



Devon Maintenance Partnership 2010 - 2015 Agreement

For Devon Schools

Devon Maintenance Partnership 2010 - 2015 Agreement

Contents

- 1 Introduction
 - 2 Scope of the Devon Maintenance Partnership 2010 - 2015 Agreement
 - 3 Urgent repairs
 - 4 Annual Inspections
 - 5 Maintenance Programme
 - 6 Compliance with H&S legislation
 - 7 Public liability to cover negligence
 - 8 Duration of the Agreement
 - 9 Automatic Membership
 - 10 Criteria to opt out / joining
 - 11 Charges £ per pupil
 - 12 Professional services included
 - 13 Customer Care and Disputes
 - 14 Contact details
 - 15 Definition of term
 - 16 Limit of Liabilities
 - 17 Audit
 - 18 Financial Accounting
 - 19 Consequential Damage
 - 20 Monitoring
 - 21 Termination
 - 22 Withdrawal from the Partnership
 - 23 Maintenance items outside of Devon Maintenance Partnership 2010 - 2015 Agreement
 - 24 CYPs Funded Services run in conjunction with the Devon Maintenance Partnership 2010 - 2015 Agreement
 - 25 NPS South West Limited Service Level Agreement
 - 26 Mumis
 - 27 Other Maintenance Services
- Appendices
- Appendix A - Servicing Contracts
 - Appendix B - Professional service included as part of the Agreement
 - Appendix C - Contact Details
 - Appendix D - Maintenance Responsibilities
 - Appendix E - Major Unforeseen Maintenance Indemnity Scheme (MUMIS)

1 Introduction

- 1.1 The Devon Maintenance Partnership 2010 - 2015 Agreement is the successor scheme to the Devon Maintenance Partnership 2008 - 2010. The Scheme is a collective non profit making service and inspection scheme in the ownership of member schools. It discharges some of a governing body's statutory duties and good practice in respect of the management of premises. This means that schools can enjoy 'peace of mind' knowing that the servicing and testing of specified plant and equipment, along with regular condition inspections of the building, are being managed.

All of Devon County Council's non Voluntary Aided (VA) schools are deemed to be members of the scheme unless they can demonstrate that they are able to provide this servicing and testing in another way and are given approval by the County Council to opt out.

The scheme is wholly funded by its member schools and managed by NPS South West Ltd.

2 Scope of the Devon Maintenance Partnership 2010 - 2015 Agreement

- 2.1 The Devon Maintenance Partnership 2010 - 2015 Agreement provides for the servicing, inspection and testing of fixed plant and equipment commonly installed in schools in Devon. It includes the following plant with further information regarding the scope of the servicing, inspection and testing set out in Appendix A:

1. Inspection and testing of fixed electrical installations. (not including Portable Appliance Testing).
2. Inspection, testing and servicing of fire alarm and emergency lighting systems.
3. Inspection, testing and servicing of ventilation systems to kitchens.
4. Inspection, testing and servicing of lifts.
5. Inspection, testing and servicing to heating plant and associated equipment
6. The 6 and 12 monthly checks of the Legionella Risk Assessments

7. Lightning protection equipment survey and Risk Assessment
8. Inspection and testing of LPG and natural gas distribution systems beyond the meters (see 2.8)

The Devon Maintenance Partnership 2010 - 2015 Agreement provides for the following Annual Inspections which will be undertaken by NPS South West Ltd.

1. Inspection and updating the report of known asbestos containing materials within the premises.
2. Inspection and updating the annual report of the premises condition survey.

The Devon Maintenance Partnership 2010 - 2015 Agreement also provides for the following services from NPS South West Ltd.

1. Free 3 hour feasibility study to help schools develop new schemes such as extensions, adaptations and remodelling.
2. Unlimited telephone advice for property related matters (previously covered under NPS' Service Level Agreement level 1.)
3. Access to NPS emergency out-of-hours service.
4. Advice in preparing and delivering annual programmes of work.

2.2 The scheme does not provide for the inspection, testing, servicing and maintenance of any other plant or specialist plant and equipment not listed in 2.1. For such works schools can seek advice from NPS South West Ltd outside of this agreement or put in place their own arrangements.

2.3 For breakdowns or repairs that occur to heating plant and associated equipment, lifts, fire alarms, emergency lighting, fixed electrical installations, ventilation systems to kitchens, lightning protection systems, gas distribution or the Legionella checks the member school will be required to raise a works order for the resultant remedial work, ideally from the appointed servicing contractor or an approved contractor from Devon County Council's Maintenance Panel Agreement as set out in 21.1

NPS South West Ltd will provide professional / technical advice to

assist subscribing schools with remedial repairs to faults as set out in Appendix B, free of charge.

- 2.4 The Devon Maintenance Partnership 2010 - 2015 Agreement only covers the inspection, testing and servicing of fixed plant and equipment commonly installed in schools. A summary of the inspection, testing and servicing for each contract is as set out in Appendix A. Any other property related repairs will require a separate works order to be raised by the premises manager at the school with appropriate contractors. Ideally, either the appointed service contractor or an approved contractor from Devon County Council's Maintenance Panel Agreement as set out in 21.1
- 2.5 The School Governors have responsibility for the servicing and inspections included in this scheme, as well as all maintenance, including strategic and recurrent maintenance and that required under Local Management of Schools (LMS). Details of all maintenance responsibilities are set out in Appendix D.
- 2.6 Copies of the contractors' service reports will be provided to the school and to NPS South West Ltd. NPS will review each report and provide the school with a written summary of actions and priorities as set out in Appendix B, free of charge.

Works that are required to be undertaken will require a separate works order to be raised by the premises manager at the school with the appropriate contractor as stated in 2.4.

- 2.7 The following plant and equipment is **excluded** from the inspection, servicing and testing arrangements:

Building Management Systems and heating controls
Ventilation fans
Air conditioning systems
Sprinkler systems
Rainwater harvesting systems
Sewage pumping systems
Automatic door opening devices
ICT systems or wiring
Voice systems or wiring
Access systems, internally or externally

CCTV

Automatic opening devices for roof windows

Hearing induction loops

Intruder Alarms

Swimming pool plant

Solar panel heating panels

Photovoltaic panels or wind turbine

Hoists and personal lifting devices

Fire extinguishers

Fume cupboards

Design Technology extract systems

- 2.8 Gas soundness testing will only be carried out at those schools that have natural gas or LPG installed and will be charged at an additional premium (see 11.1)

3 Urgent repairs

- 3.1 Where, as a result of inspection or servicing, there is urgent work or repair required to a discovered fault which is likely to cause serious damage or a risk to health and safety the school's representative will be informed immediately. The school will be responsible for placing an order to undertake the necessary repair as set out in 2.3 and 2.4 above.
- 3.2 In the event that a school's representative cannot be contacted NPS South West Ltd will commission an appropriate contractor to undertake the urgent repair on behalf of the school and advise the Head Teacher or Chair of Governors as soon as possible. The school will be responsible for the payment for the repair.

4 Annual Inspections

- 4.1 NPS South West Ltd will undertake an annual inspection of the condition of the building, fixed mechanical and electrical installations and identified asbestos containing materials. The output from the annual inspection will provide the school with an update of the condition report of the building, fixed mechanical and electrical installations and identified asbestos containing materials.

Once every five years the building's fixed mechanical and electrical installations will be fully resurveyed. This full survey is known as a quinquennial survey and is funded by the County Council outside of this scheme, see section 24.

- 4.2 Inspections will be by appointment with the school, usually with at least 1 month's notice. A representative of the school shall accompany the surveyor during the inspection.
- 4.3 Inspection of external areas will be by visual inspection from ground level. In the event that the surveyor advises that closer inspection is necessary he/she will seek further instructions from the school for the supply of a safe means of access at extra cost to the school e.g. scaffold, secured ladders.
- 4.4 A written report of the condition of the buildings identifying defects that exist and items which are predicted to fail or become a health and safety issue within the next 12 months will be presented to the school. The County Council's Asset Management Plan data base will be updated accordingly.
- 4.5 Confirmation that the inspection of known asbestos containing materials has been carried out will be provided to the school for retention within its records. As the duty holder (for asbestos) the school will be notified by the surveyor of all changes to the previous report and highlighting items requiring attention.
- 4.6 Additional inspections, for high risk areas etc, can be arranged with NPS South West Ltd at agreed rates outside of this scheme.

5 Maintenance Programmes

- 5.1 School Governors are responsible for setting their own maintenance programmes. This includes the repair and replacement of items which are inspected and serviced under the Devon Maintenance Partnership 2010 - 2015 Agreement, as described in section 2 above.
- 5.2 Schools must undertake their own risk assessment by referencing the building condition data provided under section 4 above and based on the use of the building and the seriousness of the

identified risk.

NPS technical staff will be able to assist the school in developing a programme of work as part of this Agreement.

6 Compliance with Health and Safety legislation

NPS South West Ltd will observe all laws and bylaws relating to Health and Safety Legislation in its duties as managing agent to the Devon Maintenance Partnership 2010 - 2015 Agreement.

7 Public liability to cover negligence

7.1 NPS South West Ltd will maintain at all times public liability insurance against claims arising from alleged negligence relating to its duties as managing agent to the Devon Maintenance Partnership 2010 - 2015 Agreement.

8 Duration of the Agreement

8.1 The Devon Maintenance Partnership 2010 - 2015 Agreement will commence on **1 April 2010** for a period of **5 years**.

8.2 During the period of the scheme there is no opportunity for schools to withdraw.

9 Automatic Membership

9.1 All non VA schools within the Devon County Council will be members of the Devon Maintenance Partnership 2010 - 2015 Agreement, see section 10 below.

10 Criteria to opt out / joining

10.1 Schools wishing to opt out of the Devon Maintenance Partnership 2010 - 2015 Agreement must exercise this option prior to the commencement of the scheme. Schools that choose to opt out must be able to demonstrate to the County Council that they have a robust regime in place to be able to safely undertake the services offered under this scheme.

In the case of servicing, inspection and testing of fixed plant and equipment, the school should appoint a qualified independent mechanical / electrical consultant and make available a report to the County Council stating compliance. Alternatively NPS will audit the regime put in place by the school and make a recommendation to the LA. The cost of providing this audit is outside the scope of this scheme, but available under a Service Level Agreement. The costs of these checks are outside the scope of the Devon Maintenance Partnership 2010 - 2015 Agreement and are to be met by the particular school.

In the case of the building condition and asbestos report updating, the school should appoint a suitably qualified surveyor and make available a report to the County Council showing that the necessary survey work and report updating has been completed.

- 10.2 Schools who have been granted approval to opt out of the scheme may apply to the County Council to join the scheme at a later date. If joining part way through a year the annual subscription must be paid in full, plus any agreed abnormal costs to cover servicing or testing that would have otherwise been due for had they stayed in the Scheme.

11 Charges per Pupil

- 11.1 Member schools will pay into the Devon Maintenance Partnership 2010 - 2015 Agreement a Core Annual Premium equivalent to **£11.40** per pupil multiplied by the numbers of FTE pupils on roll as at 1st January 2010.

Schools that are supplied by mains or LPG will be charged an **additional** annual premium equivalent to **£1.00** per pupil multiplied by the numbers of FTE pupils on roll as at 1st January 2010. This is to ensure that the gas soundness checks as 2.1 are completed

- 11.2 The Devon Maintenance Partnership 2010 - 2015 Agreement is a collective agreement amongst schools and covers servicing, inspection and testing of fixed plant and equipment which are common to a typical school. No discount to the Core Annual Premium is available to schools where they do not have all the plant and equipment stated in 2.1.

- 11.3 The annual premium becomes due on 1 April each year.
- 11.4 The premium contains a contingency sum to deal with unforeseen increases in tender costs, terminations of contracts etc. The contingency fund is held and managed by C&YPS on behalf of the subscribing schools. In the unlikely event that the cost of the scheme exceeds the total fund available, the contingency will be used to support its viability.

In the event that the contingency is expended then an increase in costs will be met by a further and equal contribution from the member schools.

The annual premium will be reviewed at the end of each year and set for the following year to reflect the budget position, inflation, re-letting of service contracts, requirements for additional services, fee charges etc and the number of schools subscribing to the Devon Maintenance Partnership 2010 - 2015 Agreement.

Any increase or decrease in the annual premium will be approved by the County Council.

12 Professional service included

- 12.1 NPS South West Ltd provides the professional management services necessary to manage the Devon Maintenance Partnership 2010 - 2015 Agreement and to deliver the survey programmes and services as set out in section 2.1

NPS South West Ltd charges for providing the services set out in 2.1 are contained within the premium set out in section 11.1

The descriptions of the services provided are as set out in Appendix B.

13 Customer Care and Disputes

- 13.1 NPS South West Ltd will exercise all reasonable care, skill and diligence in its performance as managing agent of the Devon Maintenance Partnership 2010 - 2015 Agreement.

Disputes of whatever nature arising from this Agreement shall be subject to the following reconciliation process. Progressive stages may be instituted by either party.

Stage 1 - Direct between the Client and NPS Area Manager

Stage 2 - Direct between the Client and the Director of Maintenance and Minor Works

Stage 3 - Direct between the Client and Managing Director

Stage 4 - In the unlikely event that a dispute cannot be settled after Stage 3, a person will be appointed by the County Council to arbitrate and reach a decision which will be binding on both the Company and the Client.

14 Contact details

14.1 NPS South West Ltd

Working hours (Office Hours)

NPS South West Ltd provides staffed offices between the hours of 8.00am and 5.00pm Monday to Friday. (further information is included in Appendix C)

Working hours (Out of Hours)

NPS South West Ltd provides out of hours contact arrangements. (further information is included in Appendix C)

15 Definition

15.1 The Devon Maintenance Partnership 2010 - 2015 Agreement provides for the servicing, inspection and testing of fixed plant and equipment commonly installed in schools in Devon. It includes the following plant (further information is included in Appendix A):

1. Inspection and testing of fixed electrical installations. (not including Portable Appliance Testing).
2. Inspection, testing and servicing of fire alarm and emergency lighting systems.
3. Inspection, testing and servicing of ventilation systems to kitchens.
4. Inspection, testing and servicing of lifts.
5. Inspection, testing and servicing of heating plant and associated equipment.
6. The 6 and 12 monthly checks of the Legionella Risk

Assessments.

7. Lightning protection equipment inspection and Risk Assessment.
8. Testing and inspection of LPG and natural gas distribution systems beyond the meters (see 2.83)

The Devon Maintenance Partnership 2010 - 2015 Agreement also provides for the following Annual Inspection which will be undertaken by NPS South West Ltd.

1. Inspection and updating report of known asbestos containing materials within the premises.
2. Inspection and updating report of the annual premises condition survey.

The Devon Maintenance Partnership 2010 - 2015 Agreement also provides for the following services from NPS South West Ltd.

1. Free 3 hour feasibility study to help schools develop new schemes such as extensions, adaptations and remodelling.
2. Unlimited telephone advice for property related matters (previously covered under NPS' Service Level Agreement level 1.
3. Access to NPS' emergency out-of-hours service.
4. Advice in preparing and delivering annual programmes of work

16 Limit of Liabilities

- 16.1 Liability is limited to the size and scope of the Devon Maintenance Partnership 2010 - 2015 Agreement Fund.

17 Audit

- 17.1 The Devon Maintenance Partnership 2010 - 2015 Agreement fund is owned by its member schools and monitored by the Schools Organisation Forum.

The scheme is subject to normal audit procedures and Devon County Council's Business Code of Conduct including Financial Regulations and Standing Orders.

18 Financial Accounting

- 18.1 Devon County Council's financial systems are used to order, monitor and pay invoices for items covered within the Devon Maintenance Partnership 2010 - 2015 Agreement.

19 Consequential Damage

- 19.1 The Devon Maintenance Partnership 2010 - 2015 Agreement fund undertakes to make good any damage to school property resulting from any clearly attributable act or omission in the exercise of the servicing and testing regime. NPS, as the managing agent, may employ a loss adjuster to agree any consequential damage.
- 19.2 Member schools undertake to make good any damage to the Devon Maintenance Fund resulting from any clearly attributable act or omission on the part of the school.

20 Monitoring

- 20.1 The Devon Maintenance Partnership 2010 - 2015 Agreement will be monitored by the Schools Organisation Forum.

NPS South West Ltd will present periodic progress reports to the Schools Origination Forum along with details of schools wishing to opt in or out of the partnership for the Forums consent. The Schools Organisation Forum will also act as the conduit for consultation related to the Devon Maintenance Partnership 2010 - 2015 Agreement with schools.

21 Termination

- 21.1 NPS will report to the Schools Organisation Forum any school where it is demonstrated that the school has made a deliberate attempt to contravene the rules of the Devon Maintenance Partnership 2010 - 2015 Agreement. In severe cases seeking the Schools Organisation Forums consent to withdraw the scheme from a particular school.

Where a school's membership to the scheme is terminated after consultation with the Schools Organisational forum, no premiums paid will be refundable.

22 Withdrawal from the Partnership

22.1 The Devon Maintenance Partnership 2010 - 2015 Agreement is a collective agreement and is sustained through a viable level of membership. There is no automatic right of withdrawal from the Devon Maintenance Partnership 2010 - 2015 Agreement. See section 10 above.

23 Maintenance items outside of Devon Maintenance Partnership 2010 - 2015 Agreement

23.1 Devon County Council has established a county wide Maintenance Panel Agreement (MPA) for works up to £5,000 and a Standing List of Approved Contractors (SLoAC) for works from £5,001 to £300,000 in value.

Both systems are designed to provide schools with an easy to use list of vetted contractors to work within these value bands. In the case of the MPA, the agreement contains both rates for labour, plant and materials.

Schools are encouraged to use both the MPA and SLoAC for undertaking building maintenance works that fall outside of the servicing, inspection and testing of fixed plant and equipment covered by the Devon Maintenance Partnership 2010 - 2015 Agreement.

The MPA and SLoAC came into operation with effect from 1 April 2008.

24 C&YPS Funded Services run in conjunction with the Devon Maintenance Partnership 2010 - 2015 Agreement

24.1 Devon County Council's Children and Young People's Services undertake a number of survey programmes from time to time to meet statutory and best practice requirements. These programmes of surveys are undertaken on behalf of schools but are

outside the scope and charges of the Devon Maintenance Partnership 2010 - 2015 Agreement.

Such surveys have included:

1. Asbestos surveys (excluding annual updates)
2. Energy Performance Certification Inspections
3. Full condition survey (quinquennial) of condition of buildings, Mechanical and Electrical plant every 5 years (excluding annual updates)
4. Legionella risk assessments (excluding 6 and 12 monthly inspections)
5. Radon surveys

25 NPS South West Limited Service Level Agreement

25.1 Under the previous Devon Maintenance Partnership 2008 to 2010 scheme, NPS South West Limited offered a separate Service Level Agreement. This separate Agreement has been withdrawn and the services provided within it have been included in the Devon Maintenance Partnership 2010 - 2015 Agreement. The services included are now as follows:

25.2 Level 1 Advice

The services provided in this Section deals with advice on the maintenance and repair of premises.

It provides day-to-day advice and support from NPS technical staff with regard to any maintenance related property matters as follows:

- To provide appropriate staff to give advice by telephone and / or from time to time attend on site and deal with emergencies during normal working hours (i.e. 9.00 am to 5.00 pm Monday to Friday, excepting Bank Holidays). The amount of time available by telephone is unlimited with the number of attendances to site being limited to a reasonable number.
- To advise on the preparation of the annual maintenance budget to meet the obligations and works required to

maintain the buildings in good and safe condition.

- To provide the Client with the telephone number of technical staff within the Company who may be called upon in the event of an out-of-hours emergency. Advice will generally be given by telephone, but if required, officers will attend site to provide guidance and to co-ordinate all necessary works - including giving instructions on the Client's behalf to render the premises safe, secure and water-tight. The site attendance service will incur additional time charges @ 1.5 times hourly time charge rate with a minimum fee of £100.00 per call.

25.3 Level 2 Day to Day Maintenance (response maintenance)

The service provided in this section is to deal with all unforeseen maintenance work to buildings or services installations - i.e. maintenance or repairs of an unplanned nature.

Level 2 is an additional "pay as you go service" with the Client able to use it for individual specific projects or works throughout the duration of the Agreement. The general scope and charges for the service are:

- As appropriate, to prepare specifications and drawings, receive quotations or tenders, confirm details for the school to raise an order, monitor works in progress and agree the accounts, which are to be settled by the school, for all repairs and maintenance work required by the Client.
- The fee for this level of service will be **20%** of the total value of works ordered excluding VAT.
- The services of a consultant Structural Engineer if required would incur an additional cost plus an NPS South West Ltd management charge of £25.00
- Also if it is necessary to undertake an intrusive asbestos survey this will incur additional specialist consultancy cost plus an NPS South West Ltd management charge of +5% with a minimum of £50.00 and a maximum of £500.00

- Works will, where required, be carried out in compliance with the CDM (Construction, Design and Management Regulations) 2007.
- The fees will be invoiced on a quarterly basis.

25.4 Level 3 Planned Maintenance Projects

The service provided in this section is to deal with all programmed maintenance works to buildings and services installations.

Level 3 is an additional "pay as you go service" with the Client able to use it for individual specific projects or works throughout the duration of the Agreement. The general scope and charges for the service are:

- To prepare specifications and drawings, receive tenders, place orders, monitor works in progress and agree payment of accounts for all repairs and maintenance work detailed in the Client's Maintenance Programme.
- If so required, to monitor expenditure against agreed budgets and spending profiles and give advice on progress and any corrective measures which may be necessary to achieve the pre-determined spending profile.
- The fee for this level of service will be **8.9%** of the total value of works ordered excluding VAT.
- The services of a consultant Structural Engineer if required would incur an additional cost plus an NPS South West Ltd management charge of £25.00
- Also if it is necessary to undertake an intrusive asbestos survey this will incur additional specialist consultancy cost plus an NPS South West Ltd management charge of +5% with a minimum of £50.00 and a maximum of £500.00
- Other specialist design works not delivered directly by NPS South West Ltd will be charged at cost plus an NPS South

West Ltd management charge of +5% with a minimum of £50.00 and a maximum of £500.00

- Works will, where required, be carried out in compliance with the CDM (Construction, Design and Management Regulations) 2007
- The fees will be invoiced on a regular basis throughout the life of the project.

25.5 Level 4 Minor Improvement works

The service provided in this section is to deal with minor adaptations to existing school buildings including small extensions and changes to the services installations, which are not maintenance works.

Level 4 is a "pay as you go service" with the Client able to use it for individual specific projects or works throughout the duration of the Agreement. The general scope and charges for the service are:

NPS South West Ltd offer an inclusive service for pre and post contract works. As with other consultants, certain "specialist consultancy services" are not included within the fee template set out in the table below. The list of consultant services not included in NPS' fee are set out below.

- To meet with the Clients and advise on the practicalities of the project.
- To assist the Client with the formulation of a project brief and develop the design for the project - Feasibility Study.
- The feasibility study will comprise a written feasibility report, sketch drawings, preliminary cost estimate and a design/construction programme. The study will be complete to enable the client to make a decision whether to commit to invest in the project.
- To prepare specifications and drawings, obtain planning consent, building regulation approval, receive tenders,

monitor works in progress, ensure that works are carried out in compliance with the terms of the contract and agree payments of accounts.

- To monitor expenditure against an agreed budget and spending profiles and give advice on progress and corrective measures, which may be necessary to achieve a pre-determined spending profile.
- The fee for this work will be in accordance with NPS' standard fee per commission as set out in the table below.

Description	Standard Fee
First 3 hours	No Charge
Feasibility Study (after the first 3 hours)	Time Charge based, subject to individual fee proposal
Works beyond Feasibility Study Construction Cost	%
£0 - £100,000	13.75%
£100,000 - £300,000	13.50%
£300,000 - £400,000	13.25%
£400,000 - £500,000	13.00%

- All of the above fees and charges are exclusive of VAT and Statutory fees for Planning and Building Regulation Approval.
- Unless otherwise agreed the above charges exclude:
 - Acoustic Engineers
 - Bills of quantities
 - Clerk of works
 - Interior designs
 - Landscape Architect
 - Models
 - Presentation drawings or 3D CAD imaging
 - Structural Engineer (for projects less than £100,000)
 - Measured and land surveys
 - Site Investigations

- Ecological surveys (bats etc)
 - Asbestos surveys
 - Air testing
 - Archaeological assessments
 - Thermal modelling
 - BREEAM assessments
 - Fire strategy
 - Building Regulations Part L calculations
 - Other specialist surveys
- Where a specialist consultant listed above needs to be appointed, the cost to the client will be priced at cost plus an NPS South West Ltd management charge of +5% with a minimum of £50.00 and a maximum of £500.00
 - Works will, where required, be carried out in compliance with the CDM 2007(Construction, Design and Management Regulations)2007
 - The fees will be invoiced on a regular basis throughout the life of the project.

Level 5 Partial/Bespoke Service

25.6 The service provided in this section is to deal with individual commissions where only a partial service is required by the client. Examples of this may be as follows:

- Part service to take a project up to tender stage only
- Provision of a Project Manager (Client's Agent) only
- Mechanical and Electrical services design only
- CDM Coordinator advice only
- Etc, etc

Level 5 is a "pay as you go service" with the Client able to use it for individual specific projects or works throughout the duration of the Agreement. The scope and charge for the specific piece of work will vary to suit the client's requirements and will be separately quoted and agreed before any works commence.

26 MUMIS

The County Council requires all non VA schools whether or not they participate in the Devon Maintenance Partnership 2010 - 2015 Agreement to participate in a Major Unforeseen Maintenance Indemnity Scheme (MUMIS.) This covers certain unforeseen maintenance work above a defined value. The fund is managed by NPS South West Ltd as managing agents with approval to expend funds being agreed with the Schools Organisation Forum. For more details see Appendix E.

27 Other Maintenance Services

As part of the Devon Maintenance Partnership 2010 - 2015 Agreement, NPS South West Limited will provide servicing specifications and an open list of suitable contractors who are competent to undertake such works and schools will then have the option of engaging NPS to manage these works on their behalf, for which a fee would be charged, or manage the works themselves. The specifications and contractor list will be provided without cost to subscribing schools.

Initially, the services for which specifications and lists of contractors would be provided are as follows:

- Sprinkler system maintenance
- Air conditioning system maintenance
- Display Energy Certificates
- Automatic doors
- Ventilation duct work hygiene
- Swimming/hydrotherapy pool plant
- Mansafe/fall arrest systems
- Hoists

Other services may be added from time to time in agreement with School Organisation Forum.

Where schools opt to use NPS South West Limited to manage the above, the fee for this service will be **10.6%** of the total value of works ordered excluding VAT.

APPENDICES

- Appendix A - Service Term Contracts - Services
- Appendix B - Professional service included as part of the Devon Maintenance Partnership 2010 - 2015 Agreement Scheme
- Appendix C - Contact Details
- Appendix D - Maintenance Responsibilities
- Appendix E - Major Unforeseen Maintenance Indemnity Scheme (MUMIS)

Appendix A

Service Term Contracts - Services

Summary of some of the essential works contained within the specification placed upon service contractors.

1. Inspection, servicing and testing of fixed electrical installations

The inspection and testing of the fixed electrical installation from the Supply Authorities equipment on, as recommended by BS7671 - 2008 Requirements for Electrical Installations.

The inspection and testing will be carried out by a competent person in the employ of an Electrical Contractor registered with the Electrical Contractors Association (ECA) or National Inspection Council for Electrical Installation Contracting (NICEIC).

All fixed installations shall be tested to include:

Main distribution equipment and sub mains supplying local distribution boards.

All lighting circuits.

All power circuits, including all accessories, i.e. socket outlets.

The electrical supplies to kitchen equipment, the equipment itself is not tested.

The electrical supplies to fixed electrical equipment such as water heaters, room heaters, hand driers and similar equipment. The equipment itself is not tested.

The electrical supplies to Laboratory, workshop and gymnasium fixed equipment. The equipment itself is not tested.

All mobile and temporary building installations

NOTE: this does NOT include Portable Appliance Testing (PAT).

2. Inspection, servicing and testing of Fire Alarms and Emergency Lighting

Inspection and testing of the Fire Alarm and Emergency Lighting installations as recommended by BS5839 - 2002 Fire Alarm Detection and Fire Alarm Systems for Buildings and BS5266 - 1999 Emergency Lighting.

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

3. Inspection, servicing and testing of Ventilation systems to Kitchens

Including extract ventilation plant fitted to kitchens
Fully service, clean, lubricate and test
Renewal of seals, glands, packing, springs, brushes etc. are included in service contracts at no extra charge

4. Inspection, servicing and testing of Lifts

Examine, adjust, lubricate all machine motor generator and controller parts
Service guide rails and guide shoes
Check all safety devices, governors and hoisting ropes and wires

5. Inspection, servicing and testing of Heating Plant and associated equipment

Heating Plant

Service to include all manufacturer's stated requirements
Check for leaks, fumes, vibration
Check, lubricate, test all valves, check all switches, mechanisms.
Open up boiler and fully clean internally
Reconnect and test fire, record combustion results to determine efficiency
Check operation of all safety systems, fusible links, pressure switches

Gas Appliances

These include convectors with standard or balanced flues and fan flue heaters, point of use gas water heaters
Service and test to manufacturer's specifications
Check operation of time control clock

Check condition and operation of flue and carry out smoke test

Examine, clean and test heat exchanger

Check appliance and supply pipes for soundness

Label all serviced units on completion of service

Where applicable provide 'Landlord Gas Certificate'

Oil tanks

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

Pressurisation Units

Check all solid/flexible connections for leakage

Service isolation valves and test operation

Check operation parts, clean and reset system pressure and test all safety devices

6. Legionella Checks

Undertake the six monthly 6 and 12 monthly inspections as identified within Approved Code of Practice L8. This is to support the legionella management regime implemented by the Premises Manager as part of their Responsible Person duties. Inspections will be provided by Specialist Providers competent to carry out these works and able to demonstrate membership to the Legionella Control Association. Visits will be recorded within the site Risk Assessment/Logbook and will include a summary report which shall identify any further actions required by the Responsible Person.

7. Lightning protection equipment survey and Risk Assessment (During the first year of the agreement only).

A new standard BS EN 62305 Protection Against Lightning, came into force on 1st September 2008 and replaced BS6651, which has been withdrawn. The new standard is a substantial document completely revised to a European standard and amended to include some appropriate UK based parameters.

Principle changes concern the need for rigorous and comprehensive risk assessment to be undertaken to establish the need for a Lightning protection system, and detailed guidance on the internal protection of

structures acknowledging the extensive use and increasing provision of electrical and electronic systems.

During the FIRST year of the agreement only a specialist contractor will be engaged to undertake the following:

For those premises which have an existing Lightning Protection System installed and assessment will be made of the condition and efficiency of the existing installation. A report will be provided giving indicative costs for any repair works or improvements required although these costs are not funded through the Devon Maintenance Partnership.

For those premises with no existing system a risk assessment will be undertaken to determine if a system is required and if so an indicative estimate will be provided for the necessary installation although these costs are not funded through the Devon Maintenance Partnership.

8. Inspection and testing of LPG and natural gas distribution systems beyond the meters (see 2.8)

Gas pipe work that runs from a distribution gas meter to any piece of equipment is typically known as distribution pipe work, this should be checked for gas tightness and any valves and other equipment checked to ensure they operate correctly. Devon County Council has established an annual frequency for non-residential sites for this inspection and gas tightness test in accordance with The Gas Safety (Installation and Use) Regulations 1998.

The Gas Safety (Installation and Use) Regulations 1998 recommend that the inspection and Gas tightness testing is carried out by a competent Gas Engineer who is listed on the Gas Safe Register. On this basis a specialist contractor will be engaged to undertake the required works. The works will include;

- A distribution layout of the gas distribution pipe work, valve positions etc
- A gas tightness test certificate
- A report on the gas installation showing highlighting any defects

Building Condition Surveys

Summary of some of the essential works contained within the specification placed upon NPS South West Ltd

Asbestos Inspection

Make arrangements and contact premises

Annual inspection of asbestos containing components listed on register

Where access is possible, carry out condition assessment of the condition of asbestos containing material

Update asbestos register and ensure school is sent a copy and that the Local Authorities database is updated

Provide a summary of changes since the last visit

Confirm any high risk situations to the school immediately

Condition Survey update

Make arrangements and contact premises

Annual inspection from Building Surveyor and Mechanical and Electrical Surveyor to update condition survey data on buildings, mechanical and electrical plant

Update the condition survey ensure school is sent a copy and that the Local Authorities database is updated

Confirm any high risk situations to the school immediately

Appendix B

Professional service included as part of the Devon Maintenance Partnership 2010 - 2015 Agreement Scheme

NPS South West Ltd will provide to members of the Devon Maintenance Partnership 2010 - 2015 Agreement, the following professional services.

These include:

Advice and help

Provide telephone advice for mechanical and electrical matters relating to the services covered by the Devon Maintenance Partnership 2010 - 2015 Agreement scheme.

Emergency breakdown cover

Provide emergency service for breakdown of mechanical and electrical installations covered by this scheme.

NPS South West Ltd to provide 24/7/365 out of hours telephone advice for the breakdown of mechanical and electrical installations covered by this scheme.

Tenders for Service Term Contracts

Prepare, specify, schedule and invite competitive tenders for the various inspection, testing and servicing contracts listed within the Devon Maintenance Partnership 2010 - 2015 Agreement with the objective of providing a high quality and value for money service. Evaluate tenders, prepare tender analysis and make recommendations to the County Council.

CDM Compliance

Where necessary, prepare schedules and specifications, drawings and comply with the duties as a designer under the CDM 2007 regulations.

Manage Service Term Contracts

Let inspection, testing and servicing contracts, make payments and monitor performance, both site based works and administration, including reporting.

Provide regular reports to the schools and School Organisation Forum

Condition update - Building items

Provide an annual update of the condition of other building elements and provide a written report to schools and update the Local Authorities Asset Management Plan as set out in Appendix A.

Condition update - Building Services

Provide an annual update of the condition of other building services elements and provide a written report to schools and update the Local Authorities Asset Management Plan as set out in Appendix A.

Prioritisation of maintenance

Provide a prioritised and costs list of mechanical and electrical maintenance works and repairs.

Asbestos inspections

Annual visual inspection of the condition of all identified asbestos containing materials and update the school's Asbestos Register as set out in Appendix A.

Appendix C

Contact Details

During office hours:

East Devon

Exeter Office:

NPS South West Limited

Venture House

1 Capital Court

Sowton Industrial Estate

Exeter

EX2 7LW

Contact: Mr P Smith, Area Manager

01392 351017 (phone)

01392 351111 (fax)

Email peter.smith@nps.co.uk

South West Devon

Ivybridge Office:

NPS South West Limited

5 Oak Court

Lee Mill Industrial Estate

Ivybridge

PL21 9GP

Contact: Mr N Cook, Area Manager

01392 351226 (phone)

01392 351240 (fax)

Email nick.cook@nps.co.uk

North Devon

Barnstaple Office:

NPS South West Limited

Civic Centre

North Walk

Barnstaple

EX31 1ED

Contact: Mr P. Baglow, Area Manager

01392 351181 (phone)
01271 388683 (fax)
Email peter.baglow@nps.co.uk

Out of office hours:

NPS South West Limited out of hours Duty Surveyor.

NPS South West Limited provide 24 hour emergency cover throughout the year to maintain access to property professionals in the case of emergencies arising out of the works and services covered by the Devon Maintenance Partnership 2010 - 2015 Agreement.

Schools who subscribe to the Devon Maintenance Partnership 2010 - 2015 Agreement will be provided with the necessary contact details.

Out of hours emergency number 07826 858727

Appendix D

Devon County Council Estate Maintenance Responsibilities

Schools Responsibility - Delegated (separate budget for Schools), Unforeseen (previously covered via Promise agreement now direct School responsibility) & Planned Maintenance (strategic items that potentially could be covered via D78 but verify with CYPS Project Officer)

Non Schools Estate / Corporate Estate - Delegated (covered by local budget determined by Service Manager), Unforeseen (covered by Corporate Budget where requests made to NPS for work to be carried out), Planned (covered by Corporate Budget and subject to budget being available)

Financial Liabilities for Maintenance and Repair

Ref:	Items for Determination			
		Delegated	Unforeseen	Planned
1.00	BUILDINGS			
1.01	Foundations (below top of ground floor slab)			
	Ducts and duct covers (internal)		X	
	Foundations to external walls, dpc's		X	
	Foundations to internal walls, dpc's		X	
	Ground floors, floor slabs, hardcore filling - exceeding 70%			X
	Ground floors, floor slabs, hardcore filling - up to 70%		X	
	Preventative repairs, e.g. tree removal		X	
	Retaining walls and dpc's (supporting the buildings)			X
	Underpinning			X
	Waterproof membranes to floor slabs		X	
1.02	External Walls			
	Access ramps and steps to external doorways	X		
	Bin screens (other than to kitchens)	X		
	Chimney stacks (above roof level), flashings		X	
	Copings		X	
	Damp proof rendering applied externally		X	
	External walls, dpc's, cavity trays, cavity ties			X
	Graffiti/moss removal	X		
	Insulation (cavity)		X	

	Liquid Propane gas and oil tank enclosures			X
Ref:	Items for Determination	Delegated	Recurrent	Strategic
	Pointing and cladding repairs exceeding 70%			X
	Pointing and cladding repairs up to 70%		X	
	Rainwater pipes and soil stacks		X	
1.03	External Windows and Doors			
	Ironmongery, bolts, door closures, panic bolts etc	X		
	Doors and frames and side panels	X		
	Security gates and grilles	X		
	Glass and glazing	X		
	Draught proofing to windows and doors	X		
	Emergency exit and fire escape doors	X		
	Window winding gear	X		
	Windows - repair/replacement of individual units		X	
	Windows - structural replacement programme			X
	Glass (all types) - replacing broken glass	X		
1.03	Internal windows, screens and doors			
	Linings, beads and casement stays	X		
	Ironmongery, Locks, bolts, floor springs, etc.	X		
	Fire doors seals - smoke and heat type	X		
	Roller shutters		X	
	Sash cords and counter balances	X		
	Secondary Glazing	X		
	Security locks and steel sheet coverings	X		
	Sills and lintels		X	
	Security film	X		
1.04	Internal Walls and Partitions			
	Brick, block, studded, chimney breasts and flues		X	
	Demountable partitions		X	
	Fire screens, glazed partitions, internal windows		X	
	Glass - replacing broken glass	X		
	Sliding/folding screens	X		
	Toilet and shower partitions and cubicles	X		
	Damp proof rendering applied internally		X	
1.05	Roofs			
	Covered links, verandas, porches, etc, repairs exceeding 70%			X
	Covered links, verandas, porches etc, repair/replacement up to 70%		X	
	Covered play areas - exceeding 70%			X

	Covered play area - repairs up to 70%		X	
Ref:	Items for Determination	Delegated	Recurrent	Strategic
	Deck and beams, rafters, trussed rafters, purlins - exceeding 70%			X
	Deck and beams, rafters, trussed rafters, purlins - repairs up to 70%		X	
	Fascia, verges and soffits repair/replacement exceeding 70%			X
	Eaves, fascias, soffit boarding - repairs up to 70%		X	
	Insulation at roof level - repair/replacement exceeding 70%			X
	Insulation at roof level - repairs up to 70%		X	
	Gutters and down-pipes - clearing and emergency repairs	X		
	Gutters and down-pipes - repair/replacement exceeding 70%			X
	Gutters and down-pipes - repair/replacement up to 70%		X	
	Pitched - emergency repairs, e.g. slipped or missing tiles/slates	X		
	Reflective paint, white stone chippings, (i.e. on roofs)		X	
	Roof edge protection and anti-scaling devices		X	
	Roof-lights - repairs/replacement exceeding 70%			X
	Roof-lights - repairs/replacement up to 70%		X	
	Roofs - (coverings, bargeboards, flashings) - repairs exceeding 70%		X	
	Roofs - (coverings, bargeboards, flashings) - repairs up to 70%		X	
	Snow and gutter boards		X	
	Tank housings		X	
	Trusses (not trussed rafters)			X
	Ventilation equipment (above roof level)		X	
1.06	Floors and Staircases - see also Foundations (1.1)			
	Fire escapes - external - not enclosed		X	
	Screeds and all finishes	X		
	Staircases, handrails and balustrades		X	
	Structural failure of suspended floors -			X

	exceeding 70%			
	Structural failure of suspended floors - up to 70%		X	
Ref:	Items for Determination	Delegated	Recurrent	Strategic
1.07	Suspended Ceilings			
	Fire stops and fire barriers			X
	Insulation	X		
	Structure	X		
	Replacement tiles	X		
1.08	Internal Finishes - Floors and Stairs			
	Carpets and carpet tiles	X		
	Barrier Matting	X		
	Mat-wells	X		
	Floor trims	X		
	Floor tiles, ceramic tiles etc	X		
	Wood strip, wood block, vinyl, linoleum, tiled	X		
1.09	Internal Finishes - Walls			
	Timber or other cladding finish	X		
	Brick pointing	X		
	Cills and cover mouldings	X		
	Plastered finish or dry lined	X		
	Skirtings, chair, dado rails and trims	X		
	Wall tiling	X		
	Hygienic cladding	X		
1.10	Internal Finishes - Ceilings			
	Access hatches or panels		X	
	Hardwood or softwood boarded ceiling finishes	X		
	Plaster boarded	X		
	Plaster and lath		X	
	Suspended (grid system)	X		
	Water damage and necessary redecorations		X	
1.11	Furniture and Fittings			
	Blackboards (roller type) and retractable projection screens	X		
	Blackboards, whiteboards and projection screens - wall mounted	X		
	Changing room benches, kit lockers, coat hooks	X		
	Cloakroom fittings, i.e. lockers, coat hooks, etc.	X		
	Cloakroom security gates	X		
	Curtain rails and curtains	X		
	Display boards and display shelving	X		

	Fire extinguishers, blankets, etc.	X		
	Fixed library shelving	X		
	Fixed seating and fixed and loose stages	X		
	Fixed storage cupboards and general shelving	X		
Ref:	Items for Determination	Delegated	Recurrent	Strategic
	Fixed wall benches, including services and wastes therein, in laboratories, craft rooms, etc	X		
	Freestanding benches, including services therein in laboratories, craft rooms etc.	X		
	Freestanding library shelving	X		
	Pupils lockers	X		
	Name boards and signs	X		
	Mirrors	X		
	Notice boards, name boards and signs	X		
	Notice boards, name boards and signs	X		
	P.E./gym equipment	X		
	Pelmets	X		
	Portable stages, platforms	X		
	Reception hatch/counter	X		
	Retractable seating to lecture rooms, sports hall, etc.,	X		
	Shower curtains	X		
	Solar film and sun blinds	X		
	Stage curtains and drapes (for school purposes only)	X		
	Statues, memorials, commemorative plaques	X		
	Toilet roll holders, hygiene equipment	X		
	Wall safes	X		
1.12	Sanitary Ware and Sinks (including connections to services, waste pipes to main soil stacks)			
	Cleaning/caretaker's sinks	X		
	Laboratory and classroom sinks (teaching)	X		
	Sink in room used for medical inspections	X		
	Staffroom sink units (tea/coffee making)	X		
	Toilets, urinals, basins, showers	X		
1.13	Plumbing and Gas Services			
	Frost damage	X		
	Gas connections		X	
	Hot and cold water and gas services to convenient points for connections to sanitary ware and equipment		X	

	Mixer valves (cloakrooms/showers only)		X	
	Overflows, washers, taps and ball valves	X		
	Rainwater outlets in flat roofs		X	
	Soil stacks and rainwater pipes - external		X	
	Soil stacks and rainwater pipes - internal		X	
Ref:	Items for Determination	Delegated	Recurrent	Strategic
	Water and gas connections, and waste pipes to main soil stack, for sinks and wall benches	X		
	Water sprinkler system (i.e. fire)		X	
	Water storage tanks and calorifiers		X	
	Clearing of blockages to all rainwater, waste water and soil pipes	X		
1.14	Decorations			
	External decorations and repairs		X	
	Internal decorations	X		
	Murals, painted insignia, and other art work	X		
	Wallpapering or other applied finishes	X		
1.15	Drainage			
	Manholes and inspection covers - external		X	
	Manholes and inspection covers - internal		X	
	Underground pipes - external		X	
	Gullies, drainage channels, silt traps etc		X	
1.16	Lighting External			
	Lights Fitted to External Walls	X		
	Street Type Lighting	X		
	Bollard Lighting	X		
	Hard Play Area Lighting	X		
	Security Lighting inc. Freestanding	X		
	Replace lamp/tube/controls	X		
1.17	Lighting Internal			
	General lighting - repairs under 70%		X	
	General lighting - replacement over 70%			X
	Replace lamp/tube/controls	X		
	Drama & Stage Lighting	X		
	Emergency Lighting inc. Dual use		X	
	Special Purpose Lighting. i.e. IT Rooms		X	
1.18	Power			
	Mains Distribution from meters - Complete rewire			X
Ref:	Items for Determination	Delegated	Recurrent	Strategic
	13A Sockets 240V & Low Voltage (Repairs)	X		
	13A Sockets 240V & Low Voltage (Total Rewire)		X	

	Power outlets in Workshops (not 13A outlets)		X	
	Wiring connection in Teaching Equipment		X	
	Wiring to Heating Plant, Units OP heaters, Electrical Current Protection RCD Units		X	
	Fire Alarms - Reset Fault/Alarm	X		
	Fire Alarm - Installations & Repairs		X	
Ref:	Items for Determination	Delegated	Recurrent	Strategic
	Class Change Systems	X		
	Burglar Alarms & Panic Button	X		
	Off Peak Heaters & Controls		X	
	Nurse Call Systems (repairs)		X	
	Nurse Call Systems (replacement)			X
	On Peak Radiant/Convector Heaters	X		
1.19	Electrical Miscellaneous			
	Hand Dryer	X		
	Portable Fan Heaters	X		
	Generators and UPS			X
	Cabling for Computer Networking	X		
	Door Bells and Door entry systems	X		
	Aerials, Cabling, Outlets, TV/Radio, Satellite	X		
	Telephone Extensions & Equipment.	X		
	Trunking for Telephones/Computer wiring	X		
	CCTV equipment	X		
	Over/Under Sink Water Heaters,		X	
	Hearing Induction Loops for the Hard of Hearing	X		
	Lifts, Stair lifts, Hoists		X	
	Kilns	X		
	Lightning Conduction Systems		X	
	Incinerators	X		
	Extract Fans and controls- external wall or roof mounted		X	
	Extract Fans and controls - internal		X	
	Fume Cupboards - (fixed)		X	
	Fume Cupboards - (portable)	X		
1.20	Heating Plant			
	Boiler Plant/Wiring/Controls/Replacement of Complete Systems Including in Exceptional Circumstances Temporary Boiler Plant			X
	Boiler Plant - Replacement of Defective Parts Including in Exceptional Circumstances Temporary Boiler Plant		X	
	Boiler Flue/Chimney and associated plant		X	

	(Internal/External)			
	Pressurisation Systems		X	
	Heating Header Tanks & Pipe work		X	
	Heating pumps		X	
	Heating Distribution pipe work including valves		X	
	Radiators, convectors, Fan Convectors and Heating Coils - Repairs		X	
Ref:	Items for Determination	Delegated	Recurrent	Strategic
	Radiators, convectors, Fan Convectors and Heating Coils- replacement over 70%			X
	Radiator Thermostatic Valves/Isolation Valves	X		
	Direct Oil & Gas Fired Heaters - repairs		X	
	Direct Oil & Gas Fired Heaters - replacement			X
	Individual Oil & Gas Fan & Natural Convector - repairs		X	
	Individual Oil & Gas Fan & Natural Convector - replacement			X
	Oil & LPG Storage Tanks		X	
	LPG Storage Cylinders/Refill	X		
	Emergency Free Standing Heating Gas and Electric	X		
1.21	Hot & Cold Water Services & Gas			
	Gas Connections to Teaching Equipment		X	
	H & C Water Service to Taps, Cisterns, Appliances, etc.		X	
	Gas Service to Appliances in Laboratory Bench Taps		X	
	Hot & Cold Water Taps	X		
	Laboratory H & C Gas Taps	X		
	Mixer Valves - Cloaks/Showers/Basins		X	
	Mixer Valves to Main H.W. Dist			X
	Overflows/Washers/Ball Valves	X		
	Fire Sprinkler Systems complete		X	
	Cold Water Storage Tanks		X	
	Hot Water Cylinders/Calorifiers		X	
	Drinking Fountains (Ext)	X		
	Drinking Fountains (Internal)	X		
1.22	Mechanical Miscellaneous			
	Underground Ducts & Services		X	
	Fire Hydrants	X		
	Hose Reels	X		
	Swimming Pools (LEA or Governor Provided)	X		

	Swimming Pool Plant including heaters		X	
	Sewage treatment Plant & Chambers		X	
	Air Conditioning Plant & Ducts		X	
	Air Handling Plant		X	
	Filters for air conditioning and ventilation plant	X		
Ref:	Items for Determination	Delegated	Recurrent	Strategic
1.23	Incoming Services to Point of Entry into Buildings			
	Electric			X
	Gas			X
	Water			X
	Telephone and Broadband	X		
2.00	SCHOOL BUILDINGS - NON STATUTORY			
2.01	Mobile Classrooms	Responsibilities the same as 1.00 Buildings		
2.02	Youth Club			
	Governors provided	Not applicable		
	LEA provided	Responsibilities the same as 1.00 Buildings		
2.03	Chapel, Parish Kitchen, Stores, etc.,	Not applicable		
2.04	Parents' Room	Responsibilities the same as 1.00 Buildings		
2.05	Garage (for school mini bus)	Responsibilities the same as 1.00 Buildings		
2.06	Garage (used for non-teaching purposes)	Responsibilities the same as 1.00 Buildings		
3.00	OTHER BUILDINGS			
3.01	School Meals Kitchen			
	School meals kitchen, including drains there from an in conjunction with other drains,	Responsibilities the same as 1.00 Buildings		
Ref:	Items for Determination	Delegated	Recurrent	Strategic
3.02	Dining Hall			
	Dining hall (not also used for teaching)	Responsibilities the same as 1.00 Buildings		

3.03	Medical Inspection Room			
	Medical inspection room/facilities	Responsibilities the same as 1.00 Buildings		
3.04	Caretaker's House			
	Caretaker's house or flat including drains to there and in conjunction with other drains	Responsibilities the same as 1.00 Buildings		
Ref:	Items for Determination	Delegated	Recurrent	Strategic
3.05	Outside Games and Grounds man's Stores			
	Outside games and grounds man's store	Responsibilities the same as 1.00 Buildings		
4.00	SCHOOL SITES			

4.01	Site Preparation			
	Culverts, field drains, silt chambers, etc, to take ground or surface water		X	
	Ducting etc, for extraction of underground deposits of radon/methane gas, etc		X	
4.02	Site Development			
	Access roads, paths and paved areas, retaining walls thereto		X	
	Boundary walls, perimeter fencing and gates and retaining walls thereto		X	
	Bus parking and turning areas, fencing and gates		X	
	Car parking, retaining walls thereto		X	
	Covered play areas (not part of School Buildings)	Responsibilities the same as 1.00 Buildings		
	Freestanding/fixed safety railings	X		
	Kitchen yards, bin areas, screen walls		X	
	Nursery play area fencing and gates		X	
	Painting of fencing, gates, railings etc.		X	
	Playground and play court fencing (School site only)	X		
	Playground and play court markings for games	X		
	Playgrounds, play courts resurfacing and retaining walls thereto		X	
	Pointing, to boundary walls, retaining walls, etc.,		X	
	Potholes and paving slabs	X		
	Security fencing	X		
	Steps and ramps to access buildings	X		

	Underground ducts and duct covers - for services between School Buildings		X	
4.03	Site Fitments			
	Cycle shed, racks and blocks	X		
	Freestanding drinking fountains	X		
	Freestanding flag poles	X		
Ref:	Items for Determination	Delegated	Recurrent	Strategic
	Freestanding lighting standards	X		
	Freestanding school name board and directional signing	X		
	Greenhouses for teaching purposes	X		
	Rubbish bins	X		
	Sculptures, fountains and other site 'features'	X		
	Sheds	X		
4.04	Drains			
	Clearing and roding of all drains and gullies	X		
	Repair of drains to point of connection with sewer		X	
	Emptying cess pits and septic tanks	X		
	Ground and surface water pumps and chambers		X	
	Land drainage and culverts		X	
	Storm water drains from roads, paths, playgrounds, to point of connection to other drains		X	
	Foul drainage pumps and chambers - repairs		X	
	Foul drainage pumps and chambers - replacement			X
4.06	Outside of School Sites			
	Sewage connections			X
5.00	HABITAT AREAS			
	Drainage	X		
	Fencing	X		
	Paths and paved areas	X		
	Water supply	X		
Ref:	Items for Determination	Delegated	Recurrent	Strategic

6.00	PLAYING FIELDS			
	Court fencing, netting, etc.,	X		
	Games equipment and grounds man's stores	X		
	Pavilion, changing rooms and toilets	Responsibilities the same as 1.00 Buildings		
	Perimeter fencing and gates		X	
7.00	SUNDRIES			
	Anti-vandal paint to exterior of School Buildings	X		
	Asbestos - applying sealant coats for protection		X	
Ref:	Items for Determination	Delegated	Recurrent	Strategic
	Asbestos - inspection and air testing		X	
	Asbestos removal by specialists, planned or emergency		X	
	Barrier free access ramps, lifts, etc, - internal (wheelchair access)	Responsibilities the same as 1.00 Buildings		
	Barrier free access ramps within School site (wheelchair access)	Responsibilities the same as 1.00 Buildings		
	Barrier free toilet (wheelchair access)	Responsibilities the same as 1.00 Buildings		
	Bell/clock towers		X	
	Clearing graffiti and moss from the School Buildings	X		
	Disabled access ramps, lifts, etc., - internal	Responsibilities the same as 1.00 Buildings		
	Disabled access ramps within School Site	Responsibilities the same as 1.00 Buildings		
	Disabled toilet	Responsibilities the same as 1.00 Buildings		
	Door safety devices (anti finger trap)	X		
	Dry rot irrigation treatment to external walls		X	
	Dry rot irrigation treatment to internal walls		X	
	Fireplaces, stoves	X		
	Flagpoles attached to the buildings	X		
	Painted white lines for the partially sighted	X		
	Rodent and insect infestation measures	X		
	Spraying for beetle, woodworm infestation		X	
	Provision of sound proofing	X		
	Teachers' houses	Responsibilities the same as 1.00 Buildings		
	Weather vane	X		

Revised March 2008

Queries relating to the split of responsibilities should be addressed to your Area Surveyor or Engineer at NPS South West Limited.

Appendix E

Major Unforeseen Maintenance Indemnity Scheme (MUMIS)

Devon County Council requires all non VA schools whether or not they are members of the Devon Maintenance Partnership 2010 - 2015 Agreement in a Major Unforeseen Maintenance Indemnity Scheme (MUMIS). This covers certain unforeseen maintenance work above a defined value.

Subscription Charge

The annual subscription to the scheme will be 10% of the allocation for strategic maintenance and this will be deducted at source from the initial allocation.

Extent of Cover

MUMIS will only cover the cost of remedial work for unforeseen, sudden failure of a major element of the building, which is causing a significant loss of service within the school.

Definitions & Explanations

Minimum value of work per incident: £10,000 or 5 times the annual subscription to MUMIS whichever is the smaller.

Cover excludes work that

- Could reasonably have been foreseen by the school and programmed for renewal. For example, work that was identified in the Prioritised Maintenance Schedule with a Priority of 1 or 2, could have reasonably been foreseen and dealt with using delegated or devolved school funds.
- A significant loss of service would occur where at least one building, specialised teaching area, or a significant number of general classrooms are placed out of use, because of a building related failure.

MUMIS will be administered in much the same way as a commercial insurance arrangement, whereby the fund will only pay out for a qualifying incident. This means that the entire premium will be managed by NPS South West Ltd with no proportion of it being ring-fenced for the school.