



**Maintaining Norfolk Schools**

# **Prospectus**

# **2020 - 2025**

from 1 April 2020 to 31 March 2025



# Introduction

We are pleased to be able to offer schools this comprehensive professional support service that has developed and grown over the past twenty years as a successful partnership with over three quarters of Norfolk Schools.

The BMP5 is a project to help schools manage delegated repairs, maintenance and legislative and statutory responsibilities. It is a collective, non-profit making building maintenance project owned by member schools and is managed on behalf of the member schools by the BMP Board. Schools pay an agreed premium for membership of the BMP and NPS Property Consultants Ltd (the property services provider) manage all maintenance requirements.

The new BMP5 project is the fifth scheme offered to all maintained eligible Norfolk Schools and will commence on 1st April 2020 for a 5-year period.

## **The aims of the Partnership are:**

- To relieve schools of the need to manage the majority of building maintenance issues.
- To relieve schools of the responsibility to arrange compliance servicing and testing
- To provide 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 LA.

## **Two levels of membership are offered:**

1. Full Membership, which includes the compliance package and covers all revenue maintenance
2. Compliance Membership, ensuring that schools are legal

School Governors will need to make a decision on whether to subscribe to the BMP at either Full or Compliance level. When schools decide to join, they need to complete the separate contract package within the Services for Schools (S4S) submission by 31st March 2020.



# BMP Management Board (Policy/Strategy)

## Constitution of Management Board

BMP Board comprises Head Teachers and Governors, 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 BMP Project.
- To act as a channel for the dissemination of information about the Project.
- To act as a forum for member schools to influence future strategic developments.
- To provide an opportunity for the BMP Programme Manager to receive feedback from schools.
- To be responsible for monitoring and controlling the operation of the BMP 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 BMP fund as set out in the Prospectus.

**2b** Delegates to have regard to the professional and technical expertise and recommendations of the officer representatives from Children's Services Department and NPS Property Consultants Ltd.

**2c** 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 BMP, with a minimum of 5 nominated delegates and maximum of 10.

To consist of delegates from the School's' various head and governor associations.

**3b** Appointments to the Board are to be from the relevant representative body.

**3c** If representative bodies decline to nominate delegates to the Board, the Board has authority to directly seek representatives from the sector concerned, and can co-opt appropriate representatives as necessary.

**3d** The Board shall be supported by representatives from the Children's Services 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** The Chairperson is to be proposed and selected from members of the Board by the Board members only.

## 5 Voting

**5a** All voting on issues is restricted to members of the Board.

**5b** Chair to have casting vote on tied votes.

**5c** Quoracy of meetings to be minimum of 4 voting delegates.

## 6 Frequency of Meetings

**6a** Normally one per term, with a minimum of two per financial year or more if required.

### Contacts for Service Delivery

Current members of the BMP Board are posted on the BMP page of the Norfolk Schools website.



# Joining Rules

Members of the BMP4 have automatic right of entry to the BMP5 project whilst new applicants will be required to provide details of their maintenance records from the past 3 years, necessary to assist in identifying and programming all servicing, testing and cyclical works.

It will also be a requirement for a building survey to be carried out to ensure that no major building or plant defects exist that will be a significant burden on the BMP5 project. The cost of the survey will be borne by the BMP. Any major defective elements will be reserved by the project and the joining member will be required to repair the defect or pay for servicing and repairs prior to the BMP taking over responsibility for future maintenance. The survey will be carried out by NPS staff and the BMP Board will be the final arbiter of admission to membership.

For the BMP to be viable financially, a sufficient number of schools will need to subscribe. This allows the peaks and troughs of expenditure to be spread across the participating schools over the 5-year contract period. Early indication of intention to join is sought but if it is apparent in the period leading up to commencement that the likely subscription will be too small to make the scheme viable the scheme will be withdrawn.

## **Two levels of membership will be offered; full membership or compliance membership.**

- **Compliance membership** only covers the servicing and testing of mechanical and electrical installations together with statutory inspection and tests. No resulting repairs or general maintenance will be funded by the BMP5.
- **Full membership** provides a comprehensive service of maintenance and revenue (not capital) repairs to all building elements. More specific details are included later in this prospectus.

**The deadline for return of the BMP5 Contract will be 31 March 2020. After this date, all existing service and maintenance contracts for existing members will be cancelled if school managers have not confirmed their membership choice. New services will only be offered to members when confirmation of joining for five years is received.**



# What are the Options for Managing Maintenance?

Your school has the funding and the responsibility for all day-to-day building repairs and maintenance and for major (capital) replacement of building elements such as boilers, pumps, roof and windows. Schools must therefore choose how best to manage this.

