

# Division of Responsibilities Guidance: Between Blaenau Gwent Community/Faith and Foundation Schools and Council



**Version 2.0**

**Date of Issue: July 2019**

**Date of Implementation: Sept 2019**

## **Building and Engineering Repairs and Maintenance**

The purpose of the following guidance and procedure is to ensure the effective instigation, monitoring and completion of maintenance and repair works to schools by both Education and Technical Services; also, to inform quality monitoring processes.

Maintenance and repair refers to, the action necessary to retain an element of a building in, or to restore it to a state in which it can perform the required function.

The requirement for maintenance shall be not less than that necessary to meet statutory health and safety and current legal requirements. Maintenance shall mean 'maintaining an element in an effective state, safe, in efficient working order and in good repair.'

In carrying out the function of maintenance it is understood that only materials of an equivalent quality and standard will be provided and the work undertaken by competent and suitably qualified persons with all the accompanied qualifications, insurances and Risk and Method statements.

**\*Self-help approaches** - this involves the use of external parties approached directly via the school to address minor works identified by the headteacher and/or a member of school staff. In instances where this is deemed to be the best approach by the school, Technical Services/Health and Safety and Education approval **must be** sought prior to work being carried out in order to ensure compliance with the Council's policies such as Health and Safety, FRA, Asbestos Management etc. This does not preclude schools from carrying out works that are cost efficient to the school, they do however ensure that Headteachers, Governing Bodies comply with necessary technical and health and safety precautions/requirements prior to the works being undertaken.

Schools must complete an application form in relation to any self-help schemes they want to carry out.

On receipt of the form a decision will be taken by officers within Education/Tech Services and Health and Safety re the nature of the project, its requirements and risks involved and either:

- Agree to the school proceeding with the works themselves providing a risk assessment and the technical specification for the work has been approved by the Health and Safety and Technical Officers of the Council.
- Arrange to meet with the school and for the scheme to be project managed via the Council to ensure that it is undertaken in a legal and safe manner.

It is therefore essential that projects are planned and approval sought well in advance of implementation to avoid delay. The Council must ensure regulatory compliance with the law and that the works are undertaken by a competent person(s)/company.

**Substantial** - Within this document 'substantial' shall mean where the work/repair/component represents 75% or more of the whole system and/or structure concerned.

**Glazing** - this item of work is paid through the Glazing programme which schools contribute to annually. If schools do not contribute into the programme any works that fall under the Glazing heading will be the responsibility of the school.

**School (SIMS)** - this item of work is the responsibility of the individual school to fund.

**SIMS\*** - this item of work is paid through SIMS\* which schools contribute to annually. If schools do not contribute into SIMS\* any works that fall under the SIMS\* heading will be the responsibility of the school.

**Corporate Landlord** - The cost of this item of work is the responsibility of the Corporate Landlord/Council to meet.

**Statutory Testing** - please see page 17.

For further information and/or enquires relating to the guidance document please contact:

**Education**

Emma Jones: 01495 355412/ 07969336066

Claire Gardner: 01495 357704/ 07815005333

**Property Services**

Rob Jenkins: 01495 355389/ 07816936715 or

Paul Colston: 01495 355532/ 07964 119858

## Contents Page

Section No.	Description of Works	Page No.
1	Structure	4
2	External walls	4
3	External windows and doors	4-5
4	Internal doors, partitions and walls	5
5	Roofs	5-7
6	Floors and staircases	7
7	Suspended ceilings	7
8	Internal finishes – floors	7
9	Internal finishes – walls	8
10	Internal finishes – non suspended ceilings	8
11	Electrical installations	8-9
12	Mechanical services including heating	9-10
13	Mechanical services ventilation	10
14	Mechanical services heating +vent controls	10
15	Building fittings and equipment	10
16	Sanitary fittings, appliances lab fittings	10-11
17	Gas and water services	11
18	External painting/internal decoration	11
19	Drainage from school premises	11
20	Engineering services – incoming supplies	11-12
21	Other buildings	12
22	School meals kitchen and dining halls	12
23	School sites	12-13
24	Site fitments	13
25	Drainage – school sites	13-14
26	Security measures	14
27	Miscellaneous	14
<b>General Information</b>		
Appendix 1	Flow chart - process on reporting repairs/maintenance	15-17

Section	Description of Works	Community Schools			Faith/Foundation Schools		
		Corporate Landlord	Sims *	School	Corporate Landlord	Sims *	School
<b>1</b>	<b>STRUCTURE</b>						
1.1	Foundations (below top of ground floor slab)	✓			✓		
1.2	Ducts and duct covers (internal)		✓			✓	
1.3	Foundations including foundation walls up to d.p.c level – repairs including underpinning work	✓					✓
1.4	Ground Floors i.e. floor slabs, d.p.m's, hard-core filling ( <b>under</b> 10m2 in any one area or room)		✓			✓	
1.5	Ground Floors, floor slabs, d.p.m's hard-core filling ( <b>over</b> 10m2 in any one area or room)	✓			✓		
1.6	1 Retaining wall and d.p.c (supporting buildings) repair or replacement		✓			✓	
1.7	All Retaining walls and d.p.c's (supporting buildings) repair or replacement	✓					✓
<b>2</b>	<b>EXTERNAL WALLS AND STRUCTURE</b>						
2.1	Structural frame (steel frames, portal frames, reinforced concrete, precast concrete)	✓					✓
2.2	Access ramps and steps to external doorways		✓			✓	
2.3	Chimney stacks including flashings – repairs including repointing		✓			✓	
2.4	External rendering – repair or re-render		✓			✓	
2.5	External rendering – re-render to substantially all of an existing building	✓					✓
2.6	External walls (including cavity ties, cavity walls insulation, wall cladding, copings) repair or rebuild/re-clad		✓			✓	
2.7	External walls (including cavity ties, cavity walls insulation, wall cladding, copings) replacement of all or substantially all to a building	✓					✓
2.8	Internal walls (including cavity ties, cavity walls insulation, wall cladding, copings) repair or rebuild/re-clad		✓			✓	
2.9	Internal walls (including cavity ties, cavity walls insulation, wall cladding, copings) replacement of all or substantially all to a building	✓					✓
2.10	External walls – Demountable – repair and replacement		✓			✓	
2.11	D.P.C's cavity trays – repair or replacement		✓			✓	
2.12	D.P.C's cavity trays – replacement of all or substantially all to building	✓					✓
2.13	Cills and lintels – repairs and individual replacement		✓			✓	
2.14	Cills and lintels – replacement of all or substantially all to a building	✓					✓
2.15	Graffiti/ Moss removal			✓			✓
2.16	Repointing of brickwork		✓			✓	

