



Technical Services

Annual Package

Building and Technical Services
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Building & Technical Services



City of Bradford MDC
www.bradford.gov.uk

Decorator

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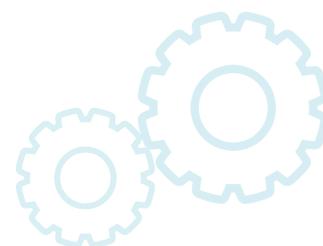
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The wording in this publication can be made available in other formats such as large print and Braille. Please call 01274 431877.

Who we are

ABOUT US

Building and Technical Services are a Council service within the Department of Regeneration and Culture specialising in building maintenance and professional support related to educational and public buildings. We provide a corporate service to the whole Council estate and manage a centralised budget.

Our Technical Services team contains the full complement of construction professionals from Building Surveyors to Lift Engineers to ensure that any building related issues and enquiries can be dealt with promptly and efficiently. We will ensure any works will meet all current legislation and that your building remains statutory compliant.

This includes high risk areas such as:

- Gas
- Electricity
- Fire
- Asbestos
- Legionella.

Our Building Surveyors undertake detailed condition surveys on behalf of the Council to assist with the production of Asset Management Plans so that informed decisions can be made about maintenance based on sound information. Our unique knowledge of the Council's portfolio gives us detailed understanding of each individual school and allows us to provide tailored advice specific to your building.

We can cater for all your building requirements, however large or small.

ACHIEVEMENTS

- Nomination for Service Excellence Award for Team of the Year
- Finalist for national award from Association of Public Sector Excellence for Best Efficiency Initiative
- CHAS (Contractors Health and Safety Scheme) accreditation
- MCS (Microgeneration Certification Scheme) accreditation - receiving an outstanding for installation of solar panels

RECENT PROJECTS

- City Library
- Local Studies and West Yorkshire Archive
- Britannia House
- Silsden Town Hall
- Shipley Pool
- Various schools (Holybrook, Burley Woodhead, Home Farm, Shibden Head, Saltaire, Oldfield, Frizinghall, Menston, Barkerend, Addingham, and Ben Rhydding to name some)
- Solar Panel Installation (Schools and other council buildings)

PLANNED MAJOR PROJECTS

- Office and conference facilities for Children's Services
- Essential works and restoration of Bradford City Hall

RESPONDING TO YOUR REQUESTS

In response to customer feedback, we have now changed the agreement so that you only have to provide one order number to cover all areas. You no longer have to provide separate order numbers for Emergency Lighting Maintenance, Fire Alarm Maintenance etc. In addition to this, if you provide us with a cost centre on the subscription form, any work you request through us can be charged as and when carried out rather than as a bulk annual invoice.

BENEFITS

Our customers are important to us and we feel that as part of our team, you should also be able to benefit from our buying power. From this year, our customers will have full access to our special rates from our approved contractors but the option has been withdrawn from schools who are not on our customer base. Therefore this facility is no longer available for anyone who does not sign up for the Technical Services Annual Package for 2014/15. Customers who signed up for more than 1 year last year will automatically have full access.

With our in depth knowledge of the Council's rules and regulations, coupled with an excellent working relationship with other council departments (with unlimited access to experts) and an understanding of the Statutory duties placed upon our clients, we will ensure that the best advice is always given to you.

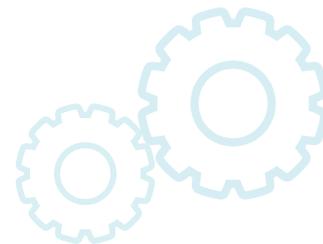
All our staff are vetted through the Disclosure Barring Service.

MISSION STATEMENT

To strive for excellence in customer satisfaction aiming to get it right first time every time.



Paul Egan
Building and Technical Services Manager



Introduction

Technical Services is committed to providing our customers with a professional, quality, cost effective service. Our Service Level Agreement is an “ENSURE-ANCE” policy every school should have:

Technical Advice & Support...

- we ensure that all technical advice and support for all building disciplines is available to all our customers via a dedicated telephone line, Monday to Friday, 7.30 a.m. – 6.00 p.m.

Out of Hours...

- we ensure emergency ‘out of hours’ contact is available 24/7 from Bradford Council’s Emergency Helpline to Senior Officers in Building and Technical Services

Asset Management Plans

- we ensure advice and guidance with Asset Management Plans with dedicated on site support to discuss the schools Asset Management Plans. *(Excludes free schools and academies but quote can be obtained on enquiry).*

Portable Appliance Testing

- we ensure management and procurement of portable appliance testing is carried out in accordance with current legislation. (This does not include the contractor’s charges for the cost of testing each appliance However our bulk buying capacity ensures you benefit from the reduced rates we are able to obtain).

Electrical Fixed Wiring Testing

- we ensure the management and procurement of Electrical fixed wiring testing is carried out in accordance with current legislation (This does not include the contractor’s charges for the cost of testing each appliance).

Asbestos Management

- we ensure advice and guidance on asbestos management, testing and regular monitoring, with on site support. Ensuring you meet your legal obligations.

Legionella

- we ensure management and procurement of legionella risk assessments in accordance with current legislation. (This does not include the contractor’s charges for the cost of the risk assessment). Again our bulk buying ensures you benefit from the savings.

Burner Servicing

- we ensure management and procurement of burner servicing in accordance with current legislation. Organise the contract to deal with “out of hours” heating/boiler plant issues

Lifts & Lifting Appliances

- we ensure management and procurement of lifts and lifting appliances in accordance with current legislation and good practice.

Fire Risk Assessments

- we ensure that a competent person is available to provide support and advice in the production and interpretation of Fire Risk Assessments and the Fire Evacuation Plan.

Compliance Works

- we ensure management and procurement of compliance works in accordance with current legislation. Organise the contract to deal with ‘out of hours’ lifts and lifting appliances issues

Compliance includes checking the following: Fire Alarms, Emergency Lighting, Air Conditioning Equipment, Pressure Vessels and Pressurisation Equipment, Reduced Pressure Zone Valves (RPZ), Fan Cleaning and Hard Wire Testing.

(This does not include the contractor’s charges for the cost of the servicing and repairs).

Services offered in addition to the Annual Service Level Agreement

- Project Design and Construction
- Devolved Formula Capital Grants
- Air Conditioning
- Annual Schools Pressure Sets, Vessel Service and Cold Water Booster Sets Service
- External Maintenance
- Extractor Fan Maintenance and Cleaning
- Emergency Lighting Maintenance
- Fall Arrest and Anchorage Systems
- Fire Alarm Maintenance
- Legionella Monitoring Programme
- Roller Shutter Maintenance
- Solar Panels, Advice and Installation
- Swimming Pool Maintenance

Please note: An additional fee would be charged for this work.

