

5. MAINTENANCE

Condition Surveys

A condition survey is an inspection of a building or parts thereof, undertaken by a qualified building surveyor and/or engineer/s. It typically divides a building into elements – roofs, walls, heating plant, etc. – and its' purpose is to determine the current condition of those elements and estimate when significant repair or maintenance may be required.

Unless special arrangements have been made, a condition survey comprises a visual inspection only. It does not include intrusive investigations or longer term monitoring and relies on the experience of the surveyor to make a reasonable assessment of condition. As such, condition surveys are not an exact science and further investigations may be required before undertaking any recommended work.

A condition survey may also include estimates for the cost of any repairs or maintenance identified. Again, these are based on a brief visual inspection and rely on the experience of the surveyor to arrive at a reasonable estimate. Whilst useful for budgeting purposes, further work will almost certainly be necessary to refine those estimates before proceeding with any work.

Works identified by the condition surveys are prioritised according to the condition of the element and the repair priority. There are four condition ratings:

- A - Good
- B - Satisfactory
- C - Poor
- D – Bad

In addition there are four priorities:

- 1 - Urgent Work to:
 - i) prevent closure of premises (or part thereof)
 - ii) address high risk to Health and Safety of occupants
 - iii) comply with contractual or legal requirements.
- 2 - Essential work that should be done within 2 years to:
 - i) prevent further significant deterioration
 - ii) remedy defects that threaten continuity of service delivery
 - iii) safeguard Health and Safety of occupants.
- 3 - Necessary work that should be carried out within 3-5 years to:
 - i) prevent deterioration of the fabric and services
 - ii) improve energy efficiency
 - iii) replace or repair elements of high operational importance but no structural significance.
- 4 - Work that is advisable or desirable within the next 5 years but that could, at the time of survey, be delayed or prevented by minor repairs.

These two measures result in a matrix where works categorised as D1 are the highest priority and A4 are the lowest.

The Council undertakes condition surveys of all of its' buildings, which includes all schools. From 2013, the Council moved to a five year programme for its' surveys, which are undertaken on our behalf by external consultants. However, whilst a five year programme exists for the entire estate, it is reviewed annually and individual schools that are likely to be the subject of significant building works may find their survey brought forward in order to inform that process.

Because of the requirements for access and the fact that the survey of a school can take several days to complete, condition surveys are typically arranged for the summer holiday period. If your school is due to be surveyed, you will be notified early in the financial year so that appropriate arrangements can be made.

Planned Maintenance

Planned Maintenance refers to larger capital repairs that can be foreseen and prioritised in advance e.g. roof repairs, boiler replacements, etc.

The Council uses condition survey data to help identify and prioritise these works from which is created an annual programme of works. This process is organised by the Construction and Maintenance team.

Schools are able to access the condition survey data via the AMP Online service provided for the Council by Frontline Data.

Paying for Planned Maintenance Works

Schools are encouraged to use their DFC budgets to address the highest priority issues identified by the condition surveys. However, it is acknowledged that present funding arrangements mean that individual schools are unlikely to have the resources to deal with the larger works. Instead, the Council manages a central budget with which to implement an annual Schools' Planned Works Programme. This programme is derived by considering the priorities across the entire school estate and allocates the funding accordingly.

Where works are selected to be included in the Planned Maintenance Programme, schools are asked to contribute up to 10% of the total costs from their DFC allocation. However, that contribution is capped so as not to exceed 75% of their annual DFC allocation for the financial year for which the year is completed .

Arranging Planned Maintenance Works



Schools can implement individual planned maintenance projects via the Councils' Construction and Maintenance who offer a design and project management service; details of which can be found in the [Building Maintenance SLA](#). Contact [Darren Burgess](#) for further information on this service. Alternatively schools can implement planned maintenance projects themselves using the guidance in Chapter 6: 'Managing Your Own Project'.

Where works are being undertaken as part of the Planned Maintenance Programme, a consultant designer (surveyor or engineer as appropriate to the work) will be allocated who will then obtain the services of a suitable contractor in a manner that's compliant with the Councils' procurement rules.

Reactive Maintenance

The reactive maintenance of buildings generally refers to work undertaken to affect a repair when something either fails through normal wear and tear or is damaged in some other way. It may also include work undertaken in order to keep, restore or improve the premises, with preventative maintenance work being carried out at pre-determined intervals. Repairing and maintaining buildings can be a very detailed, complicated and time consuming area of a Headteachers' property responsibilities.

Regular inspection and preventative maintenance, when undertaken in a phased and programmed manner, will reduce the volume of day-to-day and more costly reactive repairs. By introducing a planned approach to maintenance, the building asset will be preserved.

Servicing of Plant and Equipment

As a result of delegation and the scheme of Fair Funding, Headteachers now have responsibility for ensuring that a wide range of plant and equipment is serviced and/or inspected at appropriate intervals. This is essential health and safety compliance work which must be undertaken diligently and in a timely manner.

Headteachers must arrange for the servicing and testing noted in the following schedule to be undertaken at the appropriate time and frequency. It is the Schools responsibility to ensure that:

- checks are undertaken within the defined time limits
- access is provided at a time convenient to the school
- the work is carried out to the Headteachers satisfaction
- appropriate certification is obtained and displayed when appropriate

Failure to have the necessary servicing, testing and maintenance carried out may affect the school's insurance cover.

Requirement	Frequency
Air conditioning and other mechanical ventilation maintenance	Varies depending on type
Gas soundness testing (domestic premises only)	Annually
Oil boiler and water heater servicing	6 monthly
Gas boiler and water heater servicing	Annually
Other gas appliances	Annually
Water quality sampling	Annually
Water quality risk assessment	Every two years
Water temperature monitoring	Generally monthly, but refer to risk assessment
Chimneys/Flues	Annually
Portable Appliance Testing	Can be determined by risk assessment but annually recommended
Gas catering equipment servicing	Annually
Portable fire fighting equipment inspections	Annually
Fixed electrical wiring installation test and inspection	5 year test
Fire Safety Risk Assessment	When any change occurs or every two years

Fire alarms testing	Weekly tests and 6 monthly inspection
Emergency lighting testing	Monthly tests and annual inspection
Intruder alarm test and inspection	Annually
Lightning conductor test and inspection	Annually
Powered pedestrian doors	6 monthly checks and annual test
Powered vehicle and pedestrian gates	6 monthly checks and annual test
Passenger and goods lifts (inc. stair lifts and wheelchair platforms)	Varies depending on type and age. Follow service contractors' recommendations.
Lift Insurance	6 monthly checks and certification
Local exhaust ventilation	Timescale as required - annual or less
Compressors/pressure vessels and compressed air system inspections	Annual insurance inspection
Playground and gym equipment	Annually
Fume Cupboard testing	Annually
Dust extraction equipment	Annually
Workshop equipment	Annually
Mixing valve servicing	6 monthly
Kiln electrical testing	Annually
Sewage plant maintenance	Varies depending on type
Swimming Pools	Annual electrical test plus summerisation and winterisation procedures

Note: The following is a summary of the qualifications typically required:

Gas Safe Register Official list of gas engineers who are qualified to work on gas appliances

N.I.C.E.I.C National Inspection Council of Electrical Installation Contracting.

I.E.E Institute of Electrical Engineers

Building Maintenance Service Level Agreement



The Councils' Construction and Maintenance offer a [Service Level Agreement](#) (SLA) that covers many aspects of building maintenance. This service offers the ability to buy into a wide range of Council contracts for the servicing, testing and inspection of a variety of fixed plant and equipment plus a comprehensive reactive maintenance call-out service using appropriately qualified and fully approved building, mechanical and electrical contractors.

Further details of this service can be obtained by contacting [Darren Burgess](#) in Construction and Maintenance.