Section	Description of Works	Community Schools			Faith/Foundation Schools		
		Corporate Landlord	Sims *	School	Corporate Landlord	Sims *	School
2.17	Repointing of brickwork affecting substantial part of a building	✓					✓
3	<b>EXTERNAL WINDOWS AND DOORS</b>						
3.1	Single glaze, double glazing, seals, putties solar film			✓			✓
3.2	Draught proofing to windows and doors			✓			✓
3.3	Emergency exit and fire escape doors - repairs			✓			✓
3.4	Emergency exit and fire escape doors – replacement	✓					✓
3.5	Automatic roller shutter door servicing including fire shutters	✓					✓
3.6	Automatic doors – service	✓					✓
3.7	Glass upgrading and safety film	✓					✓
3.8	Linings, beads			✓			✓
3.9	Ironmongery i.e. locks, bolts, hinges, door closers, floor springs, panic bolts, handles casement stays, door safety devices etc.			✓			✓
3.10	Replacement Roller shutters to window and external doors		✓			✓	
3.11	Repair Roller shutters to window and external doors			✓			✓
3.12	Secondary glazing		✓			✓	
3.13	Window guard, steel sheet coverings to doors			✓			✓
3.14	Windows, doors and frames including mastic joints – repairs			✓			✓
3.14	Windows, doors, and frames including mastic joints – individual replacement		✓			✓	
3.15	Windows, doors, and frames including mastic joints – replacement of all or substantially all to a building	✓					✓
3.16	Window winding gear (manually or electrically operated)			✓			✓
4	<b>INTERNAL DOORS, PARTITIONS AND WALLS</b>						
4.1	Repair brick, block, studded, chimney breasts and flues (excluding finishes)		✓			✓	
4.2	Replace brick, block, studded, chimney breasts and flues (excluding finishes)		✓			✓	
4.3	Demolition of brick, block, studded, chimney breasts and flues (excluding finishes)		✓			✓	
4.4	Dry rot treatment including irrigation treatment to internal and external walls, re-plastering	✓			✓		
4.5	Repairs frames, architraves, skirting, dados, picture rails etc.			✓			✓
4.6	Substantial repairs frames, architraves, skirting, dados, picture rails etc.		✓			✓	

Section	Description of Works	Community Schools			Faith/Foundation Schools		
		Corporate Landlord	Sims *	School	Corporate Landlord	Sims *	School
4.7	Replacement of frames, architraves, skirting, dados, picture rails etc.		✓			✓	
4.8	Fire screens, glazed partitions, internal windows			✓			✓
4.9	Fire screens etc. – upgrading to meet statutory notices		✓			✓	
4.10	Repair of Fire shutters (apart from kitchens)	✓			✓		
4.11	Replace of Fire shutters (apart from kitchens)	✓			✓		
4.12	Repair of Fire stops, cavity barriers and fire curtains	✓			✓		
4.13	Replace of Fire stops, cavity barriers and fire curtains	✓			✓		
4.14	Glazing see above*			✓			✓
4.15	Glass upgrading and safety film		✓			✓	
4.16	Internal doors, hinges, floor springs, door closures, locks, bolts, handles, door safety			✓			✓
4.17	Sliding/folding screens			✓		✓	
4.18	Steel sheet coverings to doors (secure stores)		✓			✓	
4.19	Toilet cubicles, shower cubicles, screens		✓			✓	
4.20	Minor alterations to partitions			✓			✓
5	<b>ROOFS</b>						
5.1	Asbestos cement roof cladding – repairs (without removing asbestos sheets)	✓			✓		
5.1.1	Removal of Asbestos sheets	✓			✓		
5.2	Asbestos cement roof cladding – replacement	✓			✓		
5.3	Covered links, veranda's, porches etc. if school have paid for them - rebuild or substantial repair	✓					✓
5.4	Covered links, veranda's, porches etc. if school have paid for them – repairs			✓			✓
5.5	Covered links, veranda's, porches etc. if built as part of the school - rebuild or substantial repair		✓			✓	
5.6	Covered links, veranda's, porches etc. if built as part of the school - rebuild or substantial repair		✓			✓	
5.7	Eaves, fascia's, soffit and barge boarding – repair or replacements		✓			✓	
5.8	Eaves, fascia's, soffit and barge boarding – replacement of all or substantially all to an existing roof/building	✓			✓		
5.9	Repair or replace of flashing, valley gutters or verge fillets			✓			✓
5.10	Flat roof finishes – repair leaks			✓			✓

