

**COMMISSIONING
THE NEW
KING'S FUND CENTRE**

REL

February 1974

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COMMISSIONING THE NEW KING'S FUND CENTRE

C O N T E N T S

Bring the new Centre into use

		Page			Page
1	Introduction	2	26	Date for possession	17
2	Chart of the Commissioning Programme	3	27	Staff at new Centre during commissioning period:	17
3	Furniture and equipment	5		Domestic	
4	Surplus furniture and equipment	5		Engineer	
5	Allocation of offices and other accommodation	5		Clerical	
6	Staff establishment	6	28	Catering and household	
7	Maintenance of buildings, and plant, garden maintenance and window cleaning	6		Staff visits	
8	Domestic cleaning	7	29	Deliveries of new furniture and equipment	18
9	Caretaker	8	30	Distribution of new furniture and equipment	18
10	Catering and household	8		Contract for transfer of existing furniture and equipment	19
11	Reception, telephone, mail and sale of publications	9	31	Sale of surplus equipment	19
12	General filing	10	32	Procedures for removal of furniture and equipment to new Centre	19
13	Printing and collation	11	33	Time required for transfer to new Centre and period Centre closed to visitors	19
14	Secondary storage	11	34	Advance publicity	20
15	Fire precautions	12	35	Official opening and Commemorative booklet	20
16	Permanent displays	12			
17	Thematic displays and exhibitions	13			
18	Conference facilities	13		<u>Appendices</u>	
19	Library and information service	14	1	Allocation of commissioning duties	21
20	Transport	14	2	Allocation of office accommodation	22-25
21	Security	14	3	Provisional staff establishment	26-27
22	Allocation of flats	15	4	Telephone installation	28
23	Estimates of income and expenditure for 1976	16	5	Collation	29
24	Printing and stationery for New Centre	16	6	Small scale plans of new Centre, Basement to second floor	30-33
25	Rundown of conference and meeting programme	16			

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INTRODUCTION

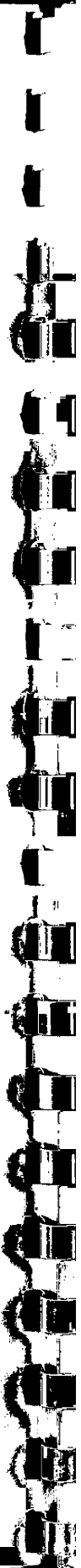
1 The original programme (minute no 1, 7.11.72) envisaged that construction would start in September 1973 and be completed two years later. It is now planned to start work on the site in March/April 1974, with completion in December 1975 and the Fund to have possession by 1 January 1976. The Centre would move to the new buildings by 28 February 1976, and the Nutford Place premises be completely vacated by 26 March 1976.

The programme chart which follows is based on the above dates and it indicates in broad outline the main items to be dealt with during the next two years; these are dealt with in greater detail in subsequent pages. Many of the items are inter-related, and many will be of concern to the Architect.

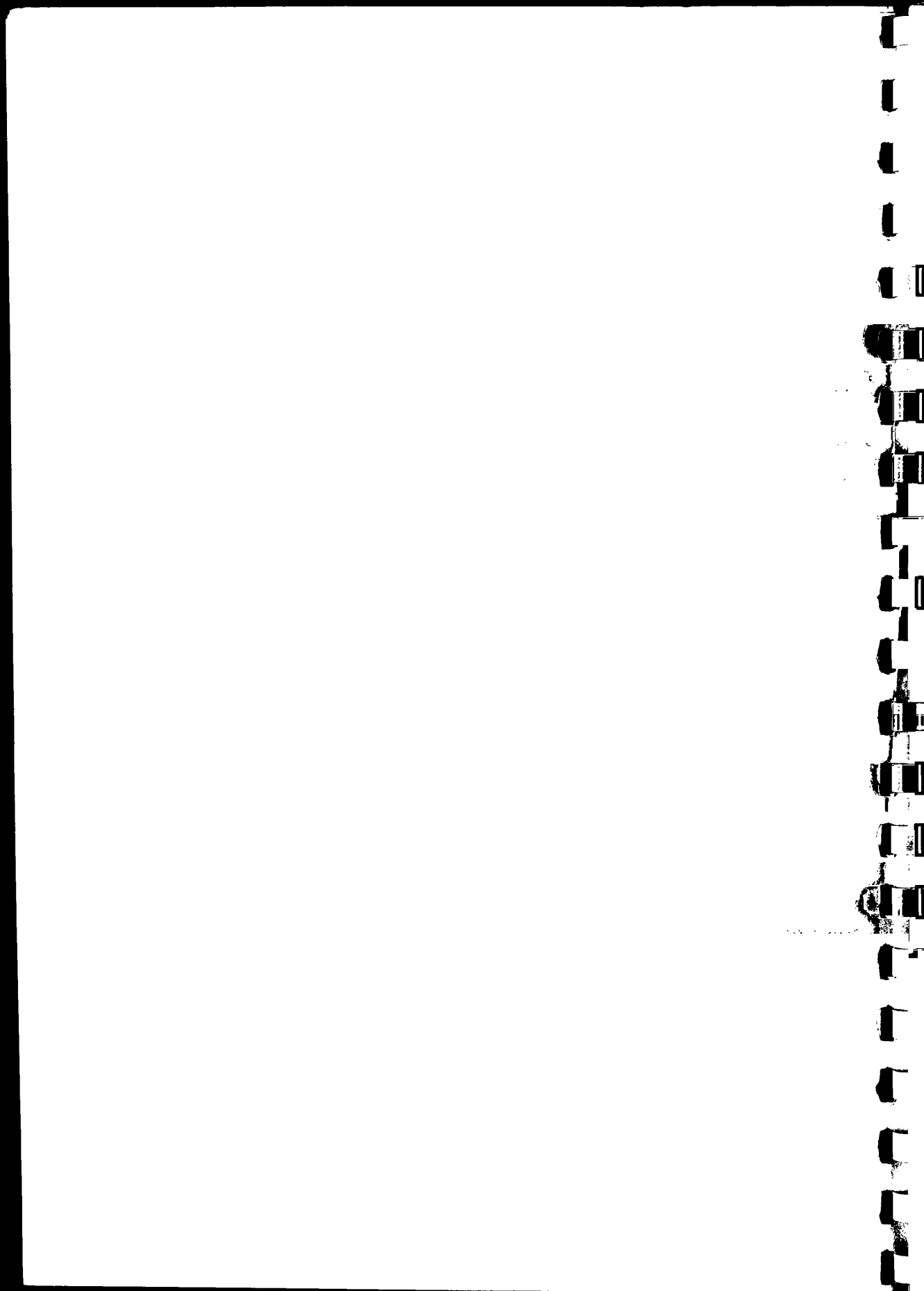
1.1 During the next year or more, consideration will no doubt be given to questions of policy which are outside the scope of this paper: for example, questions arising from the new structure of the National Health Service, the re-siting of the Centre in the Borough of Camden, changes which may follow improved facilities for meetings and conferences, and the library and information service, and reduced facilities for exhibitions. Consideration of these may be found to have a bearing on staffing and other matters in the commissioning programme.

1.2 This programme is being given a limited circulation in the first place and those concerned are being asked to make, on the blank facing pages, any comments and suggestions regarding various items, so that these can be considered by the Directing staff and the Fund's Estates Administrator in preparing a final guide for the commissioning of the new Centre.

1.3 In due course it will be necessary to allocate to members of the staff the various tasks to be undertaken. As a tentative exercise I have shown in appendix 1 a possible division of responsibilities as far as the Centre staff is concerned. It is probably more important to establish this than to dot every i and cross every t of the commissioning programme.



PARA.	1974					1975												1976						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
3 Furniture and equipment	Schedules of new furniture and equipment -- --					Selection, tenders, and orders.												Deliveries						
4 Surplus furniture and equipment						Schedule of surplus equipment and list of equipment to be transferred to H.M. Centre												Disposal						
5 Allocation of offices and other accommodation						Verify allocation of office accommodation																		
6 Staff establishment						agree Staff Establishment						Revise staff procedure manuals			advise vacancies									
7 Maintenance of buildings and plant; Window cleaning and garden maintenance						Consider plant repairs, plant maintenance and maintenance contracts									Place contracts									
														Place contracts										
8 Domestic cleaning						Decide on district cleaning contract									Reconsider staff office contract									
9 Caretaker						Decide on plan									Transfer, allocate staff, advise fire.									
10 Catering and household						Review Staffing and Organisation						Review financial and recruiting procedures.			advise vacancies									
11 Reception, telephone, mail and sale of publications						Finalise details of telephone installation						Review sale of publications and reprints												
												Review reception, mail and clerical procedures.												
12 General filing						Devise new system for general filing						Examine system			Advise post									
13 Printing and collation						Decide on referring additional appointments						Review arrangements												
14 Secondary storage						Dispose of redundant stocks									allocate storage space in new Centre									
15 Fire precautions						Review arrangements - consult Fire Officer etc.																		
16 Permanent displays	Schedules and describe permanent display panels																							

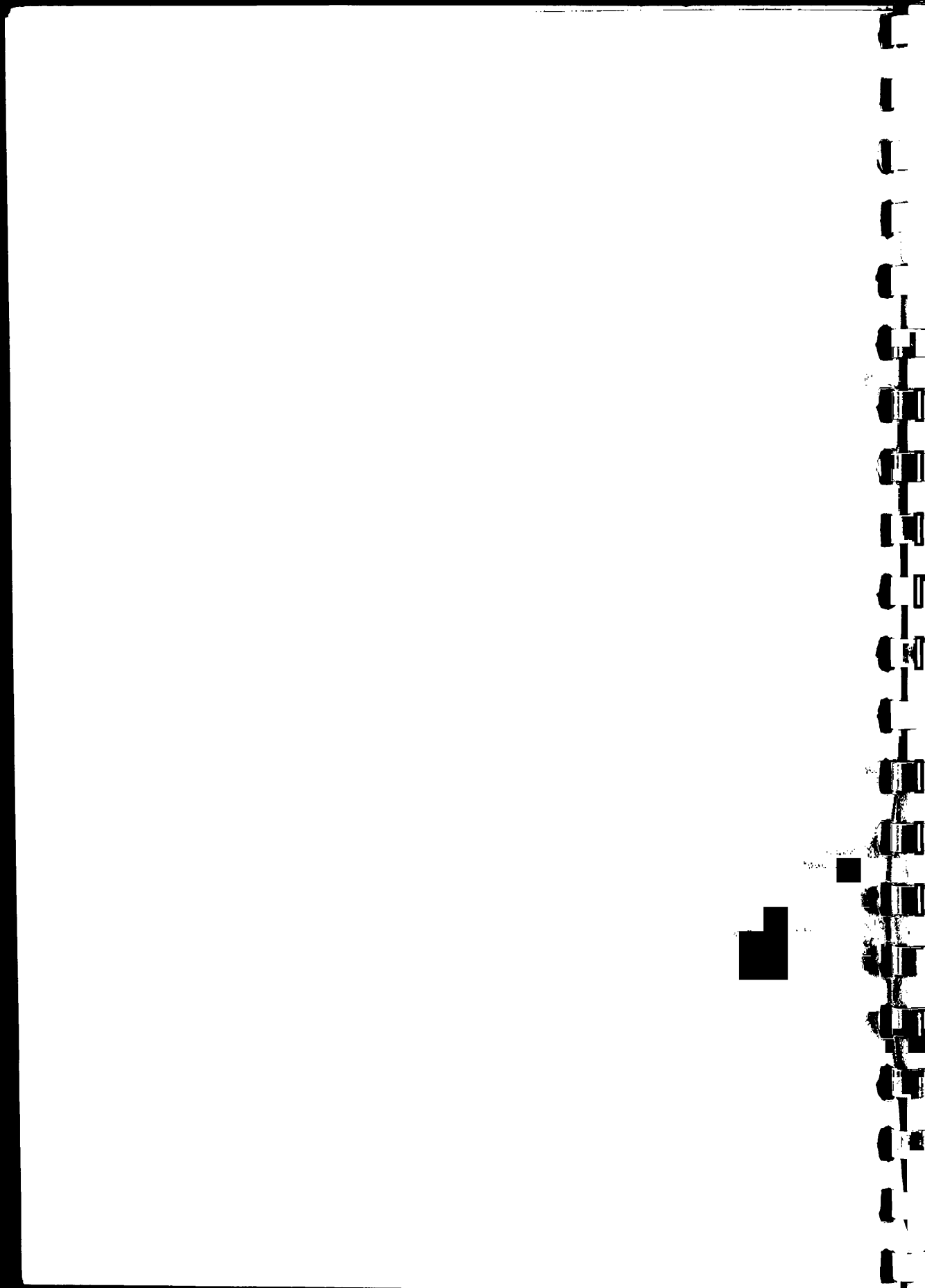


NEW KING'S FUND CENTRE - COMMISSIONING PROGRAMME

	1974						1975												1976					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
17 Thematic displays and exhibitions																								
	Policy to be established in accordance with space available at new Centre																							
18 Conference facilities																								
	Review all administrative arrangements																							
19 Library and information service																								
	Review organisation for new establishment																							
20 Transport																								
	Consider provision of 80 seats for																							
21 Security																								
22 Allocation of flats																								
23 Estimates of income and expenditure for 1976																								
24 Printing and stationery for new Centre																								
25 Rundown of conference and meeting programme																								
26/25 Bringing the new Centre into use																								

NOTE.

It might be useful to have a Critical Path Analysis prepared, covering all the operations in the commissioning programme.



Furniture and equipment

3 A provisional schedule of new furniture requirement likely to be required was prepared for costing purposes in August 1973, but this will need more detailed consideration before selection and tender stage is reached. A final schedule of requirements, with recommendations regarding the types of furniture and equipment and estimated costs should be completed by December 1974.

Final schedule of new furniture and equipment prepared by December 1974

3.1 The head office will be responsible for the placing of orders but there will be full consultation with the staff of the Centre, and where appropriate, with the architect. The ordering procedures should include a simple method of cost control so as to ensure that the final costs come within the capital estimates. The ordering and invoicing arrangements should be designed so that on delivery at the new Centre, it will be easy to ascertain the location and room number for each item of furniture and equipment.

Selection tenders and orders for major items to start January 1975

Surplus furniture and equipment

4 Concurrently with the above it may be convenient to prepare a schedule of surplus furniture and equipment and a list of equipment to be transferred to the new Centre. It is possible that some items surplus to current needs may be worth storing against future needs in the new Centre's furniture store, and perhaps some might be offered to 'other organisations' based at the Centre. Subject to this and to final checks at the time, arrangements should be made for the sale of surplus furniture and equipment in the best market, and in particular, that it is removed from the premises immediately following the transfer of the Centre to the new building.

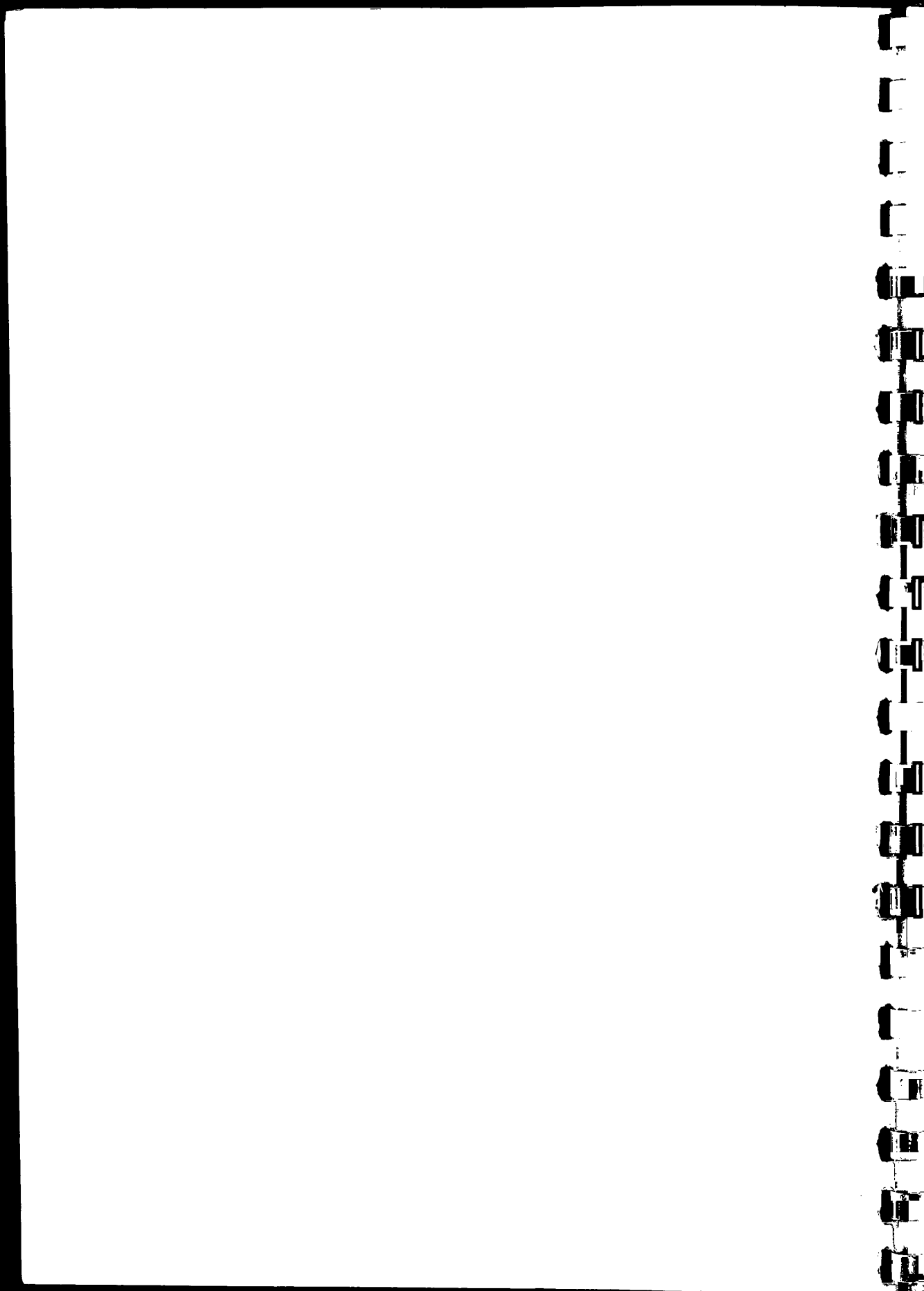
Schedule of surplus furniture and equipment by October 1975

Disposal arrangements November 1975/ February 1976

Allocation of offices and other accommodation at new Centre

5 A provisional allocation of office accommodation has already been made (see appendix 2). This will need to be verified in due course, preferably before the new furniture and equipment is ordered, and by June 1975 in relation to accommodation for 'other organisations'. There is no reason to doubt that the International Hospital Federation and the British Hospitals Export Council will transfer to the new Centre.

Verify allocation of office accommodation by June 1975



Whether the Volunteer Centre will require accommodation is not yet clear, but it is hoped that this will be known by the middle of 1975.

Staff establishment

6 The brief included a provisional staff establishment (see appendix 3.) This will need to be reviewed in the light of subsequent developments and decisions on related subjects - for example, cleaning and caretaking.

