

Direct Dial: 01603 222606
Direct Fax: 01603 228890
E-mail: paul.elsegood.nps@norfolk.gov.uk

BSG/PBE/AS

- 1) THE HEADTEACHER
- 2) CHAIR OF GOVERNORS

February 2004

Dear Sir/Madam

**THE BUILDING MAINTENANCE PARTNERSHIP POOL
SUCCESSOR SCHEME
PROSPECTUS 2004-2009**

We are pleased to enclose our Prospectus for the BMPP Successor Scheme, which will be available to all existing members, as well as prospective new members from 1st April 2004.

The major change between the original BMPP Pilot Scheme and the Successor Scheme is the introduction of a two level membership.

Level 1 introduces a reduced membership for Service Contracts and Testing only, based upon a subscription of 20% of the BMPP Premium sum for Premises Maintenance but with no access to the BMPP Insurance Contingency fund. Schools must meet all repairs and replacements that arise from Service Contracts and Electrical, Gas and Water inspections and tests.

Level 2 continues as before with the Premium set at 85% of the delegated sum for Premises Management. This fully inclusive premium covers all Building and Engineering Maintenance with access to the Insurance Contingency fund for those unknown failures or breakdowns.

Existing members will be assured of a guaranteed 70% spend of those premiums at their school over the whole 5 year term.

New BMPP members will be assured of a guaranteed 65% spend of those Premiums at their school over the whole 5 year term.

Contd.....

In order to ensure continuity of Service Contracts, as well as setting up new contracts for new members, it is essential that we have early notice of your intention to subscribe to the BMPP which will form a part of your Contract to Purchase all services as detailed within your Budget Share Pack. This will be sent to you in February, and will show you the precise Premiums payable on 1st April 2004.

Please let us know as soon as you are able, if you have decided to join or re-join the BMPP in order that we can include you in all necessary Service Contracts for your Mechanical and Electrical Installations.

If you intend to subscribe as a new member, this will prompt us to arrange a survey visit to your premises to assess condition and collect your records of mechanical and electrical Installations service and testing and certification, in order to include you in future programmes of work funded from the BMPP.

Please complete and detach the return slip as soon as possible. A reply paid envelope is enclosed for your use

Yours faithfully
For and on behalf of
NPS Property Consultants Ltd

Paul Elsegood
Principal Building Surveyor
BMPP Fund Manager

...

To: NPS Property Consultants Ltd
FAO BMPP Fund Manager
County Hall
Martineau Lane
Norwich Norfolk NR1 2SF



THE BUILDING MAINTENANCE PARTNERSHIP POOL SUCCESSOR SCHEME

2004-2009

Please complete and return in the enclosed pre-paid envelope:

SCHOOL:**No.EB**

HEADTEACHER:

SIGNED:

CHAIR OF GOVERNORS:

SIGNED

I/We have consulted with the Governors and give NPS Property Consultants Ltd notice of our intention to join/rejoin or not join the BMPP under the Terms of the Prospectus, at the level indicated below.

Please tick one box clearly

<div>Level 1</div> <div><input type="checkbox"/></div> <div>Servicing and Testing only (no access to Insurance Contingency Fund)</div>	<div>Level 2</div> <div><input type="checkbox"/></div> <div>Full BMPP Membership</div>	<div></div> <div><input type="checkbox"/></div> <div>Not joining</div>
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Foreword

The Building Maintenance Partnership Pool (BMPP) was introduced in April 2001 as a co-operative risk-spreading scheme allowing Members to delegate premises maintenance liabilities to NPS Property Consultants Ltd.

The annual membership premium was fixed at 85% of the total delegated Premises Maintenance Budget, with 15% remaining with schools to manage their retained responsibilities (internal redecorations, floor finishes, glass).

A successor scheme is now offered at two levels to all Norfolk Schools commencing on 1st April 2004 for a 5 year period. Existing BMPP members have automatic right of entry to the successor scheme. New members will be accepted subject to satisfactory survey and receipt of their last 3 years maintenance records.

The LEA has requested that a 3 year break clause should be incorporated to allow withdrawal from the scheme, which is further described on page 12 (2.2) 12 (5.2).

The key points and main changes to the successor BMPP scheme are listed on the following pages and follow the recommendations of the 2003 Autumn Fair Funding consultation. The changes are endorsed by the BMPP Board which consists of Headteachers, Norfolk Governor Network and Church of England Diocesan Board representatives and officers from the LEA and NPS Property Consultants Ltd.

The aims of the Partnership Pool are:

- To relieve the school of the need to manage the majority of building maintenance issues.
- To provide insurance and peace of mind for schools with regard to major building or engineering plant failure.
- To simplify the division of responsibilities between the school and the LEA.

For the BMPP to work effectively, a sufficient number of schools will need to subscribe to it. This will allow the peaks and troughs of expenditure to be spread across the participating schools over the 5 year contract period.

Your Governors will need to make a decision on whether to subscribe to the BMPP. If the school does decide to join, you will need to complete the separate Contract to Purchase Form which is included with the Budget Share Pack. The deadline for return of the Contract is 31 March 2004. **After this date, all existing service and maintenance contracts will be cancelled, with renewals for the new successor 5 year scheme members only.**

We are pleased to be able to offer schools this comprehensive professional support service which has developed and grown over the past 3 years as a successful partnership with 90% of Norfolk Schools.

Contacts for Help and Advice

If you wish to discuss any aspect of the Building Maintenance Partnership Pool (BMPP) please contact:

For BMPP Prospectus and Contract to Purchase

Kevin Blazey Tel: 01603 223815
E-mail: kevin.blazey.edu@norfolk.gov.uk
Frances Willis Tel: 01603 222120
E-mail: frances.willis.edu@norfolk.gov.uk
Stephanie Harris Tel: 01603 223408
E-mail: stephanie.harris.edu@norfolk.gov.uk

For BMPP Management

Laurence Cooper Tel: 01603 222621
Building Surveying Director
(NPS Property Consultants Ltd)
E-mail: laurence.cooper.nps@norfolk.gov.uk

Charles Tyndall Tel: 01603 222484
Assistant Building Surveying Director
(NPS Property Consultants Ltd)
E-mail: charles.tyndall.nps@norfolk.gov.uk

Paul Elsegood Tel: 01603 222606
Principal Building Surveyor and BMPP Fund Manager (NPS Property Consultants Ltd)
E-mail: paul.elsegood.nps@norfolk.gov.uk

or Senior Building Surveyors at the relevant Area Office:

North

Paul Skinner
NPS Property Consultants Ltd
The Drill Hall
Cawston Road
Aylsham NR11 6BX
Tel: 01263 738202
E-mail: paul.skinner.nps@norfolk.gov.uk

South

Charles Greaves
NPS Property Consultants Ltd
Flint House
Ipswich Road
Long Stratton NR15 2TA
Tel: 01508 536409
E-mail: charles.greaves.nps@norfolk.gov.uk

East

Malcolm Hodds
NPS Property Consultants Ltd
Tarworks Road
Great Yarmouth NR30 1QR
Tel: 01493 335601
E-mail: malcolm.hodds.nps@norfolk.gov.uk

West

Stewart Balloch
NPS Property Consultants Ltd
St. Margarets House
St. Margarets Plain
King's Lynn PE30 5DL
Tel: 01553 669273
E-mail: stewart.balloch.nps@norfolk.gov.uk

or Engineering Manager for Service Contracts etc.

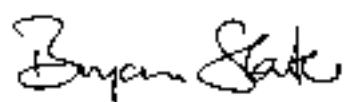
Tony Burton
NPS Property Consultants Ltd
County Hall
Martineau Lane
Norwich NR1 2SF
Tel: 01603 222669
E-mail: tony.burton.nps@norfolk.gov.uk

or Client Support Officer:

Richard Bradford
NPS Property Consultants Ltd
County Hall
Martineau Lane
Norwich NR1 2SF
Tel: 01603 222552
E-mail: richard.bradford.nps@norfolk.gov.uk

Help Desk:

NPS Property Consultants Ltd
County Hall
Tel: 0800 0858592



B Slater
Director of Education



D Cragoe
Chairman - BMPP Board



M Britch
Director of Property

BMPP Management Board (Policy/Strategy)

Constitution of Management Board

BMPP members comprise Headteachers, Governors, Diocesan Boards representatives, together with officers from the County Council and NPS Property Consultants Ltd.

1 Purpose of the Management Board

- To provide a forum for consultation on the running of the BMPP Scheme.
- To act as a channel for the dissemination of information about the Scheme.
- To act as a forum for member schools to influence future strategic developments of the Scheme.
- To provide an opportunity for the BMPP Fund Manager to receive feedback from schools.
- To be independent in its decision making and to feed back to the Norfolk Schools Forum.
- To be responsible for monitoring and controlling the operation of the BMPP Scheme as representatives of the membership.
- To monitor the support and service given by NPS Property Consultants Ltd.

2 Terms of Reference

- 2a To facilitate the equitable operation of the BMPP fund as set out in the BMPP Prospectus.
- 2b Delegates to have regard to the professional and technical expertise and recommendations of the officer representatives from the Education Department and NPS Property Consultants Ltd.
- 2c Where any substantive changes are proposed which conflict with the detail in the Prospectus, then a referendum of all member schools is to be taken, with the Board bound by the result.
- 2d Where the membership of the Board as in 3(a) falls below the minimum level of 5, nominations will be sought from the relevant bodies for replacement delegates.

3 Membership of the Board

- 3a To reflect the profile of membership within the BMPP, with a minimum of 5 nominated

delegates and maximum of 10. (Given the take up of the Pool during the period April 01 to March 04, to consist of delegates as follows: 4 delegates nominated by SNAPP
2 delegates nominated by NASH
1 delegate nominated by Special Schools
1 delegate nominated by Diocesan Board
2 delegates nominated by Norfolk Governors Network

- 3b All delegates to be from, or represent schools which are members of the BMPP.
- 3c Appointments to the Board to be from the relevant representative body.
- 3d If representative bodies decline to nominate delegates to the Board, the Board has authority to directly seek representatives from the sector concerned.
- 3e The Board shall be supported by representatives from the Education Department of Norfolk County Council and NPS Property Consultants Ltd who shall attend the Board meetings to act in an advisory capacity, and provide administrative support to the Board.

4 Chairperson

- 4a Chairperson to be proposed and elected by the teacher, diocesan and governor delegates on an annual basis.

5 Voting

- 5a Only teacher, diocesan, and governor delegates to vote on any issue.
- 5b Chair to have casting vote on tied votes
- 5c Quoracy of meetings to be minimum of 5 voting delegates.

6 Frequency of Meetings

- 6a Normally one per term, with a minimum of 2 per financial year.

Contacts for Service Delivery

Current members of the BMPP Board:

SNAPP Delegates

Mr Dominic Cragoe - Head
Sheringham Primary School
01263 823848

Mrs Carolyn Howard - Head
Tilney St. Lawrence Primary and
Walpole Highway School
01945 880405

Mrs Catherine Whalen - Head
Mousehold First School
01603 427012

Ms Mary Ann-Massey - Head
Sprowston Middle School
01603 425150

Special Schools Delegate

Mr Malcolm Clayton - Head
Fred Nicholson School
01362 693915

NASH Delegates

Paul Mitchell - Head
Aylsham High School
01263 733270

Brian Pearce - Chair of Governors
Archbishop Sancroft High School
01986 788657

Norfolk Governors Network

Mr Christopher Gillett - High Schools
01485 525358

Mr Peter Rout - Primary Schools
01508 483830

Diocesan Board

Mr Gerald Ward
Diocesan Schools' Administrator
01603 881352

Your appropriate representative on the BMPP Board is

.....

You are invited to enter contact details of your Property Surveyor below for reference.

Your Property Surveyor at:

Northern Area (Aylsham)

Name:
Tel. no:
Mobile no:
Email:

Southern Area (Long Stratton)

Name:
Tel. no:
Mobile no:
Email:

Eastern Area (Great Yarmouth)

Name:
Tel. no:
Mobile no:
Email:

Western Area (King's Lynn)

Name:
Tel. no:
Mobile no:
Email:

Nine Point Summary – Full BMPP Membership Level 2

The Prospectus for the BMPP is necessarily detailed because of the inevitable rules governing its operation. This single page summary highlights, perhaps, the nine most salient points of interest to Headteachers, Governors and Premises Managers.

- The BMPP is a collective, non-profit making scheme in the ownership of the member schools, and is managed on behalf of the members by the BMPP Fund Manager.
- Full BMPP membership covers all building maintenance responsibilities except for internal decorating, floor finishes and glazing. (See the A-Z List of Maintenance Responsibilities.)
- Schools pay a designated premium based on the money allocated for maintenance and then have peace of mind in knowing that their maintenance requirements, foreseen or unforeseen, will be managed. This provides an insurance for schools.
- An individual school's premium to the BMPP is divided into a sum earmarked as guaranteed spend for the school and a contribution to the insurance part of the scheme.
- At the beginning of the scheme, and for each financial year thereafter, your Property Surveyor will discuss and agree with you an annual project plan and advise all known estimated costs of works required within the School's earmarked element. This will include all mechanical and electrical statutory testing and servicing and related work identified by the

test. It will also include an allowance for all day-to-day repairs as generally ordered by our Surveyors or by Schools from our Help Desk.

- The Insurance Fund portion of the premium is pooled for all member schools and is used to fund large items of maintenance which would be beyond the means of an individual school's budget. It may also be used to top up the earmarked fund where schools have exceptional maintenance needs.
- The BMPP covers the cost of repair and maintenance work together with all associated fees and is not to be confused with the separate fee arrangements for other professional services offered by NPS and described in the Services for Schools 2004/05 booklet.
- This prospectus provides the details of the BMPP and forms the definitive reference source for its operation. Any changes in the scheme will be subject to the approval of the Board.
- The BMPP is a co-operative scheme which aims to spread risks as well as benefits. It will, therefore, only run if there are a sufficient number and mix of subscribers to make it viable.

Schools are invited to join the BMPP for the 5 year period from 1 April 2004 to 31 March 2009 using the Contract to Purchase Form provided in the Budget Share Pack.

Five Point Summary – Servicing and Testing BMPP Membership Level 1

- Peace of mind that essential and statutory servicing and testing of mechanical and electrical services is carried out to required timescales.
- Transfer the responsibility to specialist surveyors and engineers within NPS Property Consultants Ltd who continuously monitor and oversee approved and vetted engineering contractors.
- Obtain value for money for service contracts which are competitively tendered throughout Norfolk to achieve economy of scale.
- Servicing and Testing Level 1 provides you with written evidence and certification that your premises responsibilities for mechanical and electrical installations are fully met.
- Full advice and options for technical solutions to system breakdowns or failed installation testing regimes eg Electrical, Gas, or Water installations etc.

DEADLINE FOR RETURN OF THE CONTRACT IS 31 MARCH 2004

What is the BMPP?

The BMPP is a scheme to help schools manage delegated repairs and maintenance. It is a collective, non-profit making building maintenance insurance scheme in the ownership of member schools and is managed on behalf of the member schools by the BMPP Fund Manager. Schools pay an agreed premium for membership of the BMPP and then have peace of mind knowing that all their maintenance requirements, foreseen or unforeseen, will be managed. This applies to Full Membership at Level 2.

What are the school’s responsibilities?

From 1 April 2004, all responsibilities for school buildings and grounds rest with the school including staff dwellings, kitchens and mature trees. All school funding for this has been delegated. This means that all pre-existing liabilities for repairs and maintenance, known or unknown, will rest with the school.

What does the BMPP cover?

The BMPP only covers maintenance, it does not cover improvement works.

The A-Z lists of responsibilities sets out how responsibilities for all Norfolk Community, Foundation and Voluntary Aided Schools will be split between the BMPP, the school and the LEA. These lists are included from page 23 onwards.

Your school has the funding and the responsibility for all building repairs and maintenance. Schools must therefore choose how best to manage this.

The Options

Subscribe to the BMPP Level 1 Servicing and Testing Membership	Level 2 Full Membership	Retain the funding and manage the responsibility within the school
<ul style="list-style-type: none">■ Pay an agreed premium to utilise service contractors and specialists appointed by NPS Property Consultants Ltd in accordance with NCC procurement procedures.■ Transfer the responsibility to meet all recommended Statutory and Health and Safety requirements of Mechanical and Electrical installations to NPS Property Consultants Ltd.■ Agree to meet all costs of repairs arising from Servicing and Testing under the management of NPS Property Consultants Ltd <p>Note - whilst this Level 1 service does not include any repairs that may arise from Servicing and Testing, NPS Property Consultants Ltd will provide quotations/tenders for required and recommended repair works and seek schools approval to proceed.</p> <p>There is no access to the Insurance Contingency fund for this Level 1 service</p>	<ul style="list-style-type: none">■ Join the collective insurance scheme developed and owned by Norfolk schools.■ Pay an agreed premium equivalent to the amount delegated for repairs and maintenance.■ Transfer the liability, responsibility and financial risk to the BMPP (Fund Manager).■ Be assured that your statutory testing and maintenance requirements, foreseen and unforeseen, will be managed.■ Pass the responsibility for keeping financial records to the BMPP Fund Manager who will ensure that audit requirements and Norfolk’s financial regulations are met.	<ul style="list-style-type: none">■ Accept responsibility and accountability for all maintenance of the school’s property.■ Maintain the building in a safe and operational condition and carry out all statutory servicing and testing works to NCC Corporate Standards.■ Accept the risk of having to meet large items of expenditure when they arise.■ Provide and maintain sufficient financial records to meet audit requirements and NCC’s financial regulations.■ Provide annual information as requested by the LEA on the school’s plan for managing repairs and maintenance of the school’s property.

How Does the BMPP Work? – Full Membership Level 2

What does the School need to do

Subscribe to the BMPP Level 1 Servicing and Testing Membership	Subscribe to the BMPP Level 2 Full Membership	Retain the funding and manage the responsibility within the school
<div>Complete the Contract Form</div> <div>Please use the Contract Form within the Budget Share Pack sent to schools.</div> <div>RETURN BY DEADLINE 31 MARCH 2004</div>		<ul style="list-style-type: none">■ Appoint property advisors■ Delegate responsibility■ Prepare Budget Plans (annual/5 year)■ Appoint service and testing contractors■ Monitor and Review

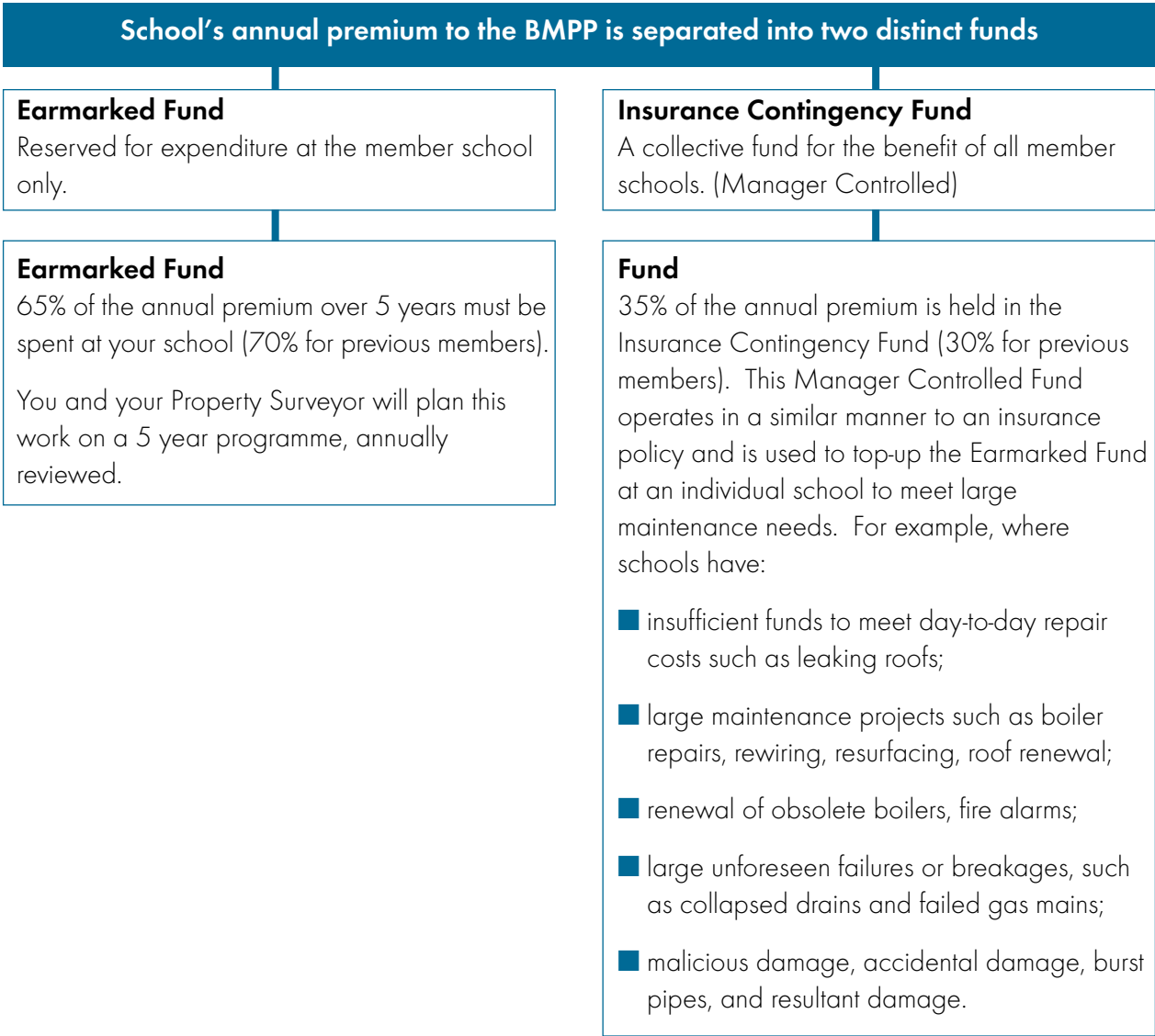
Important Note for schools who retain their funding and manage the responsibility

Under the Scheme for Financing Schools, the LEA has a duty to ensure that schools maintain their premises in a safe and operational condition. In the event of a school failing to meet this obligation, the LEA can instruct the school to carry out necessary work. If the school fails to do this then the LEA can undertake the work and recharge the school’s budget.

All of the money in the BMPP is for repairs and maintenance needs of member schools. The subscription to the BMPP is the amount allocated to schools for repairs and maintenance as detailed in the Budget Share Pack.

The amount allocated to schools within the budget share includes fees for Professional Property Services. Fees will be accounted for on an individual school basis and will be capped and monitored by your BMPP Board.

The Fund



Terms and Conditions

1. Services Provided

- 1.1 The Building Maintenance Partnership Pool (BMPP) service to be provided is as described in the Prospectus.
- 1.2 The Authority shall observe all laws and bylaws including Health and Safety legislation in its performance.
- 1.3 The Authority shall at all times maintain public liability insurance against claims arising from alleged negligence on the part of its servants and agents.
- 1.4 The term "Authority" means Norfolk County Council.
- 1.5 The term "LEA" means Norfolk Education Authority.
- 1.6 NPS Property Consultants Ltd is the Authority's Property Advisor.
- 1.7 "Schools" means all LEA maintained Primary, Secondary and Special Schools.
- 1.8 NCS (Norfolk County Services) is the Authority's Grounds, Cleaning and Catering service provider.

2. Duration of Contract

- 2.1 The BMPP successor scheme is provided for a 5 year period commencing on 1 April 2004.
- 2.2 After the initial 3 year period, schools able to demonstrate good reason to withdraw from the scheme will, subject to the approval of the Board, be permitted to exit the scheme.
- 2.3 The Authority, in consultation with the BMPP Board, reserves the right not to consider an application for the BMPP after the closing date of 31 March 2004.

3. Application for Membership

- 3.1 All existing BMPP members have automatic right of entry to the 5 year scheme commencing 1 April 2004.
- 3.2 New members: Acceptance of new members will be subject to the approval of the BMPP Fund Manager in consultation with the BMPP Board following a survey of the school premises.
- 3.3 Survey: The buildings and grounds condition assessment will consist of an audit of the school premises to address the following:
 - i) The current condition of the premises.
 - ii) Schools will be asked to provide documentary evidence of their previous level of investment in repairs and maintenance to demonstrate that they have spent sufficient of their allocated funds on repairs and building maintenance.
 - iii) The future repairs and maintenance liabilities.
 - iv) Where a deficiency under these headings is identified, an additional charge may be levied or the school may arrange and pay for the necessary works. This is in addition to the annual premium and is to protect existing members. An administration and premises survey fee will be charged to cover the cost of the building and grounds condition assessment.
 - v) Provide documentary evidence of servicing and testing records and certification, as defined by the NPS Property Consultants Ltd Survey.
 - vi) Acceptance will follow consultation with the BMPP Board.

4. Charges

- 4.1 The school shall contribute a premium to the BMPP equal to the amount indicated in its budget share as being the delegated sums for the BMPP premiums either level 2 – full membership or Level 1 – servicing and testing membership.
- 4.2 The premium becomes due on 1 April each year. The BMPP operates on an indemnity basis and cover commences once the contract has been signed.
- 4.3 In agreeing to subscribe to the BMPP, the school authorises the Authority to charge the premium to its budget by an annual direct debit in April each year. For schools with Bank Account Type A; payment will be by a single direct debit in August. The August advance to the school's bank account will be increased by the amount of the premium due.

5. Termination

- 5.1 Due to the unpredictability of repair and maintenance requirements and the need to sustain a viable balance in the BMPP, there is no automatic right of withdrawal during the period of the contract, other than major changes to legislation, significant budget changes, inclusion into a PFI scheme, and by agreement of the Board and LEA at the end of the 3 year term.
- 5.2 Members requesting termination at the 3 year 'break' clause will be required to:
 - i) forfeit all contributions to the insurance contingency fund;
 - ii) provide acceptable reasons for withdrawal eg. dissatisfaction with scheme, significant budget changes etc;
 - iii) demonstrate and evidence an acceptable premises maintenance plan with costings for the approval of the LEA.
- 5.3 Your BMPP Board will notify you if a service, or the terms under which it is delivered, needs to be modified and will consult you with regard to any significant changes.

6. Withdrawal of the Scheme

- 6.1 The Authority reserves the right to withdraw the BMPP if less than 40% of the allocated budget delegated to all schools for repairs and maintenance is subscribed.
- 6.2 In order to protect the investment of member schools, the Fund Manager reserves the right (in consultation with the BMPP Board) to withdraw the scheme from a school where it is shown that a deliberate attempt has been made to contravene the rules or spirit of the BMPP.

7. Limit of Expenditure Liabilities

- 7.1 Expenditure liability will be limited to the size of the BMPP. Selection of projects will be a professional decision made by the Fund Manager on a priority basis in accordance with the school's asset management plan, in consultation with the Property Surveyor and the School. It should be noted that eligible bids will outweigh available resources within the BMPP. Expenditure from the BMPP will be limited to those items identified in the A-Z List of Maintenance Responsibilities as eligible expenditure for the BMPP.

8. Audit

- 8.1 The BMPP is owned by its member schools and is accounted for within the Education Department's finances. The BMPP will be subject to normal audit procedures and Norfolk County Council's Financial Regulations and Standing Orders.

9. Professional Services

- 9.1 Professional services provided by NPS:
- i) Responsibility for the overall management of the Building Maintenance Partnership Pool, in consultation with the BMPP Board as appropriate.
 - ii) Preparation of a prioritised maintenance plan over the 5 year BMPP contract term.
 - iii) Management of the annual repairs and maintenance programme.
 - iv) Provision of vetted contractors to comply with the Construction (Design and Management) Regulations - CDM - and the Authority's procurement requirements. The list will be available via the Intranet.
 - v) Letting contracts for repairs and maintenance.
 - vi) Provision and management of servicing contracts.
 - vii) Provision of telephone advice on property matters.
 - viii) Emergency service (24 hours a day, 7 days per week) provided via designated contractors.
 - ix) Payment of invoices and liaising with contractors, ensuring payments are made with H.M. Customs and Excise and Inland Revenue statutory obligations.
 - x) Provision of Help Desk at County Hall for reporting defects, operational between 0800 - 1630 daily, with out of hours answerphone.
- 9.2 Professional Services Provided by LEA
- i) Education Financial and ICT Services will issue financial statements on a regular basis for each School's BMPP account, together with the status of the overall fund.

10. Full Membership – Level 2

- 10.1 Building and Engineering Repairs and Maintenance Full Level 2 Membership
- 10.1.1 A definitive list is given in the A-Z Lists Of Maintenance Responsibilities shown on pages 18-27.
- 10.1.2 The BMPP full Level 2 membership subscription covers repairs and maintenance work only, which is defined as: Work undertaken to keep or restore the fabric of the school premises to an agreed standard determined by the balance between the need or desire and available resources.
- 10.1.3 This includes all rights and liabilities for the premises provided to the school for the delivery of the national curriculum. This may include land and buildings outside the nominal school boundary where it is provided for the benefit of the school and there are legal liabilities for the school to be involved in maintenance.
- 10.1.4 The BMPP does not include:
- internal decorating;
 - floor finishes;
 - glazing;
 - as well as
 - cleaning;
 - routine grounds maintenance;
 - mature tree management;
 - responsibilities of VA Governors;
 - areas of the school site that do not support the work of the school;
 - repairs and maintenance of structures specifically excluded from the formula used to allocate funds to schools.

11. Servicing and Testing - Level 1 Membership

- 11.1 This reduced Level 1 membership is aimed at schools wishing to manage their own premises responsibilities, but delegate the responsibility for mechanical and electrical servicing and statutory testing regimes to Professional Engineers within NPS Property Consultants Ltd.
- The service level offered by this option is further described on pages 28-32, and shows a short summary of the extent of work within our Service Contract specifications.
- The costs of the service and/or inspection and test only, together with the NPS Property Consultants Ltd Management Fee are included in the Level 1 premium, which will be shown on your annual Budget Share Pack.
- After each service, test and inspection NPS Property Consultants Ltd will present the Premises Manager with a report for the school's consideration and further instructions.
- The report will:
- Identify all serviced/tested equipment or installations.
 - List failed/failing systems or components with a risk assessment.
 - Recommend and advise actions required.
 - Recommend and advise costs of repairs arising from inspection/test.
 - Where necessary, recommend quotation or competitive tenders to meet NCC Procurement Standing Orders.
 - Advise the fee chargeable by NPS Property Consultants Ltd for the preparation of the report and overseeing the work carried out.
 - On receipt of schools approval, NPS Property Consultants Ltd will order the work on behalf of the school, monitoring progress on site.
 - Check and copy all certification for schools' Health and Safety files.

- Retain all certification on behalf of landlord (LEA).
 - Check and recommend the contractor's final account for the school to arrange direct payment.
- If during service visit or test regimes, non compliance with Regulations or breakdown or imminent failure of equipment is found, the contractor must advise NPS Property Consultants Ltd and the Premises Manager of urgent and immediate action required, together with notional costs for remedial works.

On approval of the proposals agreed with the Premises Manager, NPS Property Consultants Ltd will order the work on behalf of the school.

A lump sum management fee payable to NPS Property Consultants Ltd will be quoted to the Premises Manager by his/her NPS Property Consultants Ltd Surveyor or Engineer commensurate with the nature of the work to be arranged and overseen.

Important note: In signing us for this Level 1 Servicing and Testing membership, it is essential that all work recommended is agreed and carried out under the management and supervision of NPS Property Consultants Ltd to ensure adherence and consistency of standards required for Norfolk County Council and LEA partners. No works to mechanical and electrical installations shall be undertaken without agreement and vetting by NPS Property Consultants Ltd Engineering Manager or his representative. There is no access to the insurance contingency fund at Level 1 membership.

12. Establishing the BMPP Priorities

12.1 Priorities for Manager Controlled Funds

The role of the BMPP Fund Manager will be undertaken by the Principal Surveyor (Building Surveying Group, NPS Property Consultants Ltd). The BMPP Fund Manager will direct the expenditure of the insurance funds on the basis of relative needs of all schools in the following priority order where failure to act could result in:

- i) danger to life, risk of injury, health risk, legislative requirement;
- ii) interruption to building use, loss of service or use of accommodation;
- iii) consequential damage to the building or contents, or a likelihood of costly day-to-day repairs;
- iv) premises security being compromised;
- v) detriment to the environmental conditions, eg aesthetics, comfort levels etc.

13. Consequential Damage

- 13.1 The BMPP will undertake to make good any damage to school property resulting from an act or omission, which is clearly attributable to the BMPP in the exercise of its maintenance responsibilities. The Fund Manager may employ a loss adjuster to agree the consequential damage and will manage all property-related elements of any insurance claims.
- 13.2 The school will undertake to make good any loss damage to the BMPP components resulting from an act or omission, which is clearly attributable to the school and will meet any costs involved. For example, restarting boilers which have failed as a result of a school running out of oil or gas.

14. Foundation, Voluntary Aided and Community Schools

- 14.1 All Foundation, Voluntary Aided and Community Schools are invited to become members. Schools not previously maintained within the BMPP will be subject to survey by NPS Property Consultants Ltd. All work identified by the survey must be carried out before BMPP membership is accepted. This applies to both Level 1 and Level 2 membership.

15. The use of the Building Maintenance Purchase Ordering System

- 15.1 The financial systems of Norfolk County Council will be used to order, monitor and pay for expenditure covered by the BMPP.
- 15.2 Your LEA Finance Support Officer will provide support to reconcile expenditure queries as they arise. Where required NPS Property Consultants Ltd will assist in this process.

16. Customer Care Procedure

- 16.1 NPS shall exercise all reasonable skill, care and diligence in its performance.
- 16.2 If the school is dissatisfied for whatever reason with the provision of a particular service under the BMPP, the Client Support Officer for NPS Property Consultants Ltd, should be notified within 10 working days of the cause of dissatisfaction arising.
- 16.3 The Client Support Officer shall, in accordance with NPS's Complaints Procedure, respond to the complainant within 14 working days of receipt.
- 16.4 The Client Support Officer will report to the BMPP Board all complaints received and the action taken to resolve them. In the event of a failure to resolve any complaint, the matter shall be referred to the BMPP Board.

Common Questions Answered

1 What works are covered by the BMPP?

Works of repair only to the school buildings and its systems. Specifically excluded are non-school buildings, school furniture and equipment liabilities as well as all internal decorating, floor finishes and glazing. This is defined in the A-Z list of Maintenance responsibilities.

2 What works can I order as a charge to the school's earmarked sum?

Works defined as a BMPP responsibility in the A-Z list (pages 18 up to 29) £250 per order, which may be placed via the Help Desk.

3 Can I employ a handyman or caretaker to do day-to-day repairs?

Yes. However, for the BMPP eligible works only the costs of any materials used will be funded. Schools may order the materials up to an individual order value of £250 for the BMPP eligible works, via the Help Desk.

4 Can I place an order for small quantities of material?

For materials costing less than £25 it is preferable for the school to purchase them direct utilising its local cheque book or petty cash.

Schools may recover the costs of materials purchased by writing to the Fund Manager listing details of purchase together with copies of receipted invoices. This should be done on a monthly or quarterly basis.

Only materials obtained for repairs to premises will be eligible for reimbursement.

5 Can I use any contractor for work below the £250 value band?

You may use any approved contractor unless the repairs are gas/electrical related. Then the selected contractor **must** be a member of the appropriate trade body. The rules imposed by the Authority currently require you to ensure that any contractor you employ has £5.0M third party liability insurance cover and a current CIS tax exemption certificate. Alternatively, NPS Property Consultants Ltd is able to vet and check your contractors for compliance with the County Council procurement standards.

Only vetted contractors on the approved list can be used by NPS Property Consultants Ltd. For certain works, particularly gas and electrical installations, contractors **must** be members of an appropriate trade body eg CORGI, NICEIC or ECA.

Where a service contract is in place, that service contractor should be utilised.

Where a school is ordering materials for self-help repairs, ESPO should be utilised as a preferred supplier.

6 How will contractors be paid?

On orders raised by the Help Desk (up to £250 value limit), the contractor will send the invoice direct to the school. The school will sign it in the normal way then attach the green copy of the order authorising it for payment and submit it to NPS Property Consultants Ltd at County Hall.

7 What if I am unhappy about a contractor's invoice on one of my BMPP Help Desk Orders?

If you are unhappy about the quality of the contractor's work and cannot obtain satisfaction regarding quantity of hours, workmanship, materials or expenses claimed, contact your Property Surveyor, who will be pleased to investigate and resolve the matter.

8 Where schools have shared plant or buildings, what happens if one elects for the BMPP and the other does not?

Where schools share buildings/plant, both have to elect either to be in or out of the BMPP Pool.

9 Will all identified work be done?

No! The allocated budget for planned maintenance is exceeded by a ratio of 4:1 by the identified need. Works to be carried out will be identified by strict criteria common to all schools i.e. Statutory requirements and Asset Management Plan Data.

10 Can I add to the school's earmarked sum to ensure certain works are carried out?

Yes! Schools are able to add to the BMPP earmarked sum from budgets under their own control e.g. Budget Share and Devolved Formula Capital, and can effectively bring forward planned maintenance works. They may also add to planned maintenance works to ensure necessary improvements are carried out, eg funding a playground extension at the time of a resurfacing contract, or full refurbishment of toilet areas, where replacement cubicles and sanitaryware are required.

11 What happens if the earmarked sum is spent part way through the contract period?

The School is required to work in partnership with its Property Surveyor to ensure that budgetary control is maintained. The insurance contingency element will top up the earmarked element where it is justified.

12 Can I influence how the school earmarked portion of the building maintenance budget is spent?

At the beginning of each year your Property Surveyor will present a proposal to BMPP members, showing how the school earmarked sum should be spent. It will include:

- 1) Day-to-day repairs
- 2) Statutory servicing and testing together with an assessment of works likely to arise.
- 3) Other cyclical works, e.g. external redecoration.

13 What happens if the Partnership Pool looks as though it may overspend?

Towards the end of the year it may be necessary for the Fund Manager to reduce the financial commitments in order to limit any overspend.

14 What reports can I expect to receive?

Under the new NCC FIMS (Financial Information Monitoring System) schools can expect a monthly report to confirm commitment and payments from the Fund from Education Finance and ICT Services. The LEA Finance Support Officer will be able to assist on any queries, referring then to NPS Property Consultants Ltd where necessary for resolution.

A-Z List of Maintenance Responsibilities Community, Foundation and Voluntary Controlled Schools

Introductory Notes

The A-Z List identifies in some detail which school responsibilities for maintenance will be covered by the BMPP Full Level 2 Membership.

The list is not exhaustive. Please refer any queries to your Building Surveyor. In the event of a dispute about whether an item is covered by the BMPP, the Board will make a judgement .

Key

BMPP = Schools' responsibility covered by the BMPP

School = Schools' responsibility not covered by the BMPP

LEA = Local Education Authority responsibility

Individual Agreement = Subject to negotiation and agreement

Area of Work	Responsibility
A	
Access controls	BMPP
Aerials	School
Alarms (Fire):	
All maintenance and repair	BMPP
Extending or upgrading system	School
Alarms (Intruder) - Nacoss Approved only:-	
Resetting	School
Repair and routine maintenance	BMPP
All weather pitches	
Artificial turf/Doltrack	Individual agreement
Other ie macadam/asphalt games surfaces	BMPP
Amenity horticulture eg flower beds, grass cutting	School
Amenity horticulture (permanent construction, e.g. brick, retaining walls).	BMPP
Amplifying system	School
Asbestos:	
Management	School
Removal	BMPP
Area of Work	Responsibility

B	
Balustrades (Stairs/Landing)	BMPP
Bells	BMPP
Blinds	School
Boarding accommodation:	
Supported by fees	School
Not supported by fees	BMPP
Boards:	
Blackboards fixed	BMPP
Blackboards portable	School
Notice Boards fixed	BMPP
Notice Boards portable	School
Pinboards fixed	BMPP
Whiteboards fixed	BMPP
Whiteboards portable	School
Boiler room plant and equipment	BMPP
Boundary fences and walls	BMPP
C	
Cameras - security (Nacoss Approved only)	School
Car parks	BMPP
Caretaker's house (repairs as lease agreement)	BMPP
Carpets (loose or adhered)	School
Cavity wall insulation	BMPP
CCTV systems (Nacoss Approved only):	
excluding camera/video recorders	School
hardwiring, brackets, fixings, columns	BMPP
Ceilings	BMPP
Chairs/Desks	School
Chimneys	BMPP
Class change system	BMPP
Classroom sinks	BMPP
Cleaning	School
Cloakroom fittings (fixed)	BMPP
Clocks (permanently fixed to the exterior of the building)	BMPP
Clocks (internal)	School
Computer network cables	School
Craft Design and Technology (fixed work benches and sinks)	BMPP
Culvert repairs to built structures	BMPP
Cupboards:	
Fixed	BMPP
Free standing	School
Curtains and tracks	School
Cycle sheds	BMPP

Area of Work	Responsibility
D	
Damp proof course	BMPP
Decorations:	
External	BMPP
Internal (including School Meal Areas)	School
Desks/Chairs	School
Disabled access, lifts & hoists fixed	BMPP
Disabled access, lifts & hoists loose	School
Ditches:	
Cleaning and routine maintenance	School
Repairs to built structures	BMPP
Doors	BMPP
Drains and gullies:	
Drain repairs	BMPP
Clearing and rodding	BMPP
Surface water drainage to buildings and paved areas	BMPP
Drama lighting - see stage lighting	
Drinking fountains	BMPP
Ductwork:	
Cleaning of extract systems serving School Meal Areas	BMPP
Dustbin enclosure	BMPP
E	
Electrical heating systems (fixed)	BMPP
Electricity:	
Electrical testing of portable appliances	School
Electrical testing associated with public entertainment licence	School
Electrical testing of fixed installations	BMPP
Electrical wiring and circuitry	BMPP
Equipment for curriculum use, eg lathes, science apparatus	School
Fixed installations, eg hand dryers, sockets, and switches	BMPP
Light bulbs (lamps), tubes and starters, including access	School
Entrance/Exit steps, ramps and handrail	BMPP
Environmental Health - see kitchens	
Extractor fan	BMPP

Area of Work	Responsibility
F	
Fan convectors (fixed installations)	BMPP
Fencing	BMPP
Fire:	
Alarms	BMPP
Exit signs (illuminated)	BMPP
Guards	BMPP
Extinguishers, fire buckets, blankets, break glass etc	School
Hose - fixed to main water supply	BMPP
Hydrants and mains (external)	BMPP
Sprinkler system	BMPP
Flagpoles	BMPP
Floodlighting	BMPP
Floor covering:	
Damaged from unprotected chairs/desk legs.equipment	School
Flexible finish eg carpet, vinyl sheet or tiles, floating timber/laminated	School
Rigid finish eg block, quarry tiles, granwood, fixed timber	BMPP
Sanding and sealing floors	School
Structural floor eg screed, boards, blocks etc	BMPP
Flowerbeds	School
Flues	BMPP
Fluorescent tubes and starters including access	School
Folding partitions (sliding track)	BMPP
Fuel bunker & oil tanks	BMPP
Fume cupboards:	
Fixed	BMPP
Moveable	School
Furniture:	
Fixed	BMPP
Movable	School
G	
Gas service:	
Bottle gas cages	BMPP
Gas appliances fixed (eg water heaters, room heaters) and laboratory gas taps	BMPP
Mains, pipework and meters	BMPP
Gates	BMPP
Glazing (excluding rooflights)/Glazing Film	School
Graffiti	School
Grounds maintenance:	
Routine work eg grass cutting, flower beds, line marking	School
Repair of built structures	BMPP
Gullies and Drains:	
Drain repairs	BMPP

Area of Work	Responsibility
Clearing and rodding	BMPP
Surface water drainage to buildings and paved areas	BMPP
Gullies and Gratings:	
Leaf/silt clearing	School
Gutters:	
Repairs	BMPP
Cleaning	BMPP
Gym equipment (fixed):	
Inspections and repairs of equipment	School
Rubber/plastic floor protectors	School
Any consequential repair of structural fixings (anchors) following inspection	BMPP
Gym floor:	
marking	School
damaged by equipment	School
H	
Handrails	BMPP
Heating equipment fixed (ie room heating) Boiler plant	BMPP
Heat distribution (pipes, radiators, electric heaters)	BMPP
Hedges	School
Houses:	
Staff (as lease agreement)	School/ BMPP
Other (as lease agreement)	School/ BMPP
I	
Ironmongery - doors and windows	BMPP
Interrupted Utility Services:	
Empty Oil/LPG Supply (purging/resetting)	School
Mains supplies (utility services)	BMPP
K	
Kitchens (including Home Economics areas):	
Building shell	BMPP
Environmental health improvements	by individual agreement/LEA/ BMPP
Equipment	School/LEA
Floor finishes (as floor coverings)	School
Internal fabric	BMPP
Internal decorations	School

Area of Work	Responsibility
L	
Laboratory benches (including utility supplies)	BMPP
Land drainage to playing fields	School/LEA
Leaf/litter silt clearance - to gullies and channels	School
Library shelving:	
Fixed	BMPP
Movable	School
Lifts - Insurance Inspection	School
Lifts - Repairs/maintenance	BMPP
Lighting (Drama etc.) - see stage lighting	School
Lighting - External areas	BMPP
Light fittings	BMPP
Lighting - Floodlighting	BMPP
Light bulbs/lamps/tubes and starters including access	School
Lino	School
Litter pickup	School
M	
Mains supply (water, electricity and gas)	BMPP
Mat wells (excluding mat)	BMPP
Meters (gas, electricity and water) - public utilities	BMPP
Meters - sub-meters (gas, electricity and water)	School
Meter cupboards	BMPP
Mirrors	BMPP
Mobile classroom	Responsibilities as for permanent accommodation
N	
Name boards:	
Repair/replacement of board	School
Sign writing changes	School
O	
Oil tank and enclosure	BMPP
Overflow pipes	BMPP

Area of Work	Responsibility
P	
Painting	
External (including repairs arising)	BMPP
Internal (including preparatory work)	School
Partitions:	
Permanent	BMPP
Temporary/folding/extra wide doors	BMPP
Paved surfaces	BMPP
Paved surfaces - gullies/gratings leaf/silt clearing	School
PE Equipment	
Inspections and repairs of equipment	School
Any consequential repair of structural fixings (anchors) following inspection	BMPP
Pest control	School
Pitch markings	School
Plaster/plasterboard	
(excluding preparatory work prior to decoration)	BMPP
Playground, paths, walkways, etc, including gullies and drains	BMPP
Playground marking	School
Play equipment:	
Inspections and repairs of equipment	School
Repair of structural fixings (anchors) following inspection	BMPP
Playing fields:	
Routine maintenance	
(including running tracks/run ups/landing areas)	School
Reconstruction	LEA
Power points	BMPP
Portable electrical/gas appliances	School/LEA
R	
Radiators - pipework/valves	BMPP
Railings	BMPP
Rainwater pipes & gutters	BMPP
Roads, paths & playgrounds	BMPP
Roofs	BMPP
Roof trusses	BMPP
Rooflights (including glazing materials)	BMPP
Roof tiles/coverings	BMPP

Area of Work	Responsibility
S	
Safer surfaces below play equipment for curriculum support:	
Fixed surfaces	BMPP
Loose or removable surfaces eg sand, bark	School
Safety glazing film	School
Safety glazing - windows/doors	School
Safety nosings/edgings (stairs/steps)	School
Security alarms (Nacoss Approved only)	BMPP
Security cameras (Nacoss Approved only)	School
Security - CCTV systems - hardwiring, brackets, fixings, columns	BMPP
Security lighting:	
Lamps and bulbs replacement	School
Other repairs	BMPP
Security Monitoring Service - including links	School
Services (see water, gas, electricity and drainage)	
Servicing all components covered by BMPP	BMPP
Sewage - treatment plant & pumps	
Daily monitoring	School
Repairs and maintenance	BMPP
Sewage disposal - septic plants, cesspools	School
Shared use facilities (where legal agreements exist)	Individual agreement
Sheds (where directly used for curriculum support)	BMPP
Shelving:	
Fixed	BMPP
Movable	School
Showers	
Routine cleaning of showerheads	School
Repair and maintenance	BMPP
Shrubs & plants	School
Signs:	
Notice boards/Display cases - Fixed	BMPP
Notice boards/Display cases - Moveable	School
Fire safety signs	BMPP
Direction signs and name plates (see also nameboard)	School
Sinks (including drainer and unit if installed)	BMPP
Sites features & structures:	
Public stiles, kissing gates	BMPP
Other structures and features	Individual agreement
Skirting boards	BMPP
Sliding/folding partitions (sliding track)	BMPP
Snow guards	BMPP
Solar/safety film for glass	School
Sprinkler system (fire)	BMPP
Sports hall:	
court markings	School
flooring damaged by equipment	School

Area of Work	Responsibility
Staging:	
Fixed	BMPP
Portable	School
Stage lighting:	
Inspection and repair of the fixed installation up to the switch fuse prior to lighting circuits	BMPP
Inspection and repairs to the remainder of the installation	School
Staging Services:	
Stage curtain winches	School
Stage curtains	School
Stage Scenery systems	School
Fixed equipment and wiring	BMPP
Stairways	
Stairs:	
safety nosings/edgings - stairs/steps	School
safety treatment - applied strips/paints to steps etc.	School
Sub-Meters - (gas, electricity and water)	School
Sun blinds (internal)	School
Sun blinds (external)	BMPP
Swimming pools:	
General division of responsibilities as per the A-Z	School/ BMPP
Fixed handrails	BMPP
Fixed access steps	BMPP
Loose access steps	School
Basin covers	School
Basin cover fixings	BMPP
Basin linings	School
T	
Teachers' houses	School/LEA
Telephones	School
Thermostatic controls	BMPP
Tiling - Wall/Swimming Pool Basin	BMPP
Toilets (wc, basin, urinal)	BMPP
Trees	School/LEA
U	
Utility Services:	
Interrupted - empty oil/LPG supply (purging/resetting)	School
Interrupted - mains supplies	BMPP/Utility Co.

Area of Work	Responsibility
V	
Vandalism whilst school is in session	School
Vandalism (out of hours) insurance excess	BMPP
Vehicle access ways	BMPP
Ventilation fans	BMPP
Verandah	BMPP
W	
Walls	BMPP
Wall Safe/Floor Safe	BMPP
Water:	
Distribution pipework	BMPP
Water heaters (fixed)	BMPP
Main from meter connection	BMPP
Storage tanks and insulation	BMPP
Windows	BMPP
Window blinds/screens	School
Worktops (fixed)	BMPP

Service Contracts and Testing

Level 1 Membership only (no access to insurance/contingency fund).

The following equipment will be serviced and tested in accordance with full and comprehensive specifications laid down by NPS Property Consultants Ltd.

Our appointed Service Contractors guarantee a 4hr. maximum response time 24hrs per day/365 days per annum.

■ Boilers, Controls	2 visits per annum
■ Fans	1 visit per annum
■ Small Gas Appliances	1 visit per annum
■ Emergency Lighting	12 visits per annum
■ Fire Alarms	4 visits per annum
■ Security/CCTV	1 visit per annum
■ Lifts	4 visits per annum (Passenger) 2 visits per annum (Goods) 2 visits per annum (Fixed Hoists) 4 visits per annum (Disabled Lifts)
■ Swimming Pool Dosing Pumps	1 visit per annum

In addition to these servicing arrangements, contracts will be arranged to ensure that the following tests are carried out:

■ Testing of the Fixed Electrical Installation - 5 yearly	On very large sites the work will be phased over the 5 year period, e.g. High Schools.
■ Testing of the Fixed Electrical Installation (Swimming Pools) - annually	High risk area
■ Testing of Gas Distribution Pipework - 5 yearly	Frequency may be increased subject to the condition of pipework.
■ Testing and monitoring of Hot and Cold Water Installations - 6 monthly	Frequency may be increased based on risk assessment.

The following summarises some of the essential works contained within the full and detailed specification requirements placed upon our appointed Service Contractors.

Boiler House/Plant Rooms/Tank Rooms

- General health and safety check/report
- Check boiler room ventilation, lighting, cleanliness, hazards.

Boiler Controls and other associated equipment

- Service to include all manufacturer’s stated requirements.
 - Check for leaks, fumes, vibration.
 - Check, lubricate, test all valves, check all switches, mechanisms.
 - Open up boiler and fully clean internally.
 - Reconnect and test fire, record combustion results to determine efficiency.
 - Check operation of all safety systems, fusible links, pressure switches.
- Note - general “consumable” items, e.g. thermocouples, gaskets, seals, spark electrodes fitters etc., are included within service contracts at no extra charge.

Pumps/Motors/Fans

- Fully service, clean, lubricate and test.
- Note - renewal of seals, glands, packing, springs, brushes etc., are included in service contracts at no extra charge.

Pressurisation Units

- Check all solid/flexible connections for leakage.
- Service isolation valves and test operation.
- Check operational parts, clean and reset system pressure and test all safety devices.

Water Storage Tanks

- Check tanks, lids, covers, insulation and associated pipework.
- Service ball valves and check operation, including overflow pipes.

Electric Water Heaters

- Service and descale.
- Check ball valve and rewasher if necessary.
- Adjust temperature at test operation.

Oil Tanks

- Full inspection and check of valves, alarms, tank condition etc.

Heat Emitters

- Check and clean casing and accessible internal surfaces.
- Service and test all thermostats, valves and controls.
- Renew or clean filters, fans and motors, and lubricate as necessary.
- Check support brackets.

Gas Appliances

- These include convector with standard or balanced flues and fan flue heaters, point of use gas water heaters.
- Service and test to manufacturer’s specific requirements.
 - Check operation of time control clock.
 - Check condition and operation of flue and carry out smoke test.
 - Examine, clean and test heat exchanger.
 - Check appliance and supply pipes for soundness.
 - Label all serviced units on completion of service.
 - Where applicable, provide “Landlords Gas Certificate”.

Fire Alarms and Emergency Lighting

- Test all batteries and connections.
- Check all alarm functions of control panel and remote equipment and detectors/sounders.
- Smoke test all smoke detectors.
- Heat test all heat detectors.
- Test, measure and adjust all bells and sounders.
- Examine and test all luminaries by simulation of failed mains lighting.

Lifts/Hoists

- Examine, adjust, lubricate all machine motor generator and controller parts.
- Service guide rails and guide shoes.
- Check all safety devices, governors and hoisting ropes and wires.
- Carry out LG1 inspections and tests.

Electrical Testing

Electrical installation tests carried out by Electrical Contractors Association (ECA) or National Inspection Council for Electrical Installation Contracting (NICEIC).

All fixed installations shall be tested to include:

- All light fittings and associated wiring.
- All power circuits, including all accessories, i.e. socket outlets etc.
- Boiler panels.
- Water heaters.
- Hard wired kitchen equipment.
- Fan heaters and convectors.
- Emergency lighting.
- Laboratory, workshop and gymnasium fixed equipment.
- Outside lighting and circuits.
- All mobile and temporary buildings installations.

A final test certificate must be issued on completion of remedial works identified by the test.

Gas Testing

- All gas pipework shall be tested to comply with Soundness Testing Procedures for Domestic, Industrial and Commercial Installations.
- Any pressure loss to be reported immediately, and made safe.
- All test results to be recorded on the appropriate Institute of Gas Engineers Soundness Certificate.
- A risk assessment and recommendation for the date of next test will be recorded on the soundness certificate.

Water Hygiene Inspections and Testing (Mains and Stored)

- All annual and 6 monthly inspections and testing.
 - Review, check and update schematic drawings of water installations (annual).
 - Review, update Legionellosis risk assessment and control scheme (biennial).
 - Undertake and record repairs arising from reviews of Risk Assessments (e.g. full disinfection and cleaning of water systems).
- Note - Weekly inspection and recording of check lists and temperatures is NOT included in this Service Level (it is anticipated that weekly inspections and record keeping will be managed by Premises Officers with suitably trained personnel).

Service Contacts and Testing Members are reminded that all work recommended in our report following service call or test must be fully funded, including our management charge, by the school. The work must be carried out under the management and supervision of NPS Property Consultants Ltd to ensure adherence and consistency of our specification standards for County Council and LEA premises.

Notes