It is Headteachers' responsibility to ensure that their buildings and the plant and equipment contained within are properly maintained and safe to use, and by buying into the Councils' SLA then they can ensure a high degree of compliance. However, use of this arrangement is optional, but **if Headteachers do not subscribe to this SLA then they will need to ensure that adequate alternative arrangements are in place for equipment servicing and reactive repairs.**

Kitchen Equipment - School Meal Catering Service Level Agreement

The Council's Education Capital and Property team offer a Service Level Agreement (SLA) for the provision of a school meals service in Primary and Secondary schools. This contract includes the following services;

- Contract Monitoring
- Purchase, maintenance and repair of kitchen equipment on behalf of the school.
- Setting and implementation of policies and standards.
- Menu development.
- Liaison with Primary Care Trust Dietician.
- Liaison with Environmental Health Officers, and advice on their recommendations.
- Advice and guidance on food handling and hygiene.
- Pricing and payments.
- Purchase and monitoring of ancillary contracts (e.g. high level cleaning).
- Procurement and/or retendering of catering contract, taking into account all EU legislation and Local Authority Standing Orders.

In addition, as part of their service to schools and to the Authority, the Catering Contractor provides:

- Provision of a school meals service and sales of food other than school meals.
- Staff and the necessary administration and management for the provision of meals.
- Training and recruitment of staff.
- Purchase of the food and materials in the provision of meals.
- Menu development and nutritional analysis of menus.
- Collection, handling and banking of money on behalf of the school.
- Promotional, national initiatives and curriculum activities to support the schools and the meals provided.
- Monetary rebates to schools in relation to the number of meals sold.
- The responsibility for the adherence to catering regulations such as Food Safety Regulations.
- Light Equipment in school kitchens as required.

Further details of this service can be found on the Council's [SLA Online](#) website or by contacting [David Eagle](#) in the Education Capital and Property team.

Schools entering into this agreement must take responsibility for;

- Health and Safety.
- Observe and respect the operation of the kitchens by the contractor, within the terms of the contract.
- Authorisation of free school meals.
- Waste disposal (a separate SLA is available for this service).
- Repair and maintenance of the kitchens building fabric.

Inspection of Equipment Service Level Agreement

The Council's Education Capital and Property team offer a Service Level Agreement (SLA) for the provision of a safety inspection for PE, Playground, D & T and Dust Extraction equipment in schools. This contract includes the following services;

PE and Sports Hall Equipment

An annual safety inspection to include checks on wear and tear to frameworks, that screws and plates are secure and that all equipment confirms to the appropriate section of BS 1892 Parts 1 & 2. A written report will be provided to individual sites detailing findings and recommendations on any work.

Playground Equipment Inspection

The Contractor will provide a written report on each piece of equipment and advise of any risks associated with the playground as a whole, with note of any defects, omissions and failures to comply with safety regulations. The report will specify work required to remedy the deficiency and will be supplied to the school within 14 days of the inspection. A separate Risk Assessment Report is available at additional cost in which the Contractor advises the school of risks associated with the playground and categorises these as to seriousness of risk.



D & T and Workshop Equipment

To check all workshop equipment/machinery including all electrical and manual safety devices and guards. Checks will be made on holding down bolts and positions of machines, checks on speed labels and against manufacturer's standards. Checks on isolators, switched motors and lamps and the presence of all safety and limit switches. Also on the condition and security of conduits and cables and on the security, efficiency and compliance with safety regulations of all guards, springs and latches. Drive belts will be checked for wear and correct adjustment. The Contractor will provide a written report on each machine detailing any defects, omissions and failures to comply with safety regulations, and will specify the work necessary to remedy any deficiency and the category of risk within 14 days of the inspection. The school will also be advised on failures to observe safety requirements in workshops generally.

COSHH Testing of Dust Extraction Equipment

To carry out an annual examination and test of Dust Extraction plant and report thereon in accordance with the control of substances Hazardous to Health regulations 1999. The contractor will provide a written report on each piece of equipment detailing any defects, omissions and failures to comply with current regulations and make recommendations for improvement. Any remedial work required and its cost will be agreed with the school before commencement.

Additionally, Education Capital and Property offer a contract management and monitoring service which will include setting up the contract, agreeing a programme of visits with the contractor, monitoring performance on an annual basis.

Further details of this service can be found on the Council's [SLA Online](#) website or by contacting [David Eagle](#) in the Education Capital and Property team.

Schools entering into this SLA must take responsibility for:

- Reporting problems, issues and complaints to Education Capital and Property as soon as possible, giving appropriate and full details.
- Payment of invoices sent by Contractors.
- Where defects and omissions are identified by contractors, schools are responsible for rectifying faults.

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