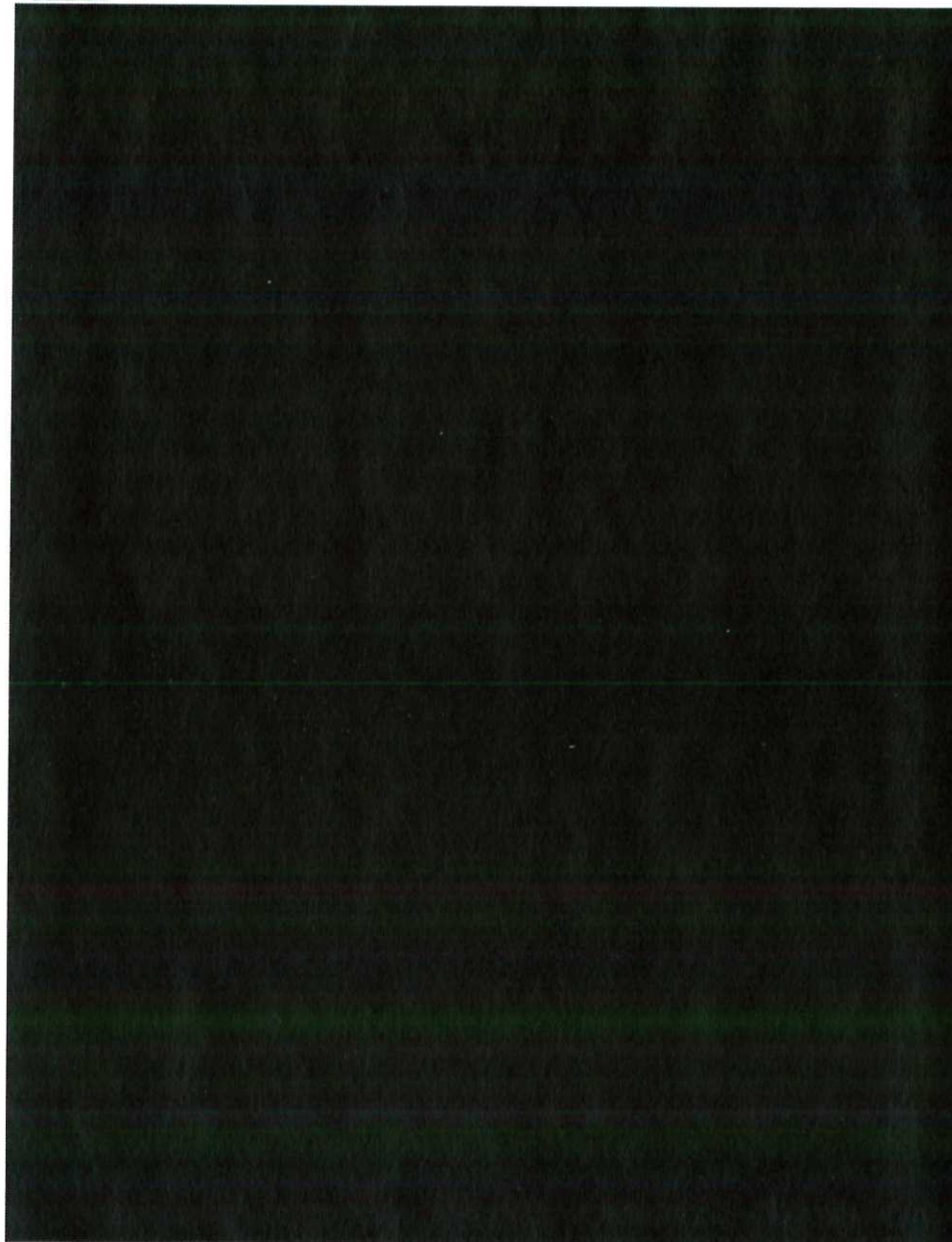
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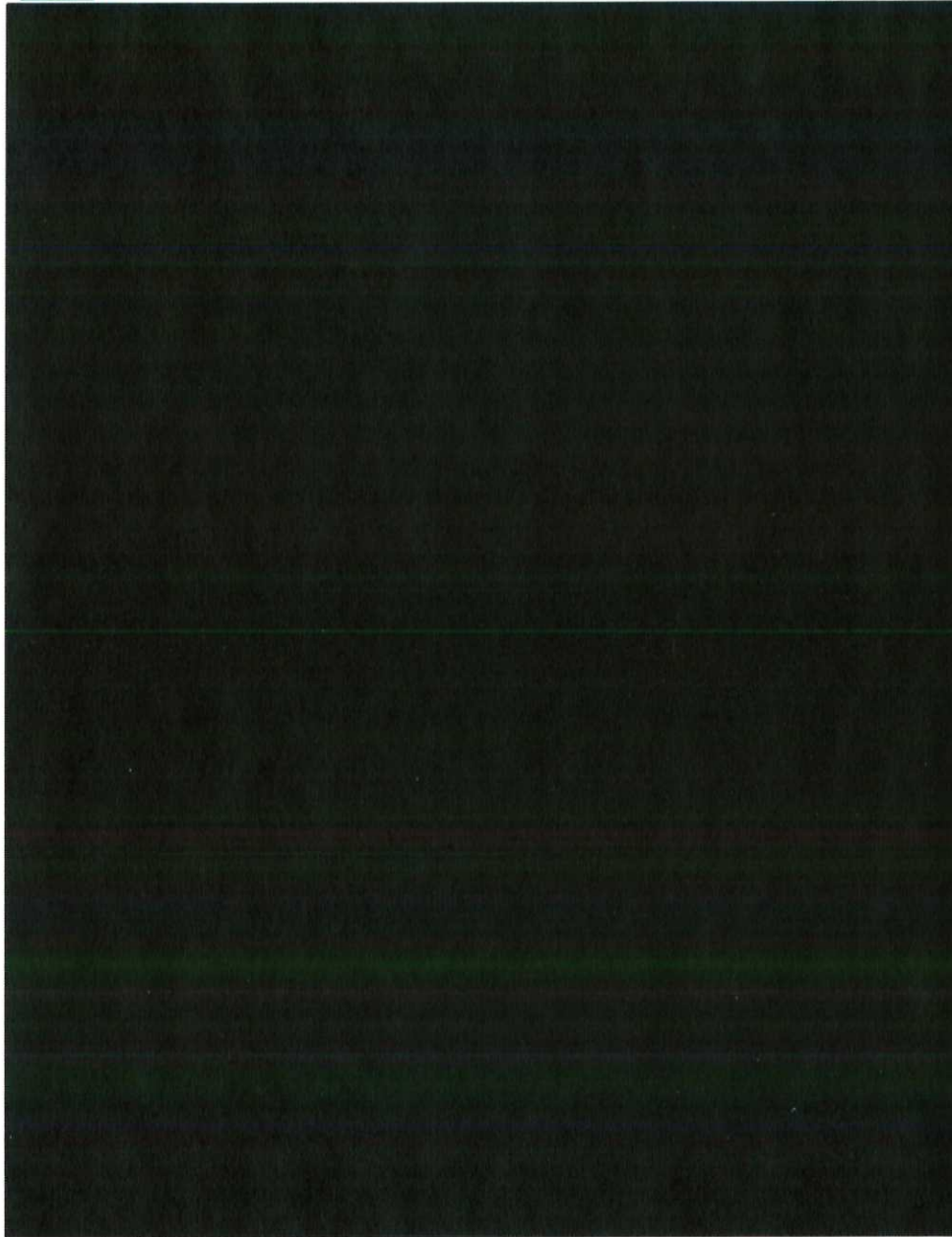
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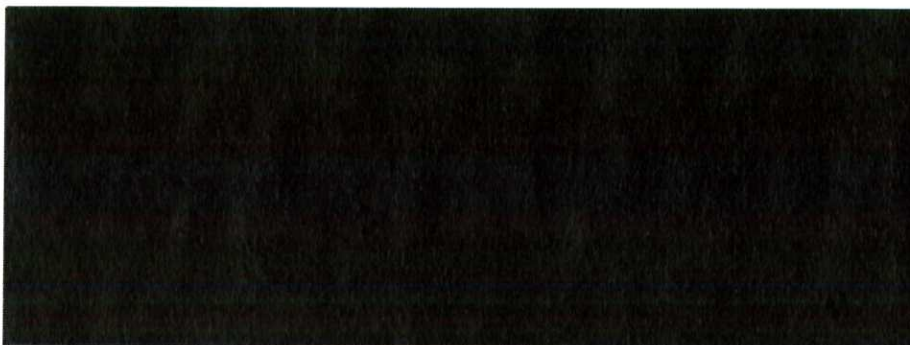
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Yours sincerely