Section	Description of Works	Community Schools			Faith/Foundation Schools		
		Corporate Landlord	Sims *	School	Corporate Landlord	Sims *	School
5.11	Flat roof finishes – replacement (to include improving insulation standards)		✓				✓
5.12	Flat roof structure, metal deck and trusses – treat areas of rusted metal deck		✓				✓
5.13	Flat roof structure, reinforced concrete deck, beams – make good areas of spalling concrete where reinforcement exposed	✓					✓
5.14	Flat roof structure, reinforced concrete deck, metal deck and trusses, beams – replacement of all substantially all to an existing roof/building	✓					✓
5.15	Flat roof structure, timber joists and deck (e.g. plywood, wood-wool slab or composite board) repair		✓				✓
5.16	Flat roof structure, timber joists and deck (e.g. plywood, wood-wool slab or composite board) replacement		✓				✓
5.17	Asbestos insulation boards – specialist removal/ replacement of damaged/ disturbed asbestos based materials, planned or emergency	✓			✓		
5.18	Fire stops and barriers	✓				✓	
5.19	Rainwater gutters and downpipes cleaning out and repairs			✓			✓
5.20	Rainwater gutters and down pipes– replacement		✓			✓	
5.21	Rainwater gutters and down pipes replacement of all or substantially all to a building	✓				✓	
5.22	Pitched roof finishes (e.g. slate, tile etc.) repair missing or broken slates/tiles			✓			✓
5.23	Pitched roof finishes (e.g. slate, tile etc.) replacement of all or substantially all to a roof/building	✓					✓
5.24	Pitched roof structure, rafters, trussed rafters, purlins (but not trusses) – repair or replacement of parts of an existing structure		✓				✓
5.25	Pitched roof structure, rafters, trussed rafters, purlins (but not trusses) – replacement of all or substantial part of an existing structure	✓					✓
5.26	Pitched roof structure, steel portal frame, purlins	✓					✓
5.27	Rainwater outlets set in flat roofs, clean out and repair			✓			✓
5.28	Rainwater outlets set in flat roofs – individual replacement		✓			✓	
5.29	Rainwater outlets set in flat roofs – replacement of all or substantially all	✓				✓	



Section	Description of Works	Community Schools			Faith/Foundation Schools		
		Corporate Landlord	Sims *	School	Corporate Landlord	Sims *	School
5.30	Reflective paint, white stone chippings (i.e. on roof) replacement of all or substantially all		✓				✓
5.31	Ridges, ridge ventilators, soffit ventilators, verges, slate or tile ventilators – repair or replace		✓				✓
5.32	Ridges, ridge ventilators, soffit ventilators, verges, slate or tile ventilators – replacement of all or substantially all to roof	✓					✓
5.33	Roof cladding (e.g. profiled steel sheets, fibre cement sheets, composite roof sheets) – repair or replacement of sheets		✓				✓
5.35	Roof cladding (e.g. profiled steel sheets, fibre cement sheets, composite roof sheets) – replacement of all substantially all to a roof/building	✓					✓
5.36	Roof edge trim, fascia's – repair or replacement of individual lengths		✓				✓
5.37	Roof edge trim, fascia's – replacement of all or substantially all to a roof/building	✓					✓
5.38	Roof screeds, insulation (to flat or pitched roofs) – repair or part replacement on an existing roof		✓				✓
5.39	Roof screeds, insulation (to flat or pitched roofs) – replacement of all or substantially all to a roof/building	✓					✓
5.40	Roof lights – glazing only			✓			✓
5.41	Roof lights (excluding glazing) – repair or replacement of individual roof lights		✓				✓
5.42	Roof lights – replacement of all/substantially all on existing roof	✓					✓
5.43	Snow and gutter boards		✓			✓	
5.44	Tank housings (including kitchen)		✓				✓
5.45	Trusses (not trussed rafters)	✓					✓
6	<b>FLOORS AND STAIRCASES</b>						
6.1	Fire escapes staircases (external not enclosed) – repair	✓				✓	
6.2	Fire escapes staircases (external not enclosed) - replacement	✓				✓	
6.3	Staircases, handrails and balustrades – repair change to school			✓			✓
6.4	Staircases, handrails and balustrades - replacement	✓					✓
6.5	Suspended floors (structure) – repair or replacement of (i.e. joists and floor boards or individual beams)		✓			✓	
6.6	Suspended floors (structure) – replacement of all or substantially all of structure	✓			✓		
6.7	Floor Screeds - repair		✓			✓	
6.8	Floor screeds – substantial replacement to floors	✓			✓		

Section	Description of Works	Community Schools			Faith/Foundation Schools		
		Corporate Landlord	Sims *	School	Corporate Landlord	Sims *	School
7	<b>SUSPENDED CEILINGS</b>						
7.1	Asbestos insulating boards – Inspection/air testing, applying sealant coats to asbestos surfaces for protection	✓			✓		
7.2	Insulation		✓			✓	
7.3	Structure (i.e. grid, suspension system and tiles etc..) repairs		✓				✓
7.4	Structure (i.e. grid, suspension system and tiles etc..) substantial renewal	✓				✓	
8	<b>INTERNAL FINISHES FLOORS</b>						
8.1	Flooring bonded to screed including tiles/carpets (non asbestos)			✓		✓	
8.2	Removal of asbestos tile and bonding	✓			✓		
8.3	Door mats, loose and fitted carpets, carpet tiles			✓		✓	
8.4	Mat wells, nosings, cover and expansion strips			✓		✓	
8.5	Woodstrip, wood block, Granwood block, quarry or ceramic tiles including screed bed, grano/terrazzo – repair floors		✓			✓	
8.6	Woodstrip, wood block, Granwood block, quarry or ceramic tiles including screed bed, grano/terrazzo – substantial replacement	✓			✓		
9	<b>INTERNAL FINISHES – WALLS</b>						
9.1	Plaster, dry lining, artex, covings etc.			✓		✓	
9.2	Skirting's, dado rails			✓		✓	
9.3	Wall tiles, terrazzo etc.			✓		✓	
9.4	Wood strip panelling		✓			✓	
10	<b>INTERNAL FINISHES – NON SUSPENDED CEILINGS</b>						
10.1	Asbestolux	✓			✓		
10.2	Fibreboard, supalux etc.			✓		✓	
10.3	Hardwood or softwood strip panelling			✓		✓	
10.4	Plaster or plasterboard			✓		✓	
10.5	Upgrading of fire rating	✓			✓		
10.6	removal of artex ceilings	✓			✓		
10.7	Finish to ceilings (e.g. acoustic tile, plasterboard) including access panel	✓			✓		
11	<b>ELECTRICAL INSTALLATIONS</b>						
11.1	Enabling work for cabling for IT networking (Council funded)	✓			✓		
11.2	Class change systems repair			✓			✓