Agree new
establishment
by June 1975

6.1 Late in 1975 it will be necessary to ascertain whether all the staff then employed at the Centre will be prepared to move to the new building. (Help in relation to any additional travelling expenses could perhaps be considered in the case of existing staff). The staff procedure manual should be revised taking into account any new policies and procedures to be employed at the new Centre.

Revise staff
procedure
manual June -
September 1975

6.2 The likely staffing position in relation to the new Centre should be assessed and special efforts be made to fill vacancies.

Recruiting staff
November 1976
onwards.

Maintenance of buildings and plant

7 A set of drawings of the new Centre, including electrical, engineering and plumbing services should be filed in the engineer's office, together with related technical data and information regarding major items of equipment.

Set of drawings
and technical
data in
engineer's office

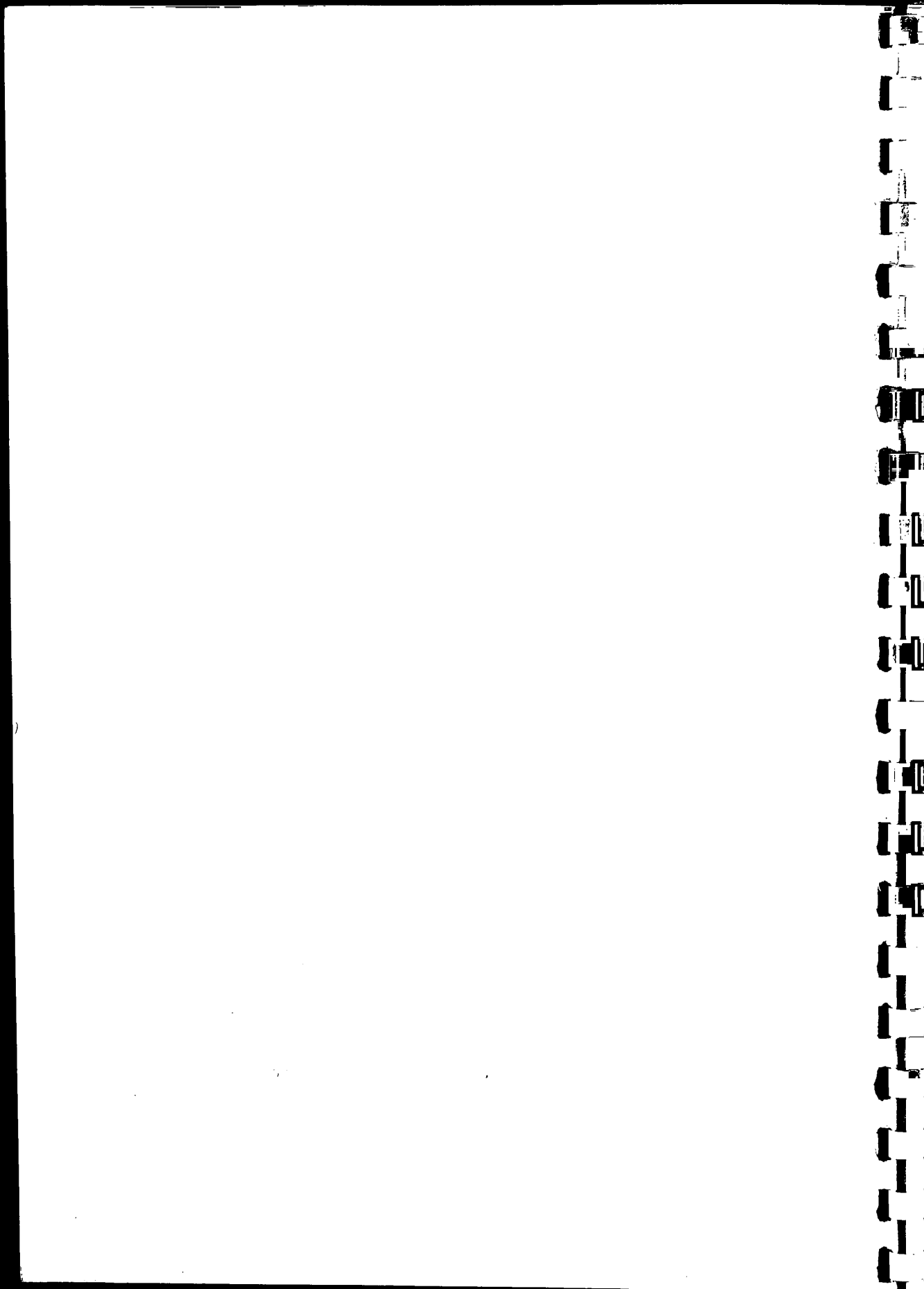
7.1 The engineer will maintain a system of plants records, particularly in connection with plant requiring periodic maintenance. In consultation with the consulting engineers, the engineer will advise on those items which would be best maintained by means of a service contract.

Plant records
and maintenance

Arrange
maintenance
contracts;
October/November
1975

7.2 The engineer will consider a planned maintenance programme covering engineering and technical equipment at the Centre not covered by maintenance contracts.

Planned
maintenance



7.3 The engineer will consult the Fund's adviser on lecture theatre electronic equipment, Mr L R Metcalfe of Electronic Projects, regarding the operation and maintenance of this equipment. A programme for the installation and testing of the equipment will be arranged with Mr Metcalfe.

Installation and maintenance of electronic equipment

7.4 Contracts for window cleaning and garden maintenance should be placed before the Centre opens. Consideration should be given to internal window cleaning being undertaken by Centre staff.

Contracts for window cleaning and garden maintenance October/November 1975

Domestic cleaning

8 Domestic cleaning at the new Centre will be considerably simplified by the extensive use of close cover carpeting and there is little reason to doubt that employing direct labour for domestic cleaning would be an economy. It is possible that local recruitment of domestic workers might be easier in Camden than it would be at the present Centre. Staffing problems should be eased if a caretaker is appointed whose wife could undertake domestic duties at the Centre.

Use of direct labour to be decided not later than June 1975

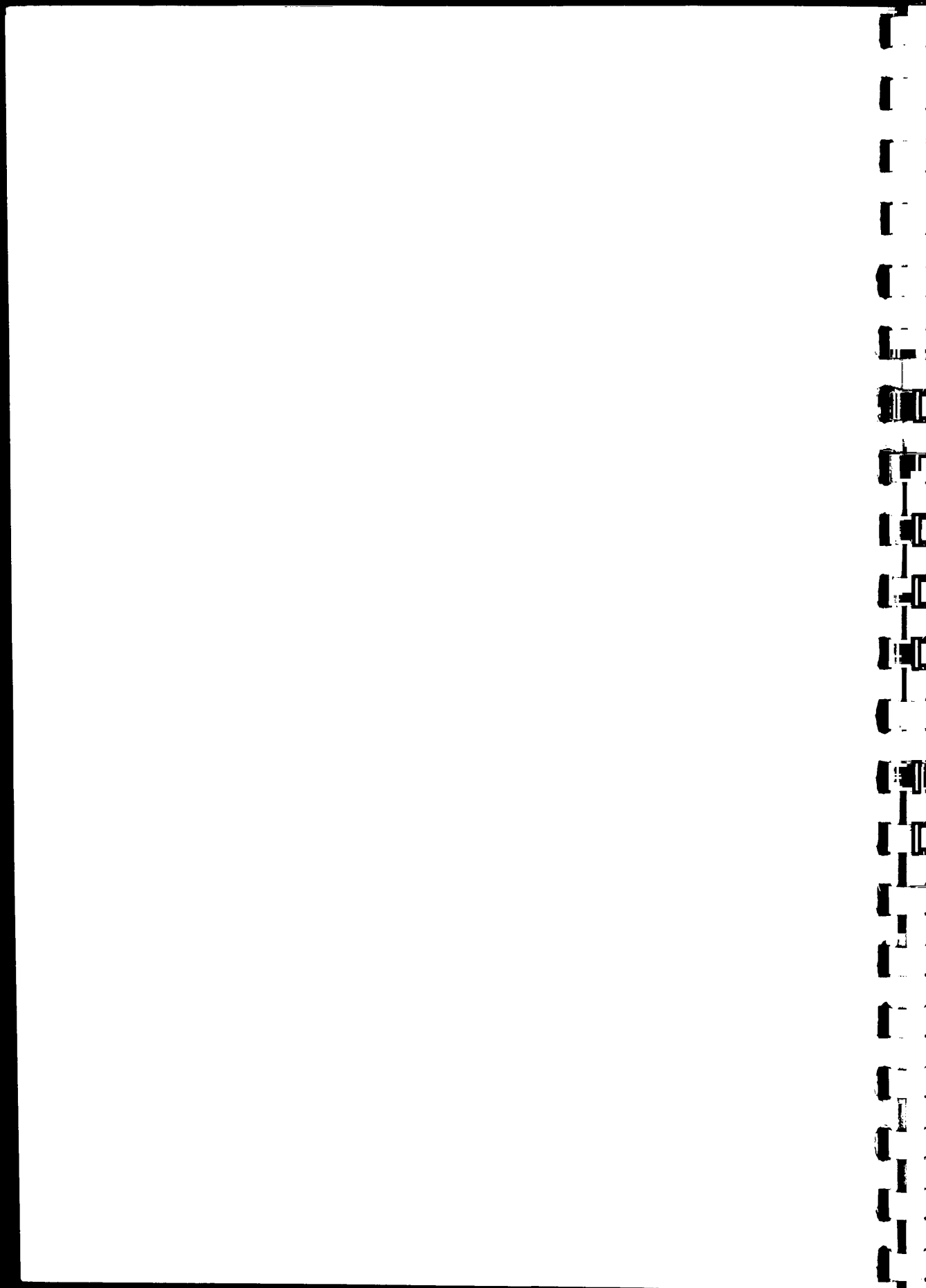
8.1 A detailed schedule and timetable of cleaning operations and procedures should be prepared, together with a list of cleaning equipment required. There is a cleaner's room on each floor and each will probably contain a vacuum cleaner and cleaner's trolley. (plus one or more vacuum cleaner in reserve). Each cleaner's room should also contain all the materials required for the removal of various stains from carpets together with the necessary instructions, clearly displayed. The Administrative Officer should prepare a detailed report regarding the staffing, work schedules and general organisation and equipping of the domestic cleaning service.

Staffing, equipment and organisation of cleaning service

Report to be prepared

8.2 If cleaning by direct labour is agreed, staff should be recruited in advance of the opening: if not, a cleaning contract should be negotiated towards the end of 1975.

Recruit staff or negotiate cleaning contract end 1975



Caretaker

9 There appears to be an overwhelming case for the appointment of a caretaker for the new Centre, preferably a joint appointment as indicated in para 8.

Appointment of
caretaker

- a) it would be easier to undertake cleaning by direct labour, with consequential saving in maintenance costs;
- b) it would improve security arrangements, particularly during the hours when the Centre is closed;
- c) an additional male employee on the domestic level would be a general advantage;
- d) it would facilitate the use of one of the flats for occasional overnight stay by visiting lecturers, if use of a flat for this purpose is approved.

9.1 If a joint appointment of this nature is approved, it would for obvious reasons be an advantage to make it in advance of the opening of the Centre.

If approved,
advertise joint
appointment
October 1975

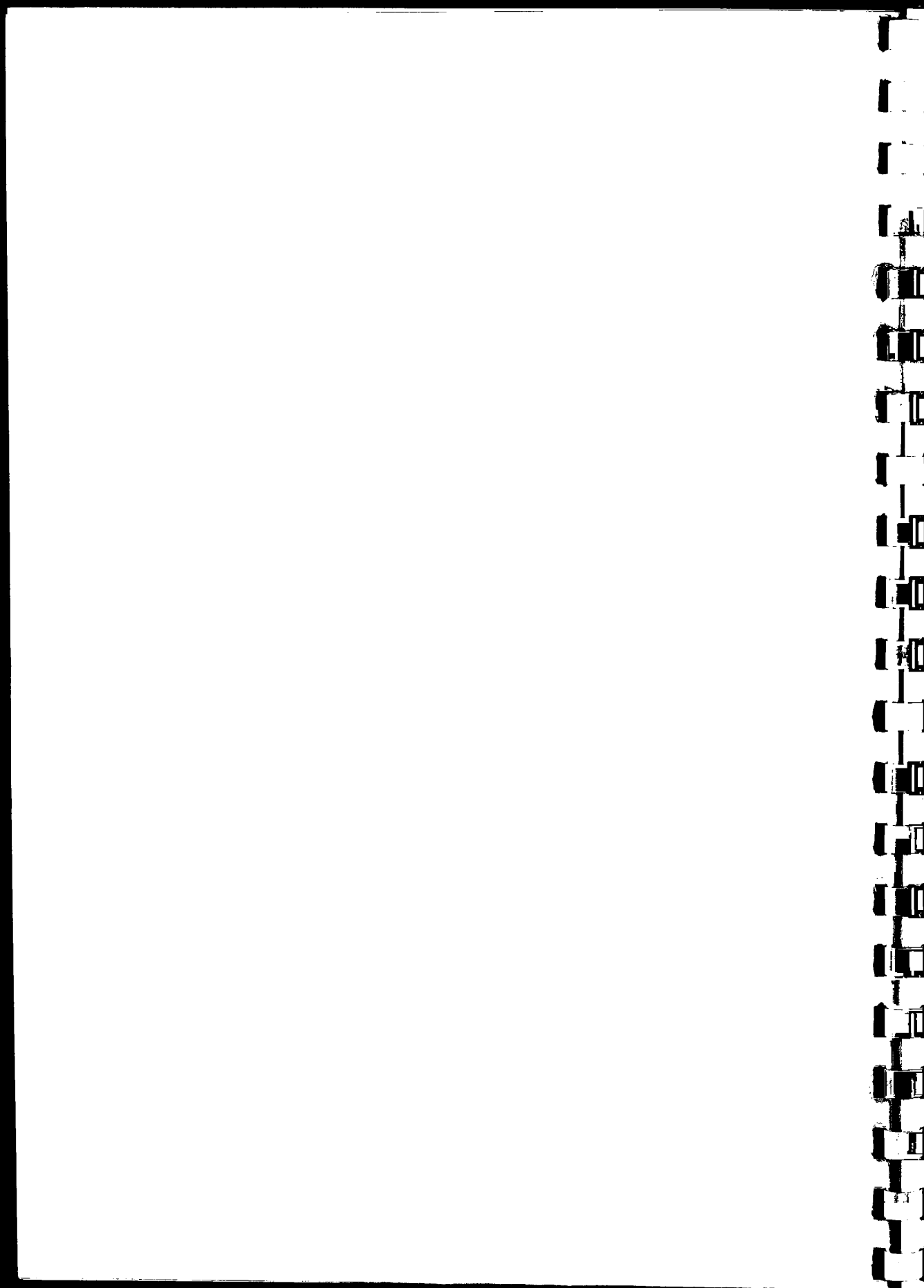
Catering and household

10 It is anticipated that the catering arrangements will continue on much the same basis as they operate at present, except that

- a) with a larger dining room it will no longer be necessary for sections of the staff to have lunch out from time to time;
- b) staff may be able to have a three course meal with waitress service rather more regularly than is now the case, provided this would not place an undue burden on the catering staff or necessitate additional staff.

10.1 The Catering Officer will review all the existing arrangements, including tea and coffee breaks, vending machines, and the operation of the Bar, and will report thereon. This review will include recommendations regarding the staff establishment.

Catering Officer
to review and
report on
organisation and
staffing by May
1975



10.2 The Catering Officer will also review the household arrangements (including laundry) and will advise on the effect on these arrangements of using one flat for occasional overnight stay by visiting lecturers.

Review of household arrangements

10.3 The Administrative Officer and the Catering Officer will review the arrangements for financial control of catering expenditure and the various accounting procedures.

Financial control and accounting procedures

Reception, telephone, mail, sale of publications

11 Reception. The staff here will deal with the telephone exchange, general reception and enquiries, incoming and outgoing mail, sale of publications, and probably reprints. As all visitors to the Centre will have to pass the reception counter, reception duties are likely to increase in volume. The receptionist and her assistant may therefore need more frequent assistance in dealing with their other duties than is now the case.

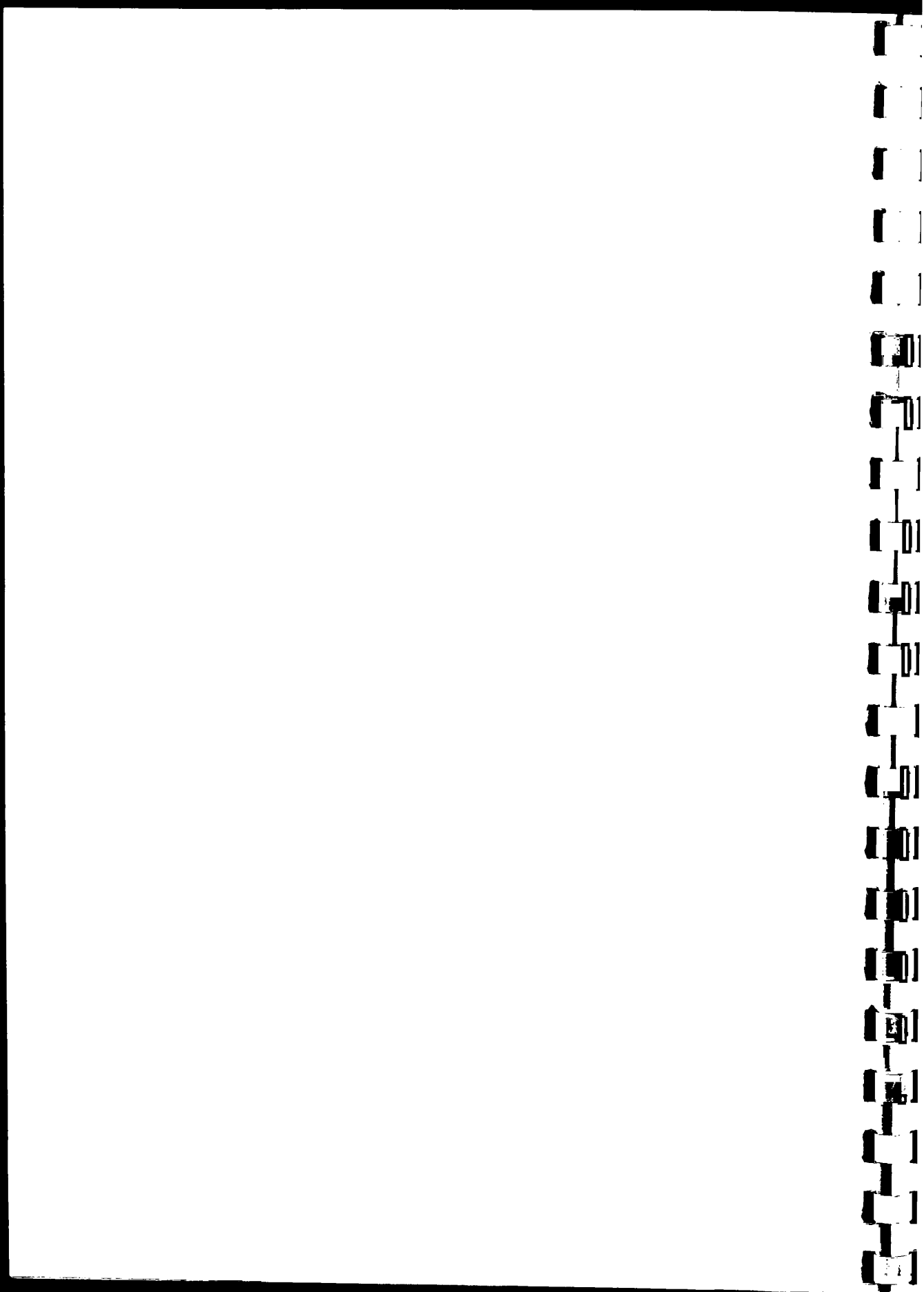
11.1 Room Data 6 (14.5.73) suggested that someone should be appointed to undertake collation as part of the printing set-up. As these rooms adjoin the reception and general offices, and since collation would not be a whole time occupation, perhaps this appointment could include relief work in the reception and general office area.