## The Options

Full Membership	Compliance Membership	Retain the funding and manage the responsibility within the school
<ul style="list-style-type: none"> <li>■ Join the collective project developed and owned by Norfolk schools.</li> <li>■ Pay an agreed premium for repairs and maintenance based on the per-pupil funding the school receives.</li> <li>■ Transfer the liability, responsibility and financial risk to the BMP (Programme Manager)</li> <li>■ Be assured that your Statutory and legislative Health and Safety requirements for Mechanical and Electrical installations and maintenance requirements will be managed.</li> <li>■ Pass the responsibility for keeping financial records to the BMP Programme Manager who will ensure that audit requirements and Norfolk's financial regulations are met.</li> <li>■ Access to the Contingency fund for unforeseen or high value or exceptional maintenance need</li> </ul>	<ul style="list-style-type: none"> <li>■ Pay an agreed premium to utilise service contractors and specialists appointed from the NCC contractor frameworks in accordance with NCC procurement procedures</li> <li>■ Transfer the responsibility to meet all recommended Statutory and legislative Health and Safety requirements for Mechanical and Electrical installations to the BMP.</li> <li>■ Compliance members are required to meet all costs of repairs arising from Servicing and Testing using a contractor of their choice.</li> </ul> <p><b>Note - Compliance Membership does not include any repairs that may arise from Servicing and Testing. NPS Property Consultants Ltd can arrange for contractors to provide quotations for identified repairs for schools approval to proceed.</b></p> <p><b>There is no access to the Contingency fund for the Compliance service</b></p>	<ul style="list-style-type: none"> <li>■ Accept responsibility and accountability for all maintenance of the school's property.</li> <li>■ Maintain the building in a safe and operational condition and carry out all legislative and statutory servicing and testing works to NCC Corporate and DfE Standards.</li> <li>■ There is no automatic County Council financial assistance for repairing school buildings so school managers must accept the risk of having to meet large items of expenditure when they arise.</li> <li>■ Provide and maintain sufficient financial records to meet audit requirements and NCC's financial regulations.</li> <li>■ Provide information as requested by the LA on the school's plan for managing repairs and maintenance of the school's property</li> </ul>

# Full Membership

All of the money after fees in the BMP is for repairs and maintenance needs of member schools. Subscription to the BMP5 is based on the per-pupil funding each school receives and is activated via the S4S contract to purchase.

The amount allocated to schools includes for all fees applicable to Professional Property and Accountancy Services, with fees accounted for on an individual school basis, which are capped and monitored by your BMP Board.

## The Fund

School's annual premium to the BMP is separated into two distinct funds.

Earmarked Fund	Contingency Fund
<p>Reserved for expenditure at the member school only.</p> <p>70% of the annual premium after fees will be available over 5 years to be spent at your school.</p> <p>Your Building Surveyor will prepare an annual maintenance plan in consultation for works at your School based on the condition survey.</p> <p>Because of the financial reporting systems used, periodic reports will not identify the spending of Earmarked and Contingency funds separately. The opening budget for the Contingency Fund will be shown on monthly reports along with total expenditure at that site but once the Earmarked Fund is exhausted, essential continuing maintenance will be drawn from the BMP Contingency Fund and this expenditure will be shown as a debit on the schools financial reports. This will clearly indicate which schools have exceeded their Earmarked Fund.</p>	<p>A collective fund for the benefit of all member schools managed by the Programme Manager with guidance from the BMP Board.</p> <p>30% of the annual premium after fees is held in the Contingency Fund. This fund is used to top-up the Earmarked Fund at an individual school to meet large maintenance needs. For example, where schools have:</p> <ul style="list-style-type: none"><li>• insufficient funds to meet day-to-day repair costs such as leaking roofs;</li><li>• contributions towards large maintenance projects such as boiler renewals, rewiring, resurfacing, roof renewal;</li><li>• large unforeseen failures or breakages, such as collapsed drains and failed gas mains;</li><li>• accidental damage, burst pipes, and resultant repairs</li></ul>

# Compliance Membership

Compliance membership is aimed at schools wishing to manage their own premises responsibilities, but delegate the responsibility for mechanical and electrical servicing and statutory testing to Professional Engineers within NPS Property Consultants Ltd.

The costs of the service and/or inspection and test only, together with the NPS Property Consultants Ltd Management Fee are included in the Compliance premium. This will be shown on your annual contract to purchase from S4S and is based on an agreed proportion of the full membership premium.

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 overseeing the work carried out.
- On receipt of the school's approval, NPS Property Consultants Ltd will order the work on behalf of the school, monitoring progress on site.
- Check and copy all certification for school's Health and Safety files.
- Check and recommend the contractor's final account for the school to arrange direct payment.

If during service visit or test, 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 by the Premises Manager, NPS Property Consultants Ltd will order the work on behalf of the school. Schools can employ other consultants if they wish.

On completion of the work, NPS Property Consultants Ltd will check and recommend the final account for direct payment by the school.

A lump sum management fee payable to NPS Property Consultants Ltd will normally be quoted to the Premises Manager by NPS Property Consultants Ltd commensurate with the nature of the work to be arranged and overseen.



# Terms and Conditions

## 1. Services Provided

- 1.1 The Building Maintenance Partnership (BMP) 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 "LA" means Norfolk Children's Services.
- 1.6 NPS Property Consultants Ltd is the Authority's Property Advisor.
- 1.7 "Schools" means all LA maintained Schools.

## 2. Duration of Contract

- 2.1 The BMP5 project is for a 5 year period commencing on 1 April 2020
- 2.2 The Authority, in consultation with the BMP Board, reserves the right to reject an application for the BMP after the closing date of 31 March 2020.

## 3. Application for Membership

- 3.1 All schools have automatic right to apply to join the 5 year scheme commencing 1 April 2020. All applications must be received by the 31 March 2020.
- 3.2 Schools opting to join that were not members of the BMP4 scheme or wishing to join after the 1 April 2020 will be subject to the approval of the BMP Programme Manager in consultation with the BMP Board following a survey of the school premises.

- 3.3 Survey:  
The buildings, mechanical and electrical plant 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 and plant maintenance.
  - iii) Plans for 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.
  - 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 BMP Board.

- 3.4 Where schools share buildings / plant both schools have to elect to be members of the scheme to avoid a conflict of liabilities and funding. Alternatively, it will be necessary to agree a binding apportionment of liability for maintenance.

## 4. Charges

- 4.1 The schools shall contribute to the BMP equal to the amount set out in the Services for Schools contract. This charge is made up of a fixed element and a per pupil cost based on the schools recent pupil head count census. The premiums for Compliance and Full membership will both be shown in the contract.