**For and on behalf of BNP Paribas Real Estate (Jersey) Limited**



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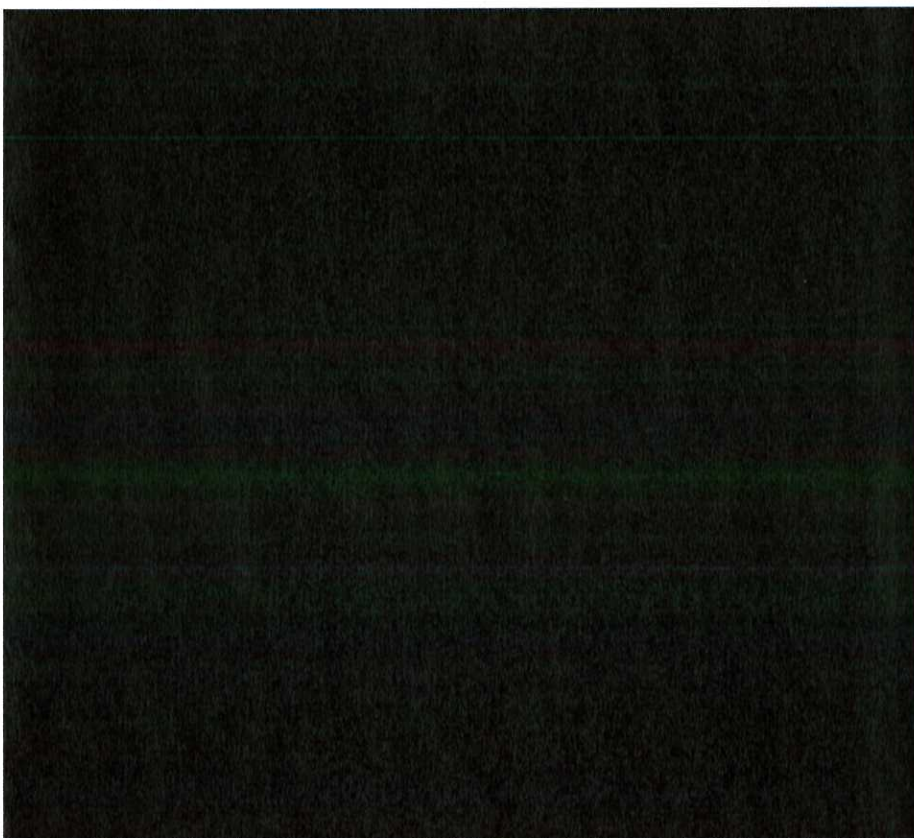
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**16 February 2017**