Consider additional clerical officer to assist with collation, reception, mail, sale of publications etc (decision early 1975)

11.2 The planning of the offices in this area should reduce congestion in the reception office which is frequently noticeable in the present Centre: it would be even more undesirable at the new Centre where the reception office will have a long open counter facing the entrance hall.

11.3 Telephone. The telephone systems to be installed in the new Centre have now been agreed and provisional orders placed with the Post Office (see appendix 5). The provision of separate exchanges for all 'other organisations' should reduce demands on the Centre's exchange. The offices to be occupied by 'other organisations' although provisionally agreed, should be confirmed by June 1975. The location of flats to

Final details of installations to be settled by June 1975



be occupied by Centre staff, or be used for Centre purposes and needing extensions from the Centre exchange, should if possible be settled at the same time.

11.4 Mail. The telephone and reception office and that part of the general office dealing with mail are contiguous. Incoming and outgoing mail will all be dealt with in the latter, avoiding clutter in the reception office.

11.5 Sale of publications. Present accounting procedures for 'over the counter' sales of publications and reprints are vulnerable and this should be rectified at the new Centre. One possible solution is a cash till with an arrangement for producing receipts with a copy retained in the till. All sales would therefore be recorded, and from this record, and records of sales through the post, a return of sales of all publications could be made at appropriate intervals. Free issues will be signed for as at present. The type of cash till should be decided in time for it to be incorporated in the design of the reception counter.

Review sales
and
accounting
procedures
September 1975

11.6 The book store will be arranged so that publications currently in demand are the most easily accessible from the reception office. Bulk stocks of publications will be stored in the basement. The stock position of books no longer in demand should be examined at suitable intervals and disposal considered.

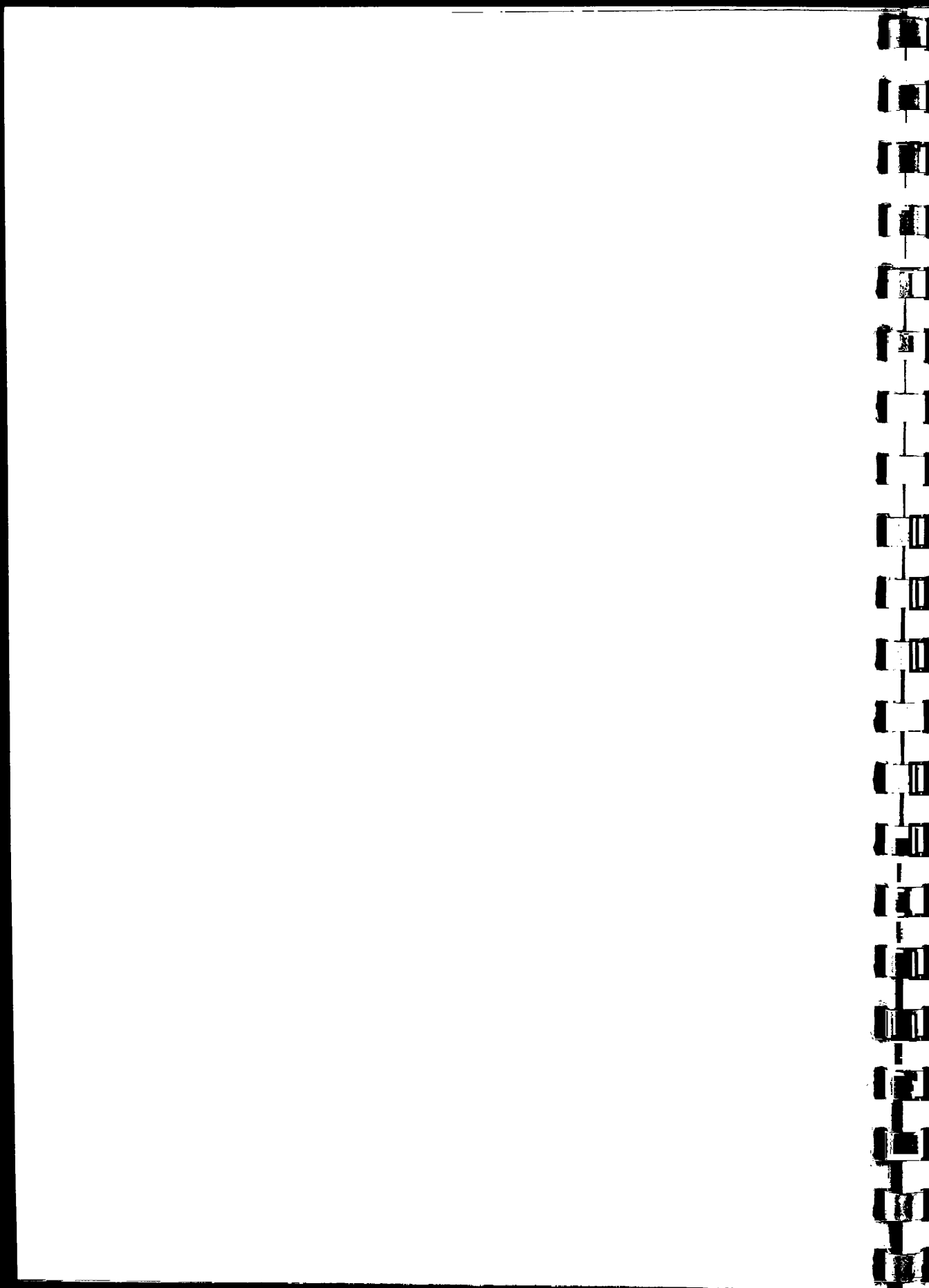
Consider
arrangement and
type of shelving
units to house
publications
October 1975

11.7 There is much to be said for centralising the sale of reprints in this area, where they would be subject to accounting and recording procedures.

Sale of reprints
centralized,
decision by
September 1975

General Filing

12 General correspondence filing is now undertaken in the library. At the new Centre provision has been made for this in association with the Centre staff offices where there will be working space for a filing clerk and an adequate number of filing and storage cabinets. Space will be allocated for the filing of general correspondence and a number of cupboards will be provided for project and similar papers.



Cupboards could be allocated to individual members of the directing and other senior staff. The library staff will advise on filing systems.

Requirements
and organisation
to be settled by
June 1975

Also in this area will be shelving for reference books and information material in daily use. The detailed requirements and organisation of this general filing area should be settled by June 1975.

Printing and Collation

13 More space and an improved layout should facilitate the operation of the print room, and as the collation room is immediately opposite, it will provide storage, short term and longer term, for work coming off the multilith printing machine.

13.1 It has been suggested that an officer should be appointed to be responsible for collation and to assist in the print room (see Room Data 6, appendix 5). Print room procedures should be revised in the light of this proposal. As previously indicated, this officer might also assist with the mail, and with reception and telephone duties when required.

Decide on appointment
of officer for
collation by May 1975

13.2 The Architect and the makers of the equipment should be consulted regarding arrangements for transferring the Printing machine, Rank Xerox copying machine and the plate maker to the new Centre.

Transfer of
Printing machine
etc.

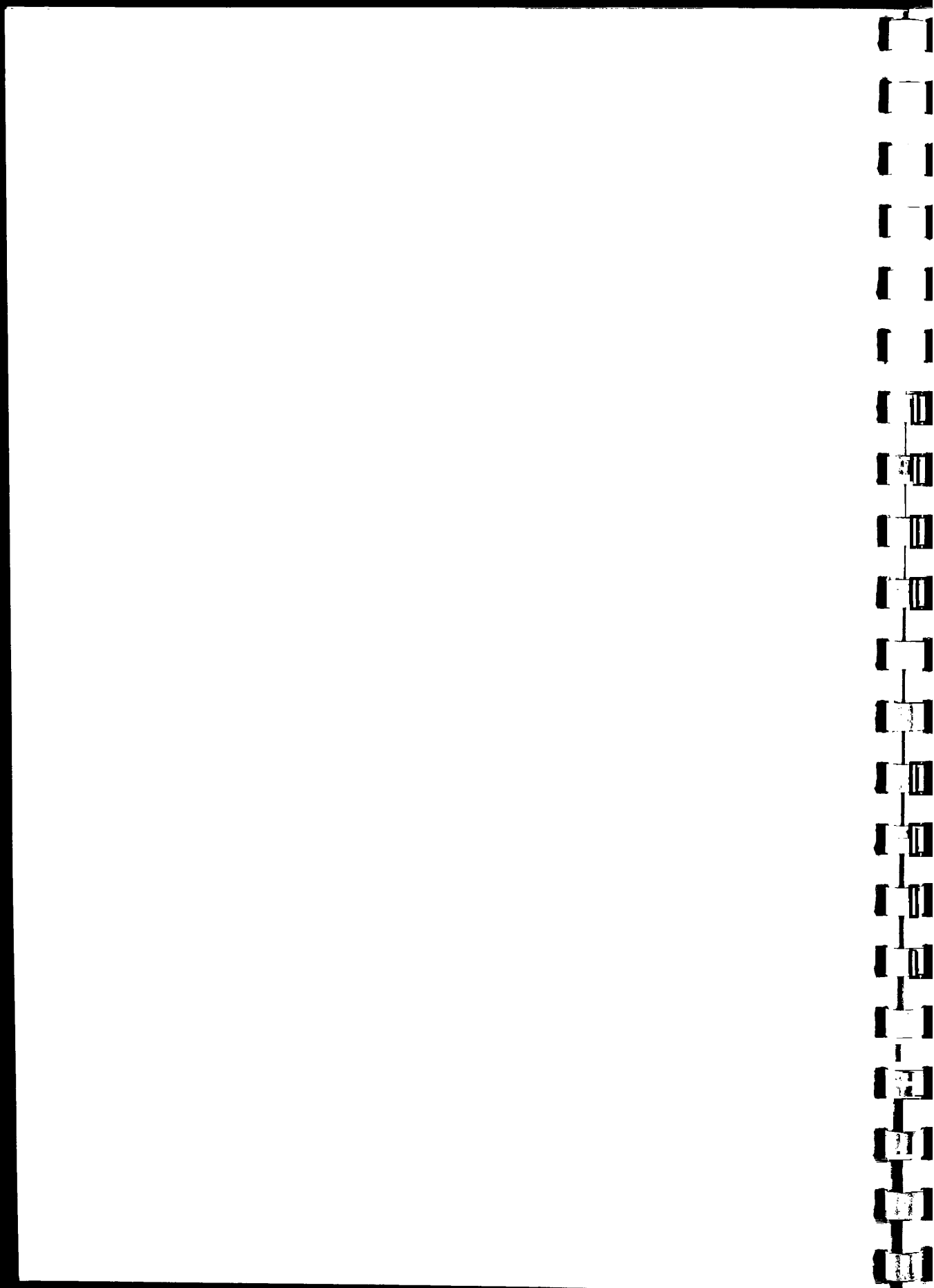
Secondary storage

14 There would be no point in transferring to the secondary document store at the new Centre, stocks of various publications and other documents for which it is virtually certain there will be no further demand: during the course of the next year or two, material in the basement store should be screened, and all unwanted papers and publications disposed of.

Redundant stocks
to be disposed of
by September 1975

14.1 Late in 1975 the space and racking available in the new store should be allocated and a system devised which will facilitate the easy transfer of existing material to racking in the new store.

New storage space
to be allocated



Fire precautions

15 The Architect, in consultation with the local authority Fire Officer will have taken all practicable steps regarding fire precautions in the design and structure of the Centre. Advice will be given regarding fire fighting equipment required, if it is not all included in the contract. The Centre's Engineer will be responsible for the regular inspection and maintenance of fire fighting equipment.

Fire fighting
equipment

15.1 The Centre's Fire Officer, in consultation with the local authority Fire Officer, will review the existing arrangements regarding fire precautions and fire drill, and at the appropriate time see to the familiarization of the Centre's staff with the approved fire precaution arrangements. In addition to notices regarding fire precautions, consideration might be given to fixing a small self-adhesive notice at the front of each telephone hand set, indicating briefly essential detail of immediate and subsequent action in case of fire.

Fire precautions

Permanent Displays

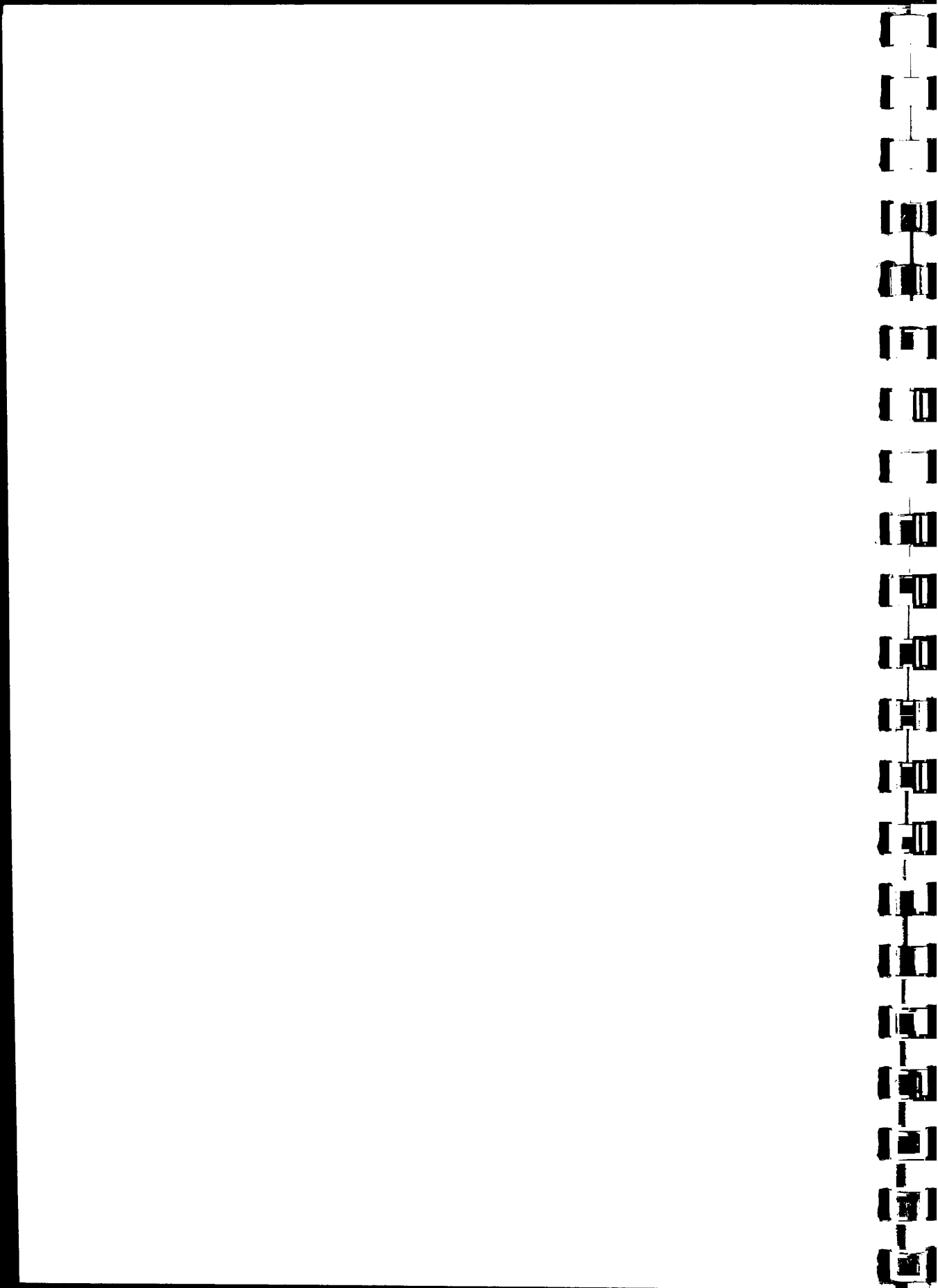
16 Until working drawings have been completed, and to some extent internal design features and finishes are determined, the scale and position of permanent displays cannot be settled. A schedule and description of the permanent information display boards required should be completed in the near future: these may include the following:

Permanent
information
displays to be
decided early
in 1974

Railway and Underground services
London Hospitals
Central Bus routes
75 years history panels

King's Fund directory
Main functions of the Centre
Map of the world and over-
seas course information

The Architect could usefully visit the Centre at an early date to see the existing displays and discuss with the staff the requirements at the new Centre. The Architect should also see the object d'art which it is hoped to display in suitable positions in the new Centre. Object d'art



Thematic displays and exhibitions

17 The main area available for thematic displays will be in the main hall adjoining the library, a run of about 40' in length and up to say 6.' wide. Other areas will be available, but not on this scale. The space available for exhibitions will be extremely limited - a small area adjoining the committee room and occasional use of one discussion room for small exhibitions. The possibility of using the display space in the main hall for exhibitions of limited size might be examined. When a final working drawing is available, the Centre staff concerned should give renewed consideration to the question of thematic displays and exhibitions in the light of the space to be available.

Policy regarding
Thematic displays
and Exhibitions
to be considered

Conference and discussion room facilities

18 Unless some other arrangement is made, the Conference Secretary will be the only administrative or clerical officer based on the conference floor, apart from the officers of the British Hospitals' Export Council and the Catering Officer on the Albert Street frontage. With the increase in facilities, the conference floor is likely to be busier than it is at present. The Conference Secretary has often to leave her desk, quite apart from routine absences: it would be unsatisfactory for the conference reception area to be left with no-one in attendance during the hours when the Centre is open to visitors. It is suggested that one of the general typing staff should work in part of the Conference Secretary's office and relieve and assist the Conference Secretary when necessary.

Arrangements
for relief of
the Conference
Secretary

18.1 It was stated in the brief that the workload on the kitchen should not exceed the equivalent of 90 three course meals or 200 cold buffet meals on any one day. Taking into account staff meals, a maximum of visitors' meals on any one day should be established for the guidance of the Conference Secretary and those concerned with the organisation of meetings and conferences.

Establish upper
limit for number
of visitors'
meals on any one
day



18.2 It is suggested that the booking diary pages should be specially printed, designed to show clearly the booking of each room and to spotlight the catering requirements and other relevant detail. The Conference Secretary will consider and report on this and any other administrative arrangements, in consultation with the staff concerned. These arrangements will include the control of mobile projection and electronic equipment which may be used from time to time in the various discussion rooms: the Conference Secretary will be concerned in relation to the booking of meetings which involve the use of such equipment. The Engineer will have a general responsibility for overseeing and maintaining the electronic equipment.

Booking procedures
and other
administrative
arrangements

Control of mobile
electronic
equipment

Library and Information Services

19 The Assistant Director responsible (K.M) will be reviewing the organisation and staffing of this department in consultation with his colleagues. The provisional staff establishment allowed for a future increase of three. A decision regarding any increase of staff required on the opening of the new Centre should be made by May 1975.

Revised
Establishment for
library and
information
service

Transport

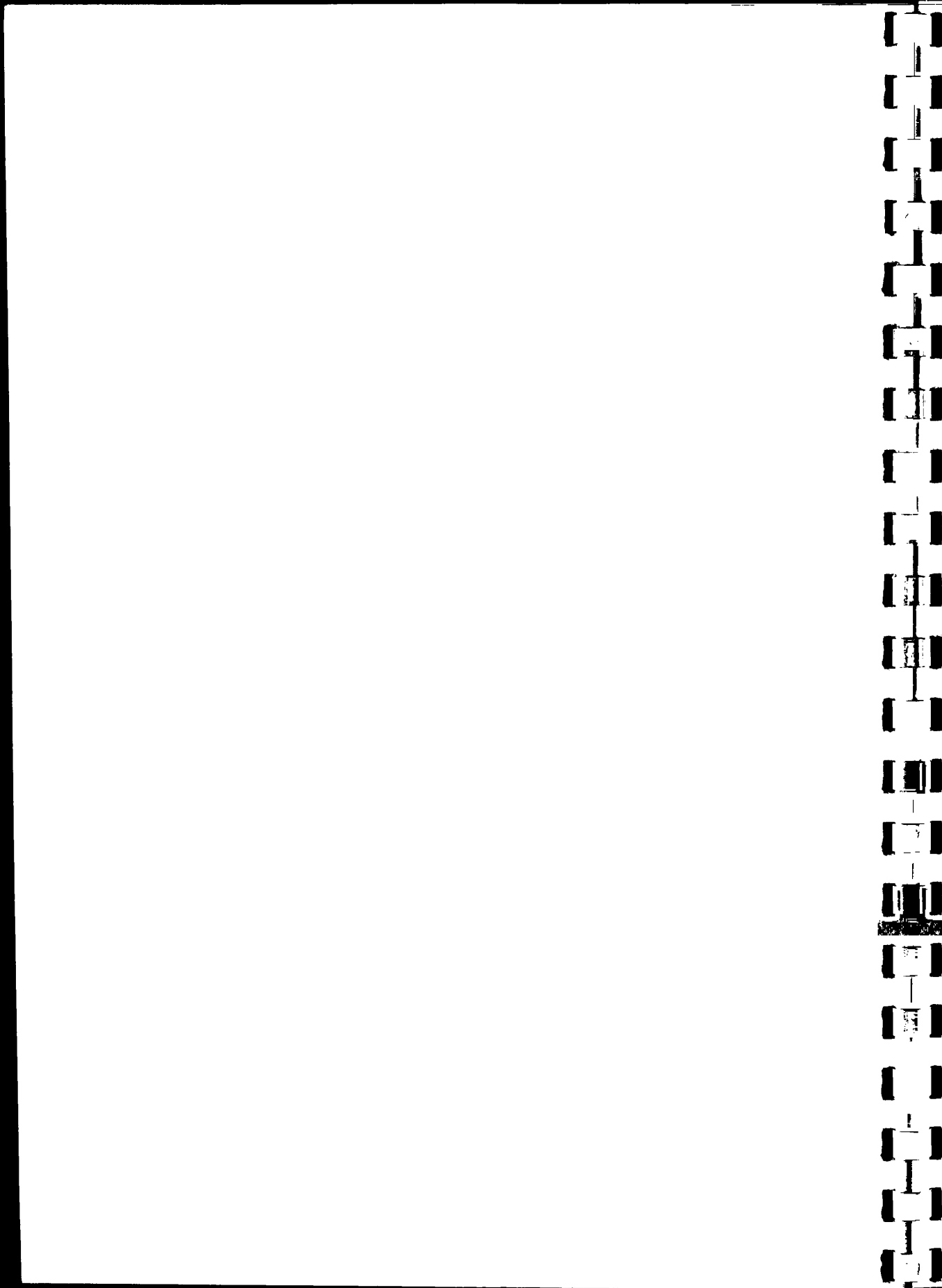
20 The new Centre in Albert Street, Camden, will be much less accessible than the present Centre in Nutford Place. The provision of an estate car, or a utility vehicle which could take either passengers or goods, may be an advantage, particularly for the frequent journeys between the Centre and the Head Office. Perhaps this could be considered. It is unlikely that the number of journeys would justify the appointment of a fulltime driver.

Consider provision
of estate car or
utility vehicle

Security

21 One aspect of this will be security of the premises between the handover of the buildings and the transfer of furniture and equipment and deliveries of new furniture and equipment and occupation of the new buildings by the Centre. This period should be as short as possible, preferably less than the two months allowed in the timetable. If a resident caretaker can take up his post and occupy a flat immediately following

Security of
premises between
possession and
occupancy



the handover it would be an advantage in relation to security.

21.1 Consideration should be given to control of access and locking systems at the new Centre and the registration and safe custody of keys. It is not entirely satisfactory for cleaners to be responsible for locking premises in the evening. Rooms in which there is expensive portable equipment (eg electronic equipment) should be specially considered. A complete inventory of all furniture and equipment at the new Centre should be completed following the opening, and this should be regularly updated.

Security at the
new Centre

Inventories

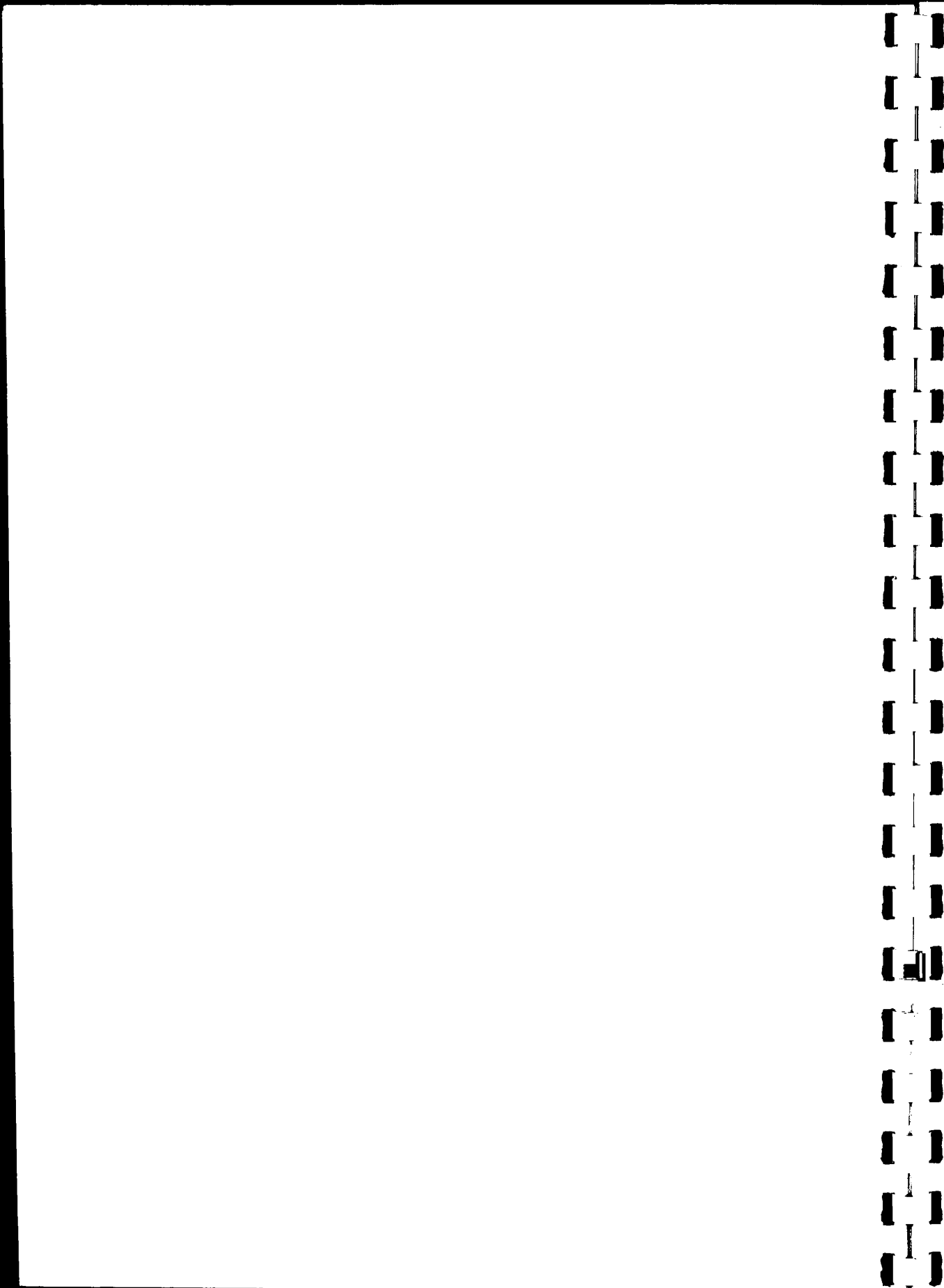
21.2 Security of the present Centre during the period between the transfer to the new and the disposal of the old will need to be considered.

Allocation of Flats

22 The new site will, it is understood, have 8 flats on the Albert Street frontage and 16 on the Arlington Road frontage. The disposal of these is a matter for the Head Office, but consideration will no doubt be given to the views of the Centre in relation to occupancy by staff. The position at the present Centre is that two flats are let to Centre staff (Miss Kydd and Mr Elliott). The Fund lets one flat to Mr Merivale and one to the Volunteer Centre, and four are let on ordinary commercial arrangements. The latter will presumably have the right of continued tenancy when the lease is sold by the Fund and the Volunteer Centre will transfer to ordinary office accommodation at the new Centre.

Letting of Flats
at present
Centre

22.1 This leaves only three tenancies likely, but not certain, to be transferred to the new buildings. If it is agreed that a caretaker should be appointed, a two bedroom flat should be allocated. It has been suggested by the Director that one flat should be set aside for use from time to time by visiting lecturers who have to stay the night in London: a two bedroom flat used for this purpose might be furnished to provide three or four bedrooms. On this basis, and assuming that the three tenancies referred to above continue, five flats would be allocated to the Centre.



22.2 If the present or any future catering officers or housekeeper is provided with a flat and services for what is virtually a nominal rent, it is suggested that the person concerned should accept some responsibility for duties once or twice a week outside working hours: for example, relieving the caretaker in supervising evening cleaners and locking up when they leave.

22.3 The Head Office will deal with letting arrangements for the remainder of the flats: the provision for disabled persons is still under consideration by the Fund and its advisers.

Estimate of income and expenditure for 1976

23 The Administrative Officer normally prepares the estimates of income and expenditure in October. Compiling these for the year 1976 will be a more sophisticated operation and the Administrative Officer should consult the Fund's Accountant regarding the timetable and additional information required: new staff establishment should be agreed by May 1975.

Financial
estimates for
1976

Printing and stationery for the new Centre

24 Supplies of all stationery which will be affected by the change of address and telephone number should be prepared well in advance of the opening of the new Centre and suitably packed for transfer. A notification regarding the change of address should be prepared in advance for distribution at the appropriate time. The production of a new Centre leaflet may have to be deferred until photographs are available, unless one could be illustrated by architect's drawings.

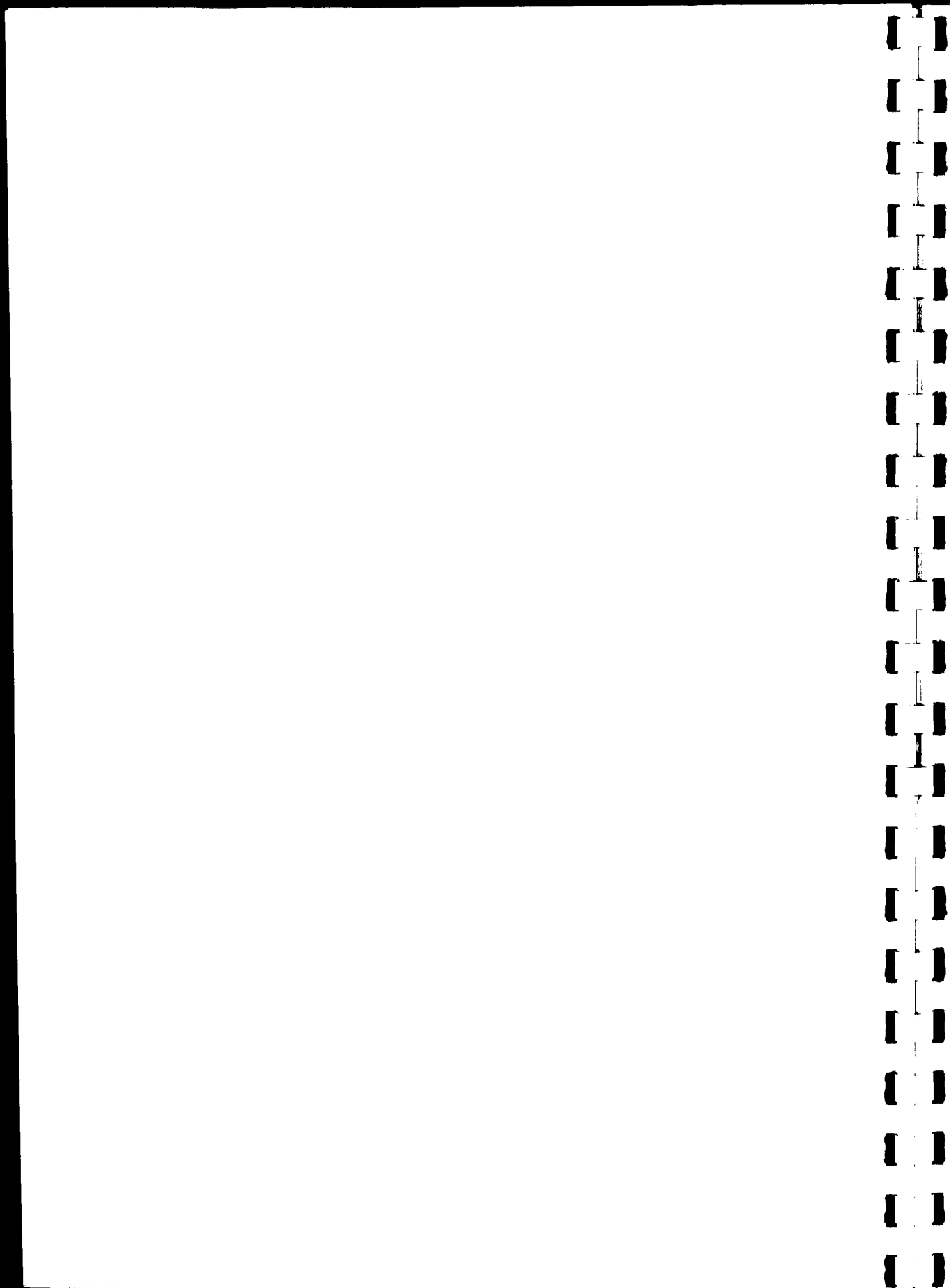
Printing and
stationery

Notification of
change of address

Run-down of conference and meeting programme

25 The Centre's programme of meetings and conferences should be run-down for a short period before, and built up gradually after, the commissioning of the new Centre. This should be taken into account when preparing the programmes for 1975/76 & for a time, pending a reliable date for possession, arrangements for meetings might have to be provisional.

Rundown of
meeting programme



BRINGING THE NEW CENTRE INTO USE.

26 The planned date for possession is 1 January 1976, but it is quite possible that this target will not be achieved. It is desirable that the present Centre should be vacated by 26 March 1976 as programmed, but if delay in possession exceeds five or six weeks, this may not be practicable. It would be helpful to know at what stage in the building programme (if any) it will be possible to forecast the completion date with a reasonable degree of accuracy.

Date for
possession

Staff at new Centre during commissioning period

27 Once the new building is handed over it will be necessary for staff to be available there to deal with the reception and distribution of equipment and other duties. If a caretaker is then in residence it would clearly be a great advantage, but he would require male assistance at least part of the time. Part-time cleaning staff may also be required.

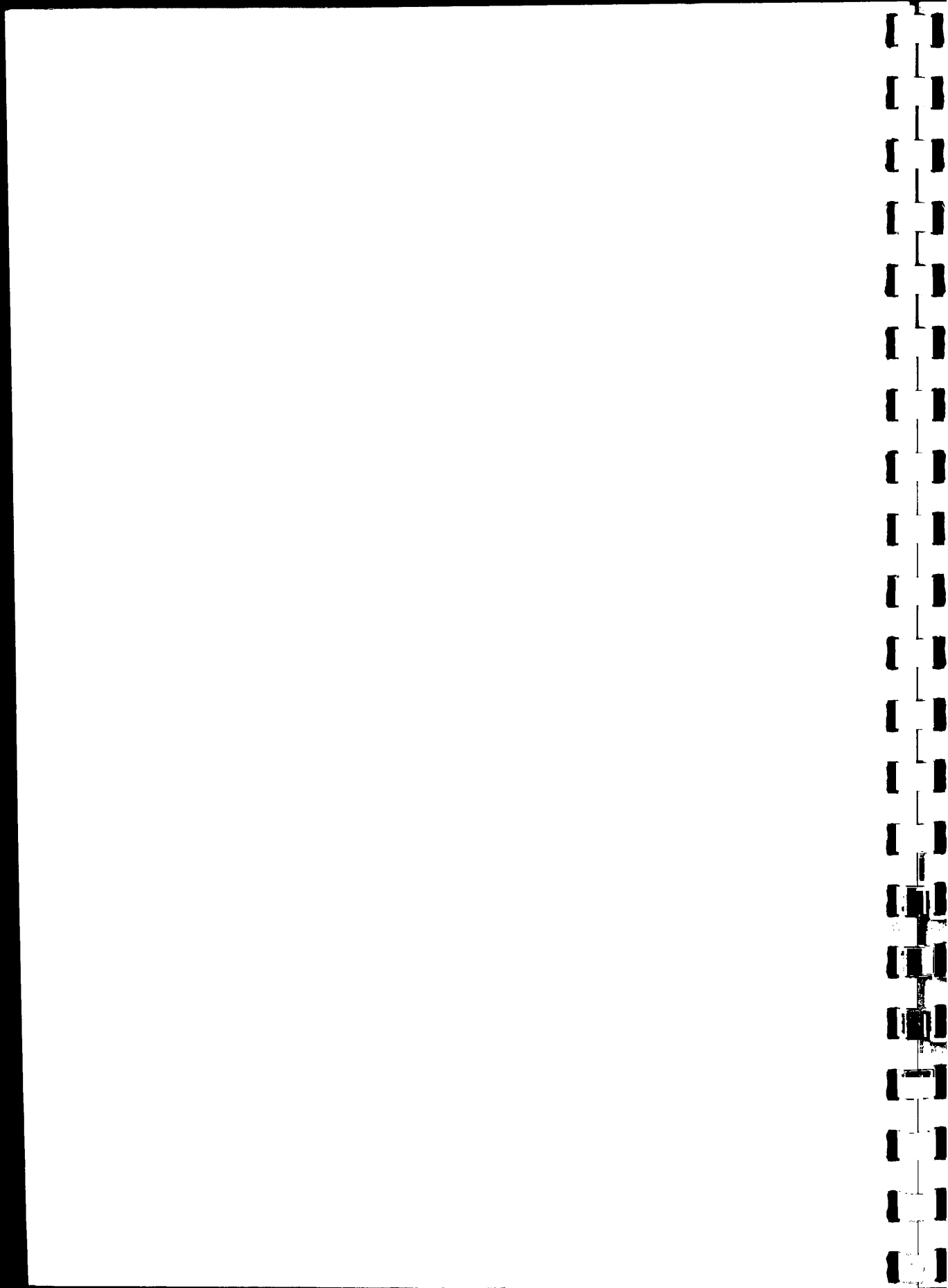
Domestic

27.1 The Centre's Engineer will be closely involved preceeding and during the commissioning period, first in taking over the mechanical and engineering services of equipment and subsequently in its operation: he will of course have done preliminary work on this. The Engineer will have a general responsibility for the transfer and installation of any technical equipment transferred from the present Centre and will cooperate with the Catering Officer on the commissioning of fixed cooking equipment in the kitchen. He will also be involved in the equipping and stocking of his workshop and store and will cooperate with Mr Metcalfe in the commissioning of new electronic equipment into the lecture theatre.