- 4.2 The premium becomes due on the 1st April each year. The BMP operates on an indemnity basis and cover commences once the contract is signed.
- 4.3 In agreeing to subscribe to the BMP, the school authorises the Authority to charge the premium to its budget by an annual direct debit in September each year.
- 4.4 The delegated sum forming the premium will be uplifted each year in line with the factor shown in the Building Maintenance Index, All-in Maintenance Costs published by the RICS Building Cost Information Service based on the January forecast for April.

## 5. Termination

- 5.1 Due to the unpredictability of repair and maintenance requirements and the need to sustain a viable balance in the BMP, there is no automatic right of withdrawal during the period of the contract, other than major changes to legislation, inclusion into a PFI scheme, formation of Unitary Authority, creation of Academy or Trust Schools and by agreement of the Board and LA. Where schools federate, membership will be considered by the Board on a case by case basis. Joining at the beginning is a five-year commitment.
- 5.2 Your BMP 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 Project

- 6.1 The Authority reserves the right to withdraw the BMP scheme if during the lead up to or during the course of the scheme there is or there becomes an insufficient number of Schools opting to join the scheme making the scheme not financially viable.
- 6.2 In order to protect the investment of member schools, the Programme Manager reserves the right (in consultation with the BMP 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 BMP.

## 7. Limit of Expenditure Liabilities

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

7.2 Where the expenditure of a member school exceeds the guaranteed level by more than twice the BMP subscription the Programme Manager may restrict the services available to that school by agreement of the Board. This will include discretionary maintenance and may include deferring non-essential planned maintenance such as external redecoration.

7.3 Because this is a revenue scheme, when schools convert to academy management the BMP liability will cease. Essential work ordered prior to conversion will be carried out by the BMP but major items of expenditure will not be committed to in the run up to academy conversion. The BMP funding will be replaced by money from a Trust or the DfE's academy funding body. No retrospective claims for revenue BMP or Capital maintenance will be entertained by the BMP after academy conversion.

## 8. Audit

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

## 9. Professional Services

### 9.1 Professional services provided by NPS:

- i) Responsibility for the overall management of the Building Maintenance Partnership, in consultation with the BMP Board as appropriate.
- ii) Preparation of a prioritised maintenance plan over the 5-year BMP contract term based on the condition survey held on Connect 2.
- iii) Management of the annual repairs and maintenance programme.
- iv) Provision of vetted contractors from the NCC Frameworks to comply with the Construction (Design and Management) Regulations-CDM - and the Authority's procurement requirements. The list will be available from the NPS Helpdesk.
- 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 where required (24 hours a day, 7 days per week) provided via designated relevant 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 for reporting defects, operational between 0800 - 1700 on weekdays, with out of hours answerphone.

9.2 Professional Services Provided by LA: Children's Services Financial and ICT Services will issue financial statements on a regular basis for each School's BMP account, together with the status of the overall fund.

## 10. Full Membership

10.1 Building and Engineering Repairs and Maintenance.

10.1.1 A definitive list is given in the A-Z Lists of Maintenance Responsibilities.

10.1.2 The BMP 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. Where activities on site fall outside the national curriculum all BMP repair liabilities will be withheld. 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 BMP does not include:

- Items excluded from the A to Z list;
- Cleaning;
- Routine grounds maintenance;
- Mature tree management;
- Liabilities 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 such as log cabins, play structures, all sheds.

## 11. Compliance Membership

11.1 This compliance 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 a Professional Engineer within NPS Property Consultants Ltd.

The service level offered by this option is further

described on pages 26-30, 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 Fees are included in the 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 school's 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 visits 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 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 up for this Compliance 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 LA partners. No works to mechanical and electrical installations shall be undertaken without agreement and vetting by the NPS Senior Building Services Engineer or his representative.

There is no access to the contingency fund with this membership.

## 12. Refund

12.1 At the end of the scheme where a school has not achieved the minimum guaranteed spending, the school will be entitled to a refund of a percentage of the pooled unspent monies in both the Earmarked and Contingency funds. The value of the refund may be restricted to the monies remaining at the end of the scheme and refunded on a pro rata basis.

12.2 Schools that convert to academy management have to leave the BMP and will be entitled to a refund of the annual premium paid in proportion to the remainder of the financial year after their conversion. For example, a school becoming an academy on 1st October will receive a refund of half the annual premium paid.

12.3 Furthermore, leaving Academies with a credit Earmarked Fund balance on leaving the BMP will be entitled to a proportionate refund (in line with remaining members) when the final balance of the five year scheme is known or at the conclusion of the final account if the scheme were to end early.

### **13. Establishing the BMP Priorities**

13.1 Priorities for Manager Controlled Funds.

The BMP Programme Manager will direct the expenditure of the contingency 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, e.g. aesthetics, comfort levels etc.

### **14. Consequential Damage**

14.1 The BMP will undertake to make good any damage to school property resulting from an act or omission, which is clearly attributable to the BMP in the exercise of its maintenance responsibilities. The Programme Manager may employ a loss adjuster to agree the consequential damage and will manage all property-related elements of any insurance claims.

14.2 The school will undertake to make good any damage to the BMP components resulting from an act or omission, which is clearly attributable to the school and will meet any costs

### **15. Foundation, Voluntary Aided and Community Schools**

15.1 All Foundation, Voluntary Aided and Community Schools are invited to become members. Schools not previously maintained within the BMP will be subject to survey by NPS Property Consultants Ltd as described above. All work identified by the survey must be carried out before BMP membership is accepted

### **16. Newly Constructed Schools**

16.1 Where a School has been rebuilt, extended or substantially refurbished during the BMP5 project and it is predicted their level of commitments will not achieve the 70% agreed spending target the Board will consider annual refunds if appropriate.

16.2 Only Schools falling into this category and identified with less than half of the guaranteed spend committed at the end of each financial year (31 March) will be considered. The identified Schools may then receive refunds for half the difference between their actual spending and the agreed spend level of 70%. It must be considered that new and refurbished schools often contain a lot more mechanical and electrical plant than the original site and a much higher servicing financial liability.

### **17. Principles for funding premises Condition issues and use of Capital Grants**

17.1 It is always envisaged that each school's premium, combined over the 5-year term will be fully utilised for enhancement of school premises condition on a critical need basis, by reference to condition data.

17.2 Schools are encouraged to use their own Capital Grants allocations as far as that extends to add to their BMP budget premiums to bring forward planned maintenance works.

17.3 It is proposed that Condition C or D, Priority 1 and 2 items may attract a 50% contribution from the Contingency Fund. Conditions noted which fall outside these criteria could attract a 25% contribution.

17.4 The Asset Management Plan is subject to continuous review and refinement as well as

Building Surveyors, who can propose changes to the current on-line Asset Management Plan information.

- 17.5 Where disputes may arise regarding condition criteria, the resolution should be determined by the Asset Management Team of surveyors, specifically trained to interpret the condition guidelines established and published by the DFE. The final decision will rest with the BMP Management Board.
- 17.6 Situations may arise where condition related elements are noted in Asset Management Plans but schools have planned and/or committed Capital Grants to alternative capital provision. In these cases, the BMP should maintain the facility as far as is practically possible, until total failure or risk of closure is threatened, funding work from the Contingency Fund in full on a like for like basis.

## **18. Contributions to Capital Schemes**

- 18.1 During the period of the BMP scheme there may be occasions where improvement or extension works are being carried out. Such schemes may be funded by Children's Services, Schools Capital Grants or a combination of both.
- 18.2 Historically requests have been made to the BMP Programme Manager for contributions towards condition works that may be carried out as part of the scheme. The sums requested equate to the value of works being undertaken and do not relate to the available budget, or the amount identified by the condition Survey. Regrettably, requests for funding contributions have been made in retrospect. Generally, the decision to approve any contribution is at the discretion of the BMP Programme Manager.
- 18.3 The scale and distribution of the BMP5 scheme is such that any contribution to major projects is not likely to be affordable.
- 18.4 It is essential that prior to any work commencing on site an assessment of required maintenance is made and an application is submitted to the Programme Manager. The critical affordability criteria need to be agreed at the beginning of the project design. For any contribution to be considered the actual works must be identified.

- 18.8 Works of demolition in whole or part will not be funded by the BMP5.

## **19. The use of the Building Maintenance Purchase Ordering System**

- 19.1 The financial systems of Norfolk County Council will be used to monitor and pay for expenditure covered by the BMP. All works will be ordered on the Connect 2 property management system.
- 19.2 Your Educator Solutions Finance Officer will provide support to reconcile expenditure queries as they arise. Where required NPS Property Consultants Ltd will assist in this process.

## **20. Customer Care Procedure**

- 20.1 NPS shall exercise all reasonable skill, care and diligence in its performance.
- 20.2 If the school is dissatisfied for whatever reason with the provision of a particular service under the BMP, the Programme Manager for NPS Property Consultants Ltd should be notified as soon as possible so the matter can be resolved.
- 20.3 The BMP Programme Manager shall respond to the complainant as soon as possible
- 20.4 The BMP Programme Manager will report to the BMP 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 BMP Board.



# Frequently Asked Questions

## 1 What works are covered by the BMP?

Works of repair to the school buildings and its mechanical and electrical systems. Specifically excluded are non-school buildings, buildings for non-county maintained children, rented or leased buildings where the maintenance liability rests with the landlord, school furniture and equipment liabilities as well as all internal decorating, floor finishes and glazing in walls. All work to solar or renewable energy systems is excluded and particularly work to remove and replace any solar or thermal systems required to facilitate roof repairs. These are defined in the A-Z list of Maintenance responsibilities.

## 2 How are works authorised?

Members should contact the NPS Help Desk to place works orders on their behalf.

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

Yes. However, for the BMP 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 BMP eligible works, via the Help Desk. Clearly using on-site staff reduces costs.

## 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 chequebook or petty cash or NCC approved purchasing cards. Schools may recover the costs of materials purchased by writing to the Programme Manager listing details of purchase together with copies of receipted invoices. This should be done on a monthly or quarterly basis.

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

You may use any NCC approved framework contractor but no others 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 tax exemption certificate. All contractors on the NCC Framework are 'approved' and have enhanced DBS accreditation. For gas and electrical works, contractors must be members of an appropriate trade body e.g. Gas Safe, NICEIC or ECA.

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

## 6 How will contractors be paid?

All invoices for works will be sent to NPS Property Consultants Ltd, who will then arrange payment from the School's BMP monies through the NCC Finance system.

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

Where schools share buildings / plant, both have to elect to be in the BMP. Where a county school shares services or facilities with an academy an agreement must be reached and recorded in the academy contract.

## 8 Will all identified work be done?

Every attempt will be made to carry out identified works but the need for planned maintenance considerably exceeds the allocated budget for planned maintenance. Works to be carried out will be identified by strict criteria common to all schools as set out above.

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

Yes, some schools may find it helpful to add to the BMP earmarked sum from budgets under their own control e.g. Budget Share and Capital Grants where these funds are available and can effectively bring

forward planned maintenance works. They may also add to planned maintenance works to ensure necessary improvements are carried out, e.g. funding a playground extension at the time of a resurfacing contract, or full refurbishment of toilet areas, where replacement cubicles and sanitary ware are required.

#### **10 What happens if the earmarked sum is spent part way through the contract period?**

The School is required to work in partnership with its Building Surveyor to ensure that budgetary control is maintained. The contingency element will top up the earmarked element where it is justified for critical maintenance but the criteria for carrying out work will change and some less critical maintenance will not be done when a school's earmarked fund is exhausted. Inevitably, small schools with small budgets will spend more than the Earmarked amount. When this point is reached expenditure at the school must be constrained to work that is essential to keep the setting open and the occupants safe, warm and dry. Maintenance tasks that are desirable rather than essential will have to be moderated by the school managers in discussion with their surveyor and the fund manager.

#### **11 Can I influence how the school-earmarked portion of the building maintenance budget is spent?**

Annually your Building Surveyor will take account of views and discuss proposals on how your School's earmarked sum will be spent. Typically, expenditure 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.

Schools making smaller contributions must understand that not all maintenance work will be ordered.

#### **12 What reports can I expect to receive?**

Schools will receive monthly reports to confirm commitment and payments from the Fund from Educator Solutions on behalf of the BMP Board.

## **A-Z List of Maintenance Responsibilities in Community, Foundation and Voluntary Controlled schools.**

### **Introductory Notes**

The A-Z List identifies in some detail which school responsibilities for maintenance will be covered under **Full Membership** of the BMP.

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

### **A-Z List of Maintenance Responsibilities Schools**

#### **Key**

**Full Membership** = Schools' responsibility covered by the BMP

**School** = Schools' responsibility not covered by the BMP

**Individual Agreement** = Subject to negotiation and agreement



	<b>Area of Work Responsibility</b>	<b>Full Membership</b>	<b>School</b>
<b>A</b>	<b>Access controls</b>	✓	
	Aerials		✓
	<b>Alarms (Fire):</b> <b>All maintenance and repair BMP</b> Extending or upgrading system	✓	✓
	<b>Alarms (Intruder) – Nacoss Approved only:-</b> <b>Repair and routine maintenance</b> Resetting	✓	✓
	<b>All weather pitches</b> Artificial turf/Doltrack Individual agreement		✓
	<b>Other ie macadam/asphalt games surfaces</b>	✓	
	Amenity horticulture eg flower beds, grass cutting		✓
	<b>Amenity horticulture (permanent construction, e.g. brick, retaining walls).</b>	✓	
	Amplifying system		✓
	<b>Art Equipment including Kilns (Servicing and Testing)</b>	✓	
	Art Equipment including Kilns repairs arising		✓
<b>B</b>	<b>Balustrades (Stairs/Landing)</b>	✓	
	<b>Bells</b>		✓
	Blinds - including all school provided external blinds, sunshades pergolas and the like including structures and cladding/fabric.		✓
	<b>Boarding accommodation:</b> Supported by fees		✓
	<b>Not supported by fees</b>	✓	
	<b>Broadband</b>		✓
	<b>Boards:</b> <b>Blackboards fixed</b> Blackboards portable		✓ ✓
	<b>Notice Boards fixed</b> Notice Boards portable		✓ ✓
	<b>Pin boards fixed</b>		✓
	<b>Whiteboards fixed</b> Whiteboards portable		✓ ✓
	All teaching boards		✓
	<b>Boiler room plant and equipment</b>	✓	
	<b>Boundary fences and walls</b>	✓	

	<b>Area of Work Responsibility</b>	<b>Full Membership</b>	<b>School</b>
<b>C</b>	Cameras - security		✓
	<b>Car park surfaces</b> <b>Informal gravel / grass parking surfaces</b>	✓	✓
	<b>Caretaker's house (repairs as lease agreement)</b>	✓	
	All carpets (loose or adhered)		✓
	<b>Cavity wall insulation not installation</b>	✓	
	<b>CCTV systems (NACOSS Approved only):</b> <b>Hardwiring, brackets, fixings, columns</b> Camera/video recorders/ hardware/ control panels and all software and licences and phone charges	✓	✓
	<b>Ceilings</b>	✓	
	Chairs/Desks		✓
	<b>Chimneys</b>	✓	
	<b>Class change system</b>		✓
	<b>Classroom sinks</b>	✓	
	All Cleaning		✓
	<b>Cloakroom fittings (fixed</b>	✓	
	<b>Clocks - all (permanently fixed to the exterior of the building)</b>		✓
	Clocks (internal)		✓
	<b>Compressors (Servicing and Testing)</b>	✓	
	Compressors repairs arising		✓
	Computer network cables		✓
	<b>Design and Technology (fixed work benches and sinks)</b>	✓	
	<b>Culvert repairs to built structures</b>	✓	
	<b>Cupboards:</b> <b>Fixed</b> Free standing	✓	✓
	Curtains and tracks		✓
	<b>Cycle sheds</b>	✓	
<b>D</b>	<b>Damp proof course</b>	✓	
	<b>Decorations:</b> <b>External</b> Internal (including School Meal and all catering areas)	✓	✓
	<b>Design and Technology Workshop Equipment</b> <b>(Servicing and Testing)</b>	✓	
	Design and Technology Workshop Equipment Repairs arising		✓

	<b>Area of Work Responsibility</b>	<b>Full Membership</b>	<b>School</b>
<b>D</b>	Desks/Chairs		✓
	Decking		✓
	<b>Disabled access, lifts &amp; hoists fixed repairs, servicing and testing</b>	✓	
	<b>Disabled access, lifts &amp; hoists loose and changing tables Servicing and testing only</b>	✓	
	Disabled access, lifts & hoists loose and changing tables		✓
	<b>Ditches:</b> Cleaning and routine maintenance <b>Repairs to built structures</b>	✓	✓
	<b>Doors</b> <b>Provision of and maintenance of finger guards and draft strips</b>	✓	✓
	<b>Drains and gullies:</b> <b>Drain system repairs</b> <b>Clearing and rodding drain runs</b> <b>Cleaning out surface water gullies and grease traps</b> <b>Surface water drainage to buildings and paved areas</b>	✓ ✓ ✓ ✓	✓
	<b>Drama lighting – see stage lighting</b>		✓
	<b>Drinking fountains repair</b> <b>Drinking fountain drains</b>	✓	✓
	<b>Drinking water – water coolers School owned (non Rental)</b>		✓
	<b>Ductwork</b> - Cleaning of extract systems serving School Meal Areas		✓
	<b>Dustbin enclosure</b>	✓	
<b>E</b>	<b>Electrical heating systems (fixed)</b>	✓	
	<b>Electrical testing of portable appliances</b>	✓	
	Repairs arising to portable appliances		✓
	All electrical testing and installations associated with public entertainment licence		✓
	<b>Electrical testing of fixed installations</b>	✓	
	<b>Electrical wiring and circuitry</b>	✓	
	<b>Fixed installations, e.g. hand dryers, sockets, and switches</b>	✓	
	Light bulbs (lamps), tubes and starters, including access		✓
	<b>Entrance/Exit steps, ramps and handrail</b>	✓	
	<b>Environmental Health – see kitchens</b>	✓	
	<b>Extractor fan</b>	✓	

	<b>Area of Work Responsibility</b>	<b>Full Membership</b>	<b>School</b>
<b>F</b>	<b>Fan convectors (fixed installations)</b>	✓	
	<b>Fencing</b>	✓	
	<b>Fire:</b> <b>Alarms</b> <b>Exit signs (illuminated)</b> <b>Guards</b> <b>Servicing of Extinguishers</b> Repairs arising to, or provision of extinguishers, fire buckets, blankets, break glass etc. <b>Hose - fixed to main water supply</b> <b>Hydrants and mains (external)</b> <b>Sprinkler system</b>	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
	<b>Flagpoles</b>	✓	
	<b>Floodlighting</b>	✓	
	<b>Floor covering:</b> Damaged from unprotected chairs/desk legs.equipment School Flexible finish e.g. carpet, vinyl sheet or tiles, floating timber/laminated		✓ ✓
	<b>Rigid finish e.g. block, quarry tiles, granwood, fixed timber.</b> Sanding and sealing floors <b>Structural floor e.g. screed, boards, blocks etc.</b>	✓ ✓	✓
	Flowerbeds		✓
	<b>Flues</b>	✓	
	Fluorescent tubes and starters including access		✓
	<b>Folding partitions (sliding track)</b>	✓	
	<b>Fuel bunkers &amp; oil tanks</b>	✓	
	<b>Fume cupboards:</b> <b>Fixed</b> Moveable	✓	✓
	<b>Furniture:</b> Fixed School Movable School		✓ ✓
<b>G</b>	<b>Gas service:</b> <b>Bottle gas cages</b> <b>Gas appliances fixed (e.g. water heaters, room heaters) and laboratory gas taps</b> <b>Mains, pipework and meters</b>	✓ ✓ ✓	
	<b>Gates</b>	✓	
	Glazing (excluding roof lights)		✓
	Glazing Film		✓
	Graffiti removal		✓

	<b>Area of Work Responsibility</b>	<b>Full Membership</b>	<b>School</b>
<b>G</b>	<b>Green Technology / renewables</b> <b>Biomass Boilers installed by a certified contractor</b> <b>Heat Pumps – as main heating source</b> <b>Photo Voltaic systems installed in a new building</b> <b>Photo Voltaic Cells retro-installed or as a rental arrangement</b> <b>NOTE</b> - If PV systems are installed at an existing building, the school, who benefit from the income or reduced electricity costs, will be responsible for removing and replacing the panels to allow a roof repair that will be paid for by the BMP. The school will also be liable for all claims from PV system rental arrangements. This will not apply if the PV system was installed when the block was originally built. <b>Rainwater harvesting systems</b> <b>Solar Thermal Panels</b> <b>Wind generation turbines</b>	        	        
	<b>Grounds maintenance:</b> All routine work e.g. grass cutting, flower beds, line marking <b>Repair of built structures.</b> <b>Gullies and Drains:</b> <b>Drain repairs</b> <b>Clearing and rodding of underground drains</b> <b>Underground surface water drainage to buildings and paved areas</b> <b>Clearing playground surface gullies and pots</b>	      	      
	<b>Gratings:</b> Leaf/silt clearing		✓
	<b>Gutters:</b> <b>Repairs</b> <b>Cleaning</b>	  	
	<b>Gym equipment (fixed and portable):</b> <b>Inspections of equipment</b> Repairs of equipment <b>Any consequential repair of structural fixings (anchors) following inspection</b>	  	  
	<b>Gym floor:</b> Markings		✓
	Damage by gym equipment		✓
<b>H</b>	<b>Handrails</b>	✓	
	<b>Heating equipment fixed (i.e. room heating)</b> <b>Boiler plant and Heat distribution (pipes, radiators, electric heaters)</b>	✓	
	Hedges		✓
	<b>Houses:</b> <b>Staff</b> <b>Other</b>		  

	<b>Area of Work Responsibility</b>	<b>Full Membership</b>	<b>School</b>
<b>I</b>	<b>Ironmongery – doors and windows</b>	✓	
	<b>Interrupted Utility Services:</b> Empty Oil/LPG Supply (purging/resetting) <b>Mains supplies (utility services)</b>		✓ ✓
<b>K</b>	<b>Kitchens (including Food Technology areas):</b> <b>Building shell</b> Environmental health improvements (by agreement) Floor finishes (as floor coverings) <b>Internal fabric</b> Internal decorations	✓	✓ ✓ ✓ ✓
	<b>Kitchen equipment:</b> <b>Servicing and Testing</b> Repairs arising Grease traps – cleaning out and maintenance	✓	✓ ✓
<b>L</b>	<b>Laboratory benches (including utility supplies)</b>	✓	
	Land drainage to playing fields		✓
	Leaf/litter silt clearance - to playground, paths and car park gullies, gully pots and channels		✓
	<b>Library shelving:</b> <b>Fixed</b> Movable		✓ ✓
	<b>Lifts - Insurance Inspection</b>	✓	
	<b>Lifts, including stair lifts - Repairs/maintenance</b>	✓	
	<b>Lighting (Drama etc.) – see stage lighting</b>		✓
	<b>Lighting – External areas</b>	✓	
	<b>Light fittings</b>	✓	
	<b>Lighting – Floodlighting</b>	✓	
	Light bulbs/lamps/tubes and starters including access		✓
	<b>Local exhaust ventilation, fume and dust extraction – Insurance Inspection</b>	✓	
	<b>Log cabins not used as teaching space</b>		✓
<b>M</b>	<b>Mains supply (water, electricity and gas)</b>		✓
	<b>Mat wells (excluding mat)</b>	✓	
	<b>Meters (gas, electricity and water) – public utilities</b>	✓	
	Meters – sub-meters (gas, electricity and water)		✓
	<b>Meter cupboards</b>	✓	
	<b>Mirrors (fixed)</b>		✓
	<b>Mobile classrooms - responsibilities as for permanent accommodation</b>	✓	✓

	<b>Area of Work Responsibility</b>	<b>Full Membership</b>	<b>School</b>
<b>N</b>	<b>Name boards:</b> Repair/replacement of board Sign writing changes		✓ ✓
<b>P</b>	<b>Painting:</b> <b>External (including repairs arising)</b> Internal (including preparatory work)	✓	✓
	<b>Partitions:</b> <b>Permanent</b> <b>Temporary/folding/extra wide doors</b>	✓ ✓	
	<b>Paved surfaces</b> Gullies/gratings leaf/silt clearing	✓	✓
	<b>PE Equipment:</b> <b>Inspections</b> Repairs of equipment School <b>Any consequential repair of structural fixings (anchors) following inspection</b>	✓ ✓	✓
	Pest control		✓
	Pergolas and sun shelters		✓
	Pitch markings		✓
	<b>Plaster/plasterboard (excluding preparatory work prior to decoration)</b>	✓	
	<b>Playground, paths, walkways, etc., including gullies and drains</b>	✓	
	Playground marking		✓
	<b>Play equipment indoor and outdoor:</b> <b>Inspections of equipment</b> Repairs of equipment <b>Repair of structural fixings (anchors) following inspection</b>	✓	✓ ✓
	<b>Playing fields:</b> <b>Routine maintenance</b> (including running tracks/run ups/landing areas)		✓
	<b>Power points</b>	✓	
	<b>Portable electrical/gas appliances (Servicing and Testing)</b> Portable electrical/gas appliances repairs arising	✓	✓
	<b>Pressure systems e.g. pressure cookers, autoclaves and pressure Vessels – Insurance inspection</b>	✓	

	<b>Area of Work Responsibility</b>	<b>Full Membership</b>	<b>School</b>
<b>R</b>	<b>Radiators – pipework / valves</b>	✓	
	<b>Railings</b>	✓	
	<b>Rainwater pipes &amp; gutters</b>	✓	
	<b>Refrigeration Systems, Cold Storage Rooms / Areas (Servicing and Testing)</b>	✓	
	<b>Roads, paths &amp; playgrounds</b>	✓	
	<b>Roofs</b>	✓	
	<b>Roof trusses and roof structure generally</b>	✓	
	<b>Roof lights (including glazing materials)</b>	✓	
	<b>Roof tiles/coverings</b>	✓	
<b>S</b>	<b>Safer surfaces below play equipment for curriculum support: Fixed surfaces</b> Loose or removable surfaces e.g. mats, sand or bark	✓	✓
	Safety glazing film		✓
	Safety glazing - windows/doors		✓
	Safety nosings/edgings (stairs/steps)		✓
	<b>Security alarms (Nacoss Approved only)</b>	✓	
	Security cameras (Nacoss Approved only)		✓
	<b>Security – CCTV systems – hardwiring, brackets, fixings, columns</b>	✓	
	<b>Security lighting:</b> Lamps and bulbs replacement		✓
	<b>Other repairs</b>	✓	
	Security Monitoring Service - including phone links		✓
	<b>Services (see water, gas, electricity and drainage)</b>	✓	
	<b>Servicing all components covered by BMP</b>	✓	
	<b>Sewage - treatment plant &amp; pumps Repairs and maintenance</b> Daily monitoring School	✓	✓
	Sewage disposal - septic plants, cesspools		✓
	<b>Shared use facilities (where legal agreements exist)</b> <b>Individual agreement</b>		
	<b>Sheds (all maintenance)</b>		✓
	<b>Shelving:</b> <b>Fixed</b>		✓
	Movable		✓



	<b>Area of Work Responsibility</b>	<b>Full Membership</b>	<b>School</b>
<b>S</b>	<b>Showers</b> <b>Repair and maintenance</b> Routine cleaning of showerheads	✓	✓
	Shrubs & plants		✓
	<b>Signs:</b> <b>Notice boards/Display cases – Fixed</b> Notice boards/Display cases – Moveable <b>Fire safety signs</b> Direction signs and name plates School (see also name board)		✓ ✓ ✓ ✓
	<b>Sinks and sterilising (including drainer and unit if installed)</b>	✓	
	<b>Skirting boards</b>	✓	
	<b>Sliding/folding partitions (sliding track)</b>	✓	
	<b>Snow guards</b>	✓	
	Solar/safety film for glass		✓
	<b>Sprinkler system (fire)</b>	✓	
	<b>Sports hall:</b> Court markings. Flooring damaged by equipment		✓ ✓
	<b>Staging:</b> <b>Fixed</b> Portable	✓	✓
	<b>Stage lighting:</b> <b>Inspection and repair of the fixed installation up to the switch fuse prior to lighting circuits</b> <b>Inspection to the remainder of the installation</b> Repairs to the remainder of the installation	✓ ✓	✓
	<b>Staging Services:</b> Stage curtain winches Stage curtains Stage Scenery systems <b>Fixed equipment and wiring</b>		✓ ✓ ✓ ✓
	<b>Stairs:</b> Safety nosings/edgings – stairs/steps		✓
	<b>Stairways</b> Safety treatment – applied strips/paints to steps etc.	✓	✓
	Sub-Meters – (gas, electricity and water)		✓
	<b>Sun blinds (external)</b> Sun blinds (internal)		✓ ✓

	<b>Area of Work Responsibility</b>	<b>Full Membership</b>	<b>School</b>
<b>S</b>	<b>Swimming pools:</b>		
	<b>General division of responsibilities as per the A-Z</b>		
	<b>Fixed handrails</b>	✓	
	<b>Fixed access steps</b>	✓	
	Loose access steps		✓
	Basin covers		✓
	<b>Basin cover fixings</b>		✓
	Basin linings		✓
<b>T</b>	Teachers' houses		✓
	Telephones		✓
	<b>Thermostatic controls</b>	✓	
	<b>Tiling - Wall/Swimming Pool Basin</b>	✓	
	<b>Toilets (wc, basin, urinal)</b>	✓	
	Trees		✓
<b>U</b>	<b>Utility Services:</b>		
	Interrupted - empty oil/LPG supply (purging/resetting) <b>Interrupted - mains supplies.</b>		✓ ✓
<b>V</b>	Vandalism whilst school is in session		✓
	<b>Vandalism (out of hours)</b>		✓
	<b>Vehicle access ways</b>	✓	
	<b>Ventilation fans</b>	✓	
	<b>Veranda</b>	✓	
<b>W</b>	<b>Walls</b>	✓	
	<b>Wall Safe/Floor Safe</b>		✓
	<b>Water:</b>		
	<b>Distribution pipework</b>	✓	
	<b>Water heaters (fixed)</b>	✓	
	<b>Main from meter connection</b>	✓	
	<b>Softeners (fixed)</b>	✓	
	<b>Storage tanks and insulation</b>	✓	
	<b>Windows</b>	✓	
	Window blinds/screens		✓
	<b>Worktops (fixed)</b>	✓	

# Compliance Membership.

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

**The NCC appointed Service Contractors guarantee a 4hr. maximum response time 24hrs per day / 365 days per annum for critical items of plant such as boilers providing heat and hot water. For non-critical items next day attendance will be achieved. The frequency of service visits will be adjusted from time to time in line with manufacturer's recommendations, British Standards and NCC policy.**

<b>Boilers, Controls</b>	2 visits per annum
<b>Fans</b>	1 visit per annum
<b>Small Gas Appliances</b>	1 visit per annum
<b>Emergency Lighting</b>	12 visits per annum
<b>Fire Alarms</b>	4 visits per annum
<b>Security / CCTV / Automatic Doors</b>	1 visit per annum
<b>Lifts</b>	4 visits per annum (Passenger)
	2 visits per annum (Goods)
	2 visits per annum (Fixed Hoists)
	4 visits per annum (Disabled Lifts)
<b>Swimming Pool Dosing Pumps</b>	1 visit per annum
<b>Lightning Protection System</b>	1 visit every 11 months
<b>Air conditioning / ventilation systems</b>	2 visits 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.**
- 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\*  
**\* Frequency will be determined by the 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 charges.**

### **Pumps/Motors/Fans**

- Fully service, clean, lubricate and test.

**Note – renewal of seals, glands, packing, springs, brushes etc., are included in service contracts charges.**

### **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 re-washer if necessary.
- Adjust temperature at test operation.

## Oil Tanks

- Full inspection and check of valves, alarms, tank condition etc.
- Pressure test of oil lines

## 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)

### Legionella Management Control

#### Premises with Compliance BMP membership

- Regularly review and update the Legionella Risk Assessment and control scheme in accordance with the current HSE's Approved Code of Practice L8
- Regularly review and update schematic drawings of water installations.
- Arrange and manage all annual and six monthly inspections, and associated testing as appropriate for the site.

**Note – Quarterly Showerhead cleaning and disinfection, Monthly Temperature Monitoring and Weekly Flushing work, is NOT included. Premises Officers must manage these items with suitably trained personnel. As part of the six monthly and annual visits, the engineer will inspect the site staff records for compliance and will notify the premises manager of the compliance of these or otherwise.**

**Additional services are available to purchase as extras to the service contracts and costs for these works are available upon request**



**Prepared for and on behalf of the**

**BMP Management Board by**

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