

SLA



Building and Technical Services Service Level Agreement



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bts.bradford.gov.uk

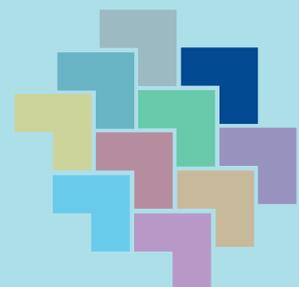
City of Bradford MDC
www.bradford.gov.uk

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Please see, or ask for, our insert on current tariffs

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



Introduction



About us

Building and Technical Service are part of Corporate Services within Bradford Council specialising in building maintenance and professional support to educational and public buildings. We provide a corporate service to the whole council estate and manage the Council's centralised budget.

Our Technical Services team contains the full complement of construction professionals from Building Surveyors to Lift Engineers to make certain that any building related issues and enquiries can be dealt with promptly and efficiently. If we manage your building contract/project or carry out the work then we will ensure those works 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. 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.

New services

Following the Council's recent restructure, Building and Technical Services have expanded to include additional service areas. We are pleased to announce that both Architectural Services and the Environment and Climate Change Unit (energy management and efficiency) are now part of our team so you will have access to additional professionals for advice and support. You only have to ask.

No matter what your needs are, or the size of your project, we are confident we will be able to cater for all your building requirements.

New website

We are finally moving into the digital age so this brochure is only being produced as an interim resource. You can access, keep up to date on information or contact us direct via the website <https://bts.bradford.gov.uk>. Please create your own customer login for the SLA via the secure site.

bts.bradford.gov.uk



Building educational links

We are happy to support our customers.

Quality assurance

All quality assurance, accreditation and membership information can be found on our website. <https://bts.bradford.gov.uk>

Repairs and maintenance

You can telephone us, email us or contact us via our website with queries/requests.

We have a dedicated helpdesk team for customers who require assistance with repairs or maintenance.

- **Please ring 01274 431877** to log a request
OR
- email fmhelpdesk@bradford.gov.uk.
The helpdesk service is available 7.30am until 6.00pm
OR
- Log a request via the website
<https://bts.bradford.gov.uk>

We operate an out of hours service from 6.00pm until 7.30am so that customers can still have access to us in an emergency. The out of hours contact number is **01274 431000**.

Benefits

We have an in depth knowledge of the Council's rules and regulations, excellent working relationship with other council departments and unlimited access to experts. We have a good understanding of the statutory duties placed upon you, our client, and will therefore ensure that the best advice is always given to you.



Paul Egan
Building and Technical Services Manager



Mission statement

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

See separate PDF document for subscription form



Please complete, detach and return the subscription form



See separate PDF document
for subscription form

Advice and support (including Emergency Out of Hours)



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 and orders or 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.

For Out of Hours support service telephone 01274 431000



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 Condition Surveys (previously Asset Management Plan), 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.

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

Plans produced can assist with the production of Fire Risk Assessments and Asbestos Management Registers





Electrical safety





Portable appliance testing

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

Our team of Electrical Surveyors:

- 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.

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

Periodic 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: Any 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 so that we may update the Council's records.



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.

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.



UPS (uninterruptible power supply)



In case of power interruptions in data centres, or on any ICT equipment, UPS Systems will instantaneously supply power for a limited period of time to enable you to quickly and safely shut down systems.

We offer maintenance and call out through our contractors.

Please contact David Wells on **01274 431474** for more information.

Lightning protection

We offer advice, installation and maintenance of systems.





Gas safety



Burner servicing



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

Our team of Mechanical 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 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.

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

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) is more cost effective than having a certificate inspection on its own.

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.

Breakdowns of costs which are extra to the service work are carried out on a labour plus materials basis.

You can also request servicing/testing of the following in your school:

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

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



Water safety



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.

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.

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 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 17 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).



Legionella monitoring programme

There are currently two options that you can choose from:

Task	Frequency	✓ indicates tasks included in Service Option	
		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	✗	✓
Carry out risk assessment – required annually however legislative requirement to carry out as and when any changes are made on site	Annually + As and when required	✓	✓

**Please note that under this option you must ensure a competent person carries out all the tests ticked under option 1*

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

If services are secured and managed with an alternative contractor, you will assume responsibility for the upkeep of on-site 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**.

Unvented hot water systems

This annual service is for the hot water storage systems usually in your boilerhouse. The service inspects and maintains the operation of the safety valves, pressure reducing valves and expansion vessels.

The service would include recharging the expansion vessels if low on air.

Annual schools pressure sets, vessel service and 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.

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

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.

Should services not be secured through BTS then please ensure you provide details of your contractor 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**.



Inhibitor dosing heating

The service includes isolating the boiler, draining off all the pipework and flushing the system.

If your boiler has recently been replaced by BTS then we will have automatically dosed the heating system for you so you will only require an annual check.

However, if you have an old boiler then there will be an initial set up cost to fit the dosing pot plus any chemical and annual check costs.