Section	Description of Works	Community Schools			Faith/Foundation Schools		
		Corporate Landlord	Sims *	School	Corporate Landlord	Sims *	School
11.3	Substantial Repair of Class change systems (if installed through CL)		✓			✓	
11.4	Drama and stage lighting (for school purposes)			✓			✓
	Installation of Drama and stage lighting		✓			✓	
11.5	Drama and stage lighting (for school purposes only) - inspection and testing (statutory)	✓			✓		
11.6	Earth bonding to meet regulations following repair or inspection		✓			✓	
11.7	Earth bonding to meet regulations following repair or inspection – substantial repairs (other than work not done in accordance with guidelines)	✓			✓		
11.8	Minor electrical work to mobile classroom (LA owned)		✓			✓	
11.9	Electrical installation – replacement of substantial element of obsolete or dangerous installation	✓			✓		
11.10	Emergency lighting repair/replace			✓			✓
11.11	Emergency lighting - substantial replacement	✓			✓		
11.12	External lighting fixed to external walls (limited installation up to 5 lights)			✓			✓
11.13	Extractor fans, in external walls or on roof (excluding kitchen)		✓			✓	
11.14	Extractor fans – internal			✓			✓
11.15	Fire alarms system (including panels, break glass, smoke detectors etc..) –repairs and replacement of parts (excluding main panel)			✓			✓
11.16	Fire alarm systems – monitoring (excluding service provider charges), inspection and service		✓	✓		✓	✓
11.17	Fire alarm systems – total replacement of system or replacement of main panel	✓			✓		
11.18	Fuses, M.C.B's, R.C.D's final distribution of power and lighting circuits including switches – , repairs and replacement			✓			✓
11.19	Internal lighting, light fittings – repairs and maintenance, replacement			✓			✓
11.20	Internal lighting, light fittings – substantial replacement	✓			✓		
11.21	Light fittings – cleaning, replacement of starters, diffusers, lamps and shades			✓			✓
11.22	Lightning conductors – repairs/replacement		✓			✓	
11.23	Lightning conductors – inspection and testing	✓			✓		
11.24	Main switchgear including distribution boards – replacement	✓			✓		
11.25	Main switchgear including distribution boards – repair		✓			✓	
11.26	Portable electrical appliances – annual testing and repairs/replacement of			✓			✓

Section	Description of Works	Community Schools			Faith/Foundation Schools		
		Corporate Landlord	Sims *	School	Corporate Landlord	Sims *	School
11.25	Repair/replacement of Portable fans			✓			✓
11.26	Power points and sockets including low voltage – repairs and replacement			✓			✓
11.27	Power sockets on wall benches and computer worktops			✓			✓
11.28	Public address and sound amplification systems repair			✓			✓
11.29	Public address and sound amplification systems if installed by CL substantial replacement		✓			✓	
11.30	Radio/TV aerials cabling and sockets			✓			✓
11.31	Remedial works – repair/replacement following electrical inspections/testing			✓			✓
11.32	Sub-mains, sections boards, three phase switch gear including distribution boards – repair/replacement	✓			✓		
11.33	Switchgear from incoming substation to electrical switchgear – repair/replace/maintain	✓			✓		
11.34	Telephone installation and associated trunking			✓			✓
11.35	Water heaters (electrical) – repairs			✓			✓
11.36	Water heaters (electrical) – replacement		✓			✓	
12	<b>PHOTO VOLTAIC (PV)</b>						
12.1	<b>Renewable Energy/systems</b>						
12.2	Photo Voltaic(PV) system Maintenance			✓			✓
12.3	Photo Voltaic(PV) system Repair			✓			✓
12.4	Photo Voltaic(PV) system inverter Replacement	50%		50%	50%		50%
12.5	Photo Voltaic(PV) system panel replacement up to 6			✓			✓
12.6	Photo Voltaic(PV) system panel replacement over 6		✓			✓	
12.7	Photo Voltaic(PV) system Substantial Replacement	✓			✓		
12.8	Solar Hot water system maintenance			✓			✓
12.9	Solar Hot water system Substantial Replacement	✓			✓		
12.10	Biomass Boiler repair/maintenance			✓			✓
12.11	Biomass Boiler new installation	✓			✓		
12.12	Biomass Boiler substantial replacement/repair		✓			✓	
12.13	Ground/Air source heat pump new installation	✓			✓		
12.14	Ground/Air source heat pump Repair/Maintenance			✓			✓
12.15	Ground/Air source heat pump substantial replacement/repair		✓			✓	