Centre Engineer

27.2 It will be necessary for one or two of the Centre's clerical and secretarial staff to be stationed at the new Centre during the commissioning period. Two or three desks, chairs and a cupboard should be transferred to the Centre on possession. The reception and clerical offices could be used temporarily by the staff engaged on the commissioning programme at the new Centre. The telephone exchange would be operational as from the date of take-over.

Secretarial and
clerical



27.3 The Catering Officer will deal with the commissioning of catering and household services and there will be a number of people working at the Centre throughout the commissioning period, a limited catering service should be provided: an additional (perhaps temporary) appointment may be necessary to provide for this and to assist with general preparatory work in connection with catering and household services.

Catering and household

27.4 It would be useful if early in the commissioning period all members of the staff could visit the new Centre to see the facilities available. They will have already received appropriate sections of the staff procedure manual. A short paper outlining the facilities of the new Centre and any change in policy might be useful to the staff.

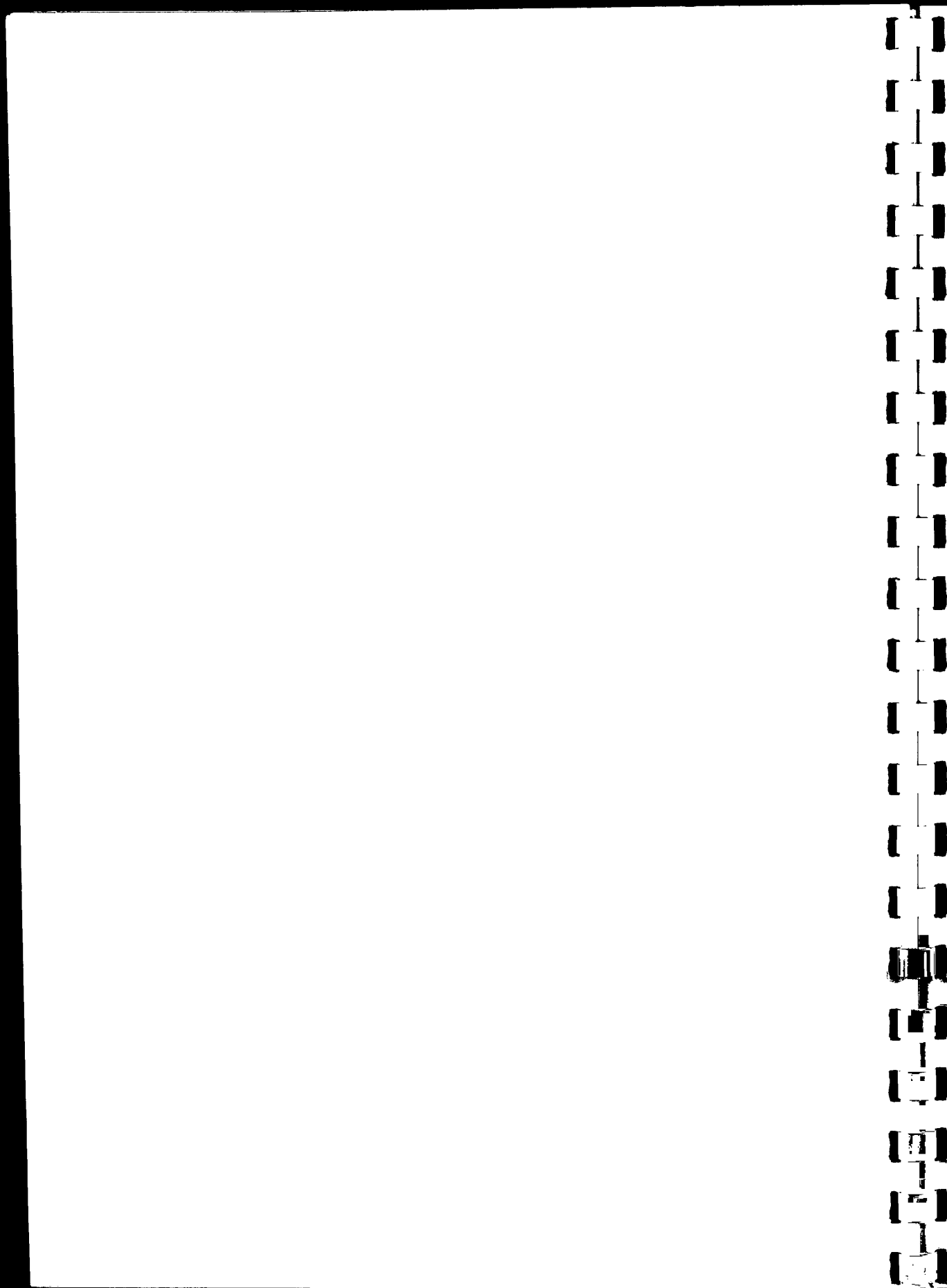
Staff visits

Deliveries of new furniture and equipment

28 Orders for new furniture and equipment will have been placed during the course of 1975, depending on the time required by suppliers for delivery, but deliveries cannot be accepted until the Fund has taken possession of the new building. Provisional dates for delivery will have been stated on orders, and when date for possession has been firmly established, suppliers should be notified, either confirming the original dates or giving new dates.

Distribution of new furniture and equipment

29 All orders for furniture and equipment will include references against each item or group of items indicating the location and room number. Copies of orders will be available at the new Centre so that the person responsible for reception can ensure that all items get to the right destination. A 'goods received' book should be used. The person responsible for the ordering of new equipment will be involved in 'chasing' firms regarding deliveries and any faults in goods supplied.



Contract for transfer of existing furniture and equipment to new Centre

30 Work of the final schedules of new furniture and equipment, due to be completed by December 1974, will also result in a final schedule of furniture and equipment to be transferred to the new Centre. Some months prior to the proposed date of transfer (September 1975) estimates for the removal of this, together with books and documents, should be obtained and a removal firm selected.

Sale of surplus furniture and equipment

31 Similarly, a schedule of surplus furniture and equipment will be available. Preliminary enquiries regarding the disposal of this should be made towards the end of 1975. Arrangements should ensure that all surplus material is removed from the Centre as soon as possible after the transfer of the Centre to the new building.

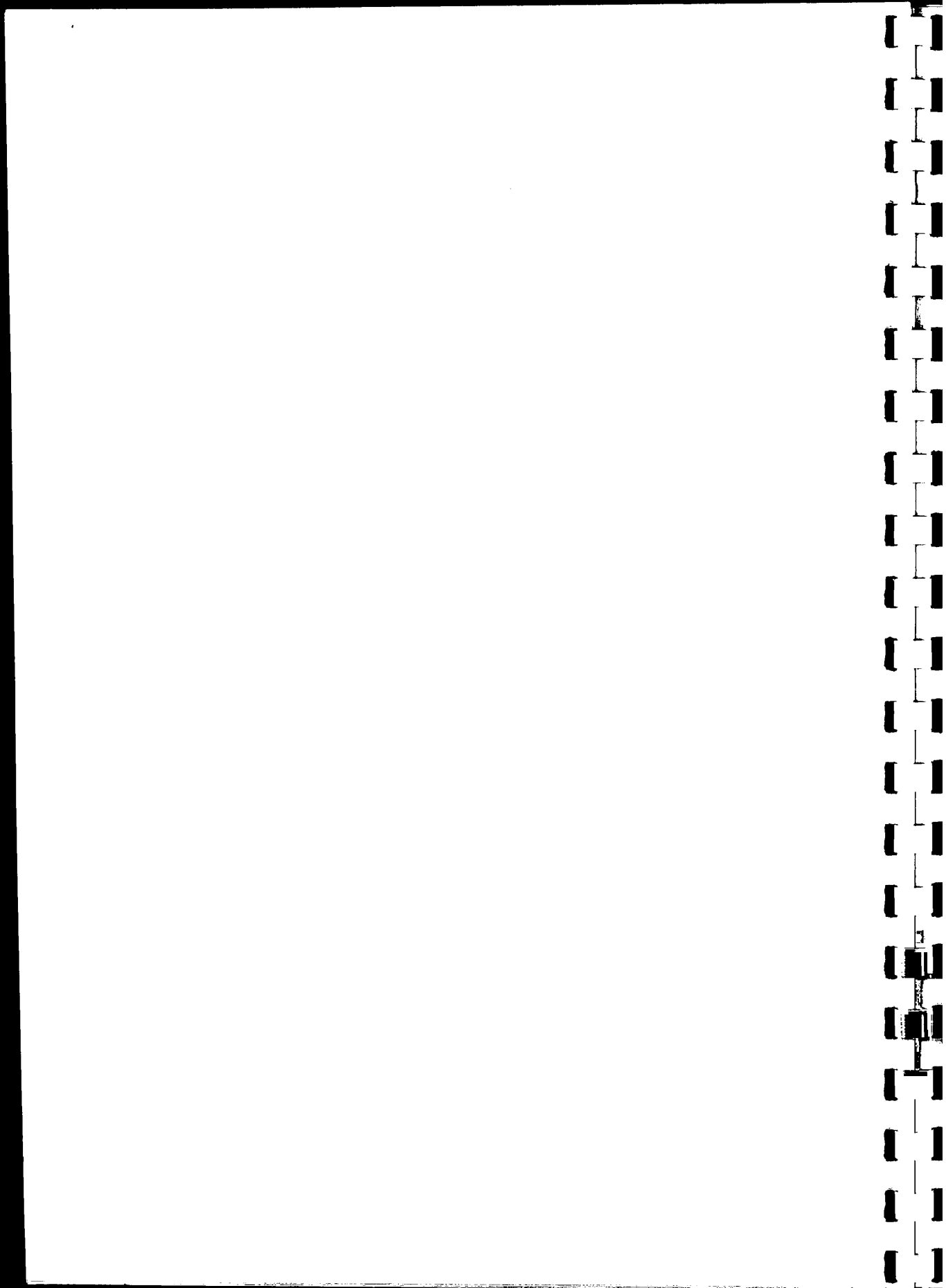
Procedures for removal to new Centre

32 The organisation of the transfer of all equipment and materials from the present Centre to the correct rooms and places in the new Centre is a formidable task which will involve the cooperation of all members of the staff, and in the event, strict adherence to a timetable for the various procedures. Mr Wakeling devised the system successfully used for the transfer from 34 King Street ten years ago, and a system on similar lines could be employed for the second migration. It would be very helpful if Mr Wakeling could organise this, with appropriate assistance. The procedure would of course apply to 'other organisations' which would be included in Mr Wakeling's scheme.

Scheme to
be devised

Time required for transfer to new Centre and temporary closure to visitors

33 When the move was made to these premises all furniture, equipment and documents were transferred on a Saturday and staff reported to the new Centre on the following Monday. It is unlikely that the move could be made in so short a time in the present case.



33.1 The most laborious operation will be the packing and removal of library stock and files, stock and documents in the basement, and the contents of filing cabinets and cupboards. All of those will have to be packed into boxes, each clearly labelled as to contents and precise destination at the new Centre. Some of the shelving and files required for these at the new Centre will be new equipment, but some will be transferred from the present Centre. It may be that the transfer and reassembly of all this material should form the first stage of the removal operation.

Books, files,
documents etc.

33.2 Given this, it is possible that the removal of all the general furniture and equipment could be dealt with by the contractors on a Saturday, and be distributed throughout the Centre in accordance with the directions on each item of equipment. The staff would then report to the new Centre on the following Monday. Assuming that work in relation to para 32.1 had been completed in advance of the transfer of general furniture and equipment, it should be possible for the staff to complete the replacing of office papers and equipment in one day, in which case the Centre could re-open on the Tuesday.

General furniture
and equipment

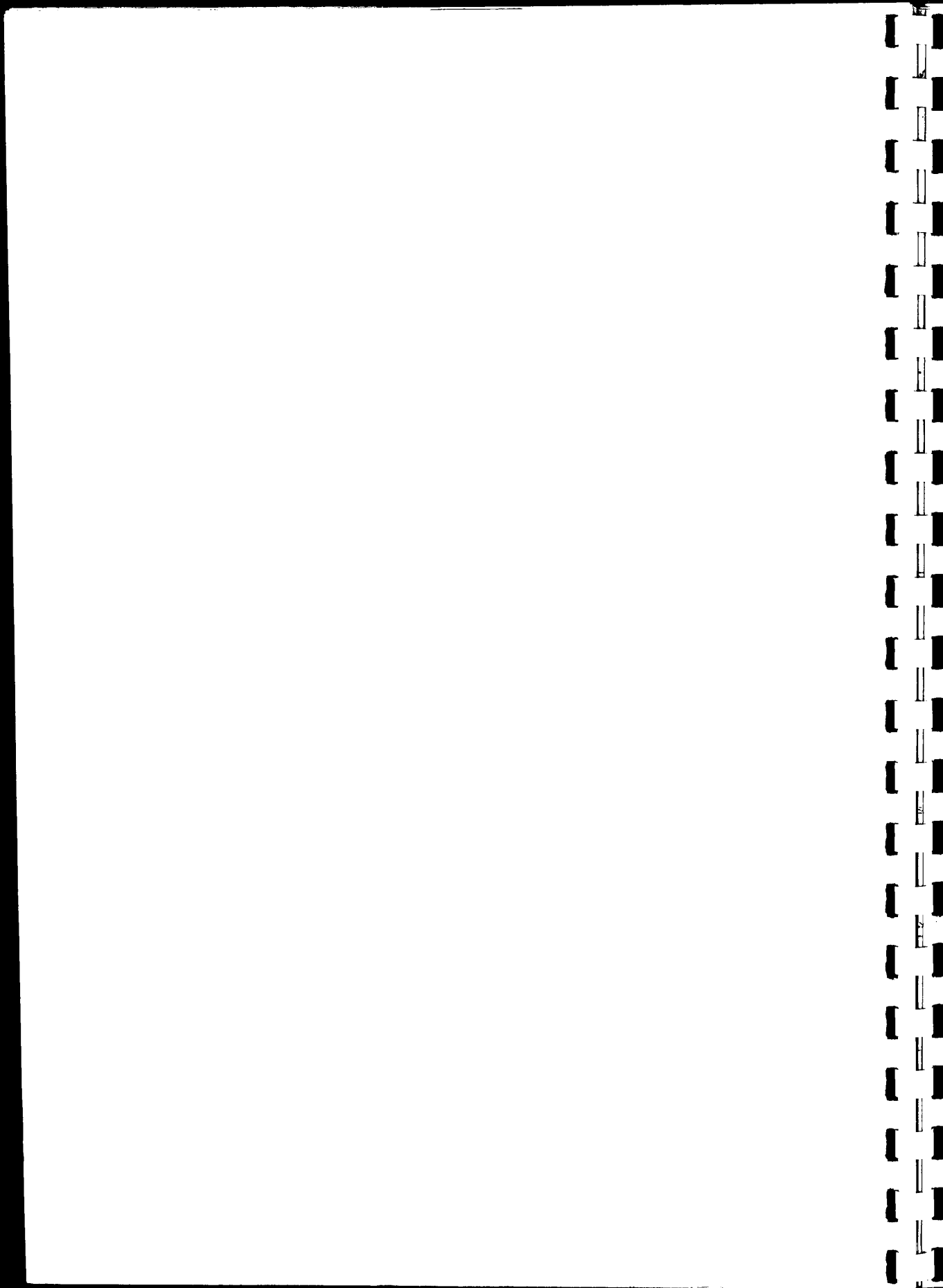
33.3 If the first stage (para 33.1) could be completed in say three or four days, the period during which the Centre would be entirely closed to visitors would be four or five days, provided that the catering facilities could be fully commissioned during the same period. The transfer and re-fixing of print room equipment should be arranged concurrently. It would be prudent to close conference facilities for a longer period.

Advance publicity

34 Information regarding the new Centre and the period which the Centre will be closed could be incorporated in the notice regarding change of address and telephone numbers. The Fund will no doubt deal with advance publicity regarding the new Centre buildings.

Official opening and commemorative booklet

35 The Head Office will consider arrangements regarding a foundation stone laying (if any) and the official opening and commemorative booklet.



COMMISSIONING THE NEW KING'S FUND CENTRE.

APPENDIX I

Item	Item	MOH	CS	IR	JMC	KM	APC	Sy	MDH	DGC	WAR	MA	ER	AT	RC
3	Furniture and Equipment	X	X	X	X	X	X	⊗					X		
4	Supplies - ditto -						X	⊗							
5	Allocation of offices	⊗	X	X	X	X	X								
6	Staff Establishment	X				X	⊗						X		
7	Maintenance of buildings etc						X							⊗	
8	Domestic cleaning						⊗	X					X		
9	Carpeting	⊗					X								
10	Catering and household						X	X					⊗		
11	Reception, telephone, mail etc			⊗			X		X						
12	General filing	X	X	X	X	X	X		⊗						
13	Printing and collation					X	⊗	X							X
14	Secondary storage		X	X	X	⊗	X	X	⊗						
15	Fire precautions						⊗								X
16	Permanent displays		⊗							X	X				
17	Thematic displays and exhibitions		⊗							X	X				
18	Conference facilities	X	X	X	⊗	X						X		X	
19	Library and information	X				⊗									
20	Transport	⊗					X								
21	Security						⊗							X	
22	Allocation of staff	⊗					X								
23	Estimate income and exp.	⊗					X								
24	Printing and Stationery	X					⊗								X
25	Run-down of Conferences	X	X	X	⊗	X			X			X			
26/27	Bringing the new Centre into use	⊗	X	X	X	X	X	X	X	X	X	X	X	X	X

⊗ indicates convener, or officer responsible for item.

X indicates other officers mainly involved.

22

APPENDIX 2

DISCUSSION
ROOM

DIRECTOR

DIRECTOR'S
SECRETARY

SECRETARIES

28

23

27

26

NURSING
OFFICER

25

ASSISTANT
DIRECTOR

24

SECRETARIES

offices

23a

filing area

24a

offices

22

EQUIPMENT
ADVISEREQUIPMENT
OFFICER'S
SECRETARY AND
COLLECTION

23

closet

lift 3

stair 3

24b

ADMIN.
OFFICER

18c

SECRETARIES

18b

RESEARCH
OFFICER

19

EXHIBITION
OFFICER

offices

20

SECRETARY

21

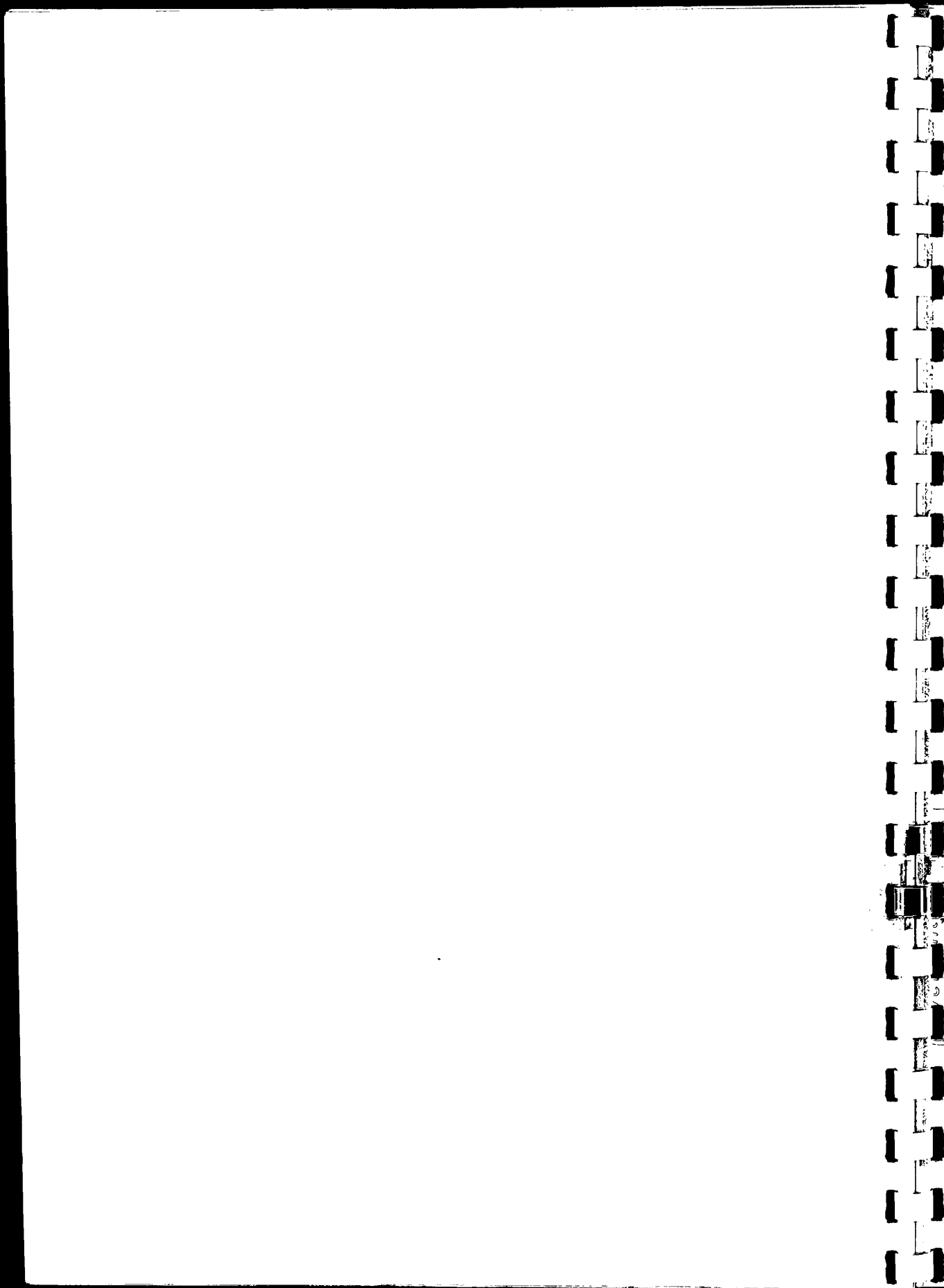
ASSISTANT
DIRECTOR

22

covered walkway

GROUND FLOOR

ONE ASSISTANT
DIRECTOR IN
LIBRARY AREADESIGNER
DRAUGHTSMAN
IN
BASEMENT3. ENGINEER IN
BASEMENT



23

2

display 5

Porter

4

WC

men 2

- lobby

INCOMING AND
OUTGOING MAIL

office 7

CLERICAL

TELEPHONE

AND reception 10

book store

13

print room
8

collation
12

- lobby 9

stair 2

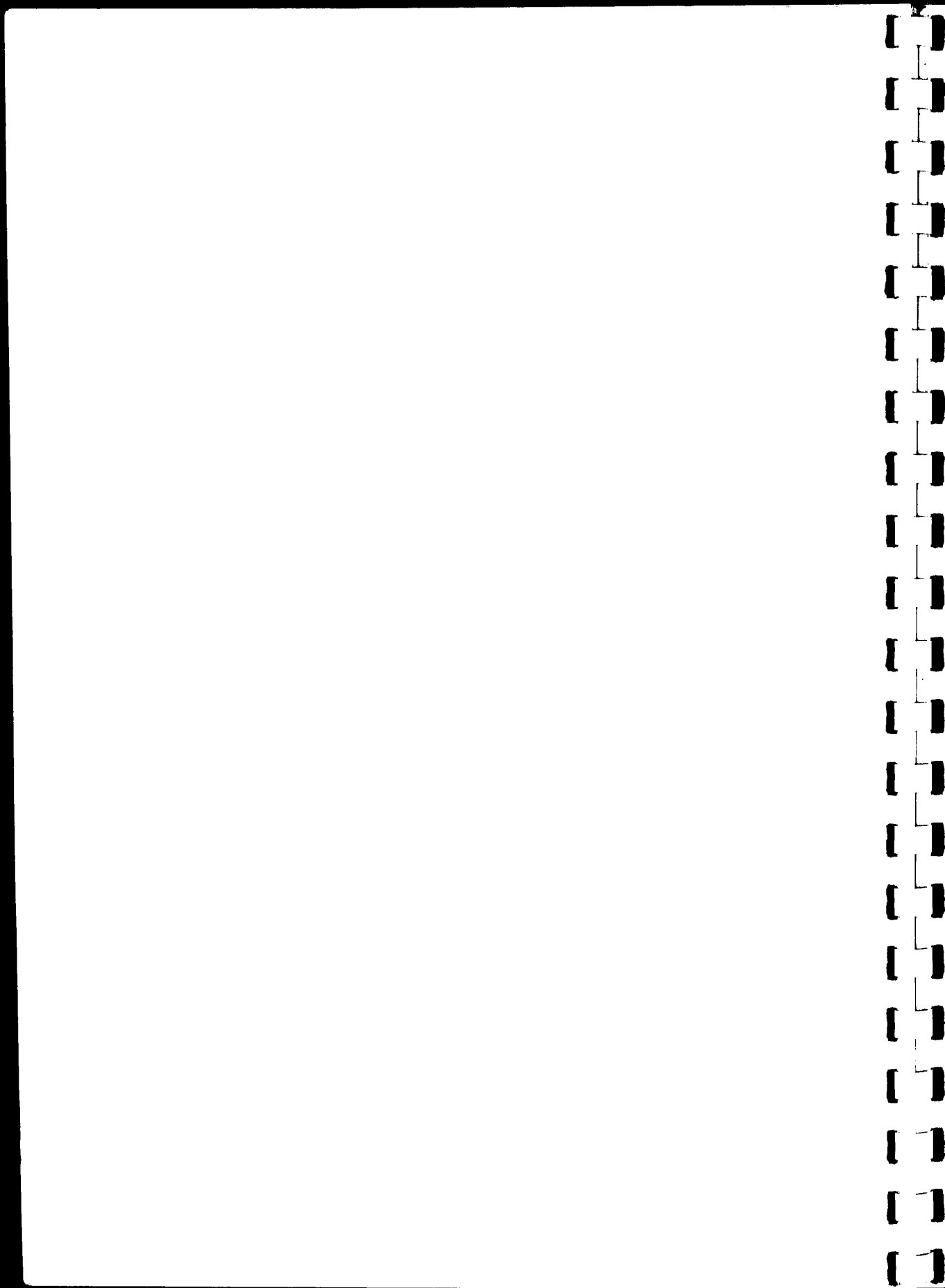
lift 2

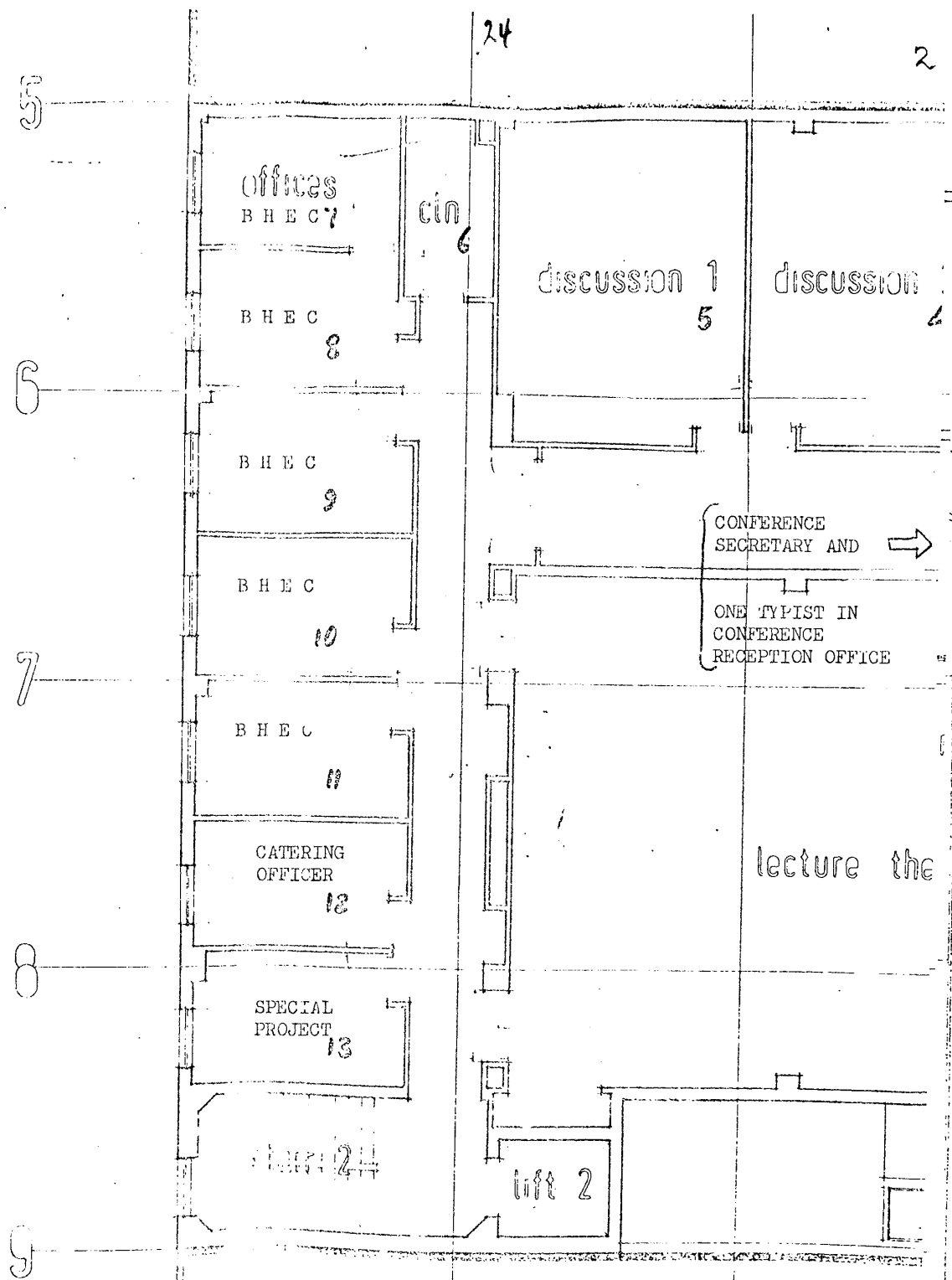
118 adjoining building

GROUND FLOOR

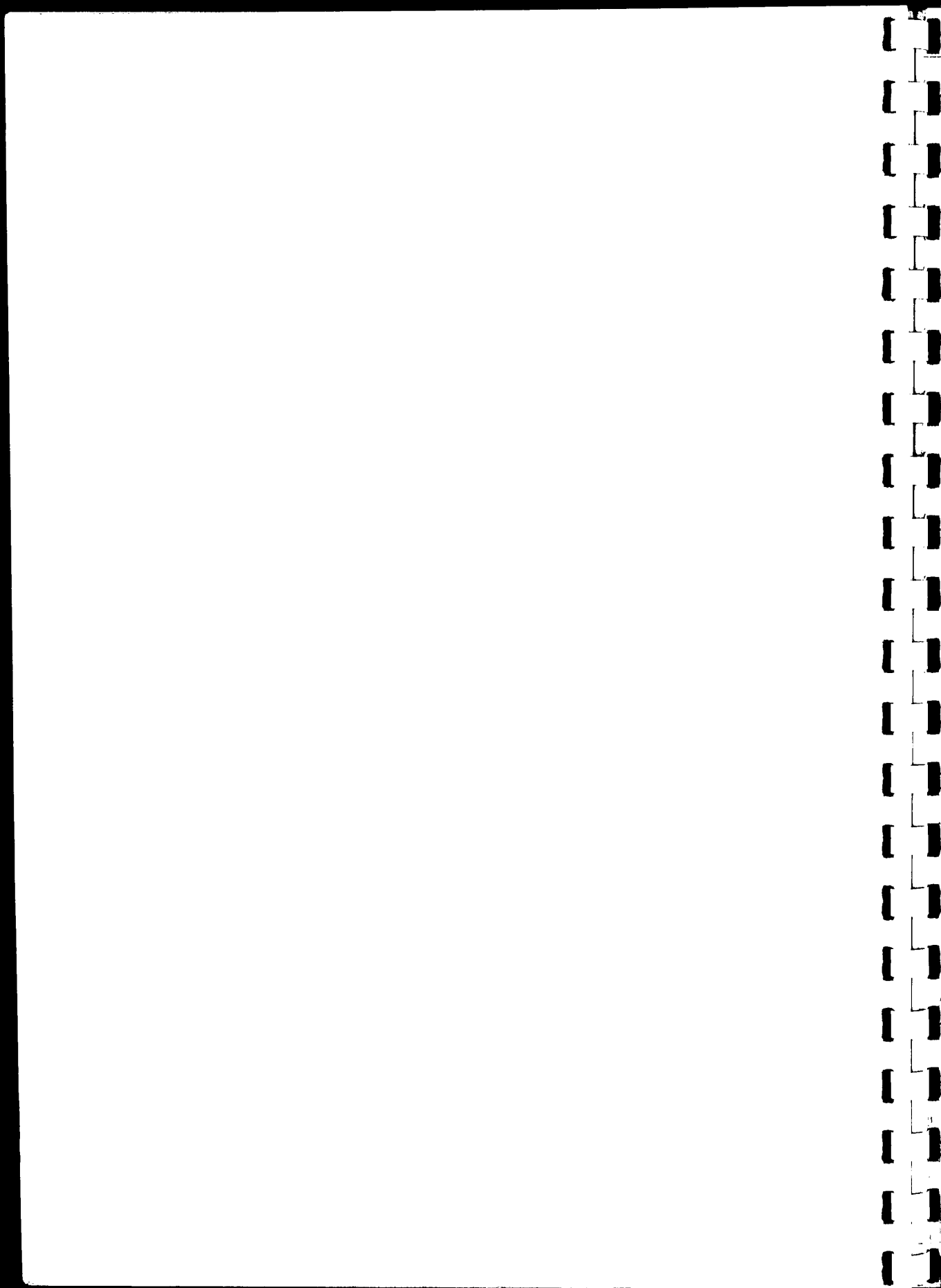
entrance to conference

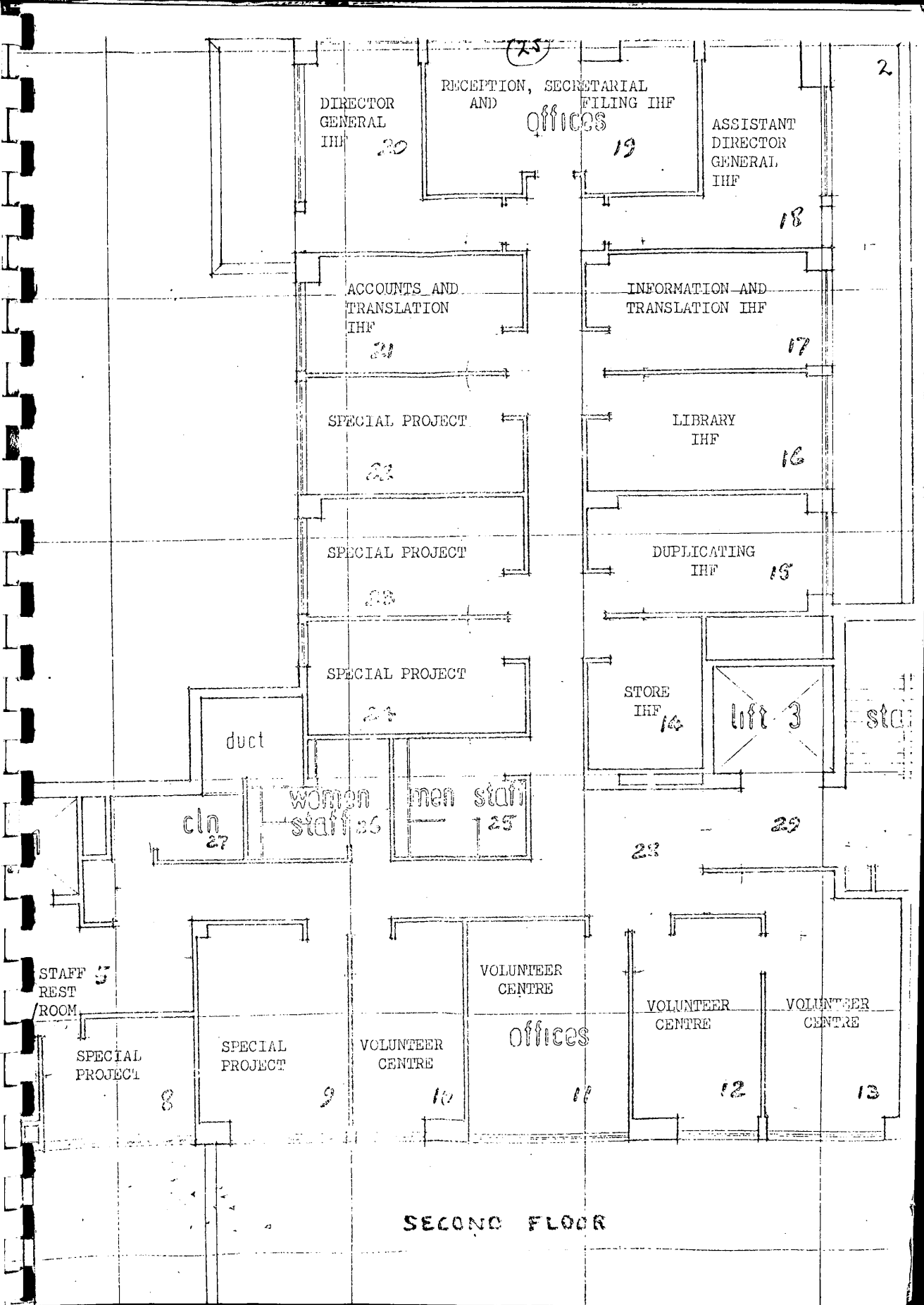
entrance to flats



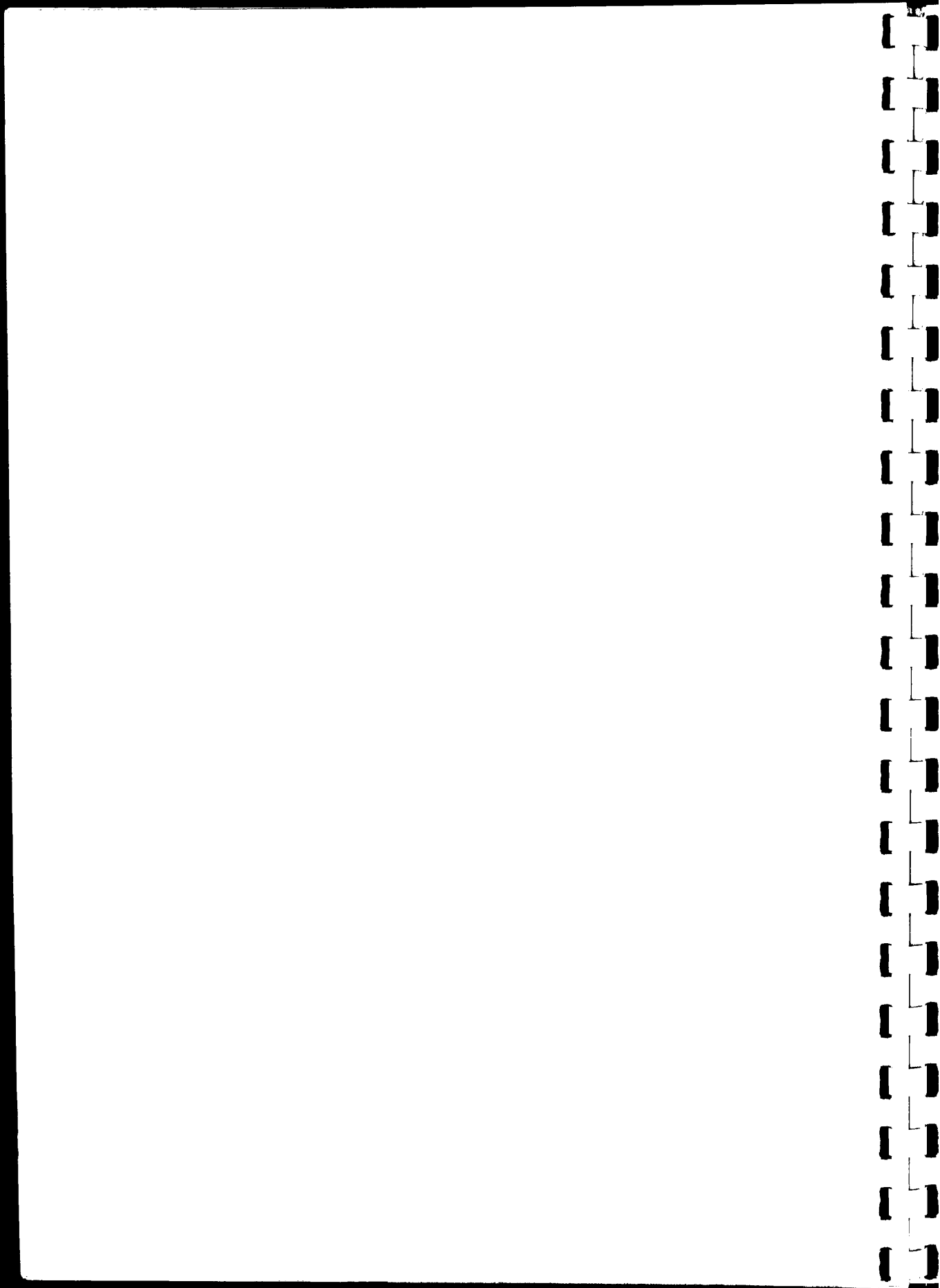


FIRST FLOOR





SECOND FLOOR



10. STAFF ESTABLISHMENT - PROVISIONAL

10.1 EXECUTIVE AND SPECIALIST

Director	1		
Assistant Directors	4		
Nursing Officer (part time)	1		
Designer-Draughtsman	1		
Research Officer	1		
Conference Officer (part time)	1		
Equipment Adviser	1		
Administrative Officer	1	11	(as existing establishment)

10.2 LIBRARY

Head of library and information service	1		
Information Officer	1		
Information assistants	2		
Research Officer	1		
Librarian	1		
Processing section	3		
Typists	2	10	This allows for future increase of three

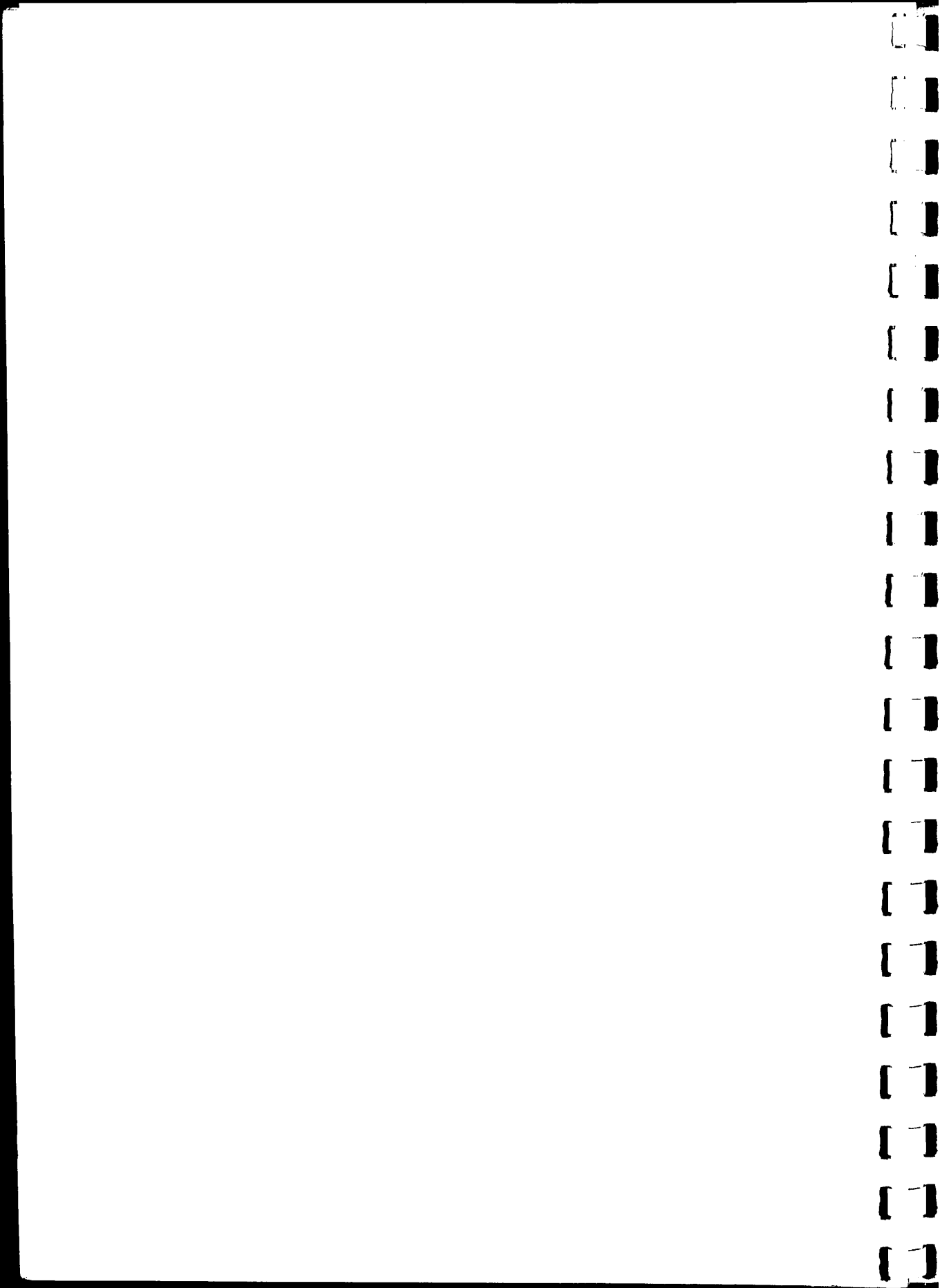
10.3 EXHIBITION

Exhibition Officer	1	1	This allows for a reduction of one in the establishment
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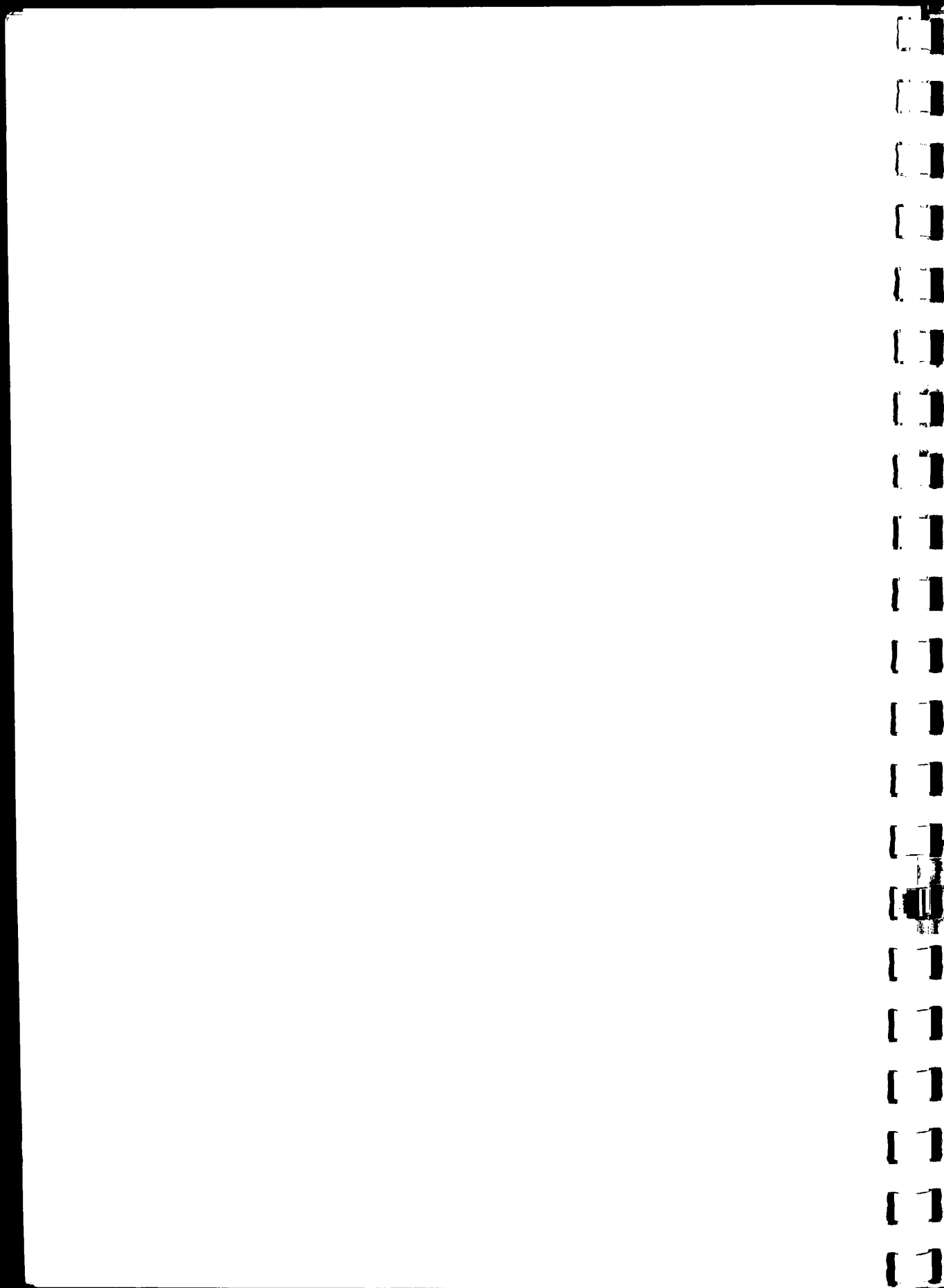
10.4 CLERICAL

Receptionist/telephonist	1		
Receptionist assistant	1		
