

Dr L.C.W. Hogg

To Division Heads

Building Projects

You will be aware that R.L.N.198 sets out the revised financial procedure for capital projects and paragraph 4 defines the procedure to be followed.

From the attached sheet you will see that the various stages involved before a scheme can finally be started can take many weeks. The purpose of this note is to draw your attention to the time that can be taken by the various steps in the hope that you will anticipate requirements as far ahead as possible thereby allowing money allocated for minor building schemes to be spent within the year for which it has been granted. Also, sponsors could then shorten the time by avoiding dealing with all steps in series and wherever possible write ghost papers for submission leaving such details as estimates to be filled in when figures were available.

I would be glad if you could bring this matter to the attention of your Group Leaders and any sponsors nominated in the future.

P. Bowles

Building R.1

4th July, 1966

c.c. Mr. G.E. Simmonds

PROCEDURE FOR BUILDING PROJECTS

<u>Stage 1</u>	<u>Weeks</u>
Scheme and token estimate	2 - 8
Preparation of paper to D.H.C.	
D.H.C. approval and appointment of sponsor	2
<u>Stage 2</u>	
Scheme to -	
(a) Building Committee	
(b) Fire Committee	2 - 4
Preparation of working drawings, specifications and control estimate	6 - 10
<u>Stage 3</u>	
Submission to C.P.C.	2
Letter to State House	1
Paper to Nuclear Physics Board	2 - 4
" " Science Research Council	2 - 4
Financial approval	2
	2
Total	<u>21 - 37</u> weeks

It is possible that with special priority and urgency, the minimum time could be shortened, but for the general case the above estimate of time scale is thought to apply.