Section	Description of Works	Community Schools			Faith/Foundation Schools		
		Corporate Landlord	Sims *	School	Corporate Landlord	Sims *	School
13	<b>MECHANICAL SERVICES INCLUDING HEATING</b>						
13.1	Asbestos based heating and D.H.W installation lagging – replacement, testing or monitoring	✓			✓		
13.2	Monthly domestic hot water statutory testing (legionella's)	✓			✓		
13.3	Fixed electric or gas heaters – replacement		✓			✓	
13.4	Freestanding flues non asbestos – repairs		✓			✓	
13.5	Freestanding flues asbestos – removal	✓			✓		
13.6	Freestanding flues – inspection and substantial replacement non asbestos		✓			✓	
13.7	Freestanding flues – inspection and substantial replacement asbestos	✓				✓	
13.8	Heat emitters (radiators, natural and fan convectors etc..) filters of single thermostats, controls and motors – cleaning, repairs and replacement			✓			✓
13.9	Heat emitters – substantial replacement	✓			✓		
13.10	Combined heat and power units – replacement	✓			✓		
13.11	Combined heat and power units maintenance/repairs			✓			✓
13.12	Heating boilers, direct gas fired hot water boilers, burners, plate heat exchangers, pumps and flues – repairs and maintenance including replacing pumps		✓			✓	
13.13	Heating pipework including valves, isolation valves, insulation and automatic air vents – repair/replacement of single units			✓			✓
13.14	Heating pipework including valves, isolation valves, insulation and automatic air vents – substantial replacement	✓			✓		
13.15	Laboratory equipment taps, valves, heat treatment equipment – repairs/replacement			✓			✓
13.16	Gas pipework, distribution valves – repairs and maintenance		✓			✓	
13.17	Pressure vessels – testing and repair statutory			✓			✓
13.18	Pressure vessels – renewal	✓			✓		
13.19	Protective guards to controls and flue outlets – repair and maintenance			✓			✓
13.20	Repairs following statutory inspection and servicing of all mechanical and Electrical services			✓			✓
13.21	Automatic gas isolation and gas detection equipment servicing	✓			✓		
13.22	Repairs following statutory gas safety tests			✓			✓
13.23	Thermostatic radiator valves, motorised valves – repairs/replacement			✓			✓
13.24	Hydrotherapy pools – service and inspection	✓			✓		
13.25	Hydrotherapy pools – equipment repair and renewal		✓			✓	

Section	Description of Works	Community Schools			Faith/Foundation Schools		
		Corporate Landlord	Sims *	School	Corporate Landlord	Sims *	School
14	<b>VENTILATION</b>						
14.1	Air handling units – replacement	✓			✓		
14.2	Air handling units (mechanical, electrical services and controls) repairs and maintenance		✓			✓	
14.3	Fan speed controllers – repair and replacement		✓			✓	
14.4	Induced draft and extract fans – repair/replacement and cleaning		✓			✓	
14.5	Ventilation grilles, ductwork and canopies (excluding kitchens) cleaning		✓			✓	
14.6	Ventilation grilles, ductwork and canopies (excluding kitchens) – repair/replacement	✓			✓		
14.7	Ventilation fans and ducting for dust and fume extraction – repairs, replacement and cleaning			✓			✓
14.8	Dust and extract systems – inspection statutory	✓			✓		
14.9	Air conditioning – repairs and maintenance			✓ x			✓
14.10	Air conditioning – replacement if installed by CL	✓			✓		
14.11	Air conditioning – service and inspection Statutory			✓			✓
15	<b>HEATING AND VENTILATION – CONTROLS</b>						
15.1	Building energy management systems – remote monitoring and remote adjustments (where they exist)	✓			✓		
15.2	Heating controls/Sensors/Actuator etc.. – repair/replacement and calibration			✓			✓
15.3	Heating control systems – full replacement	✓			✓		
15.4	Energy saving measures/projects assessed on an individual basis			✓			✓
15.5	Monitoring of energy use – oil fuel, water, electric and gas consumptions excluding on site readings	✓			✓		
15.6	Time controllers, optimisers and weather compensators – repair/replacement and adjustment of individual items			✓			✓
16	<b>BUILDING FITTINGS AND EQUIPMENT</b>						
16.1	Fire extinguishers, blankets etc.. – repair, recharge and replacement		✓			✓	
16.2	Fire extinguishers, blankets etc.. – annual servicing and inspection statutory	✓			✓		
16.3	Hose reels – repair and replacement	✓			✓		
16.4	Hose reels – annual servicing and inspection	✓			✓		

Section	Description of Works	Community Schools			Faith/Foundation Schools		
		Corporate Landlord	Sims *	School	Corporate Landlord	Sims *	School
16.5	Fixed fume cupboards and associated extract flues – statutory inspection and repair			✓			✓
16.6	Fixed fume cupboards and associated flues – initial inspection complete replacement	✓			✓		
16.7	Fixed and portable stages – repair and replacement			✓			✓
17	<b>SANITARY FITTINGS, APPLIANCES, LABORATORY FITTINGS (including connections to services and wastes together with all above ground drainage)</b>						
17.1	All sanitary appliances, wc pans and cisterns, urinals, sinks, basins, shower trays, inc cubicles, cleaning, caretaker's sink and sink units			✓			✓
17.2	Drinking fountain Repairs/Renewal			✓			✓
17.3	Incinerators		✓			✓	
17.4	Laboratory and classroom/workshop sinks repairs and replacement			✓			✓
18	<b>GAS AND WATER SERVICES</b>						
18.1	Gas services and connections to equipment – repair or replacement (to include repairing gas leaks)		✓			✓	
18.2	Hot and cold water services and connections to sanitary fittings (from incoming stop valve including services between buildings)			✓			✓
18.3	Isolating valves, regulating valves etc..			✓			✓
18.4	Thermostatic mixing valves – repairs/renewals			✓			✓
18.5	Thermostatic mixing valves – servicing/cleaning	✓			✓		
18.6	Water risk assessments (control of legionella)	✓			✓		
18.7	Repair following legionella inspection			✓			✓
18.8	Water sprinkler system Repairs (i.e. fire)	✓		✓	✓		✓
18.9	Water storage tanks – cleaning and disinfection	✓			✓		
18.10	Water storage tanks and calorifiers – repairs including replacement of ball valves		✓			✓	
18.11	Water storage tanks and calorifiers - replacement	✓			✓		
19	<b>EXTERNAL REPAINTING/INTERNAL REDECORATION</b>						
19.1	External repainting complete including fences and outbuildings Should not be here			✓			✓
19.2	Internal repainting including varnishing, sprayed finishes, fire retardant coatings Should not be here			✓			✓
19.3	Murals painted insignia and other art work, playground markings Should not be here			✓			✓