Distribution of Centre material	1		
Accounts clerk	1		
Multilith operator	1		
* Publications book shop	1		
Filing clerk	1	7	The last two represent additions to the establishment
carried forward		29	

* To be deleted



	brought forward	29		
10.5	SECRETARY/SHORTHAND TYPISTS			
	Secretary/shorthand typists	9	9	(as existing establishment)
10.6	MAINTENANCE			
	Assistant Engineer	1		
	Porter/Messenger	1		
	Caretaker	1	3	The caretaker would be an addition to the establishment
10.7	CATERING			
	Catering Officer	1		
	Assistant Catering Officer	1		
	Others	6	8	(as existing establishment)
10.8	DOMESTIC CLEANING	3	3	This assumes the appointment of a caretaker and the termination of the cleaning contract now operating
10.9	SPECIAL PROJECTS	11	<u>11</u>	(as existing establishment)
	TOTAL CENTRE STAFF		63	Representing a net increase of eight on the existing establishment
10.10	OTHER ORGANISATION BASED AT THE CENTRE			
	International Hospital Federation	8		
	British Hospitals Export Council	5		
	Cardew-Stanning Foundation	2		
	Centre on Environment for the Handicapped	<u>4</u>	19	
	Possible future provision for the Volunteer Centre	8	<u>8</u>	
	TOTAL, INCLUDING SPECIAL PROJECTS AND OTHER ORGANISATIONS		<u>90</u>	



TELEPHONE INSTALLATION.

King's Fund Centre

PAB X 7 Equipment

10 Exchange lines (provision for further 10)

55 Extensions (provision for further 45)
Possibly with conference facility

Two Exchange lines and coin boxes

International Hospital Federation

KEYMASTER with two exchange lines and nine stations

British Hospitals' Export Council

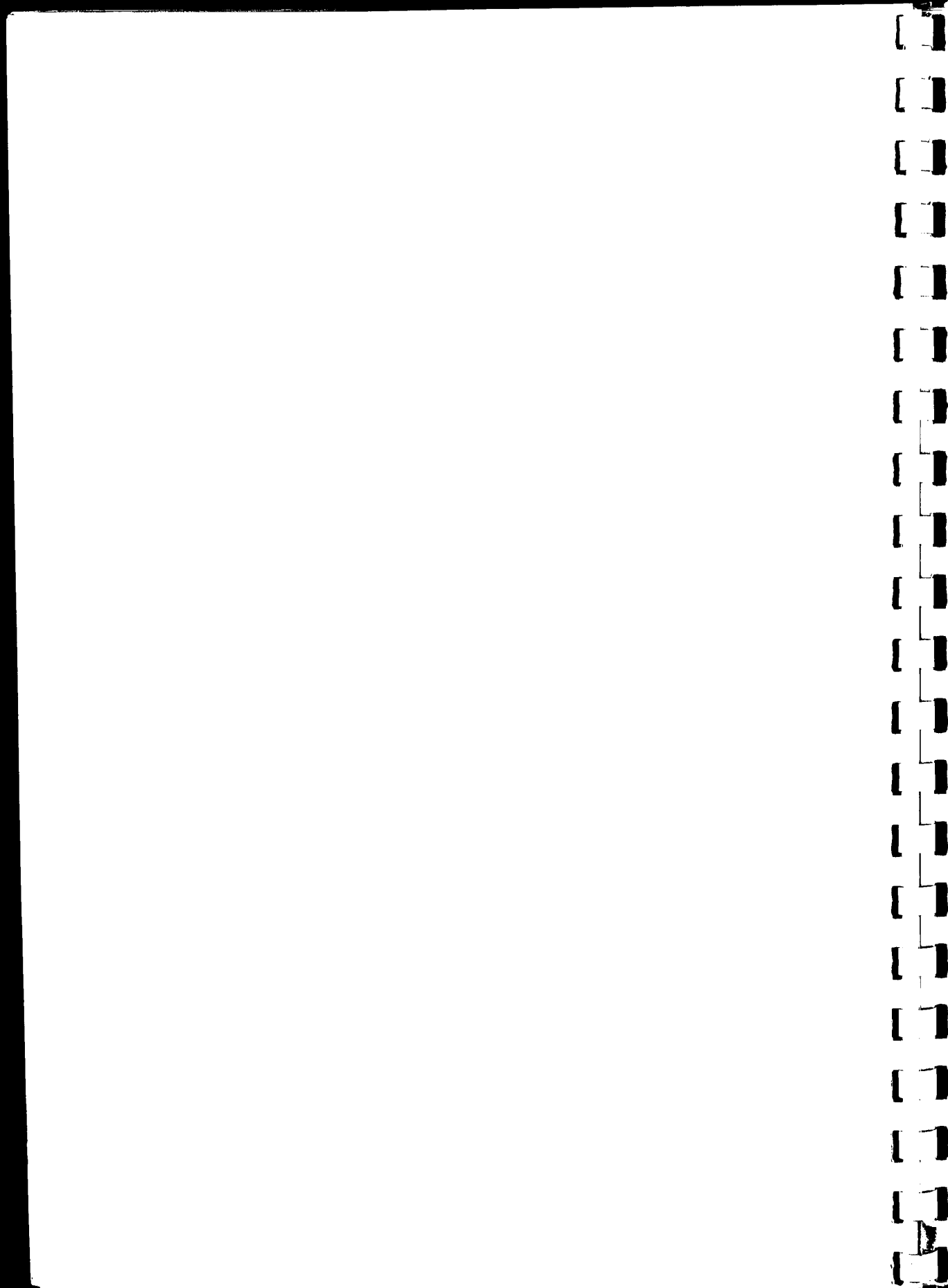
KEYMASTER with two exchange lines and five stations

Volunteer Centre

KEYMASTER with two exchange lines and 10 stations

Three additional exchange lines

In addition, a number of extensions will be required in flats used by Centre staff. Provision will be made in all flats for direct exchange lines, for use and when required by future tenants.




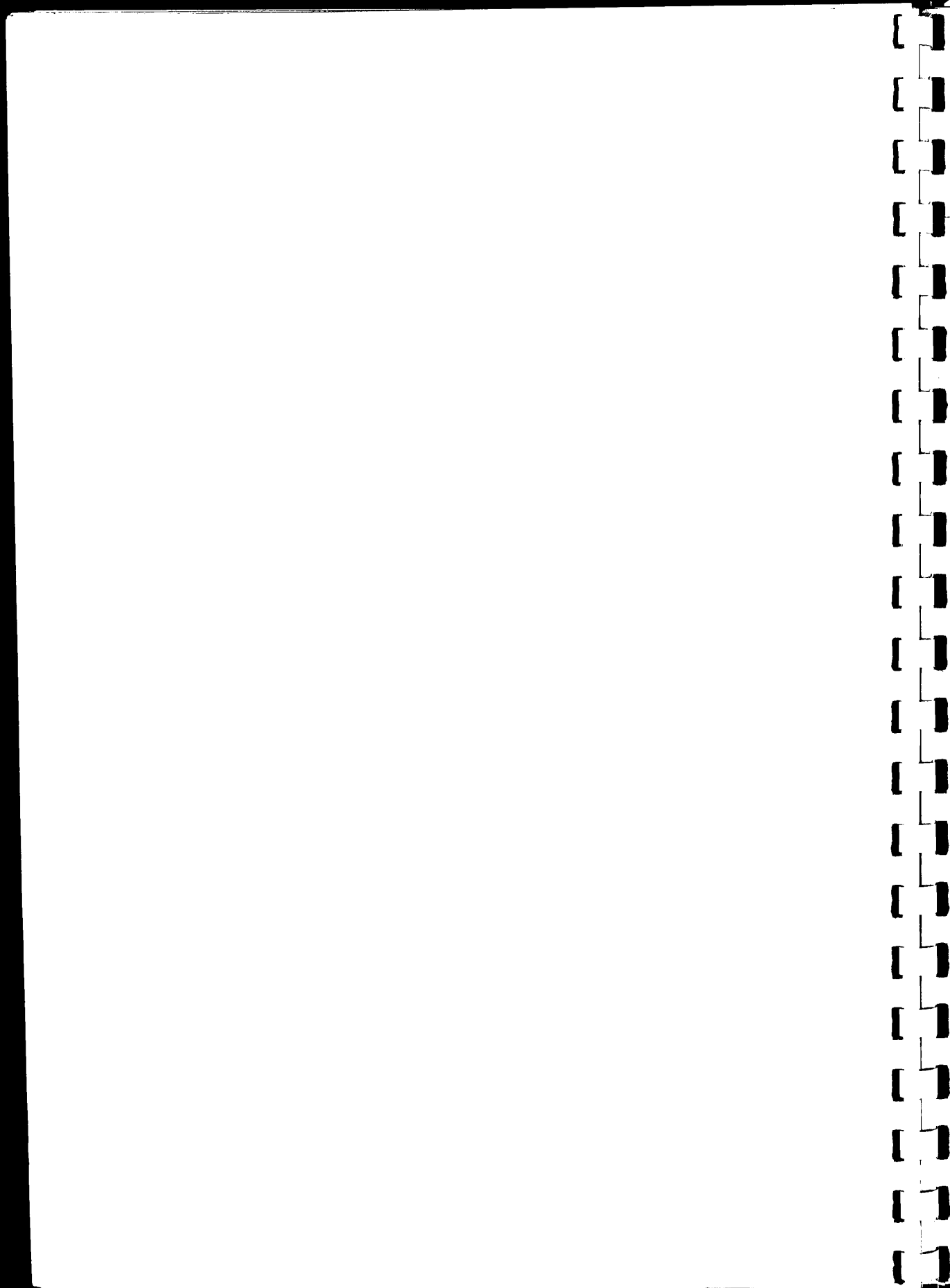
NEW KING'S FUND CENTRECOLLATION ROOM

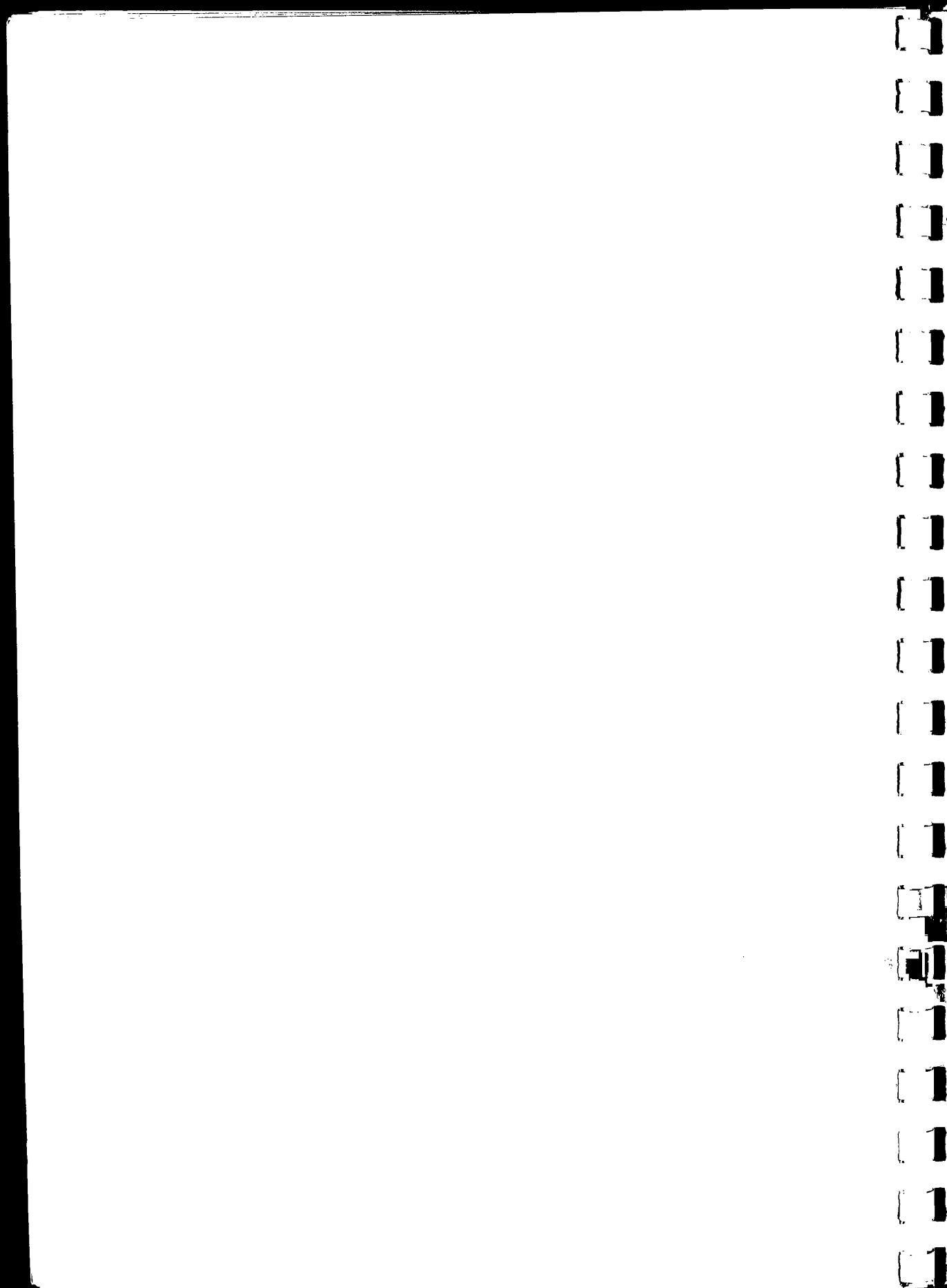
At a discussion with members of the staff concerned the following conclusions were reached regarding the operation and equipping of the collation room.

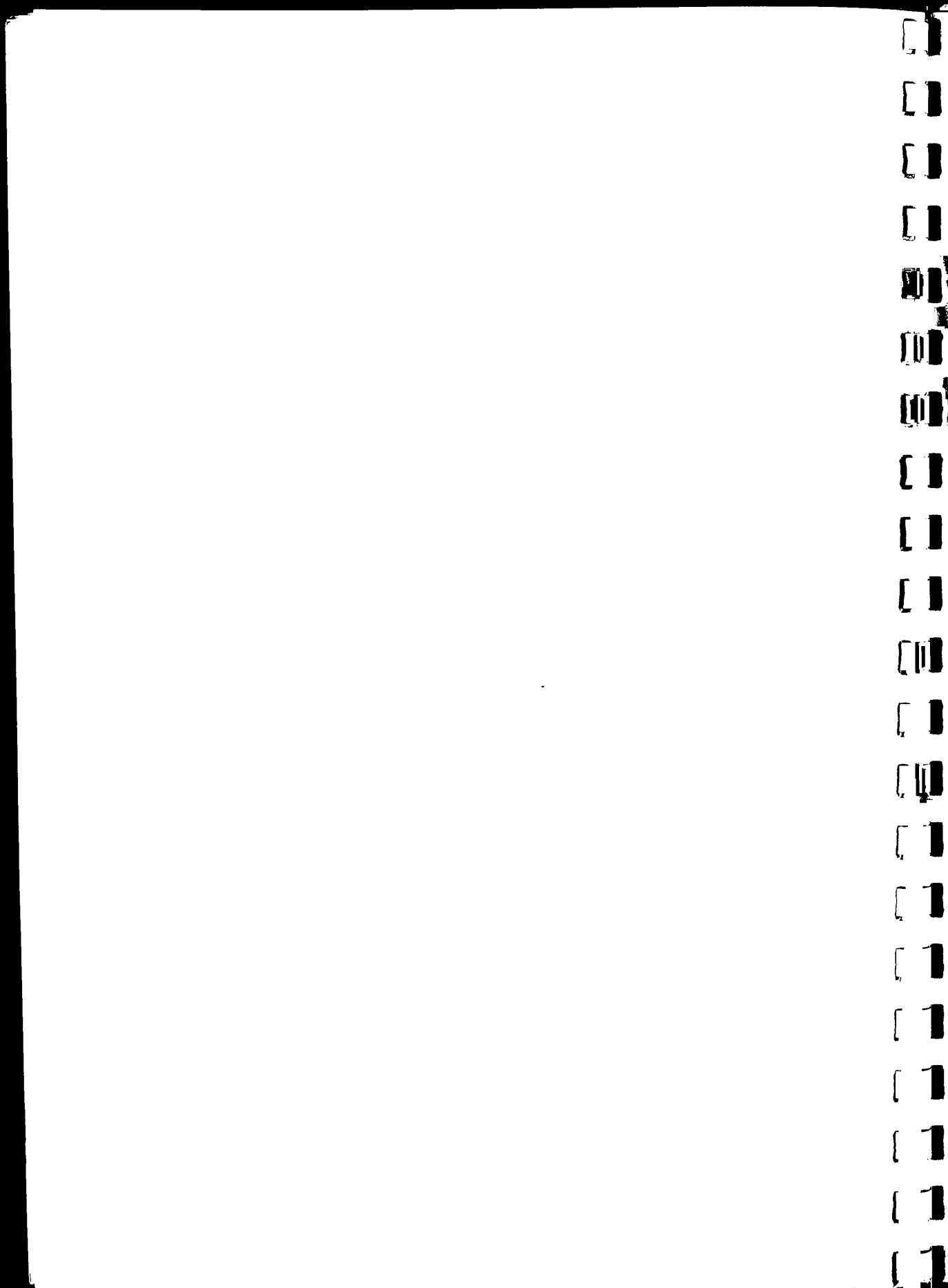
1. The room should provide storage for material coming off the multilith printing machine -
 - a. short term storage pending collation or the immediate future.
 - b. longer term storage where only part of a printing run is collated in the first instance.

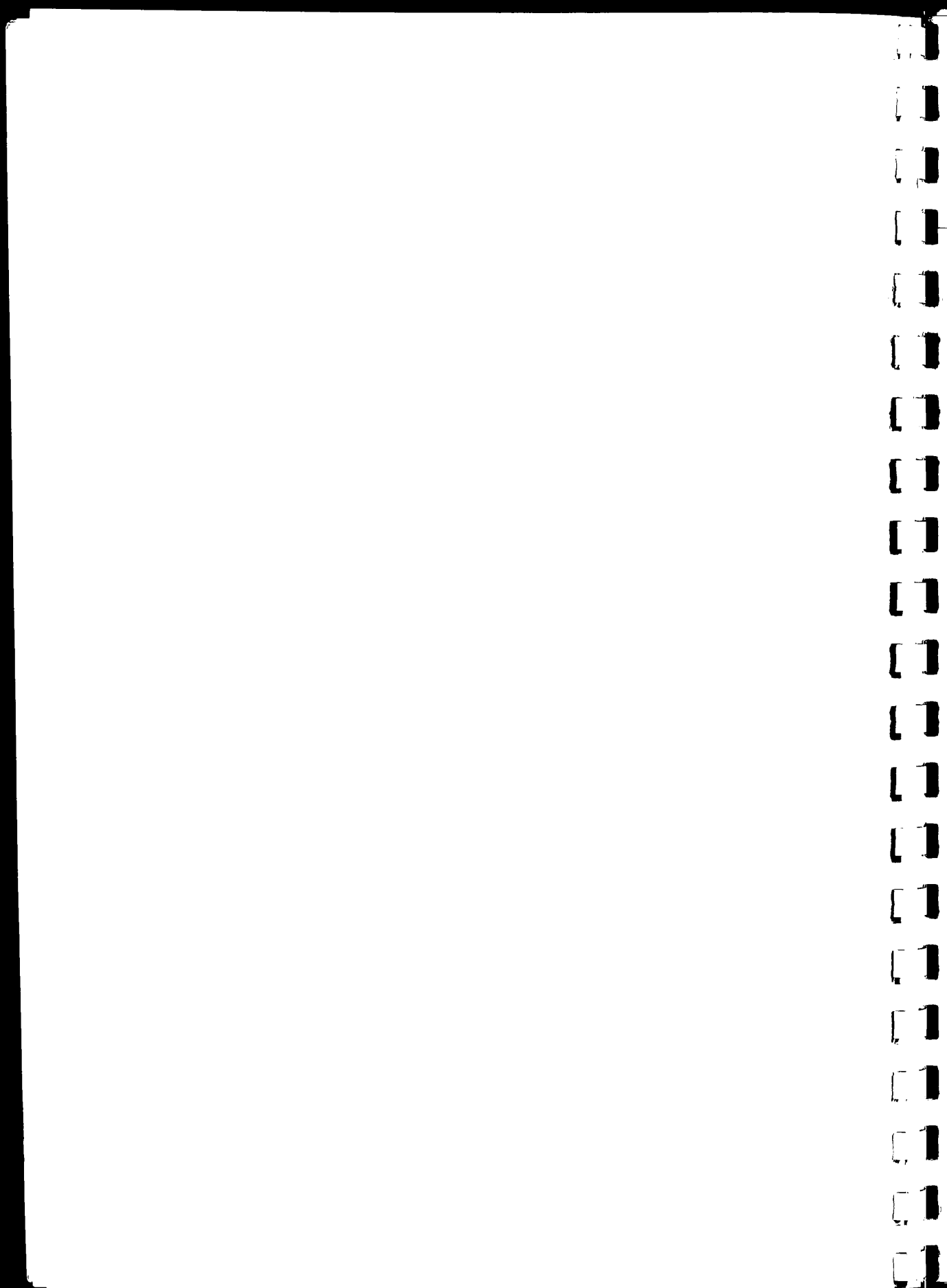
The shelving required will be adjustable and demountable and will be taken to a high level. It will be included in the schedule of furniture and equipment, as well as a suitable mobile platform for access to high level shelving.

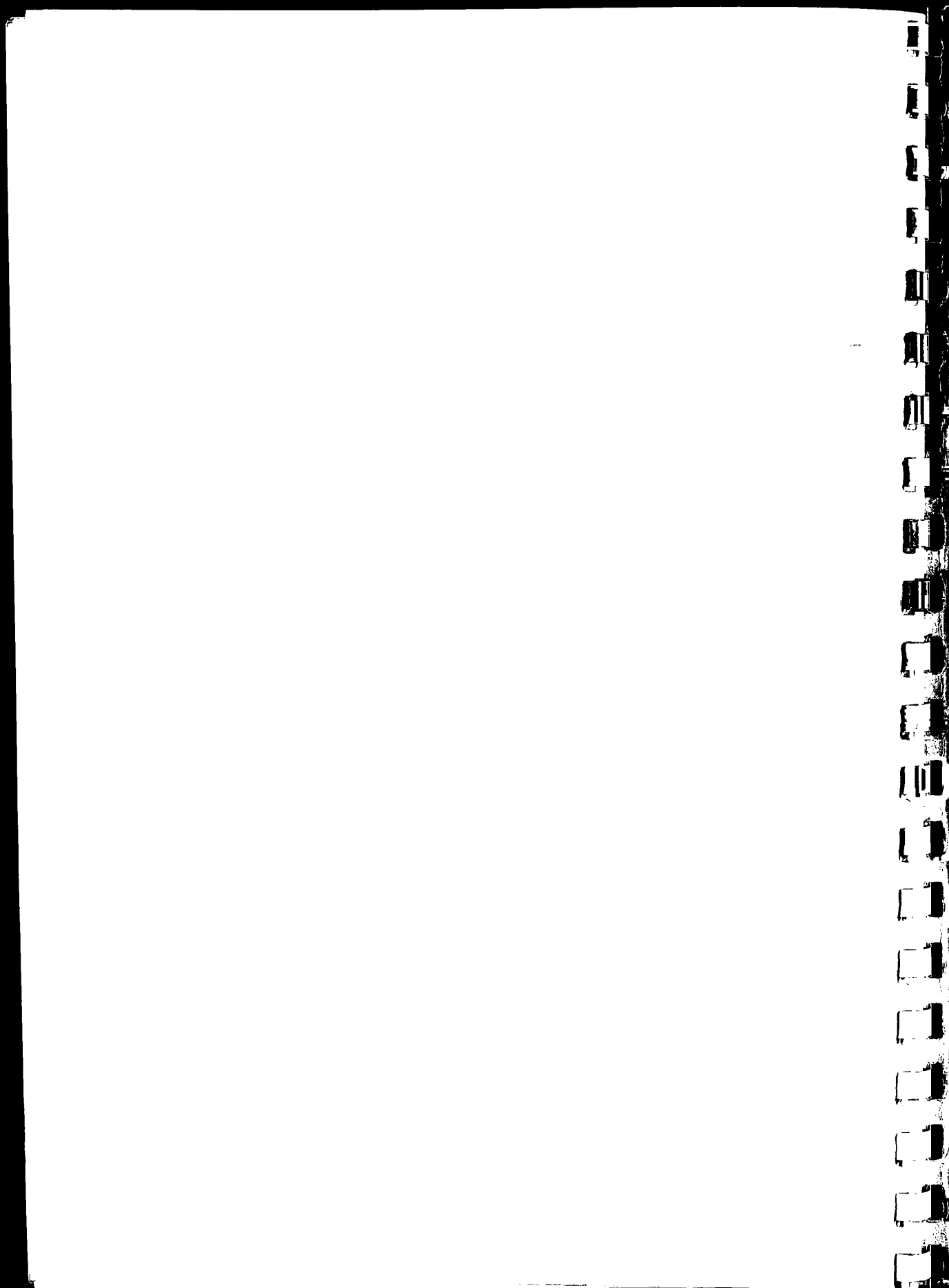
2. The collation room will not be used for the storage of materials other than those associated with printing and collation. The room may be used for packing and distribution on the occasion of major issues of Centre publications.
 3. A flat surface will be required for collation this will be in the form of collapsible tables.
 4. It is not proposed that all collation should be centralised - many small jobs will continue to be done in the offices and departments of the Centre.
 5. It is assumed that other organisations based at the Centre will continue to be responsible for their own collating work, but no doubt they will be allowed to use the collation room.
 6. It is proposed that a mechanised collator (capacity of up to say 20 sheets) should be provided for use in the collation room. Hand operated collators will be provided in the Centre staff office area and in the library, and elsewhere if necessary, for use in the case of small runs as noted in para. 4. Mr. Wakeling will advise on this equipment in due course. Other equipment will include an electric stapling machine. Mr. Wakeling will also advise of the possible use of a folding machine.
 7. It is recommended that at the new Centre that someone should be appointed to undertake collation as part of the printing set-up.
 8. In relation to noise and air conditioning, the collation room should be dealt with in the same way as the printing room. This question of noise is particularly important as the Collation room adjoins the library.
 9. A door and a half should be provided opposite the doors to the Print shop.
- 











King's Fund



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