Package at a Glance

Each school will be charged a flat fee of: £410

- Plus**
- per primary school pupil (based on previous September's pupil numbers on roll): **£1.02**
 - per secondary school pupil (based on previous September's pupil numbers on roll): **£0.79**

Annual service package runs from 1 April - 31 March each year. This includes the following:

Service	Local Authority School	Academy/Free School/VA
Technical Advice and Support	√	√
Out of Hours Support	√	√
Asset management plans	√	Additional cost Price available on request
Potable Appliance Testing (contract administration, advice and support)	√	√
Electrical Fixed Wiring Testing (contract administration, advice and support)	√	Additional cost Price available on request
Asbestos Management	√	Additional cost Price available on request
Legionella (contract administration, advice and support)	√	√
Burner Servicing (contract administration, advice and support)	√	√
Lifts and Lift Appliances (advice and support)	√	√
Fire risk assessments (advice and support)	√	Additional cost Price available on request
Compliance Works (contract administration, advice and support)	√	√
Access to Approved Suppliers and Preferential Rates	√	√

Customers can buy in to additional services (as outlined in the brochure) and also request that BTS carry out any repairs/maintenance on their behalf for any issues identified by the experts/inspectors. Costs incurred for such repairs/maintenance (whether carried out by BTS or a sub-contractor) will be charged for in addition to the Technical Services Package above.

Payment Method

An invoice for the total amount will be sent to the school following receipt of the subscription. Alternatively, schools on SAP can have the charge directly transferred by providing the schools cost centre on the subscription form (typically a four letter code starting with 'R'). Schools can also use this method for any works requested through BTS.

These charges are for the year 2014-15 and prices will be fixed for the term of the agreement on the subscription form. Schools signing for a one year subscription may be subject to an increase in price in subsequent years.

Technical Services Advice & Support



We can help....

“Building maintenance is not an odd job scenario of “fixing” problems on a short term basis, but a highly skilled profession, based on the construction and design of many different types of buildings and services and the understanding of their relationships between design and performance, the organisation and control of maintenance work, economics and finance, law and liability and not least the technology.”

Telephone advice and support is unlimited. There are no restrictions to customers, who may use this service as frequently as they require. Our help desk team are local people based in the city centre therefore have knowledge of the area.

Fast Response Service

In our commitment to provide an efficient and effective service to our customers Technical Services has set up a Fast Response Service.

During the hours, 7.30 a.m. to 6.00 p.m. Monday to Friday a member of staff will be ready to receive and deal with your call promptly and effectively.

Upon receipt of your call a Surveyor will be assigned who will deal with your problem. In emergency situations a contractor will be requested to respond immediately. The contractor will be asked to confirm any action taken as soon as possible to the Surveyor. If a response has not been received within 2 hours a ‘follow up’ call, will be made by a team member to the contractor to monitor the action taken and to assess the situation.

The Fast Response Service has been introduced to assist all our customers with any aspect of day to day building maintenance needs, including all general enquiries, orders for work etc.

**To contact your fast response service
telephone: 01274 431877**

The cost of this service is incorporated within your annual subscription fee. (This does not include the Contractors charges for works).

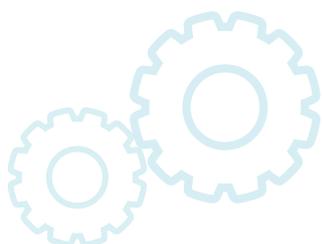
Emergency Out of Hours Support

Building and Technical Services maintain a database of customer 'out of hours' authorised personnel.

When calls are received from the Council's Emergency Team, staff will deal with the repair on behalf of the customer and report the incident as required to the school's authorised person.

A member of Technical Services is on call 24/7 and will always assist customers as required.

The cost of this service is incorporated within your annual subscription fee.



Asset Management Plans



Our team of Surveyor's has the technical knowledge and expertise to advise and guide you in producing a maintenance plan for your school.

The general principle of any maintenance plan is to reduce the high cost of Emergency Works and Day to Day reactive repairs by the implementation of a predetermined programme of planned maintenance work.

The maintenance plan when combined with the Asset Management Plans and Surveys enables both parties to be informed of the condition and estimated costs of repairs.

For such a strategy to work it is essential to have an understanding of what property maintenance actually means; in its broader sense it can be defined as having the following objectives (not in priority order):

- Minimising cost of repairs
- Compliance with statutory requirements
- Prolonging the buildings useful and economic life
- Allowing the building to function correctly
- Providing a pleasant environment
- Reducing serious structural problems
- Compliance with lease requirements
- Preserving the capital investment
- Preserving our heritage (listed buildings)

Included within your annual subscription is an allowance of 2 site visits (each one being for a separate query) to provide advice and guidance as outlined above.

Extra time/visits in addition would be charged as an addition to your annual subscription at a cost of £35.00 per hour

Exclusion of Free Schools and Academies - cost for this service can be provided on enquiry.

Portable Appliance Testing

Ensuring that appliances are safe to use is a statutory requirement, the appliance testing programme meets this requirement.

Technical support, contract procurement, contract administration and production of reports is included in the service level agreement.

Our team of Electrical Surveyors will:

- Carry out contract procurement, checking costs and quality.
- Administer the contract and maintain records of test dates.
- Provide a report of items tested and the results.
- Incorporate the provision of technical support and guidance on any changes to legislation and regulations.

You can rest assured that if you take up the service level agreement with us (and use our approved contractor) then, if notices are issued in technical publications/press regarding the safety of a particular appliance, we will contact you and advise on the actions required.

The cost of Contract Management and Procurement (utilising our supplier arrangement) is incorporated within your annual subscription.

NOTE: The contractors charges for testing each appliance are not part of this service.



Electrical Fixed Wire Testing



It is a legal requirement to ensure that your electrical installations are safe. The Electricity at Work Regulations 1989 require that all electrical installations are maintained in a safe condition and therefore must be periodically inspected and tested. This testing must comply with the British Standard for Electrical Installations (BS7671).

Electrical Hard Wire Testing & Inspection is necessary because all electrical installations deteriorate due to a number of factors such as damage, wear, tear, corrosion, excessive electrical loading, ageing and environmental influences. The testing allows you to action concerns at the earliest opportunity. Evidence of the testing would enable you to present a due diligence defence in the event of an accident to show that you have fulfilled your legal obligation.

The service includes:

- Carrying out contract procurement, checking costs and quality.
- Administering the contract and maintaining records of test results.
- Auditing of recommendations made/work carried out by contractor.
- Provide a report of the condition of the electrical installation and a recognised Electrical Safety Certificate.
- Making recommendations for any remedial works that are required.
- Administering the procurement of the remedial works required (subject to approval from the school to cover any costs for the work)
- Incorporating the provision of technical support and guidance on any changes to legislation and regulations

NOTE: The contractors charges for testing the electrical installation are not part of this service.

Should you secure services from a contractor other than our approved supplier then please provide details on the subscription form so that we may update the Council's records.

Asbestos

You may not think that you have asbestos in your property but whether you have or not you are required by legislation (Regulation 4 of the Control of Asbestos Regulations 2012) to manage asbestos in all non-domestic properties.

What is Asbestos?

Asbestos is the name given to the fibrous forms of several silicate minerals of magnesium, calcium and iron. It is non flammable and a good heat insulator. Asbestos has been widely used in insulation products and construction materials.

Asbestos can cause a number of conditions, most of which are debilitating or fatal. The conditions themselves may not surface until many years after the initial exposure to asbestos.

All Council controlled Schools built prior to 1992 have been issued with a Premises Asbestos Register. It is essential that the building custodian makes all contractors and maintenance workers aware of the asbestos register and the information contained within it. It is also good practice for all staff and building users to be made aware of the asbestos register.

Current legislation requires that prior to carrying out any works that may impact on the fabric of a building an assessment should be carried out as to whether a more in depth asbestos survey is required. For most building works a Refurbishment/Demolition Asbestos Survey will be required prior to any works starting on site.

Should works be planned in an area known to contain asbestos then our Asbestos Management Unit should be contacted.

Our Asbestos Management Team of experienced qualified personnel can provide an effective asbestos advice and management package that is cost effective.

Advice and guidance on asbestos is incorporated within your annual subscription fee.



Legionella



It is a legal requirement on you as the 'budget holder' to ensure the safety of water systems within your building. You are required to ensure 'a suitable and sufficient assessment' is carried out to 'identify and assess the sources and risks of Legionella bacteria' exposure from water systems.

The risk assessments assists the risk assessor to gauge the risk posed by legionellosis in a wide range of situations and where necessary make recommendations to reduce and control that risk. The evidence of implementation of recommendations allow you to demonstrate compliance with relevant health and safety legislation.

The legionella organism is of particular concern because it is widespread in natural water sources and multiplies rapidly in the conditions found in some building water systems. It is released into the air in water droplets and may be spread by a number of systems commonly found in buildings. It can be devastating and result in the loss of life.

Significant changes made to the law this year mean that the risk assessment is no longer simply a guidance document. It must be conducted in accordance with the requirements of ACoP L8 and BS8580:2010.

In order to comply with your legal duties, you must also ensure that a competent person (or persons) implement a monitoring programme in accordance with the recommended inspection frequencies detailed in ACoP L8 and HSG274.

As part of the service we will support you in by providing the following:

- Administration of the contract and maintenance of test date records.
- A report of items tested and the results
- Technical support and guidance on any changes to legislation and regulations
- Access to our preferential rate through our approved contractor

See page 32 for more details on additional services available outside the SLA subscription.

(This does not include the contractor's charges for the cost of the risk assessment or any follow up work that is required).

Burner Servicing

We organise a burner servicing contract on behalf of the Council.

We will provide the following services:

- Advice in resolving difficult to diagnose repairs/faults.
- Alternative advice on recommendations for expensive repairs.
- General advice on the use of equipment/plant

The cost of this service is incorporated within your annual subscription fee.

This does not include the contractors charge for the actual servicing and any repairs needed.

See page 31 for more details on additional services available outside the SLA subscription.



Fire Risk Assessments



Burner Servicing

All premises are required as part of the Regulatory Reform (Fire Safety) Order 2005 legislation to ensure that a suitable and sufficient fire risk assessment is carried out.

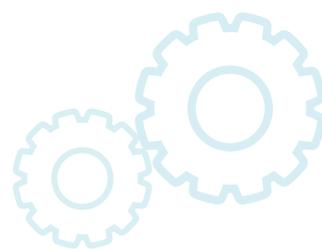
Once this detailed fire risk assessment has taken place fire safety policies and procedures need to be developed which will form your fire strategy plan.

BTS offer a service to schools where we undertake the fire risk assessment with you, and provide guidance on the tests and checks that you need to carry out to keep it up to date. It will:

- Identify possible dangers and risks
- Consider who may be especially at risk
- Eliminate or reduce the risk from fire as far as reasonably possible and provide general fire precautions to deal with any possible risk left
- Create a plan to deal with any emergency and keep a record of your findings
- Review your findings when necessary

The cost of this service is incorporated within the annual subscription fee for Local Authority Schools but is additional for Free Schools and Academies.

This does not include any contractor/insurers charges for services provided.



Lifts & Lifting Appliances

Lifts, Lifting Appliances (ceiling hoists, mobile hoists, platform hoists etc) are all covered under the LOLER Regulations and require testing and servicing at predetermined intervals that vary dependant upon the type of lifting equipment/ appliance being considered. For example passenger lifts must be tested, inspected by the insurer every 6 months and should ideally be serviced monthly.

Our Lifts Maintenance Section has contracts in place that cover all types of Lifts and Lifting Appliances.

The cost of the following services is incorporated within your annual subscription fee:

- Offer advice and guidance as required on the type of service that should be in place to comply with legislation.
- Incorporating the provision of technical support and guidance on any changes to legislation and regulations.
- Advice on the feasibility of installation of lifts or lifting appliances (this does not include the preparation, specification and tendering etc., involved in the provision of new installations which can be provided for a percentage fee based on the cost of the full installation).

The cost of this service is incorporated within your annual subscription fee.

This does not include the contractors/insurers charges for inspection, tests, servicing and any repairs needed.



Compliance Works



The compliance works section which includes technical support, contract procurement, contract administration and production of reports is included in this service agreement.

We would ensure building stock meets all current legislation and that you remain statutory compliant in all aspects. We will provide help to you in your role as a Building Custodian so you can fulfil obligations to provide a safe working environment.

Our team of Electrical Surveyors will provide a full service:

- Carry out contract procurement, checking costs and quality.
- Administer the contract and maintaining records of test dates.
- Provide a report of items tested and the results.
- Incorporate the provision of technical support and guidance on any changes to legislation and regulations.

The cost of the contract management and procurement is incorporated within your annual subscription fee.

This does not include any contractor/insurers charges for services provided.

Complaints Procedure

A Guide to Facilities Management's Technical Services Complaints Procedure

If you wish to make a complaint we recommend you e-mail Paul Egan – Building and Technical Services Manager at paul.egan@bradford.gov.uk

Telephone complaints and complaints in person will be handled immediately wherever possible by an appropriate member of staff, depending on the nature of the complaint.

In response to your written complaint Building & Technical Services undertake to reply in full to a letter of complaint concerning services within 10 working days of receipt by us, except in exceptional circumstances beyond our control such as industrial action or when waiting for a response from a third party etc.

In responding to a complaint the Service will use its best endeavours to:

- provide a satisfactory explanation and advise you who to contact within the Service if you are dissatisfied with the response;
AND where appropriate
- apologise and resolve the problem that caused the complaint;

What to do if you are dissatisfied with a response to your complaint

If you are dissatisfied with the outcome of your written complaint please contact Mike Cowlam, Assistant Director, Economic Development & Property at mike.cowlam@bradford.gov.uk



Additional Technical Services



Services offered in a addition to the Annual Service Level Agreement

Project Design & Construction

Our qualified personnel offer a professional, technical service. We will listen to your ideas and requirements, offering advice and guidance on your proposals.

We will produce a feasibility study, incorporating budget estimates and ensure that these are within your financial limitations.

We will ensure that the scheme meets the requirements of health and safety legislation, construction and design management regulations, planning and building control, obtaining planning consent and building regulation approval where required.

On the clients agreement and written authorisation we will produce a full specification, schedule of works along with associated construction drawings including any appointed consultants designs eg Structural drawings. Each tender will be issued under JCT standard building contracts and tendered following the councils standing orders and financial regulations and that the contractors who are invited to tender have been vetted to ensure that they are financially secure, have the relevant public liability and indemnity insurances and a proven Health and Safety policy.

We will ensure that all Audit requirements are met and will undertake any required discussions with the DCFS on your behalf.

We will provide contract and financial monitoring throughout the project reporting regularly to the school on the contract progress.

We will manage practical completion/handover and will monitor during the defects period with retention of monies until the end of the period.

The standard fee for this service is 10% of the final construction cost.

This fee does not include statutory fees such as planning and building control applications, CDM or the appointment of any external consultants such as structural design engineers, these fees are dependant on size and type of project.

Full budget breakdown will be provided prior to the clients authorisation to proceed.

Additional Technical Services

Services offered in addition to the Annual Service Level Agreement

Devolved Formula Capital Grants

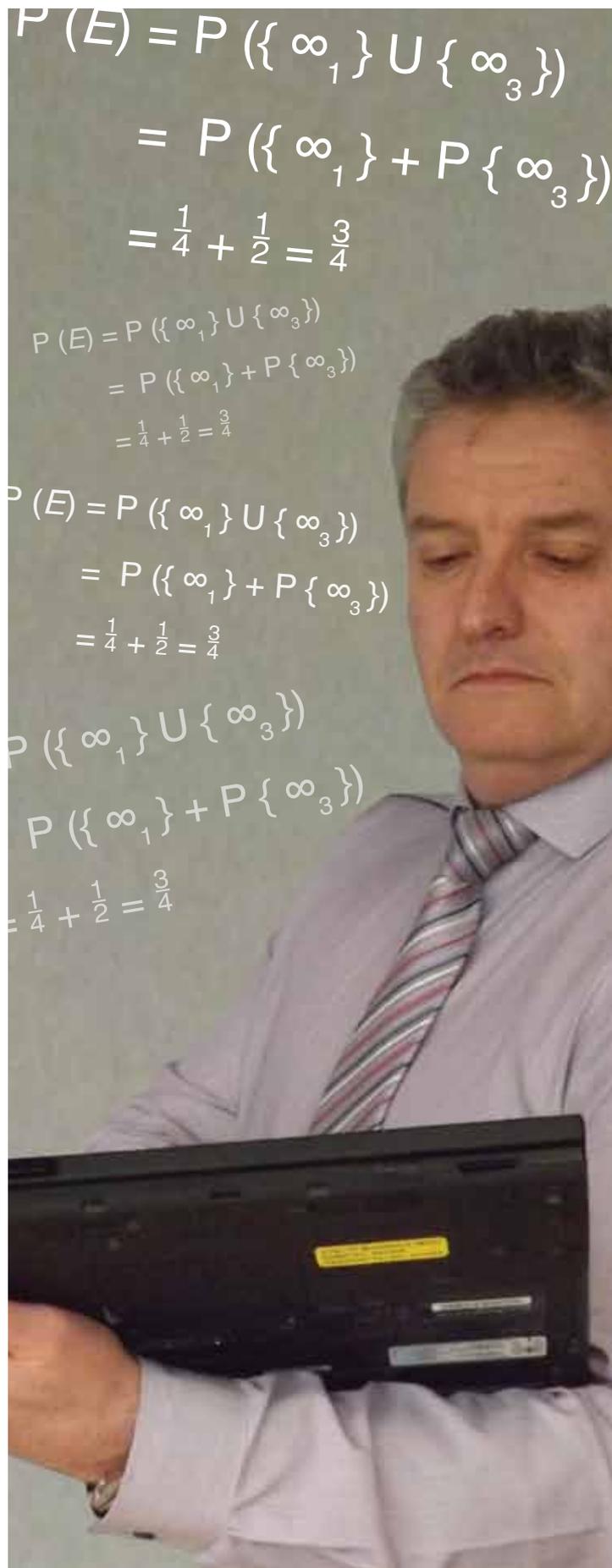
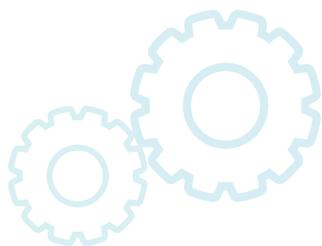
The DFE require that devolved formula capital grant expenditure should be committed and programmed in line with Asset Management Plan.

Building and Technical Services having produced the Asset Management Plan for your school will have an excellent understanding of the content of the plan and the building requirements of your school.

Our Surveyors are qualified in all the areas of work incorporated within the guidelines of the devolved capital i.e.

- Upgrading fire/security systems
- Resurfacing playgrounds
- Upgrading boiler parts
- Recabling I.C.T Equipment
- Security /lighting and fencing

From design to procurement to completion.



Building Works and Quality Assurance

For further information please contact our Helpline on 01274 431877

Services offered in a addition to the Annual Service Level Agreement

Building Services

The Building Services team provide an excellent service to our clients across the Bradford district of the full range of building and maintenance works. We have the size to cope with larger schemes and a highly skilled and focussed re-active maintenance team to deal with any emergencies or small works. We have the skill sets to deliver, and a commitment to a quality end product that ensures our customers' confidence in our service is well founded.

Emergency works are responded to within one hour

Urgent Works are responded to within 24 hours

Whether using us for a programme of planned maintenance, a new build project, or in an emergency through our 24 hour emergency call out service, you can rest assured the quality of the service you receive from us will be first rate.

Painting & Decorating

External Painting

It is essential that all painted surfaces be repainted/treated at least every 5 years (where modern day softwood is used in construction i.e. fascia board, soffits and windows which have been treated with wood preservatives) will require recoating every 2-3 years.

Internal Decorative Enhancement

First impressions are important. It is good practice therefore to ensure that reception areas, corridors, halls, and offices, where staff, pupils and more importantly visitors

and parents often visit, are kept in good condition with colour schemes that will brighten the area. More subtle schemes can be used in teaching areas.

Quality Assurance Procedures

- we have apprentice trained staff and invest four years in their training to ensure high standards of development
- All staff and operatives are vetted through the Disclosure Barring Service
- We use CHAS approved contractors

We are registered / accredited members of:

- Gas Safety
- NIC EIC (National Inspection Council for Electrical Installations Contracting)
- BAFE (British Approvals for Fire Equipment - for the Design, Installation, Commissioning & Maintenance of Fire Detection and Fire Alarm Systems.
- MCS (Microgeneration Certification Scheme)
- CHAS

Air Conditioning/Ventilation Systems

Air conditioning/ventilation systems are covered in F-Gas 2009 Regulation which you should comply with.

Areas usually covered by air conditioning/ventilation systems include:-

- Data Centres
- Sports Facilities
- Changing Areas
- General Offices

The cost of this service depends on the size and type of the unit you have but we offer maintenance and breakdown cover for these systems also.

We will survey your equipment and make recommendation on what that equipment should serve and what service regime is required.

Frequency of service is dependent on the outcome of the survey results i.e. Bi-Annually, quarterly etc.

If you would like to procure any of these services please tick the relevant box on the subscription form.

If you do not take up this option to join the centrally organised contract, you must make your own arrangements with a suitable qualified registered company.

Should services be secured with a contractor and not BTS then please provide us with the contractors name on the subscription form so that we may update the Council's records.

If you have any queries please do not hesitate to contact David Wells on 01274 431474.



Annual Schools Pressure Sets, Vessel Service & Cold Water Booster Sets Service

In an effort to help you reduce unexpected maintenance costs, we can carry out annual site maintenance visits to maintain pressurisation units, cold water booster sets and issue reports as necessary.

It is both good practice and legislative requirement to have all Pressurisation Units, Expansion Vessels and Cold Water Booster sets serviced annually by a competent person. You must keep a record of any subsequent faults found, including action taken for each fault.

In order to ensure that there is a continuation of service, we would advise that you join this service.

Costs

Pressure set and vessel service

- £150.00 each plus VAT for the first unit
- £50.00 plus VAT for any other pressure set and vessel service on the same site during the one visit.

Cold water booster service

- £150.00 each plus VAT.

Hourly rate for callout and repairs

- £45.00 plus VAT per hour during normal working hours
- £80.00 plus VAT per hour out side normal working hours.

If you sign up to the scheme we will need to know what equipment you have on site.

On the subscription form, please record the amount of Pressurisation Units you have attached to your heating system and also how many Cold Water Booster Sets you have.

We will manage and monitor the contract closely to ensure that the work is carried out in accordance with our specification. Spot checks will be carried out to inspect the standard of workmanship.

If you would like to procure these services please tick the relevant box on the subscription form. If you do not take up the option to our approved contractor then you must make your own arrangements with a suitably qualified registered company.

Should services not be secured through BTS then please ensure you complete the appointed contractors name on the subscription form so that we may update the Council's records.

If you have any queries, please do not hesitate to contact Steve Pearson on 01274 437544.



External Maintenance

Weathering such as exposure to rain, frost, snow, wind and ultra violet rays will rapidly cause deterioration of painted or treated surfaces.

Typical external surfaces i.e. gutters, rainwater goods, gable boards, soffits, fascias, cladding, doors, windows and other previously painted walls or render, should be annually inspected for signs of breakdown. Cracked or peeling paintwork is the most common fault.

Gutters

Should be cleaned out internally every year ensuring outlets are clear, and coated every two years with bitumastic solution.



Extractor Fan Maintenance and Cleaning

If these are not maintained they can get blocked up with dust and particles which will lower the efficiency of the fan, especially if blown down a pipe. We can provide extractor fan maintenance and cleaning contract.

Costs are determined on the amount and size of extractor fans you have.

If you would like to procure this service please tick the relevant box on the subscription form.

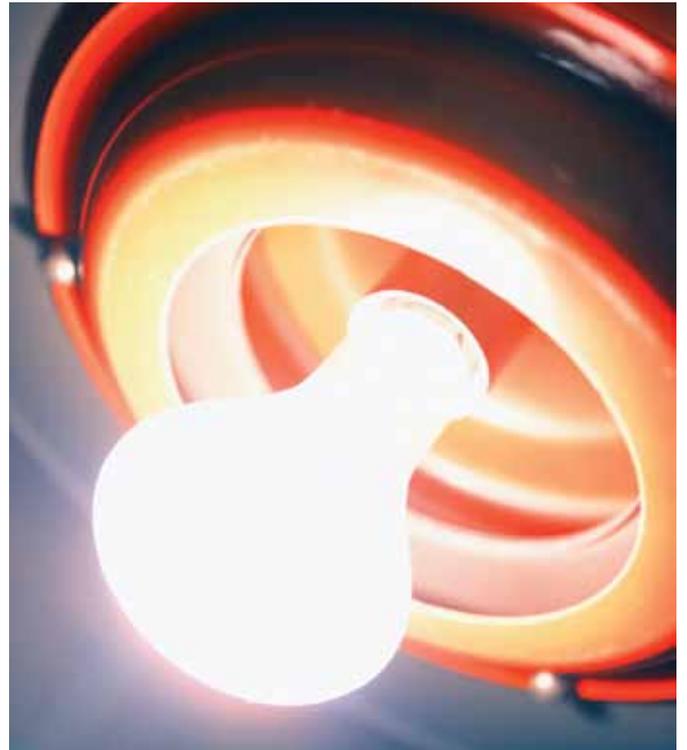
If you do not take up the option to use the approved contractor then you must make your own arrangements with a suitable qualified registered company.

Should you not wish to procure the service from us then please complete the contractors details on the subscription form to enable us to update council records

If you have any queries, please do not hesitate to contact Steve Pearson on 01274 437544.



Emergency Lighting Maintenance



Emergency Lighting

Emergency lighting systems require a full duration test per annum, and as a process of elimination to rectify faults with your emergency lighting system, we offer free lamp replacements for any non-working emergency light fittings. If any emergency light fittings are found to be at fault they will need to be repaired or replaced. Building and Technical Services can fully fit these for you at the prices as listed below. These prices will remain constant throughout the period of your contract:-

- Lamp Renewals
F.O.C.
- Replacement slave EM light fitting (Central Battery Unit)
£100 each
- Replacement Maintained/
non-maintained fitting.
£150 each

In the unlikely event that the cause of failure is more than just a replacement fitting you will be advised and act on your instructions.

Cost of Emergency Lighting Maintenance Contract

Nursery School

Emergency lighting maintenance to BS 5266-1:2011 **£150.00**

Primary School/Children's Centres/ Special Schools

Emergency lighting maintenance to BS 5266-1:2011 **£150.00**

Secondary school

Emergency lighting maintenance to BS 5266-1:2011 **£ 275.00**

Total cost of Emergency Lighting Maintenance and Fire Alarm Maintenance if ordered together:

Nursery School **£300 (£50 saving)**

Primary School **£400 (£50 saving)**

Secondary School **£1000 (£75 saving)**

Fire Alarm Maintenance

The Annual Maintenance Scheme is offered to ensure Fire Alarm Systems and Emergency Lighting Installations within your school are tested and serviced to comply with Part 6, Section 26 of BS 5839-1:2013, Section 12 of BS 5266-1: 2011 and Section 7 of BS50172 2004, this involves the testing and servicing of the batteries, the annual duration testing of your emergency lighting and statutory operational tests of the fire alarm systems and components. These tests require up to a maximum of four visits per annum for compliance with current regulations.

Building and Technical Services maintain the Authority's Estate and many of the systems within schools.

We have listed the relevant prices for your school which have remained constant for six years and represent excellent value.

Please note that these prices do not cover any repairs identified during the servicing or contractors charges.

Cost of Fire Alarm Maintenance Contract

Nursery School

Fire alarm maintenance to BS 5839-1:2013 **£200.00**

Primary School/Children's Centres/ Special Schools

Fire alarm maintenance to BS 5839-1:2013 **£300.00**

Secondary school

Fire alarm maintenance to BS 5839-1:2013 **£800.00**

Total cost of Emergency Lighting Maintenance and Fire Alarm Maintenance if ordered together:

Nursery School £300 (£50 saving)

Primary School £400 (£50 saving)

Secondary School £1000 (£75 saving)



Fire Alarm

If during the 6 monthly Fire Alarm Servicing, the panel batteries are found to be faulty (or out of date) our engineers will inform you of the fault and give advice on appropriate procedures to follow. If you should require Building and Technical Service to replace the batteries for you then this can be done however please note that there will be a charge for this. The current cost is £75 each.

Your monthly emergency lighting and weekly fire alarm checks must still be carried out along with record keeping of all activities. It is very important to ensure you keep up to the minimum service levels to comply with the relevant British Standards.

Schools interested in joining or renewing the subscription to the scheme must tick and complete the relevant details on the subscription form within this brochure. We will process this ASAP upon receipt of the subscription in order to avoid any interruption in the maintenance and testing schedule.

We will monitor the contract closely on your behalf to ensure all operations are carried out satisfactorily and will advise all participants of any items which require attention. Separate quotations will be provided for any items not covered to enable you to take appropriate action.

Fall Arrest and Anchorage Systems

Building & Technical Services provide service, maintenance and certification of these systems in accordance with:

- EN362 Horizontal Safety Line Systems
- BS354 & 355 Shock Absorbing Lanyard
- BSEN361 Full Body Harness

All are serviced annually and we will monitor and manage this contract on your behalf. The cost for this service is dependant on the safety lines and anchorage points.

If you would like to procure any of these services please tick the relevant box on the subscription form.

If you do not take up the option to use our approved contractor then you must make your own arrangements with a suitably competent contractor.

Should services be secured with a contractor other than BTS please could you ensure you complete the appointed contractors name on the subscription form to enable us to update the Councils records.

If you have any queries please do not hesitate to contact Simon Colclough on 01274 431707.



Gas and Boiler Servicing

Gas appliances must be serviced annually to comply with legislation and council policy. In addition to the boiler maintenance, gas pipework (between the gas meter and boiler) must also be maintained in a safe condition.

It is advisable that if a gas pipe test is required to be carried out, that this is done at same time as the boiler servicing in your school.

Landlords Certificate*

If you have a Caretaker's house (on or off site) for which you collect rent then your governors are classed as landlords. Legislation requires that you provide a Landlords Certificate for all such buildings. This Regulation imposes 2 main duties on Landlords concerning:-

- a) Annual safety checks on gas appliances/flues.
- b) Ongoing maintenance.

It is important to recognise although related, these duties are separate and distinct. All appliances on site must be identified and any defects noted. The test should include all pipe work and meter installations within the buildings.

Cost for providing a certificate (when carried out at the same time as the Annual Boiler Services visit) can be found at the bottom of the Service Schedule which is enclosed within this brochure.

We will:

- Monitor the contract ensuring work is carried out in accordance with specifications.
- Conduct spot checks to inspect the standard of workmanship analysing the flue gases to ensure burners are operating efficiently and safely i.e. not emitting excessive levels of smoke or carbon monoxide.

The rates for breakdowns (which are extra to the service work) are also included within the document. Breakdowns are carried out on a labour plus materials basis.

To determine cost estimates for your school, please check the number and type of appliances you have (including the Caretaker's houses if applicable) against the enclosed schedule. Include any new extension blocks which are now out of warranty period.

In addition to this, you can also request servicing/testing of the following in your school:

- Science Blocks
- Bunsen Burners
- Domestic Cookers
- Any other Gas Pipework
- Air Quality Test
- Mixing Valves

*All appliances in residential domestic properties will require a Landlords Certificate.



Legionella monitoring programme

There are currently two options that you can choose from:

		✓ indicates tasks included in Service Option	
Task	Frequency	Option 1	Option 2
Check temperatures in flow and return pipework at calorifiers	Monthly	✓	
Check water temperature up to one minute to see if it has reached 50°C in the sentinel hot taps	Monthly	✓	
Check that temperature is below 20°C after running the water for up to two minutes in the sentinel cold taps	Monthly	✓	
Dismantle, clean and descale shower heads and hoses	Quarterly	✓	
Flush the drain valve at the base of the calorifier to remove sediment, silt or scale build up	Quarterly	✓	
Check tank water temperature remote from ball valve and mains temperature at ball valve	Six Monthly	✓	✓
Arrange for samples to be taken from hot water calorifiers in order to note the condition of the drain water	Annually	✓	✓
Visually inspect cold water storage tanks and make recommendations for remedial works as necessary	Annually	✓	✓
Check representative hot taps for temperature on a rotational basis	Annually	✓	
Check representative cold taps for temperature on a rotational basis	Annually	✓	
Audit site personnel records	Each Visit		✓
Primary School Cost (Per annum Exc VAT)		£660.00	£198.00
Secondary School Cost (Per annum Exc VAT)		£1080.00	£410.00

Risk Assessment Update

Type of School	Legionella Risk Assessment
Primary School Cost (Exc VAT)	£340.00
Secondary School Cost (Exc VAT)	£572.00

If you would like to procure one of these services please confirm which Option you prefer by ticking the relevant box on the subscription form.

If services are secured and managed with an alternative contractor, you will assume responsibility for the upkeep of onsite records and compliance of the monitoring regime.

In the event that you decide not to use our approved contractor then please ensure that you have a valid and accurate risk assessment and provide your chosen contractor's details on the subscription form. We can then update the Council's records.

Should you require any further information please do not hesitate to contact Darren Briggs on 01274 431768.

Roller Shutter Maintenance



If you have roller shutters or automatic doors and gates then you need to comply with the following standard codes of practice:

- BS7036:1996 (Safety at Powered Operated Pedestrian Doors)
- BSEN 1324-1:2003 Industrial/Commercial and Garage Doors and Gates.
- EN 12453 Powered Industrial Doors
- BSEN 12635:2002 Industrial/Commercial and Garage Doors and Gates – Installation and Use.

To support you, we offer the following maintenance regime:

Roller Shutters (only fire & pedestrian shutters not security shutters as security shutters are picked up through reactive maintenance requests).

- The Fire Shutters are serviced bi annually
- Pedestrian shutters are serviced annually

Automatic Doors

- Serviced bi annually.

Gates

- Serviced bi annually.

We will monitor and manage these contracts on your behalf. The cost for this service is dependant on the number of shutters, gates and doors etc.

If you would like to procure any of these services please tick the relevant box on the subscription form.

If you do not take up this option to use our approved contractor then you must make your own arrangements with a suitably qualified registered company.

Should services be secured with a contractor other than BTS then please complete the appointed contractors name on the subscription form so that we can update the Council's records.

If you have any queries please do not hesitate to contact Simon Colclough on 01274 431707.

Solar Panel Design and Installation

Building and Technical Service have a team of qualified engineers who can design and install Solar Photovoltaic (PV) Panels to generate electricity. The generation of electricity by the PV Panels will help you to reduce your energy bills.

Buildings where these have already been installed include the Industrial Museum, St James Wholesale Market, Britannia House and Shipley Pool.

Saltaire Primary School became the first school to have solar panels installed by us in 2013.

Our team can provide you with advice and guidance as part of the SLA but procurement and installation of the panels is not included within the package.

A quote can be obtained on enquiry as each customers request will be unique and not all premises will be suitable for location of the panels.

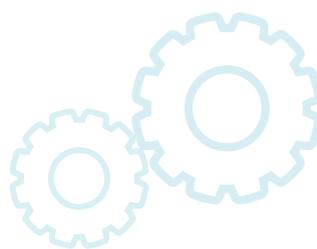


Swimming Pool Maintenance



We have specialist staff who maintain Bradford Council's swimming pools across the district.

We can give you peace of mind by servicing your swimming pool and giving you all the support and guidance you need in order to fulfil your statutory duties. This service is not part of the normal package but a quote can be obtained on request. This cost would not include cost of any repairs that might be needed or contractors charges.



Fire Awareness Training

2 hours with a cost of £40.00 per person.

Overview

Every member of staff needs Fire Awareness Training. This programme is designed to ensure that you comply with current legislation, keep your workplace safer, learn evacuation procedures which will strengthen your overall fire health and safety training regime.

The training session also covers fire extinguisher awareness. This will enable you to recognise the various types of extinguishers, understand the colour coding, their capabilities and their limitations.

This excellent programme is cost effective and time efficient.

If your school requires fire extinguisher training then please contact Keith King – keith.king@bradford.gov.uk – who will be able to advise of an appropriate training provider.

Training sessions will be held at Jacobs Well

Please note prices quoted are for non customers. If you have signed up for the package you will qualify for a 50% reduction on the prices quoted.

Compliance Awareness Training

3 - 4 hours with a cost of £150.00 per person.

Overview

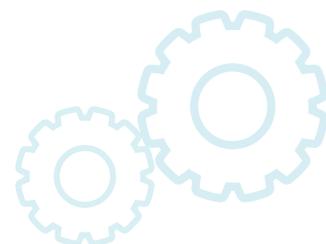
All staff must comply with the duties set out in the compliance legislation to ensure your building is safe and without risk.

It will outline your overall responsibility, while leaving scope for site-specific arrangements to be produced ensuring that unacceptable risks are adequately controlled and that you have monitoring procedures in place.

This training will ensure that you are made aware of all functions and issues within relevant compliance legislation and will allow you to meet some of the people who will be able to support you in fulfilling your responsibilities.

The session would cover all aspects of:

School roles and responsibilities covering current legislation i.e. Gas Safety, PAT and Hardwire Testing



Asbestos Awareness Training

2 hours with a cost of £40.00 per person.

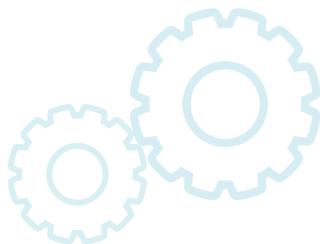
Overview

You may not think that you have asbestos in your property but whether you have or not you are required by legislation (Regulation 4 of the Control of Asbestos Regulations 2012) to manage asbestos in all non-domestic properties.

The training session will cover the background of asbestos and the effects of exposure. It will make you aware of your premises asbestos register and how to use it effectively.

It will also inform you of legislation requirements that are required prior to carrying out any works that may impact on the fabric of a building.

Our Asbestos Management Team of experienced qualified personnel can provide you with asbestos advice and management package that is cost effective.



Legionella Awareness Training

3 hours with a cost of £40.00 per person.

Overview

This half day seminar on Legionella awareness will define your and the Council's role and responsibility.

The seminar is aimed at Headteachers, Named Governors, Building Custodians, Staff with budget control and those responsible for buildings. It provides information on legal requirement to ensure your premises are fully compliant to current regulations.

Staff with responsibilities for implementing Legionella Monitoring tests i.e. Site managers, caretakers etc are also welcome to attend.

The seminars will:

- Provide delegates with background introduction to Legionella bacteria and Legionnaires disease within the built environment.
- Give a clear understanding of the Legislation
- Provide clarity on identifying and assessing the sources of risk
- Give a clear understanding of your roles and responsibilities
- Clarify Prevention – Control – Record Keeping
- Demonstrate how to implement tasks safely and effectively
- Outline the consequences should you fail to comply

As a service we can also create a half day awareness session which will provide an overview of various requirements including Fire, Asbestos, Compliance and Legionella, however this will be dependant on numbers of staff wishing to attend. Cost for this session would be £200.00 per person.

Testimonials and Compliments

Farfield Primary and Nursery School

We were very happy with the service we received from Bradford Council's Building and Technical Services for project managing our refurbishment work over the summer.

We had a single point of contact, as well as daily site updates for prompt resolution of any issues.

Staff were courteous and knowledgeable and customer service was excellent both during and after the work was completed.

I would recommend their services to other schools, and would use them again for future work.

Helen Child
School Business Manager

Building Services

I would like to convey my pleasure at the work that was undertaken by Building Services at Blakehill Primary School, converting an empty room into a fully functional ICT Suite.

Having assisted in the design, they proceeded to undertake the work to a high standard. The communication between Facilities Management and I was excellent, which in turn alleviated any apprehension that I may have had prior to work commencing.

Building Services were very accommodating and sensitive to the needs of the school. The site personnel demonstrated a professional attitude throughout and I recommend the services to other Head teachers as the service provides good value for money.

Mr Trevor Patterson,
Head Teacher, Blakehill Primary School

Building and Technical Services

Estate Management have commissioned a diverse range of building/refurbishment projects on an annual basis from Building and Technical Services. We receive an excellent service from inception to conclusion. They provide a high standard of work, at competitive rates and deliver to agreed timescales.

Their knowledge and experience with regard to legislation is invaluable and provides confidence to us as Client that risks are mitigated and that the end product is compliant.

The service are respectful of the client and the client stakeholders and work in partnership throughout the project to ensure that the very best solutions are achieved to meet the needs of same.

Stephanie Moore, Estate Manager

Building and Technical Services

In 2013 Bradford Libraries re-located and re-branded the former Central Library located in an eight floor 1960s building, moving to City Library, a new location on City Park in a space partly housing Impressions Gallery but also taking an empty shell of a retail unit next door. Alongside this Local Studies and West Yorkshire Archive Service benefitted from a refurbished space in the former library building.

This was an immense task requiring a close working relationship between the Council's Estates, Building & Technical Services and Libraries services. The professionalism, expertise and excellent project management from the staff of Building and Technical Services facilitated the smooth running of the project which came in on budget and on time. The careful planning and excellent interaction between different teams with Building and Technical Services enabled architects to plan the structural elements, interior designers to design a bright modern interior and electrical and mechanical engineers to put in the essential heating, lighting and electrics. Library staff were included in all relevant planning and design discussions and had all necessary opportunity to shape the new libraries. To get to the end result in house teams of builders, electricians, joiners and decorators all worked together co-operating well with external contractors to achieve a high standard of work in a very tight timeframe.

The very necessary task of clearing Central Library was handled brilliantly by staff working closely with Building & Technical Services. From a libraries perspective it was amazing to see challenging timescales set down on a project Gantt chart coming to fruition as stated. Support didn't stop there - Libraries also received much welcomed help with the launch of City Library and Local Studies so all in all Building & Technical Services provided a full, all round professional and quality service from the beginning to the end of the project.

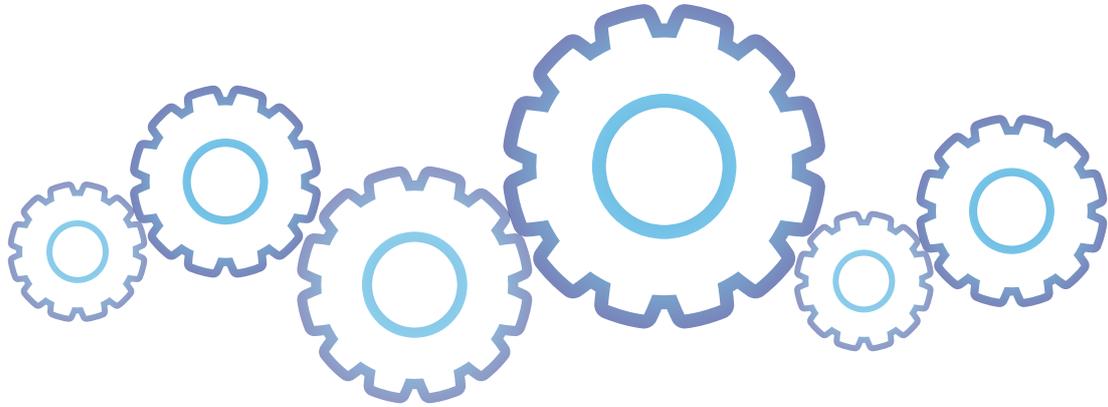
Christine Dyson
Principal Libraries Officer: Outreach and Development

I am writing to thank you all very much for your time last week underneath and on top of Shipley Pool. What a tremendous experience! And what a fantastic achievement! I was massively impressed, possibly more impressed than I have been by anything the Council has done during my stint as a councillor! The panels and all the associated energy efficiency measures are quite simply staggering. So, thank you all very much.

Cllr Kevin Warnes
Green, Shipley Ward
City of Bradford Metropolitan District Council

Service Level Agreement

20__ – 20__



Contract duration 1 April – 31 March

1 year 2 year 3 year

School _____

Headteacher's name _____

Technical Services Package

Please tick the other services in addition to the Technical Services Package that you require (or let us know who your contractor is, if not through us). You will need to have the Technical Services Package in order to access the other services we provide.

Emergency Lighting Maintenance

Fire Alarm Maintenance

Swimming Pool Maintenance N/A

Solar Panel Installation N/A

Legionella

Option 1

Option 2

Legionella Risk Assessment

Name of contractor appointed (if not using BTS) _____



Gas

Boiler/Burner Servicing
Gas Pipe Test

Name of contractor appointed (if not using BTS) _____

Science Blocks
Bunsen Burners no of items
Domestic Cookers no of items
Any other Gas Pipework where located
Air Quality Test
Mixing Valves

Name of contractor appointed (if not using BTS) _____

Gas Catering Equipment
Items

Name of contractor appointed (if not using BTS) _____

Pressure Sets, Vessel Service and Cold Water Booster Sets Service

Pressure Sets, Vessel Service & Cold Water Booster Sets Service No.....

Pressurisation Units attached to the heating system No.....

Cold Water Booster Sets No.....

Name of contractor appointed (if not using BTS) _____

Extractor Fan Maintenance and Cleaning

Extractor Fan Maintenance and Cleaning N/A No.....

Name of contractor appointed (if not using BTS) _____

Roller Shutter Maintenance, Automatic Doors and Gates

Roller Shutter, Automatic Doors and Gates Maintenance

Roller Shutter N/A No.....

Fire Shutter N/A No.....

Name of contractor appointed (if not using BTS) _____

Automatic Doors N/A No.....

Name of contractor appointed (if not using BTS) _____

Automatic Gates N/A No.....

Name of contractor appointed (if not using BTS) _____



Fall Arrest – Personal Restraint Anchorage and Horizontal Safety Line Systems

Personal Restraints N/A

Name of contractor appointed (if not using BTS) _____

Safety Lines N/A

Name of contractor appointed (if not using BTS) _____

Air Conditioning/Ventilation Systems

Air Conditioning N/A

Name of contractor appointed (if not using BTS) _____

Ventilation System N/A

Name of contractor appointed (if not using BTS) _____

I understand that by signing this acceptance form I will be purchasing the services of Facilities Management’s Building and Technical Services.

Official Order No:

School Cost Centre for charging works/maintenance carried out

Headteacher’s signature

Date.....

Please provide a list of authorised staff to instruct us

1

2

3

4

To make enquiries please telephone 01274 431877

or Fax 01274 437358

or Email fmhelpdesk@bradford.gov.uk

To sign up, please complete all parts of the subscription form ensuring you date and sign it. A scanned copy of the document can be emailed to fmhelpdesk@bradford.gov.uk or a completed form can be faxed direct to us.

Alternatively, complete and return signed subscription to:

Leanne Jeffrey, SLA Subscription Registration, Building and Technical Services,
8th Floor, Jacobs Well, Bradford BD1 5RW

Notes



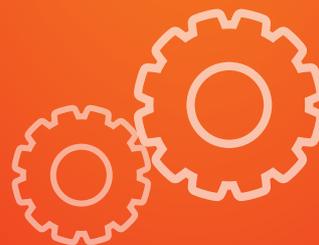
Sandra

City of Bradford
Plumber

City of Bradford MBC
Facilities Management

To make enquiries please telephone 01274 431877

Please complete all parts and return signed subscription to:
Building and Technical Services,
8th Floor, Jacobs Well, Bradford BD1 5RW



City of Bradford MDC

www.bradford.gov.uk

Building & Technical Services