Section	Description of Works	Community Schools			Faith/Foundation Schools		
		Corporate Landlord	Sims *	School	Corporate Landlord	Sims *	School
19.4	Wallpapering or other applied finishes Should not be here			✓			✓
20	<b>DRAINAGE FROM SCHOOL BUILDINGS</b>						
20.1	Clearing blockages, cleaning channels and grease traps, emptying and cleansing septic tanks			✓			✓
20.2	Drainage pipes – clearing blockages, cleaning or jetting			✓			✓
20.3	Drainage pipes – repairs including replacement of collapsed or fractured		✓			✓	
20.4	Drainage pipes – substantial replacement	✓			✓		
20.5	Manhole covers and frames, gulley's and grids, grease traps, internal floor gratings, channels, rodding eyes - repair		✓			✓	
20.6	Manhole covers and frames, gulley's and grids, grease traps, internal floor gratings, channels, rodding eyes – replacement		✓			✓	
20.7	Manholes and inspection chambers – repair including repointing works and renewing benching	✓			✓		
20.8	Manholes and inspection chambers – replacement	✓			✓		
20.9	Sewage pumps – cleaning blockage or repair due to blockage			✓			✓
20.10	Sewage pumps – replacement	✓			✓		
21	<b>ENGINEERING SERVICES – MAINS SUPPLY (from point of entry into School Buildings and between buildings)</b>						
21.1	Electric	✓			✓		
21.2	Gas	✓			✓		
21.3	Water	✓			✓		
22	<b>OTHER BUILDINGS</b>						
22.1	Demountable classrooms, fuel stores, external toilets		✓			✓	
22.2	School house	✓			✓		
22.3	Greenhouses, potting sheds, garages, buildings erected by the school			✓			✓
22.4	Swimming pool (LA provided) – hygiene, cleansing, cleaning, maintenance and repairs (internal and external)	✓			✓		
23	<b>SCHOOL MEALS KITCHENS AND DINING HALLS</b>						



Section	Description of Works	Community Schools			Faith/Foundation Schools		
		Corporate Landlord	Sims *	School	Corporate Landlord	Sims *	School
23.1	Kitchen (including stores, toilet accommodation) maintaining kitchen to LA requirements including cleaning and drainage systems, internal redecoration, repairs to internal finishes, repairs or replacement of sanitary fittings	✓			✓		
23.2	Kitchen cleaning of grease traps and associated drainage	✓			✓		
23.3	Kitchens (including stores, toilet accommodation) – external repairs and repainting	✓			✓		
23.4	Kitchen refurbishment/enhancement works to meet legislation and food safety requirements (e.g. provision of additional ventilation, formation of ante-spaces and changing areas, decoration)	✓			✓		
23.5	Extract ventilation and ductwork, filters, canopies fans, motors etc. repairs and maintenance	✓			✓		
23.6	Extract ventilation and ductwork, filters, canopies fans, motors etc. – substantial replacement	✓			✓		
23.7	Dining halls – internal and external repairs including redecoration	✓			✓		
24	<b>SCHOOL SITES</b>						
24.1	Access roads, bus parking and turning areas, car parks, paths and paved areas including kerbs, sleeping policemen and retaining walls there to repairs within school buildings			✓			✓
24.2	Access roads, bus parking an turning areas, car parks, paths and paved areas including kerbs, sleeping policemen and retaining walls thereto – substantial repairs/replacement within school boundary	✓			✓		
24.3	Boundary walls, perimeter fencing and gates and retaining walls – there to – repairs			✓			✓
24.4	Boundary walls, perimeter fencing and gates and retaining walls thereto – substantial repairs/replacement	✓			✓		
24.5	Demolition and site clearance of large structures (removal of mobile classrooms) including making good of ground finish	✓			✓		
24.6	Demolition and site clearance of small structures (small outbuildings, sheds, incinerators etc..) including making good of ground finish		✓			✓	
24.7	Fire hydrants – maintenance and servicing statutory	✓			✓		
24.8	Free standing/ fixed safety railings		✓			✓	
24.9	Gas meter chambers and utility housings		✓			✓	
24.10	Kitchen yards, bin areas, screen walls and fences		✓			✓	