**Dear** 



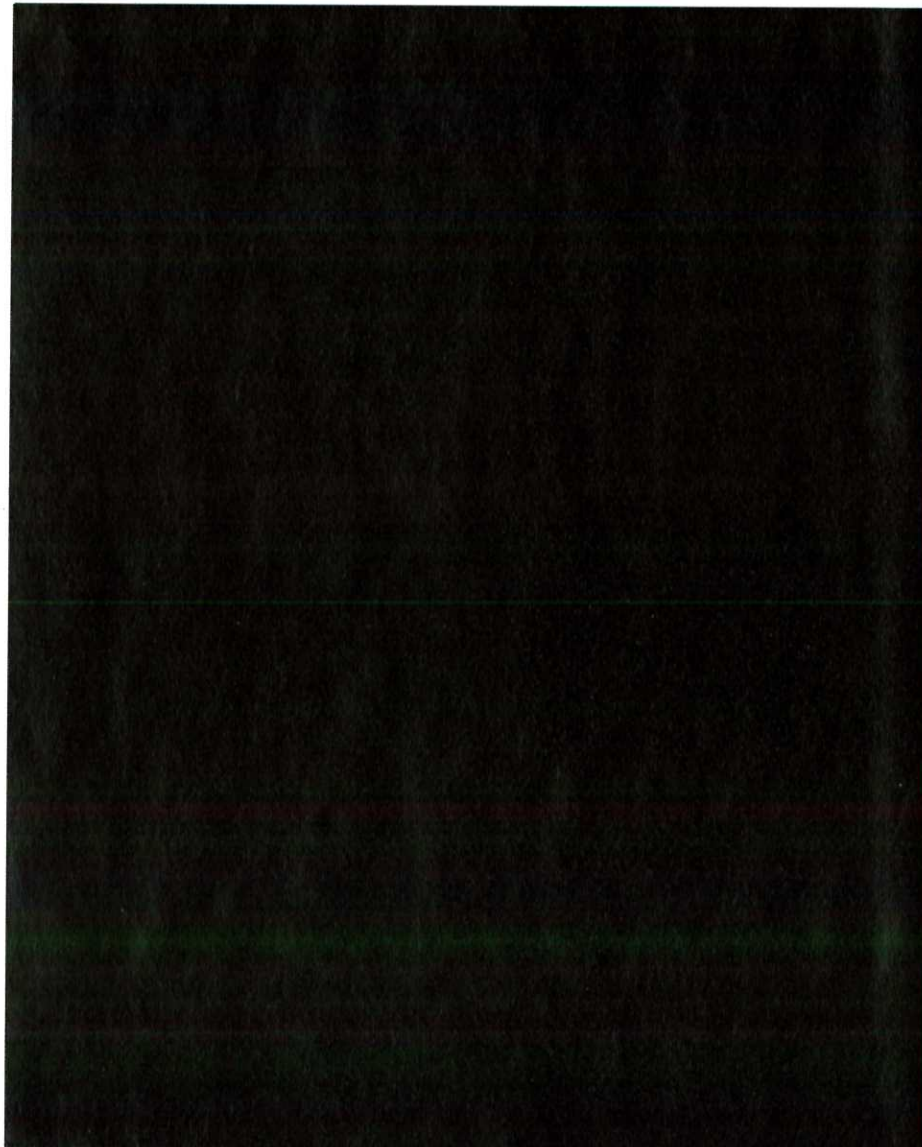
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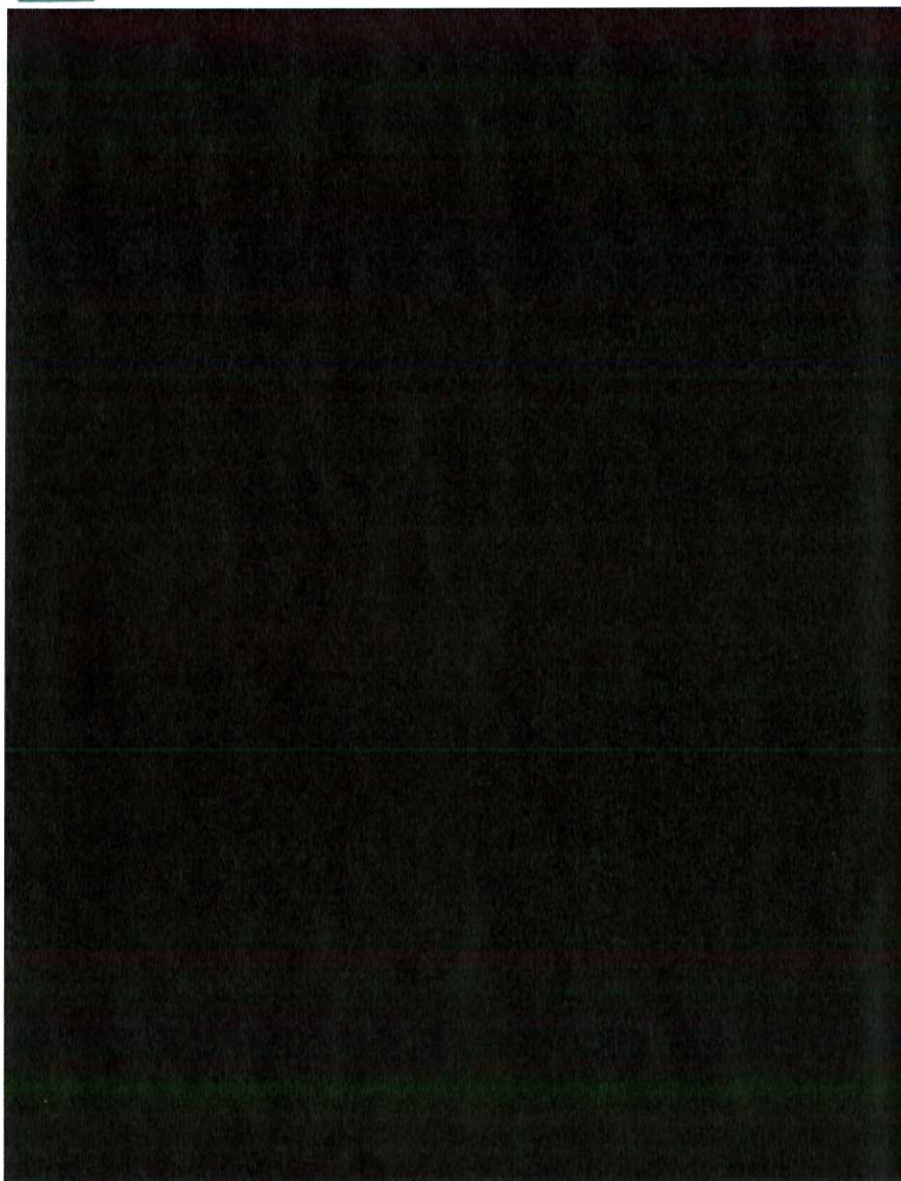


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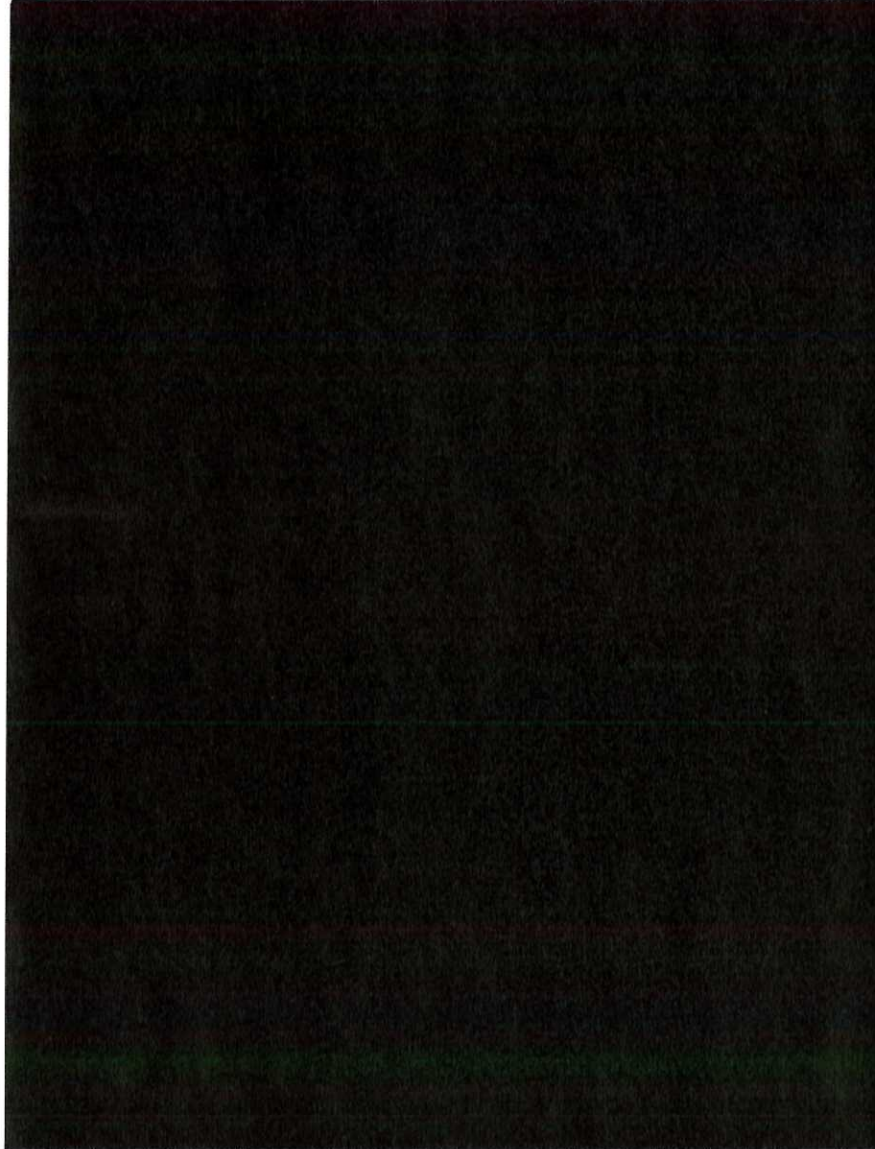
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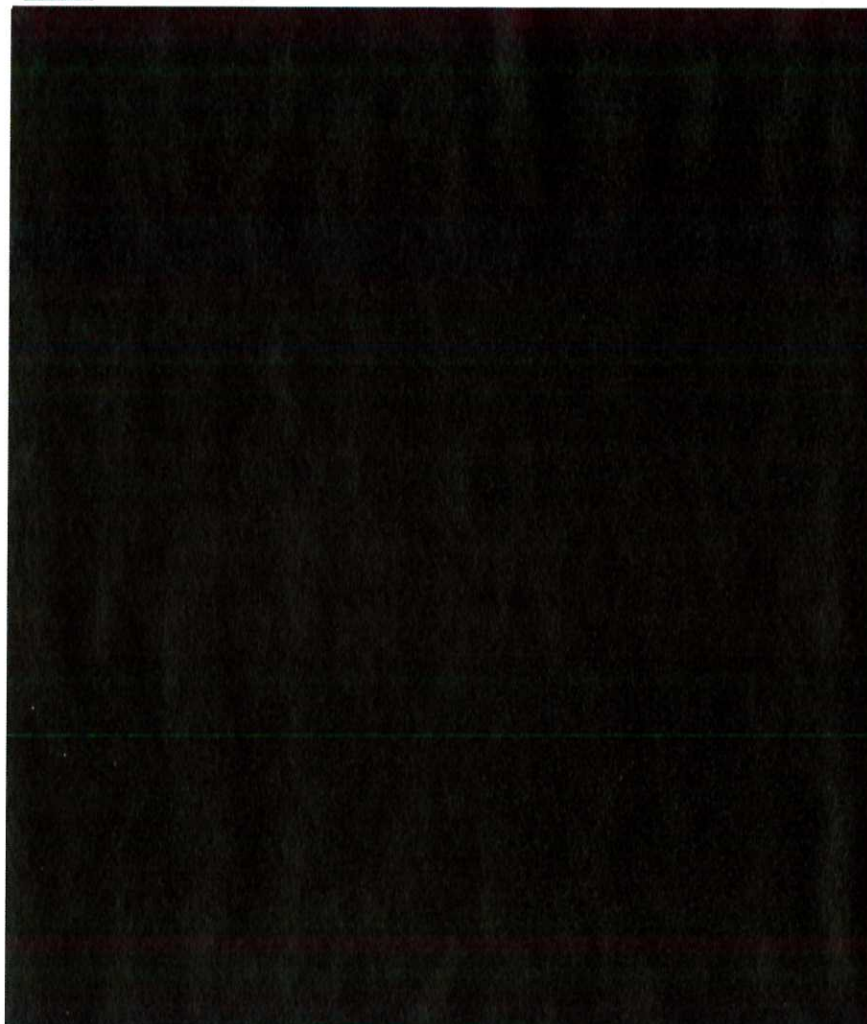
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**BNP PARIBAS  
REAL ESTATE**

[Redacted]  
Yours sincerely

[Redacted]

For and on behalf of BNP Paribas Real Estate (Jersey) Limited

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## Appendix E – Final Evaluation Scoring Matrix

FUTURE HOSPITAL RELOCATION PROJECTS  
ES-01 NEW CATERING UNIT SITE ASSESSMENT

ing service to a new 'cook-chill' based Central Production Unit (CPU) located within a remodelled / refitted light commercial warehouse/distribution unit.

ed areas 11.11.16 (excludes any engineering hub space) 960 now

distribution unit with existing loading bay provisions, car parking and main road transport connectivity within a short distance to the future hospital location.

Assessment Criteria

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	Com
Ability months)	Size (ft 2)	Rent (cft 2) Warehouse	Rent per annum £	Office Area (ft 2)	Rent (cft 2) Office	Rent per annum office £	Total rent Per annum both £	Expandable	Car Parking	Supply chain location	location staff/travel	Operational logistics	Adjacency Risks	Capital cost building refurb	Capital cost fit out	substation £	
Immediately	9498	£	£	2000	£	£	£	yes	20	5 mins	high	Excellent	Med	low	med	100,000	
1	1								2	1	1	1	2	1	2		
0%	5%						20.0%		5%	5%	10%	7.5%	2.5%	15%	20%	100%	Score Weighted sco
Immediately	8859	£	£	2000	£	£	£	yes	20	5 mins	high	Average	High	low	med	100,000	
1	1								2	1	1	3	3	1	2		
0%	5%						20.0%		5%	5%	10%	7.5%	2.5%	15%	20%	100%	Score Weighted sco
Immediately	9967	£	£	2142	£	£	£	no	19	20 mins	medium	Average	Med	low	med	100,000	
1	1								3	4	2	3	2	1	2		
0%	5%						20%		5%	5%	10%	7.5%	2.5%	15%	20%	100%	Score Weighted sco



# FUTURE HOSPITAL RELOCATION PROJECTS

## ES-01 NEW CATERING UNIT SITE ASSESMENT

### ASSESSMENT CRITERIA

Date: 23-02-17

Ref: 2016/012/5.19

Column	Category	Criteria			
A	Availability (months)	1-3	4-6	7-9	10 +
	Score	1	2	3	4
B	Size (ft 2)	9-10K	10-11K	12-13K	14+K
	Score	1	2	3	4
C	Office Area	yes	no		
	Score				
D	Rent (£ft 2) PA	£ [REDACTED]	£ [REDACTED]	£ [REDACTED]	£ [REDACTED]
	(Baseline for 10,082 ft)	£ [REDACTED]	£ [REDACTED]	£ [REDACTED]	£ [REDACTED]
	Score	1	2	3	4
E	office area				
	Score	1	2	3	4
G	Rent ft2				
	Score	1	2	3	4
G	rent PA office				
	Score	1	2	3	4
H	Total Rent PA office & warehouse	10	15	20	30
	Score	1	2	3	4
I	Expandible				
	Score	1	2		
J	Car Parking	25	20	15	10
	Score	1	2	3	4
K	Local Suppliers	5	10	15	20
	Score	1	2	3	4
L	Location/staff travel	good	medium	poor	
	Score	1	2	3	
M	Operational Logistics	Excellent	Good	Average	Poor
	Score	1	2	3	4
N	Adjacency Risk	low	med	high	
	Score	1	2	3	
O	Capital cost building refurb	low	med	high	
	Score	1	2	3	

## **Appendix F – Summary of Performance against Criteria**



Light Industrial Unit – Bay 1, L'Avenue Le Bas Rue des Pres	
Criteria	Performance against criteria
Availability	Immediately available
Size	9,498 sq ft (882 sq m), Slightly smaller than total brief, but will be able to accommodate requirements through design process and possible use of mezzanine areas (plant etc.).
Rental	Headline rental at £ [REDACTED] per sq ft = £ [REDACTED].
Car Parking	20 spaces will be allocated within headline rental.
Supply Chain	Close to 10 suppliers (out of a total of 20) who are based at Rue des Pres. This presents an opportunity to reduce storage areas and adopt a 'just in time' approach to deliveries.
Location/Staff Travel	Analysis of current staff locations has identified the majority of the current staff (82%) live in the town or to the east of the Island. The bus route and transport links are generally better as is the availability of parking for staff (though this is paid parking). This is in line with catering's current parking arrangements.
Operational Logistics	Analysis has identified that this site is in closer proximity to the sites that the catering unit will have to deliver to; preliminary analysis suggests that delivery distances will be circa 10 miles per day less than the St Peter's site with travel times circa 2 hours less. Logistics within the site and access for deliveries and space for Meals on Wheels drivers can be accommodated on this site.
Adjacency Risks	A corner site significantly reduces the impact of the risk of interruption and disruption through the activities and access requirements of adjacent sites.
Capital Cost of Refurbishment	[REDACTED] A transformer is required (as with all other units).
Capital cost of fit-out	Detailed design required, but no reason to consider this as any different in fit out than the other units being considered.



Light Industrial Unit – Bay 2, L'Avenue Le Bas Rue des Pres	
Criteria	Performance against criteria
Availability	Immediately available
Size	8,859 sqft (823 sqm), Slightly smaller than total brief and smaller than unit 1, but likely to be able to accommodate requirements through design process and possible use of mezzanine areas (plant etc.).
Rental	Headline rental at £ [REDACTED] per sqft = £ [REDACTED].
Car Parking	20 spaces could be allocated within headline rental, though this would need to be confirmed through negotiations.
Supply Chain	Close to 10 suppliers (out of a total of 20) who are based at Rue des Pres. This presents an opportunity to reduce storage areas and adopt a 'just in time' approach to deliveries.
Location/Staff Travel	Analysis of current staff locations has identified the majority of the current staff (82%) live in the town or to the east of the Island. The bus route and transport links are generally better as is the availability of parking for staff (though this is paid parking). This is in line with catering's current parking arrangements.
Operational Logistics	Analysis has identified that this site is in closer proximity to the sites that the catering unit will have to deliver to; preliminary analysis suggests that delivery distances will be c 10 miles per day less than the St Peter's site with travel times c. 2 hours less. Due to the location of this unit, there are some concerns over the logistics within the site and access for deliveries, including space for Meals on Wheels drivers can be accommodated on this site. These would have to be confirmed if this site was to be proceeded further.
Adjacency Risks	A key concern for this site. Catering access is likely to have to be through Unit 1, which presents risks of interruption and disruption through the adjacent activities and access requirements.
Capital Cost of Refurbishment	[REDACTED] A transformer is required (as with all other units).
Capital cost of fit-out	Detailed design required, but no reason to consider this as any different in fit out than the other units being considered.



Light Industrial Unit – 9 & 10, St Peter's Technical Park, St Peter	
Criteria	Performance against criteria
Availability	Immediately available
Size	Warehouse space of 9,967sq ft (926 sq m) and Office space (integral) of 2,142sq ft (198 sq m). This makes it larger than the total brief, so it will be able to accommodate the requirements.
Rental	Headline rental at £[REDACTED] per sq ft for the warehouse area (£[REDACTED] pa) and £[REDACTED] per sq ft for the office area (£[REDACTED] pa) – A total of £[REDACTED] pa.
Car Parking	19 spaces could be allocated within headline rental, though this would need to be confirmed through negotiations.
Supply Chain	None of the 20 suppliers are based on this site, with only one supplier in the West of the Island.
Location/Staff Travel	Analysis of current staff locations has identified the majority of the current staff (82%) live in the town or to the east of the Island. This would therefore present more challenges in terms of staff travel, parking and bus travel options.
Operational Logistics	Analysis has identified that this site is in further away from the sites that the catering unit will have to deliver to; preliminary analysis suggests that delivery distances will be c 10 miles per day more than the other preferred site with travel time. 2 hours more. Logistics within the site and access for deliveries and space for Meals on Wheels drivers should be acceptable on this site.
Adjacency Risks	Few concerns regarding adjacencies. Again, this occupies a corner site which reduces the impact of the risk of interruption and disruption through the activities and access requirements of adjacent sites.
Capital Cost of Refurbishment	The unit is modern, having been constructed 8 years ago. Subject to survey, the condition and negotiations with the landlord over any refurbishment requirements it is regarded as a low-cost option. A transformer is required (as with all other units).
Capital cost of fit-out	Detailed design required, but no reason to consider this as any different in fit out than the other units being considered.

## **Appendix G – Catering Updated Brief**



## Jersey Hospital Relocation projects

## ES 01 Catering Unit Relocation

## Requirements schedule (Final) 10.03.17

#	Area	Qty	Net Area	Total Net Area	Comment
1	Office	1	8	8	Occupancy 2 X Managers - <u>Open plan areas for all office users, no individual offices</u>
2	Multi Functional Team Room (MFTR)	1	24	24	Consider with staff rest (below) avoid duplication
3	Office - Stores	1	8	8	Occupants 1 x Storeman/driver 2 x Admin Clerk - <u>Open plan areas for all office users, no individual offices</u>
4	Dry Stores / Disposables	1	40	40	The dry store/disposables must include cook chill disposable packaging and spare equipment and utensils storage Each of following area's will require a sub dry store: a) preparation area b) cooking area
5	Freezers	2	25	50	The following areas will require a freezer unit: a) access from chill store to freezer for storage of over production and strategic stock b) goods in storage of frozen goods ready for transfer to veg and raw products cold rm
6	Chillers	4	17	68	Presume these are cook chill blast chillers?
7	Recipe Make Up	1	20	20	Not sure what this space means?
8	Entrance hand wash area	1	8	8	Each of the following areas require hand wash basin outside each entrance door and strategically placed within each area: a) cooking area b) food preparation c) post chill
9	Preparation area (Open Plan with Sub sections for Veg / Meat / Pastry / sandwiches etc.)	1	90	90	Preparation consists: a) dry/tin foods preparation/pastry b) vegetable preparation c) raw meats (protein section) preparation
11	Production Kitchen - Cooking area	1	100	100	ok
12	Diet Kitchen	1	17	17	The diet kitchen should be located within the main cooking area, will be used for production of diet's and new products/trial menu's A selection of diet meals will always be on site at JGH, which will support the requirements of patients who require special dietary considerations
13	Blast Freezers	5	5.5	27.5	No blast chillers are used at this time, process is for production of cook chill?
14	Portioning & Tray set up	1	110	110	Presume this is the post chill section? Used for: a) portioning and packaging of cook chill food b) sandwich making and packaging c) salad preparation and packaging Spaces combined as a result of meeting 17 02 17 Areas combined (30 & 80sqm) - large space?
15	Meal assembly and dispatch	1	55	55	
16	Holding refrigerators	1	18	18	Presume this is the chilled food holding stores which should comprise of: 2 x chill cold stores capacity 75% of stock tbc 1 x air lock capable of holding 2 x trollies for dispatch into the chilled food vehicle
17	Freezers - Meal Store	1	50	50	As item 5 above
18	Potwash ink trolley wash and pot store	1	90	90	Following requirements: a) potwash alongside main cooking area b) trolley wash for food trolley returns from Hospital and other units
20	Staff WCs	1	25	25	
21	Staff Rest	1	30	30	Size: 10 staff at anyone time <u>Consider design with multi-functional area (above)</u>
22	Beverage Bay	1	4.5	4.5	Located within staff rest area?
23	Staff Change	1	40	40	Staff numbers 25 male/8 female (current ratio)?
24	Cleaner	1	8	8	3 x cleaners cup/d required: a) preparation area b) main cooking area c) general area's
25	Disposal Hold	1	12	12	Disposal hold must be capable of providing segregation of all products: glass, plastics, paper/cardboard, organic, tins and domestic waste
26	Clean laundry storage Cup/d	1		0	Holding store cup/d for clean uniforms and other linen products located alongside/within staff change
27	Dirty laundry storage Cup/d	1		0	Holding store cup/d for dirty uniforms and other linen products located alongside/within staff change
28	Trolley Wash	1	12	12	Trolley wash required for the following trollies: a) convector ovens trollies used in loaded in preparation area or main cooking area, unloaded in cook chill preparation then sent to trolley wash b) cook chill transport trollies loaded in cook chill preparation, held in cook chill store delivered to users and returned to trolley wash Specific options to be considered, but needs to be close to returns and feedback trollies into the cold store. It will need to be located on the exit side of the building Area calculated based on size of sample equipments and access requirements
29	Dairy products cold store.	2			Dairy products cold store required for: a) main cooking area b) post chill preparation area
30	Cooked meat cold store.	1			Cooked meat cold store required for: a) post chill preparation area for sandwiches/salads
31	Circulation corridor (sub Corridor)	1			Sub-corridor required from main corridor to post chill preparation area
32	Goods in/holding area	1			Goods in/holding area required for checking deliveries, unpacking and delivery to stores
33	Plant and services spaces	1			a) Heating and hot water calorifiers b) Electrical intake switchroom c) Air handling units for: supply/extract main cooking area supply/extract food preparation area supply/extract cook chill preparation area general supply and extract other area's d) emergency generator enclosure capable of supplying cold storage rms (strategic)
34	Meals on wheels	1		27	Meals on wheels space for regeneration oven, preparation table, loading thermal dispatch boxes and hygiene point
			Total	942	

## Appendix H – Staffing Schedule



ES-01 - Relocation of Catering Unit Analysis of staff		New CPK Premises Staff Locations		
		New Premises	General Hospital	
Post	Generic Title	Central Production Kitchen	Ward Prep	Thyme Out
<b>CPK Administration/supervision</b>				
Manager	Manager	2		
Purchase Clerk	Clerk	2		
Lead Chef	Chef	1		
		5		
<b>Prep section</b>				
Charge hand	Chef	1		
Protein chef	Chef	1		
Vegetable chef	Chef	1		
Ingredients/ Sweets Chef	Chef	1		
Salad / Functions/ Thyme out chef	Chef	1		
catering assistant.	Catering Assistsant			1
		5		1
<b>Main Kitchen</b>				
Charge Hand	Chef	1		
Chef Soup/ Wet dishes	Chef	1		
Thyme out Chef	Chef			1
Oven Chef	Chef	1		
Catering assistant Pot wash	Catering Assistsant	1		
1x Diet/Function Chef	Chef	1		
3x Catering assistants (One is sandwich Relief)	Catering Assistsant	3		
		8		1
<b>Post Chill</b>				
Charge Hand catering assistant	Catering Assistsant	1		
Slicing, lidding & labelling catering assistants.	Catering Assistsant	1		
as above plus bulk salad production.	Catering Assistsant	1		
Distribution Catering assistant	Catering Assistsant	1		
		4		
<b>General Staff</b>				
General cleaning, relief catering assistant.	Catering Assistsant	1		
Store man	Storeman	1		
Driver	Driver	1		
Relief Driver (possible new post)	Driver	1		
		4		
<b>Ward Prep</b>				
Charge hand catering Assistant	Catering Assistsant		1	
Catering assistants (Full /part time)	Catering Assistsant		6	
Catering assistant's sandwich/ salad production (As above)	Catering Assistsant		3	
Catering assistant relief (ward prep, Thyme out & the community)	Catering Assistsant		1	
			11	
<b>Thyme Out</b>				
Charge Hand Catering assistant	Catering Assistsant			1
Catering assistants (Full / part time)	Catering Assistsant			2
Catering assistant pot wash.	Catering Assistsant			1
Catering assistants Office trolley round	Catering Assistsant			2
				6
<b>Total =</b>		<b>26</b>	<b>11</b>	<b>8</b>
		<b>Total = 45</b>		

## Note

A) The numbers of staff are head count only not FTE's at this stage.

B) Based on work to develop the future operating model, there is the possibility of an additional relief driver being required.

## **Appendix I – Meals on Wheels Brief**

## Meals on Wheels – Summary of Requirements - Final version 24.02.17

### Summary

- Meals on wheels deliver hot meals to people in their homes in Jersey.
- The cost is £[REDACTED] for a hot meal.
- They deliver four times a week except Mondays and bank holidays.
- Referrals are usually received from family GP or family nursing and home care, but clients can contact them directly.

### Current Operation

- The food for the charity is held in the chillers at Overdale.
- There are eighty-five meals provided each day.
- The food is prepared and produced using the cook chill procedure at the CPK and delivered up to Overdale.
- The food is regenerated in the kitchen at Overdale.
- The process requires the use of one Moffatt generation oven and a half of a Convertherm oven.
- Once the meals have been regenerated in the kitchen, they are transported to the meals on wheels room and held in a hot plate.
- At 10.15 am the meals are served up by the meals on wheels team which normally consists of 4 helpers plus a daily coordinator and three other people to help serve and lid the two portion foil containers.
- The meals are then placed into the Blanco therm hot boxes.
- At 11.15 am a team of drivers arrive to deliver the meals around the island. 5-6 drivers will turn up at this time to pick up meals and will need to park/queue for a short time.
- By 2pm all the hot boxes will have been returned back to the meals on wheels room.
- The Catering team are responsible for the cleaning of the room.

### Facilities

- The meals on wheels team have a room allocated for the serving of wheels.
- The room consists of hygiene point, a washing up sink. Two serving tables and hot plate to hold the food.
- Part of the room is used as an office, on the work desk there is a telephone and PC.
- On the surrounding walls there is shelving to hold fourteen Bancotherm hot boxes, these boxes are used to transport the hot meals to customer's houses.
- The area of the existing facility is c. 23 sq m.

### The Requirement

- The requirement is to relocate Meals on wheels to the CPU, which would have the benefit of not having to deliver the meals separately and will free up space at Overdale.
- The above requirements will need to be built in to the overall design for the CPU.
- The area will require additional regeneration equipment. This will need to be factored into the area requirements and will have to be purchased as part of the fit-out. It is therefore assumed that an area of c. 27sqm will be required.
- The room will need to be located so as to facilitate access by drivers.
- Consideration will need to be given to the implications for pick-up and facilitate access by 6 drivers who distribute the food, all of whom arrive for the same time for a short period. This could be through a queueing system as part of the site access/egress and does not have to be dedicated parking spaces.

## **Appendix J – Trolley and Oven Cage Washer**



## Cage Washer Disinfector (CWD)



### **What is the required maintenance regime**

#### **Daily cleaning and maintenance**

- Remove any dirt on the drain grates in the drip tank of the trolley washer.
- Check the whole tunnel for dirt and pollution.

#### **Weekly cleaning and maintenance**

- Check the nozzle full cone for stoppage.
- Check the dirt collector of the high pressure pump (connection water supply) for dirt and clean if necessary.
- **Pneumatic cylinders** The cylinders are to be adjusted to correct speed, according to their function. If necessary, the end positioning dampers of the cylinders have to be adjusted too.
- **Electric motors** The cooling fan of the motors (also the cooling fans of the pump and fans) have to be cleaned of lint and dust. If blowing out is not enough, the ventilator cover can in most cases be removed for manual cleaning
- **Emergency stop buttons** Check regularly the emergency stop buttons and their function. Emergency stop buttons, which have not been activated for a long time may malfunction when being unlocked. After pushing the emergency stop button unlock it by turning it to the right. After this the emergency stop circuit has to be reset and in the display of the operating panel will appear "Ready to Start". Should this not be the case the first time, call the maintenance personnel

#### **Monthly cleaning and maintenance**

- Check the water separator of the air unit for water and remove water, if necessary. The screws and bolts of movable parts are to be checked on their tightness.
- **Forks, bearings** Clean and oil turnings points such as forks, bearings etc. Check the bearings by starting the machine and running it without feeding any items. Check acoustically if all bearings are o.k.
- **Whole machine** Check all screws on their tightness. If abnormal noises occur, localize the cause and repair respectively replace the corresponding machine part

#### **Annual maintenance**

- Check the cylinder sleeves for leaks and replace if necessary.
- Check compressed air hosepipes on collapsing and damage (repair if necessary).
- Check the seal profile / window rubber for wear and tear.
- Check hinges for wear and tear.
- **Exchange the battery** The battery saves the memory when the PLC is switched off. We recommend you to change the battery at least once a year. Exchange happens with the PLC switched on!
- **Whole machine** Recheck all adjustments and re-adjust if necessary

### **Its Cycle completion is announced by audible and/or visible alarm at both loading and unloading points**

	Yes - Buzzer
	<b>NON COMPLIANCE</b> / Variance. <i>Provide details:-</i>

### **The CWD has low noise production.**

	100% Compliance
	<b>NON COMPLIANCE</b> / Variance. <i>Provide details:-</i>

## Cage Washer Disinfector (CWD)

<b>Provide details of other display content/options</b>	
See the manual attached: Tunel Carros VG-KS2 (start page 35)	
<b>The CWD is either steam heated or chemical disinfection system compatible</b>	
<input type="checkbox"/>	100% Compliance (chemical connection is optional)
<input type="checkbox"/>	<b>NON COMPLIANCE</b> / Variance. <u>Provide details:-</u>
<b>Which is it compatible with</b>	
-----	
<b>What is its steam consumption during washing and drying process</b>	
30 kg/h	
<b>What is its water consumption during washing process</b>	
The flow is 140 l/min	
<b>What temperatures will be achieved during wash cycle</b>	
90-100 °C	
<b>What drain size is required</b>	
1,5"	
<b>What is its compressed air consumption?</b>	
18 liters/minute	
<b>Is a vent is required? If so, what size</b>	
Yes, 150mm diameter	
<b>What is its drying time after each wash cycle?</b>	
We can cool down with cold water, and wait for 4 minutes so the trolleys are properly dried.	
<b>The CWD is of a barrier type</b>	
<input type="checkbox"/>	100% Compliance
<input type="checkbox"/>	<b>NON COMPLIANCE</b> / Variance. <u>Provide details:-</u>
<b>What is the exact size / footprint of the equipment</b>	
4900x1460x2955mm (DxWxH)	
<b>It has emergency stop buttons at load and unload point</b>	
<input type="checkbox"/>	100% Compliance
<input type="checkbox"/>	<b>NON COMPLIANCE</b> / Variance. <u>Provide details:-</u>
<b>It has interlocked doors so that it is not possible to have open both doors simultaneously or a door open whilst the machine is operating</b>	
<input type="checkbox"/>	100% Compliance
<input type="checkbox"/>	<b>NON COMPLIANCE</b> / Variance. <u>Provide details:-</u>

## Cage Washer Disinfector (CWD)

--	--

**What are the minimum and maximum noise levels during operation?**

75 db maximum (1,6 mts. distance)

**Provide details or an explanation of the above.**

The sound pressure levels of the machine have been measured during normal operation at a level of 1.6 m at the workplaces of the operator. The value stated in dB is as follows: 75.0

**Provide details (either typed here or as an attachment) of the cleaning, disinfection and sterilisation processes that are required for this equipment. This must include lists of compatible laundry chemicals and chemicals for cleaning and disinfection and /or time-temperature requirements for disinfection / sterilisation.**

For the cleaning, disinfection and sterilisations we can run a program with no trolleys, we should have to achieve the highest temperature possible, near to 100°C, during a long period of time, at this time we can add the chemicals we use normally with the trolleys, after that we can rinse with hot water, and finally cold down with cold water. This has to be programmed, it can be saved as a "Cleaning and disinfection of Trolley Washer"

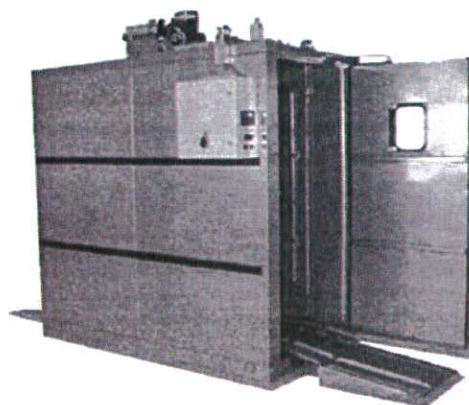
**Provide a list of consumables and an indication of their life expectancy / replacement 'trigger'**

Item	Life expectancy or details of when/why replaced



**GIABAU**  
GROUP

## TROLLEY WASHER



### For disinfection of trolleys and trucks in laundries.

The **GIABAU** trolley washers are available in three different models KS2, KS3 and KS4 for disinfection of 2, 3 or 4 trolleys in one cycle.

The whole **GIABAU** trolley washer is manufactured completely from stainless steel. All top, bottom and side panels are completely insulated.

The machines are built according to a modular unit system and with the compact design it requires minimum floor space.

After manual loading the **GIABAU** trolley washers complete the whole disinfection cycle automatically including automatic unloading.

The **GIABAU** trolley washers are free standing machines and work completely independent.

A PLC-system and control panel/display are self programmable to set adjustable timers for steam-injection and drying time for different programs.

Terminal disinfection by steam-injection is done by fixed positioned steam injection pipes. All supplies for steam, water, air and exhaust are on top of the **GIABAU** trolley washer.

## VEGA KS2 Trolley WASHER.

The following supplementary questions have been identified. Naturally, in hindsight these should have been spotted when the original ITT documents were developed

Apologies for the inconvenience

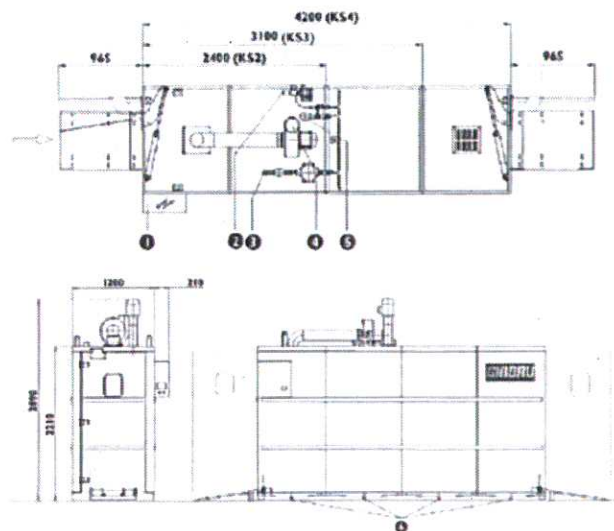
### 1) Equipment Details

Please could the following template be used for each piece of equipment and supplied with your bid. Where a section doesn't apply for a piece of equipment please just mark the section as 'N/A'.

1. EQUIPMENT	VEGA KS2 Trolley WASHER
2. Unit Dimensions (LxWxH) mm	4110mm Overall x 1250W x 2955H
3. Weight of Unit Loaded and Unloaded	Loaded: kg Unloaded: < 1000 kg - ? TBC.
4. Water Connection and consumption Hot or Cold	Hot: Dia mm; Litres/s Peak Cold: 1" Dia mm; 2.33 Litres/s Peak
5. Steam Connection and consumption	1" Dia mm; 6 BAR; 31 Kg/hour Peak
6. Condense Connection and flowrate	Dia mm; NA. BAR; Kg/s Peak
7. Electrical Supply Details	2.6 kW; 10 SC amps; 16 FLC amps
8. Compressed air connection and consumption	1/2" Dia mm; 6 BAR; 18 Litres/m Peak
9. Drainage connections, flowrates and Temperature of discharge	1 1/2" Dia mm; Litres/s Peak 80° °C max
10. Air Vents and Ducted Exhausts	150 Dia mm; Number ONE off Temperature of Exhaust Air 100°C Air Flowrate Litres/s 1500 M3/Hour
11. Energy kWh per cycle max, min and average, please state garment type	Max kWh; min kWh Ave kWh TBA.
12. Sound Output dB	< 70db dB max
13. Heat Loss kW	kW max - ?
14. Communications, provide details of network cabling and bus type required	

### 2) Testing, Commissioning, Validation

The preferred supplier shall on the completion of the installation conduct all testing to satisfy himself that the Equipment and Installation is fit for Commissioning. The



#### DIMENSIONS TROLLEY WASHER:

Width	: 1.200 mm
Height	: 2.210 mm
Length KS2	: 2.400 mm
Length KS3	: 3.100 mm
Length KS4	: 4.200 mm

#### DIMENSIONS TROLLEYS:

Width	: 500 - 800 mm
Length	: 950 mm
Height	: 1.850 mm

#### TECHNICAL SPECIFICATIONS:

① Electrical source	: 3 x 400V + 0 + E, 50 Hz.
Electrical consumption	: 2,8 kW, 16 Amp.
② Pneumatic connection	: 1/2", 6 bar
③ Water connection	: 1"
Water consumption	: 200 l/h/min.
④ Exhaust connection	: 160 mm
⑤ Steam connection	: 1", 6 bar
Steam consumption	: 45 kg/hr.
⑥ Drain connection	: 4 x 1"

#### OPTIONAL:

Water cleaning system by a high pressure water pump.  
 Temperature control system by PT100 inside the trolley washer.  
 Extra guiding rails for special trolley dimensions.

#### INSTALLATION AND SERVICE:

Please contact **SINTERAL** for more detailed lay-outs and technical data required for installation and service.