Annual check is carried out by our in-house contractors. The aim of the dosing unit is to stop corrosion of the central heating system and boiler and extend the lifespan of the boiler, radiators and pipework.

The check includes redosing and the cost depends on the size of the school.

Thermostatic mixing valves

Thermostatic mixing valves protect children and vulnerable people from scalding. The valve only allows a set temperature to go through the pipe.

FLYGT wastewater pumps

Flygt wastewater pumps deal with sewerage and require servicing bi-annually. We offer service and maintenance.



Fire safety



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.

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.

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.



Fire extinguisher checks

Fire extinguishers require stringent maintenance to ensure they will work when needed or are, more importantly, safe to use.

Annual servicing inspections and certification to the appropriate Code of Practice by a competent person is a legal requirement under The regulatory Reform (Fire Safety) Order 2005 and may also be required for your insurance.

Active fire protection systems (AFPS) sprinkler system

It is a requirement that AFPS are well maintained to ensure reliability and serviced bi-annually. Procedures need to be in place to ensure regular maintenance and testing is carried out in accordance with BS EN 12845+A2.

The performance of passive fire protection systems can deteriorate in time due to corrosion. In particular systems using water, they are prone to rust deposits which can block sprinkler heads and spray nozzles.

The examination will record any changes to the fire hazard or its conditions of operation e.g. changes in structure, occupancy, heating or lighting and the distance that goods are stored below the sprinkler heads to ensure these are within the distance recommended.

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



As a Class 1 Medical Device, an evacuation chair should be regularly serviced and maintained to ensure its safe operation and that the equipment you are providing meets the requirements of PUWER regulation. You need to ensure that it is:

- Suitable for use for the purpose and conditions in which it is to be used

- Maintained in a safe condition so that people's health and safety is not at risk
- Inspected, in certain circumstances, to ensure that it is and continues to be safe for use..

Records must be kept of the inspection or service and it should be carried out by a competent person who has the necessary skills, knowledge and experience to perform the task.

Fire risk assessments

The responsible person as part of the Regulatory Reform (Fire Safety) order 2005 has a legal duty to ensure that a suitable and sufficient fire risk assessment is carried out to their premises.

In the case of schools the responsible person is the head teacher.

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.



Service, maintenance and installation



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**.

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.

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 and gullies

Should be cleaned out internally every year ensuring outlets are clear



Lifts and lifting appliances

Lifts, Lifting Appliances (ceiling hoists, mobile hoists, platform hoists etc) are all covered under the Lift Operations and Lifting Equipment 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 are incorporated within your annual subscription fee:

- Advice and guidance as required on the type of service that should be in place to comply with legislation.
- 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).

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

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 and not security shutters which 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**.

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 Asbestos Management Plan. It is essential that the building custodian makes all contractors and maintenance workers aware of the Asbestos Management Plan and the information contained within it. It is also good

practice for all staff and building users to be made aware of the Asbestos Management Plan.

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. As per the Council's Asbestos Policy the Asbestos Management Unit will carry out this assessment. They advise on a course of action. For most building works a Refurbishment/ Demolition Asbestos Survey will be required prior to any works starting on site.

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.



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.

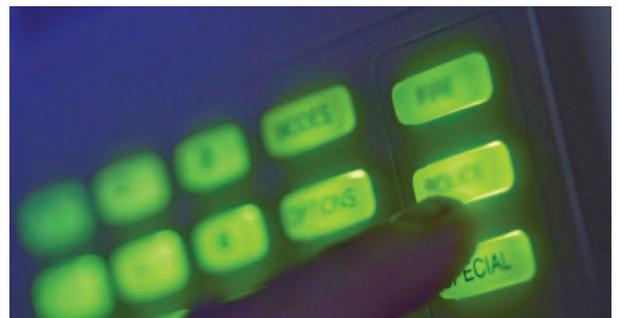
Should services be secured with a contractor and not BTS then please provide us with the contractors name on the subscription form so that we may update the Council's records.

If you have any queries please do not hesitate to contact Les Craven on **01274 432949**.



Intruder alarms

We offer advice, installations and maintenance of systems.



Monitoring systems

We offer advice, installation and maintenance on both CCTV and Fire alarm monitoring systems.



Energy management



Environment and Climate Change

Environment and Climate Change Unit (ECCU) is the latest service to be incorporated within Building and Technical Services. Its main responsibility is for safeguarding our natural resources and finding ways to reduce our impact on the environment and save money. The Service has the expertise to support schools with their energy management which, along with water costs, can form a significant part of your school budget. By making step changes within the school to reduce your carbon footprint, you could play an even greater role in the children's education. Making children aware of what you are doing to make a difference

will enhance their understanding of how they can change their own behaviour and practices both at school and at home to help the environment.

As part of your SLA, ECCU can offer you independent advice on which technologies and equipment to install, calculate paybacks and assist in the design for your site to help reduce utility costs.

For further information / advice or to buy an additional ECCU service please contact eccu@bradford.gov.uk

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.

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.

We also provide a monitoring service to ensure the panels are functioning to capacity.

This item is sold as a relatively maintenance free system, however we can provide a system health check service to ensure that they are maintaining their recommended output.

This service will include ensuring panels are clean and dirt free and measuring outputs.

The cost would be charged on a day rate for our Solar PV Engineers.



Energy Audits

ECCU can undertake an energy audit of your site to identify where savings and improvements can be made from simple low or no cost steps such as heating controls adjustments through to higher cost refurbishment options such as lighting replacement schemes.

The detailed report would contain indicative costs and estimated savings where energy efficiency measures are recommended. This service is not part of the standard SLA .

A cost for the service can be supplied upon enquiry as cost is dependent on the size/type of building/site.



Salix Funding

Salix Finance Ltd is a public funded company which operates interest free loan programmes across the UK. It delivers 100% interest free capital to the public sector to improve energy efficiency and reduce carbon emissions.

Salix funding is a great way to fund your energy efficiency project if you do not have the capital up front. The energy savings you make from the installation can be recycled to fund the loan repayments.

ECCU can manage Salix applications on your behalf and guide you through the loan process by completing the application forms and gathering technical designs and quotes for the measures you wish to apply for. This service is not part of the standard SLA but costs for the service can be obtained upon enquiry.

Display Energy Certificates (DECs)

Public buildings including schools over 250m² must display a Display Energy Certificate prominently at all times. DEC's are designed to promote the improvement of energy performance of buildings. The certificate looks similar to energy labels provided on electrical appliances such

as fridges or freezers- it uses a similar scale for energy efficiency, i.e. A-G with A being the most efficient and G the least. A new DEC must be produced every year and an advisory report every 7 years. These services can be purchased from ECCU.

Building Energy Management Systems (BEMS)

BEMS is a generic term used to describe computer-based control systems to control your building's energy e.g. heating, ventilation and hot water systems. BEMS, however, may also be used to control other systems within the building such as windows, doors, renewable technologies or burglar alarms.

A BEMS system can manage one or a group of building and when designed, installed, commissioned and operated correctly will significantly improve the operational efficiency of the site. Typically energy consumption can be reduced by 20%.

Where a site has a BEMS system ECCU can offer a fully managed service remotely monitoring your heating systems (for ECCU to manage the BEMS system your site should be connected to the Bradford Schools IT network and have a compatible Trend or Delta BEMS system)

The benefit of BEMS is that changes to controls can be made at a click of a button, and potential

issues can be identified and resolved remotely, avoiding expensive call out charges. Faults can also be spotted through BEMS by identifying issues early thereby reducing the risk of a school closure due to mechanical breakdown.

The fully managed service would provide:

- Regular monitoring (through the BEMS system)
- Adjustment to site temperatures
- Adjustment to site operating times
- Identification of faults and issues early through BEMS alarms

Safety is also increased through the use of BEMS as it reduces the need for staff, such as caretakers, to enter dangerous boiler rooms.

This service is not part of the standard SLA. Please contact ECCU for further information/ costs or for advice on managing your own BEMS systems.





More choice



Project design and construction



Before and after The refurbishment of a City Hall office to one of the new Register Office marriage rooms

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 with 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. Contractors who are invited to tender will 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 DFE 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.



Building works and quality assurance

For further information please contact our Helpline on 01274 431877

These services are 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.

- Programme of planned maintenance
- New build projects
- 24 hour emergency call out service
- 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 and 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.

Devolved formula capital grants

These services are offered in addition to the Annual Service Level Agreement

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

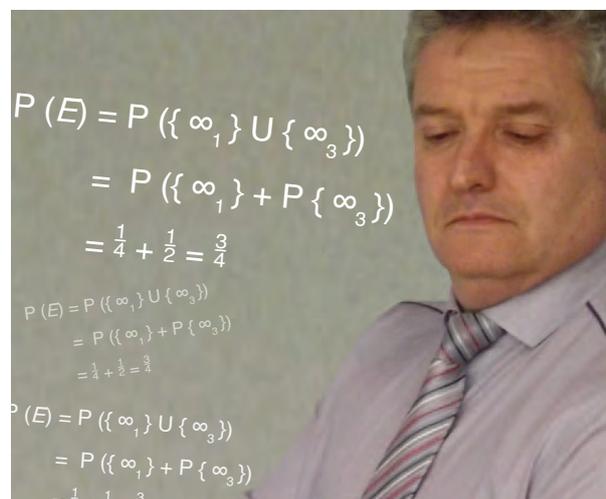
Building and Technical Services having produced the Condition Survey for your school will have an excellent understanding of the content of the plan and the building requirements of your school.

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.





To make enquiries please telephone 01274 431877

Please complete all parts and return signed subscription to:
Building and Technical Services, 5th Floor, Sir Henry Mitchell House,
4 Manchester Road, Bradford BD5 0QL

City of Bradford MDC

www.bradford.gov.uk

Building and Technical Services