Section	Description of Works	Community Schools			Faith/Foundation Schools		
		Corporate Landlord	Sims *	School	Corporate Landlord	Sims *	School
24.11	Nursery play area fencing and gates – repairs/replacement		✓			✓	
24.12	Nursery play area fencing and gates – substantial replacement	✓			✓		
24.13	Playground and play court fencing – repairs and replacement		✓			✓	
24.14	Playground and play court fencing – substantial replacement	✓			✓		
24.15	Playground and play court markings for games			✓			✓
24.16	Playgrounds – complete resurfacing	✓			✓		
24.17	Playgrounds and play courts – repairs			✓			✓
24.18	Playgrounds and play courts –sweeping of surface to removal gravel			✓			✓
24.19	Pointing to boundary walls, retaining walls etc.			✓			✓
24.20	Pointing to boundary walls, retaining walls etc. substantial areas	✓			✓		
24.21	Steps and ramps to access buildings – maintenance		✓			✓	
24.22	Steps and ramps within site – replacement		✓			✓	
24.23	Site lighting columns and lanterns – access roads, car parks – inspection and substantial renewal		✓			✓	
24.24	Site lighting columns and lanterns – access roads, car parks – re-lamping and repairs		✓			✓	
24.25	Sports field floodlighting – inspection only	✓			✓		
24.26	Sports field floodlighting – repair and renewal		✓			✓	
24.27	Underground ducts and duct covers for services between school buildings – repair/maintenance/replacement	✓			✓		
25	<b>SITE FITMENTS</b>						
25.1	Cycle sheds, racks and blocks			✓			✓
25.2	Free standing drinking fountains			✓			✓
25.3	Free-standing flag poles			✓			✓
25.4	Free standing lighting standards – statutory inspection	✓			✓		
25.5	Free-standing lighting standards – repair and replacement		✓			✓	
25.6	Free standing school name board and directional signing			✓			✓
25.7	Sculptures, fountains and other site features			✓			✓
26	<b>DRAINAGE SCHOOL SITE</b>						
26.1	Ground and surface water pumps and chambers – cleaning, emptying and repairs			✓			✓
26.2	Ground and surface water pumps and chambers – replacement and servicing		✓			✓	

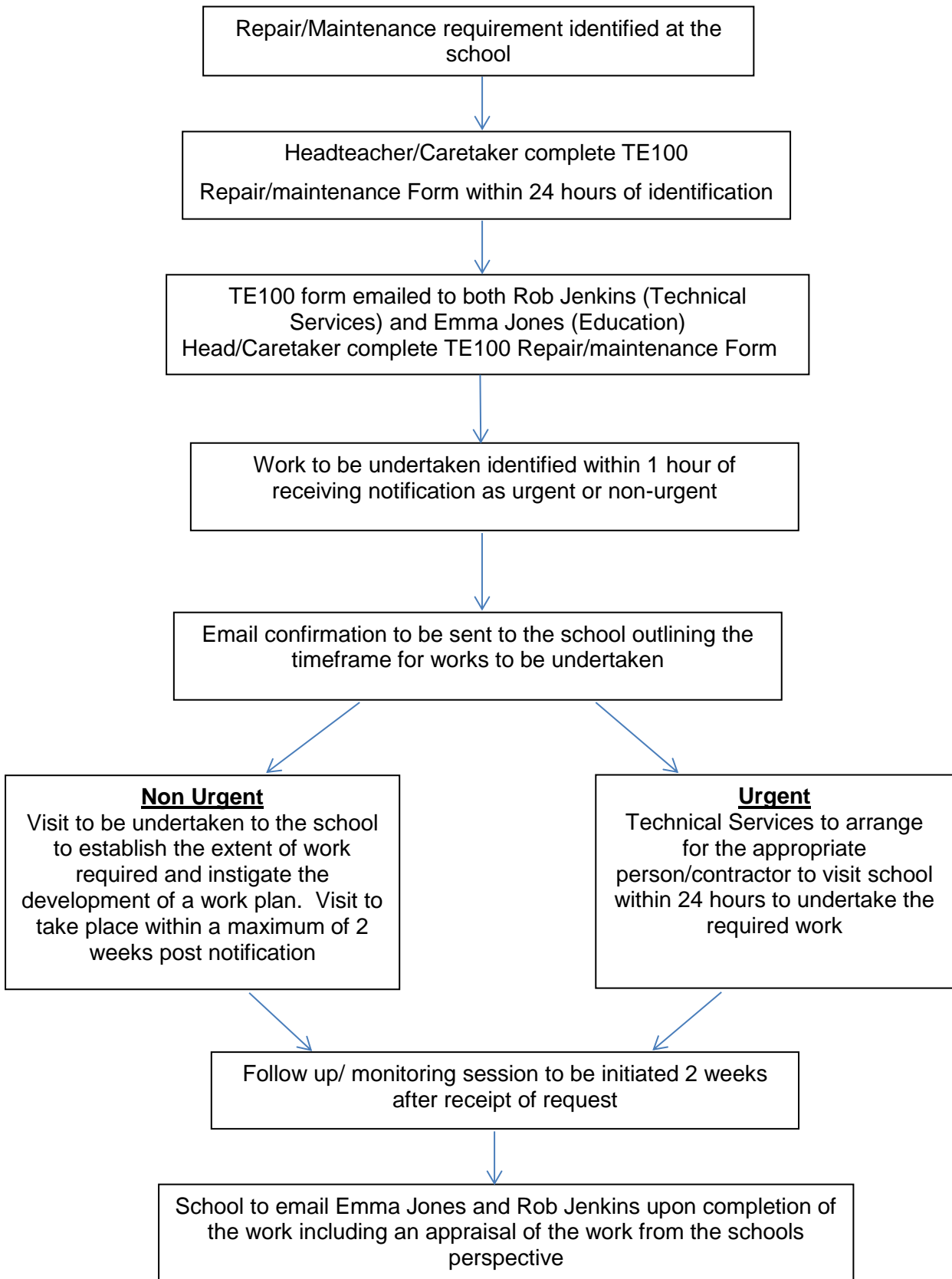
Section	Description of Works	Community Schools			Faith/Foundation Schools		
		Corporate Landlord	Sims *	School	Corporate Landlord	Sims *	School
26.3	Sewage pumps and pump chambers – cleaning emptying and repairs and servicing			✓			✓
26.4	Sewage pumps and pump chambers – replacement	✓			✓		
26.5	Surface water drains – cleaning blockages minor repairs			✓			✓
26.6	Surface water manhole covers and frames, gully's and grids, rodding eyes		✓			✓	
26.7	Surface water manhole and inspection chambers – repair including repointing works and renewing benching		✓			✓	
26.8	Surface water manholes and inspection chambers – replacement	✓			✓		
26.9	Surface water drainage pipes – clearing blockages, cleansing or jetting			✓			✓
26.10	Surface water drainage pipes – including replacement of collapsed or fractured pipes			✓			✓
26.11	Surface water drainage pipes – substantial replacement	✓			✓		
27	<b>SECURITY MEASURES</b>						
27.1	Entry phones, door access systems			✓			✓
27.2	Intruder alarm systems – repairs, servicing and monitoring			✓			✓
27.3	Intruder alarm systems (LA provided)servicing and monitoring			✓			✓
27.4	Security fencing (around school buildings not site)repair			✓			✓
27.5	Security gates and grills to entrances and exits attached to school buildings including windows			✓			✓
27.6	Intruder alarm replacement		✓			✓	
27.7	Security lighting – free-standing			✓			✓
27.8	Security fencing substantial replacement	✓			✓		
27.9	Security lighting – fixed to buildings			✓			✓
27.10	Security locks (internal and external windows and doors)			✓			✓
27.11	Video surveillance system/CCTV repair and maintenance			✓			✓
28	<b>MISCELLANEOUS</b>						
28.1	Asbestos removal – inspection/air testing, applying sealant coats to asbestos surfaces for protection	✓			✓		
28.2	Asbestos removal – specialist removal/replacement of damaged/disturbed asbestos based materials, planned or emergency	✓			✓		
28.3	Lift, stair lifts, passenger lifts and hoists – inspection and renewal	✓			✓		

Section	Description of Works	Community Schools			Faith/Foundation Schools		
		Corporate Landlord	Sims *	School	Corporate Landlord	Sims *	School
28.4	Lifts, stair lifts, passenger lifts and hoists – repairs		✓			✓	
28.5	Bell/clock towers		✓			✓	
28.6	Rodent and insect infestation measures			✓			✓
28.7	Works arising as a result of changes in legislation	✓			✓		

<b>Statutory Test</b>	<b>Corporate Landlord</b>	<b>School</b>
Water Hygiene/Legionella	X	
Fire Alarms		X
Emergency Lighting		X
Lifts	X	
Evacuation Chairs	X	
Portable Fire Fighting Equipment	X	
Gas Boilers		X
Mansafe Systems	X	
Rollershutter Doors	X	
Portable Appliance Testing (PAT)		X
Automatic Doors	X	
Intruder Alarms		X
F Gas Testing		X
Lighting Protection	X	
Safety Glazing	X	
Thermostatic Mixing Valves	X	
Pool Sampling	X	
Sprinkler Systems	X	
Gas Fired Appliances		X
Dry Riser Systems	X	
Asbestos Management costs	X	
Drama/Stage Lighting	X	
Chimney Inspections	X	
Fume Cupboards		X
Gas Suppression Systems	X	
Pressurisation Units		X
Fire Dampers	X	
Periodic Electrical Inspection (not Annual)	25%	75%

Catering Responsibilities	Signed into Catering SLA		Not signed into Catering SLA	
	Corporate Landlord	School	Corporate Landlord	School
For replacement or repair of all catering equipment and Elec, Mechanical and Waste Services up to £750		X		x
For replacement or repair of all catering equipment and Electrical, Mechanical and Waste Services Between £751 and £1500	50%	50%		x
For replacement of all catering equipment and Electrical, Mechanical and Waste Services over £1500	X			x
Gas statutory safety testing for kitchen	X			x
Statutory Canopy cleans for kitchen		X		x
For all repairs after or during Statutory Testing		X		x
For reactive repairs to Catering Equipment or kitchen envelope		X		x
Repairs to electricity supply within kitchen up to kitchen equipment	X			x
Repairs to Gas supply within kitchen up to kitchen equipment	X			x
Full kitchen refurbishment	X			x
Decoration to any part of kitchen including toilet area	X			x
Full Redecoration to kitchen	X			x
Repairs to kitchen canopy including new filters	X			x
Renewal or installation of Kitchen Canopy	X			x
Repairs to cashless system	X			x
Renewal of Cashless System	X			x

**Process Chart for Schools for notifying Technical Services and Education Department of repairs/maintenance required at school**



**TE100 REPAIR/MAINTENANCE REPORT FORM**

**Section A: To be completed by the Head or Caretaker**

Name of School:	
Name:	
Position held:	
Date Reported:	
Description of repair/maintenance required:	
Location or repair/maintenance:	



**TE100 REPAIR/MAINTENANCE REPORT FORM**

**Section B: To be completed by Technical Services**

Urgent:	Non Urgent:
Action:	Action:
Proceed: Yes/No	Proceed: Yes/No
Contractor/Maintenance Officer contacted:	Contractor/Maintenance Officer contacted:
Estimate of Costs:	Estimate of Costs:
Costs to be paid from CL / S / S*	Costs to be paid from CL / S / S*
Timeframe for works to be completed:	Timeframe for works to be completed:
Date of Completion:	Date of Completion:
Signed Off by:	Signed Off by: