

## ANNEX B

### RESPONSIBILITIES OF SCHOOLS AND THE COUNCIL FOR SCHOOL BUILDING MAINTENANCE

- 1 The Authority retains ownership of most Community (County and Controlled) school premises and sites and will continue to have the responsibility for protecting and developing those assets.
- 2 The Authority is responsible for all Community (County and Controlled) school capital maintenance work, which will flow from the school's Asset Management Plan. The school is responsible for funding recurrent repairs and maintenance either directly or through participation in the Buyback schemes.
- 3 The schedule below identifies the division of responsibilities and is intended to cover the maintenance of all existing buildings on the school site provided by the Authority including caretakers' and staff housing and the school kitchen accommodation.

These are identified as follows:

#### CAPITAL MAINTENANCE

**Capital Maintenance.** Work of a capital nature normally identified through the school's Asset Management Plan. Funded from County Council capital allocations or school Devolved Formula Capital (or a combination of both) at Community, Voluntary Controlled and Foundation Schools. Governors' responsibility at Voluntary Aided Schools in conjunction with DFE grant aid.

**County Council Capital.** Work that is only likely to be undertaken as part of a County Council funded capital improvement scheme at Community, Voluntary Controlled and Foundation Schools.

#### RECURRENT MAINTENANCE

Non capital maintenance funded from school delegated revenue budgets. Applies equally to Community, Voluntary Controlled, Foundation and Voluntary Aided schools. Schools may choose to participate in the buyback (works) and buyback (inspections) schemes in order to manage the risks of some of the categories of works and inspections which are school responsibilities under the scheme. The buyback schemes are not part of the Scheme for Financing Schools but are arrangements offered to schools, on a traded basis, to assist schools in managing their responsibilities under the Scheme.

**Buyback (Inspections).** Inspections which will be undertaken as part of the Buyback Inspections Scheme at participating schools. Otherwise school's responsibility.

**Buyback (Works).** Work which will be undertaken under the provisions of the Buyback (Works) scheme at participating schools. Otherwise school's responsibility.

**School's Responsibility.** Recurrent maintenance work not falling within the provisions of the Buyback scheme and for which all schools have responsibility.

The buyback schemes are mutual schemes run by the Estates Planning and Management service, which schools may choose to opt into. The buyback schemes are overseen by a Buyback Committee made up of five school representatives and four Estates representatives. The precise categories of works and inspections covered by buyback arrangements may change from time to time following discussions between EPM and school representatives via the buyback committee. Therefore where categories of maintenance works are shown as "buyback" they remain school responsibilities for the purpose of the Scheme for Financing Schools.

### Schedule of capital and revenue building maintenance responsibilities

| 1.0 | BUILDING STRUCTURE  | Responsibility      |
|-----|---|---------------------|
| 1.1 | <b>Foundations</b> - All structural work to walls or wall supports below and including DPCs, underpinning, propping, piles, ground beams, piers, bases and brick or concrete footings   | Capital Maintenance |
| 1.2 | <b>Frames</b> - All works to structural members in steel, timber, or concrete frames including ties, bracings, bolts, base plates and wedgings  | Capital Maintenance |
| 1.3 | <b>Floors</b> - Substantial renewal of floor structures and ducting. See also 1.7 and 2.2   | Capital Maintenance |
| 1.4 | <b>Flat &amp; pitched roofs</b> - Significant or substantial renewals on planned or emergency basis of roof structures, finishes and verandas, including top floor ceiling timbers, eaves and verge finishings and catwalks. Redesign of roof or roof details. <b>Excludes</b> glazing and ceiling finishes | Capital Maintenance |
|     | All repairs, including minor replacements on localised basis.   | Buyback (Works)     |
| 1.5 | <b>Rainwater goods</b> - Substantial renewal of all rainwater goods including rainwater tanks, butts, parapet outlets and perimeter gutters including joints, couplings and gullies   | Capital Maintenance |
|     | Repairs and renewals on a localised basis   | Buyback (Works)     |
|     | Cleaning out of gutters, downpipes and associated gullies   | School              |
| 1.6 | <b>Skylights and rooflights</b> - Significant renewal of rooflights, skylights, laylights with frames, casings, kerbs, beading and ironmongery ( <b>excluding glazing unless integral part of roof structure as determined by Buyback Manager</b> )   | Capital Maintenance |
|     | Localised replacement of frames and parts of frames   | Buyback (Works)     |
| 1.7 | <b>Staircases</b> – Internal staircases, ramps and landing structures. Excludes ceiling finishes, screeds, nosings and similar finishes.  | Capital Maintenance |
|     | Balustrades, handrails, finishes and screeds to internal staircases, external access steps, ramps and landings  | School              |

|      |  | <b>Responsibility</b> |
|------|--|-----------------------|
| 1.8  | <b>External walls and chimneys</b> - Significant repair or renewal of load bearing, structural, framed, panelled and curtain walls, including tile hanging and wall cladding, and brick or concrete chimneys.              | Capital Maintenance   |
|      | Repairs or renewals on localised basis (usually included in external redecoration) including replacement of chimney pots and renewal / refixing of flashings.  | Buyback (Works)       |
| 1.9  | <b>Internal walls and partitions</b> - Complete replacement of internal walls and fixed partitions ( <b>excluding</b> applied finishes and glazing)  | Capital Maintenance   |
|      | Repairs or renewals on localised basis excluding finishes (see 2.1 on internal wall finishes)  | Buyback (Works)       |
| 1.10 | <b>Windows and fittings</b> - Significant renewal of windows, borrowed lights with frame casings, architraves etc  | Capital Maintenance   |
|      | Localised repair or replacement of frames and parts of frames, including repairs to electrically operated windows and the fixed wiring)  | Buyback (Works)       |
|      | Ease and adjust windows, replace sash cords and fittings and internal window boards and repair and replacement of ironmongery including winding gear (see 2.7 on blinds/curtains)  | School                |
| 1.11 | <b>Doors and fittings</b> - Significant renewal of external doors and casings  | Capital Maintenance   |
|      | Repairs to external doors to include localised replacement of frame or parts of frame and repairs to electric doors and its fixed wiring, but <b>excluding</b> ease and adjustment and ironmongery (see below).            | Buyback (Works)       |
|      | Repair and renewal of internal doors, (sliding/folding partitions) screens and casings. Ease and adjust of both external and internal doors, repair or replacement of ironmongery, locks, door closers, keys, glazing, etc | School                |
| 1.12 | <b>Glazing</b> – Where part of roof structure (excluding rooflights)   | Buyback (Works)       |
|      | All glazing throughout (i.e. windows, doors, rooflights, verandas, window walls, etc)  | School                |

|            |  | <b>Responsibility</b> |
|------------|--|-----------------------|
| 1.13       | <b>Ceilings</b> – Substantial renewal of structural ceilings   | Capital Maintenance   |
|            | Repairs and localised renewals to ceiling structures. Renewal of suspended ceiling systems. See also 2.3 for ceiling finishes  | Buyback (Works)       |
| 1.14       | <b>Timber preservation</b> - All work on structural members associated with the treatment, prevention or eradication of wood rot or beetle (except through school maintenance default).  | Capital Maintenance   |
| 1.15       | <b>External decoration</b> - External redecorations and minor repairs to include individual repair or localised replacement of frames or parts of frames, small areas of repointing and general minor repairs to external fabric   | Buyback (Works)       |
| 1.16       | <b>Internal decoration</b> - Cleaning down, preparing and decorating to walls, ceiling and all internal wood and metal work usually painted or stained, including stopping and filling done by the decorator   | School                |
|            |  |                       |
| <b>2.0</b> | <b>FINISHINGS, FURNITURE AND FITTINGS</b>  |                       |
| 2.1        | <b>Internal wall finishes</b> - Plaster, tiles or sheet wall finishes including welding or grouting of joints, including mastic sealing (sealants)   | School                |
| 2.2        | <b>Coverings and finishes to floors, steps, stairs and ramps</b> - See also 1.3 and 1.7  |                       |
|            | Repair or renewal of floor finishes including screeds, except as detailed below  | Buyback (Works)       |
|            | All floor step, stair and ramp coverings including skirtings, nosings, etc, of carpet, lino, PVC sheeting, vinyl tiles, quarry tiles, ceramic tiles, granwood tiles, cover and expansion strips. Minor repairs and sanding and sealing of timber boarded and timber block floors | School                |
| 2.3        | <b>Ceiling finishes</b> - Plaster, tiles or sheet finishes, including suspended ceiling finishes and systems   | School                |

|            |   | <b>Responsibility</b> |
|------------|---|-----------------------|
| 2.4        | <b>Internal joinery fixtures</b> - Kitchen units, lockers, cupboards, shelving, picture rails, coat rails, movable partitions or screens, notice or display boards, fixed benches and handrails (timber or metal), toilet cubicle screens | School                |
| 2.5        | <b>Fixed seating</b> – All permanent internal fixed seating together with its coverings   | School                |
| 2.6        | <b>Gymnasium equipment</b> – Safety inspections, repairs and replacement of all fixed sports and gym equipment including court markings in Sports Halls, etc  | School                |
| 2.7        | <b>Blinds, nameplates, curtains, etc</b> – Cleaning and repair and replacement of all internal signs, blinds, curtains and nameplates including supports  | School                |
| 2.8        | <b>Enclosed fires and fireplaces</b> - Includes fire grating, cheeks, hearth and surrounds  | School                |
|            |   |                       |
| <b>3.0</b> | <b>COLD WATER SERVICES</b>  |                       |
| 3.1        | <b>Water supply &amp; distribution systems</b> - Major refurbishment or renewal of all internal and external service pipework, water storage tanks, cylinders and cisterns and water booster pumps  | Capital Maintenance   |
|            | Minor repairs and localised renewals of pipework, ball valves and thermostatic mixing valves  | Buyback (Works)       |
|            | <b>Water hygiene</b> – Routine testing and monitoring of water temperatures within difficult to access cold water tanks   | Buyback (Works)       |
|            | <b>Water hygiene</b> – Routine testing and monitoring of water temperatures within the school including readily accessible cold water tanks   | School                |
|            | <b>For hot water services see under 7.8 (electric) or 8.0 (gas/oil)</b>   |                       |

|            |   | <b>Responsibility</b>  |
|------------|---|------------------------|
| 3.2        | <b>Sanitary fittings</b> - Major refurbishment and replacement  | Capital Maintenance    |
|            | Cleansing, repair and localised replacement of sinks and drainers, drinking fountains, baths, washbasins, shower trays and enclosures, urinal slabs and bowls, WC pans and connecting flush equipment.  | School                 |
|            | Repair and localised replacement of taps and fittings, stands, brackets and bath panels in connection with the foregoing items including connection to service and waste pipes  | School                 |
|            | Remaking or regrouting of joints  | School                 |
| 3.3        | <b>Waste pipework</b> - Major renewal (internally and externally)   | Capital Maintenance    |
|            | Repairs and renewals on a localised basis   | Buyback (Works)        |
|            | Cleansing of traps, waste pipes, soil and vent pipes, anti-siphonage pipes, wire balloon guards, sleeves and flashings to pipes   | School                 |
| <b>4.0</b> | <b>EXTERNAL WORKS</b>   |                        |
| 4.1        | <b>Demolition</b> - Taking down, removal and clearance of buildings or sites, including sealing off all drains and services. <b>Excludes 4.9 and 4.10</b>   | County Council Capital |
| 4.2        | <b>Roads, playgrounds, car parks and paths</b> - Paths, courts, patios, drying areas, steps, ramps, fire escapes and fire appliance hard standings, car standings, playgrounds, garage approaches, roads and driveways, including kerbing. Remarkings of lines, designs and figures <b>only if part of tarpaving scheme</b> , otherwise school's responsibility | Buyback (Works)        |
|            | All repairs to traffic calming humps, bollards and control barrier arms   | Buyback (Works)        |
|            | Minor repairs to and releveling of paving slabs and remarking of lines, repairs to potholes etc.  | School                 |

|      |  | <b>Responsibility</b>  |
|------|--|------------------------|
| 4.3  | <b>External perimeter walls, piers, gates and retaining walls</b><br>Repairs or renewals of perimeter or boundary walls, piers, gates and retaining walls                                  | Buyback<br>(Works)     |
|      | Major rebuilding of retaining walls  | Capital<br>Maintenance |
|      | Minor repairs  | School                 |
| 4.4  | <b>Fencing</b> – Renewal and major repairs of all fencings and gates including screens to bin or kitchen areas, tennis courts, safety barriers, nursery areas, playgrounds etc             | Buyback<br>(Works)     |
|      | Minor repairs  | School                 |
| 4.5  | <b>External Joinery Fixtures – All sign boards, notices, names plates, flag poles and other external joinery fixtures, e.g. seats</b>  | School                 |
| 4.6  | <b>Bins, refuse containers, clothes line posts etc</b> - Upkeep and maintenance of refuse containers, litter bins, dustbins, etc   | School                 |
| 4.7  | <b>Pest control</b> - special works carried out to the fabric of a building solely through the need for disinfection (e.g. insecticidal spraying, wasp, rodent and vermin control)         | School                 |
| 4.8  | <b>Drainage</b> - Major renewal of drains, soakaways, manholes, gullies etc  | Capital<br>Maintenance |
|      | Maintenance and localised repairs or replacement to drains, gullies, inspection chambers, gratings, channels etc, including initial investigation for diagnosis and removal of root growth | Buyback<br>(Works)     |
|      | General cleaning/maintenance, including clearance of blockages and silt removal  | School                 |
| 4.9  | <b>Cycle sheds</b> – Repair, renewal or removal, including sealing of any access points and making good  | School                 |
| 4.10 | <b>Air raid shelters</b> - Repair or renewal or removal, including sealing of any access points and making good  | School                 |
|      |  |                        |



|            |  | <b>Responsibility</b>     |
|------------|--|---------------------------|
| <b>5.0</b> | <b>TEMPORARY BUILDINGS</b>   |                           |
|            | Planned replacement or renewal of movable classrooms required for educational or statutory purposes  | County Council<br>Capital |
|            | Servicing, maintenance and repairs to temporary buildings required for educational or statutory purposes - responsibilities are as for permanent buildings in accordance with the relevant sections of this schedule | –                         |
|            | Temporary buildings of a non-statutory nature or not required for educational purposes   | School                    |
| <b>6.0</b> | <b>ASBESTOS</b>  |                           |
|            | Testing and specialist removal or treatment at a <b>VA School</b> unless in association with works under Buyback (see below)   | Capital<br>Maintenance    |
|            | Testing and specialist removal and treatment associated with County Council funded capital scheme  | County Council<br>Capital |
|            | Testing and specialist removal and treatment associated with school funded capital scheme  | School                    |
|            | Testing and specialist removal and treatment associated with maintenance work carried out under the Buyback scheme (including VA schools subscribing to Buyback)   | Buyback<br>(Works)        |
|            | Specialist removal and treatment due to damage or deterioration of existing asbestos containing materials, where the cost of the works is greater than £2,000  | Capital<br>Maintenance    |
|            | Specialist removal and treatment due to damage or deterioration of existing asbestos containing materials, where the cost of the works is below £2,000   | Buyback<br>(Works)        |
|            | Management of risks associated with asbestos on a day to day basis   | School                    |
|            |  |                           |

|            |  | <b>Responsibility</b> |
|------------|--|-----------------------|
| <b>7.0</b> | <b>ELECTRICAL ENGINEERING</b>  |                       |
| 7.1        | <b>Electrical testing</b> - Electrical testing by Contractors of all fixed wiring  | Buyback (Inspections) |
|            | All operational electrical testing by Premises Staff as detailed in the Surrey CC 'Maintenance of Electrical Safety' Manual  | School                |
|            | Electrical testing of equipment (ie PAT testing) as detailed in the Surrey CC 'Maintenance of Electrical Safety' Manual  | School                |
| 7.2        | <b>Fixed internal and external lighting</b> - Major replacement of internal and external lighting including associated wiring  | Capital Maintenance   |
|            | Repairs and replacement of complete internal and external light fittings including time switches, photoelectric cells, light switches and sockets  | Buyback (Works)       |
|            | Lamp and diffuser replacement  | School                |
|            | Significant renewal of street lighting   | Capital Maintenance   |
|            | Repairs and localised replacement of external lighting columns, illuminated bollards and street lighting   | Buyback (Works)       |
| 7.3        | <b>General electrical installation</b> - Major replacement of electrical wiring installations  | Capital Maintenance   |
|            | General repairs of all electrical isolation panels and inter-connecting cables, protective conduits and trunkings and fixings including labels and circuit lists. See 1.11 on electric doors | Buyback (Works)       |
| 7.4        | <b>Fire alarms and detection system</b> - Major replacement including replacement of wiring  | Capital Maintenance   |
|            | Inspection and testing (except weekly)   | Buyback (Inspections) |
|            | Servicing, repairs and replacement including control panels, class change equipment, alarms, automatic fire detectors, door controls and associated battery units, whether integral or not   | Buyback (Works)       |
|            | Testing of alarms on a weekly basis  | School                |

|     |   | <b>Responsibility</b> |
|-----|---|-----------------------|
| 7.5 | <b>Intruder alarm and security systems</b> - Servicing, repairs and replacement   | School                |
| 7.6 | <b>Emergency lighting</b> - Major replacement   | Capital Maintenance   |
|     | Testing (except daily/monthly)  | Buyback (Inspections) |
|     | Servicing, repairs and localised replacement of complete units  | Buyback (Works)       |
|     | Testing of emergency lighting system on a daily/monthly basis and replacement lamps and diffusers   | School                |
| 7.7 | <b>Clocks, master clock systems and call bells</b> - Major replacement  | School                |
|     | Clock repair and replacement, setting and adjusting in accordance with school timetable, summer/winter time alterations etc.  | School                |
| 7.8 | <b>Heating, hot water and ventilation</b>   |                       |
|     | <b>Fan convectors</b> - Major replacements  | Capital Maintenance   |
|     | Individual replacement of fan convectors, repairs to internal wiring, fans and motors. Repairs/replacement of flexes from spur outlet, isolators, time switches, wall mounted remote thermostats, and other external controls | Buyback (Works)       |
|     | Periodic cleaning of fan convector elements and casings and the cleaning or replacement of air filter screen  | School                |
|     | <b>Electrical storage and instantaneous water heaters and shower units</b> - Major replacements   | Capital Maintenance   |
|     | Individual replacement, repairs/replacement of time switches, isolators, thermostats and flexible cable connections   | Buyback (Works)       |

|  |   | <b>Responsibility</b> |
|--|---|-----------------------|
|  | <b>Off peak heating</b> e.g. Electricaire storage units - Major replacements  | Capital Maintenance   |
|  | Individual replacements and repairs to internal components including: elements, internal fans, refractory blocks, thermal insulation, grilles and casings. Repairs and replacements to external components including: controls, timeswitches, final wiring from spur        | Buyback (Works)       |
|  | Repairs and replacements to fixed guards  | School                |
|  | <b>Electric ‘on peak’ heating, i.e. wall fixed convector heaters, infra red heaters, blower heaters, panel heaters and tubular heaters</b> - Major replacements   | Capital Maintenance   |
|  | Individual or localised replacement   | Buyback (Works)       |
|  | Repairs including isolators, time switches, thermostats and final wiring connections  | Buyback (Works)       |
|  | General repairs including elements, wiring, controls, isolators and thermostats   | Buyback (Works)       |
|  | <b>Electric incinerators and macerators</b> - Repairs to fixed wiring   | Buyback (Works)       |
|  | Replacement of individual units (including installation or reconnection of fixed wiring)  | School                |
|  | <b>Wall and roof mounted electric fans and extractors</b> - All replacement and repairs to fans, extract ductwork, flat traps, hoods and grilles. External repairs including isolators, wiring from spur and connections. See 12 for works associated with school kitchens. | Buyback (Works)       |
|  | Testing, repair and replacement of portable fans  | School                |

|      |   | <b>Responsibility</b> |
|------|---|-----------------------|
| 7.9  | <b>Passenger and goods lifts (electrical and hydraulic) - Replacement/major refurbishment of lift</b>   | Capital Maintenance   |
|      | Six monthly inspections, testing and servicing  | Buyback (Inspections) |
|      | Repairs and replacements, including rewires, doors and controls, motor gearbox, pulleys, cables, safety equipment, lift car finishings, main control panels | Buyback (Works)       |
|      | Daily testing of installation   | School                |
| 7.10 | <b>Lightning protection installation - Major replacement</b>  | Capital Maintenance   |
|      | Inspection and testing  | Buyback (Inspections) |
|      | General repairs and maintenance   | Buyback (Works)       |
| 7.11 | <b>Aerials systems - All repairs and replacements including masts, amplifiers, outlets and cabling systems</b>  | School                |
| 7.13 | <b>Stage lighting – Repairs to fixed wiring, time switches, photoelectric cells, light switches and sockets</b>   | Buyback (Works)       |
|      | Repairs and replacement to individual lights, including lamps, chokes, starters and diffusers   | School                |

|            |  | <b>Responsibility</b> |
|------------|--|-----------------------|
| <b>8.0</b> | <b>MECHANICAL ENGINEERING</b>  |                       |
| 8.1        | <b>Boilers, heaters, and domestic hot water plant and equipment</b> - Major replacement of all heating and domestic hot water appliances inclusive of direct fixed water heaters and calorifiers and storage cylinders, replacement of leaking boiler sections, welding repairs and re-bricking refractories | Capital Maintenance   |
|            | All servicing and testing of boilers and domestic hot water plant  | Buyback (Inspections) |
|            | Emergency call-outs and minor repairs  | Buyback (Works)       |
|            | <b>Direct fired water heater and calorifiers</b> – Chemical descaling and desludging   | Buyback (Inspections) |
|            | <b>Oil and gas burners</b> - Replacement of complete forced draught gas and pressure jet oil burners inclusive of associated controls, fuel pumps and refractory lining associated with burner   | Buyback (Works)       |
|            | <b>Heat pumps</b> (where used as primary heat source within school – Major replacement   | Capital Maintenance   |
|            | <b>Heat pumps</b> (where used as primary heat source) – Minor repairs  | Buyback (Works)       |
|            | <b>Control panels for main boiler and heating distribution</b> - Replacement of complete control panels  | Capital Maintenance   |
|            | Repairs to the main boiler control panel and controls, including the individual replacement of boiler controllers, optimisers, zone valves, prolong timers, motorised valves and temperature sensors   | Buyback (Works)       |
|            | <b>Boiler ancillary equipment</b> – Inspection of heating and hot water circulating pumps, valves, thermal insulation and pipework associated within boiler house  | Buyback (Inspections) |
|            | Emergency call-outs and minor repairs  | Buyback (Works)       |
|            | <b>Underfloor heating</b> systems – Inspection and servicing   | Buyback (Inspections) |
|            | Minor repairs  | Buyback (Works)       |

|     |   | <b>Responsibility</b> |
|-----|---|-----------------------|
| 8.2 | <b>Chimneys</b> – Major structural renewals to metal chimneys. (For brick or concrete chimneys see 1.8). Replacement of flue liners   | Capital Maintenance   |
|     | General repairs, repointing, terminals and cowls, guy ropes securement, draught stabilisers, fan dilution motors etc  | Buyback (Works)       |
|     | Cleaning of boiler flue ways and flue pipework up to chimney  | Buyback (Works)       |
|     | Periodic cleaning of chimney including access doors and condensate drain points   | School                |
| 8.3 | <b>Pipework distribution systems, and ancillaries for heating, domestic hot water and gas services</b> - Planned and major pipework replacements including all internal and external service, piping and thermal insulation. Renewal of feed and expansion tanks including cold feed and expansion pipes and water booster pumps, pressurisation units and descaling equipment. | Capital Maintenance   |
|     | Pressure testing of gas pipework  | Buyback (Inspections) |
|     | Localised repairs to leaking pipework not requiring extensive replacement   | Buyback (Works)       |
|     | Repair or replacements of thermostatic mixing valves including shower mixing valves   | Buyback (Works)       |
|     | Inspection of oil tanks and associated pipework and fittings including the servicing of oil tank gauges   | Buyback (Inspections) |
|     | Repairs to oil tanks and associated pipework and fittings   | Buyback (Works)       |
|     | Inspection and testing of pressurisation units serving boilers and hot water heaters, including any necessary safety valve replacement required as part of a written scheme of examination  | Buyback (Inspections) |
|     | Repairs to pressurisation units serving boilers and hot water heaters   | Buyback (Works)       |

|     |   | <b>Responsibility</b> |
|-----|---|-----------------------|
| 8.4 | <b>Fan convectors and radiators</b> - Major replacement involving a number of units   | Capital Maintenance   |
|     | Individual replacement of fan convectors, repairs to internal wiring, fans and motors. Repairs/replacement of flexes from spur outlet, isolators, time switches, wall mounted remote thermostats, and other external controls. Individual replacement of radiators. | Buyback (Works)       |
|     | Periodic cleaning of fan convector elements and casings and the cleaning or replacement of air filter screen.   | School                |
| 8.5 | <b>Domestic hot water terminals</b> - Major renewal   | Capital Maintenance   |
|     | The repair and replacement of thermostatic shower units and tap blending valves a localised basis   | Buyback (Works)       |
|     | Repair and localised replacement of taps and shower heads   | School                |
| 8.6 | <b>Sewage pumps</b> - Replacement   | Capital Maintenance   |
|     | Repair and service of pumps, chambers, control gear etc   | Buyback (Works)       |
|     | Cleaning and emptying sewage chambers   | School                |
| 8.7 | <b>Air conditioning</b> - Major replacement of central plant and ductwork system, including heat pumps where used as primary heat source  | Capital Maintenance   |
|     | Individual replacement of window mounted AC units, split air conditioning units and heat pumps serving single rooms. Servicing, repair and replacement of parts and minor repairs, regular inspection and cleaning of air filters                                   | School                |
| 8.8 | <b>Hoists &amp; lifting aids (mechanical) (See also 7.9)</b> - Major replacements   | Capital Maintenance   |
|     | Testing, inspections, servicing and repairs   | School                |
|     | <b>Mobile lifting equipment (e.g. engine lifts, trolley jacks)</b> – Replacement, servicing, testing and repair   | School                |
|     |   |                       |
|     |   |                       |



|             |  | <b>Responsibility</b>  |
|-------------|--|------------------------|
| <b>9.0</b>  | <b>SWIMMING POOLS</b>  |                        |
|             | All servicing, repairs, replacement and renewals, including pool structure, surrounds, enclosure and dedicated heating, ventilation and filtration equipment   | School                 |
| 9.1         | <b>Hydrotherapy pools (<i>Special Schools</i>)</b> - Major replacement or upgrading of the pool and structure including the roof and cladding and major replacement of heating, water treatment and filtration plant, controls, pipework and ancillaries   | Capital Maintenance    |
|             | Service contracts including emergency call-outs and minor repairs to plant and equipment including repairs to pipework within the plantroom, replacement of defective parts and consumables, repair and replacement of pool covers and associated equipment, routine cleaning, dosing and day to day maintenance of pool | School                 |
|             | Internal wall finishes including plaster, tiles or sheet walls finishes including welding or grouting of joints and internal decoration of pool enclosures   | School                 |
|             | Coverings and finishes to floors, steps, stairs and ramps including sheeting, tiles and slabs together with skirtings, nosings, etc  | School                 |
| <b>10.0</b> | <b>FIRE FIGHTING EQUIPMENT</b>   |                        |
|             | Servicing, repair and replacement of portable gas, water and foam extinguishers, fire blankets and their containers, fixed hose reels, auto rewind mechanisms and nozzles.   | School                 |
| <b>11.0</b> | <b>LABORATORY EQUIPMENT</b>  |                        |
| 11.1        | <b>Fume cupboards</b> - Major replacement or upgrading   | County Council Capital |
|             | Servicing and repairs of:- electric fans, motors, electrical safety devices, warning signs and test labels and gas/water services. Repairs to all ductwork, terminals and testing of air flows   | School                 |
| 11.2        | <b>Laboratory bench cocks, taps etc</b> - Major refurbishment and upgrading  | County Council Capital |
|             | Minor repairs and replacement, testing and safety inspections  | School                 |

|      |   | <b>Responsibility</b>     |
|------|---|---------------------------|
| 11.3 | <b>Sintacel booms and columns</b> - Major refurbishment and upgrading   | County Council<br>Capital |
|      | Minor repairs and replacement   | School                    |
| 12.0 | <b>KITCHENS</b>   |                           |
|      | Major refurbishment or upgrading of school kitchen  | Capital<br>Maintenance    |
|      | Servicing, repair and replacement of gas and electric cooking equipment, steriliser sinks, dishwashers etc.<br>Cleaning and replacement of grease filters etc | School                    |
|      | Repairs to pipework and fixed wiring to cooking equipment etc, and repairs and replacement on a localised basis to fans and ductwork                          | Buyback (Works)           |
|      | Replacement of complete ventilation system  | Capital<br>Maintenance    |
|      | Cleaning of ventilation ductwork upstream of grease filters   | Buyback<br>(Inspections)  |

### ***Statutory Inspections***

There are certain statutory inspections that Estates Planning and Management are unable to undertake. For example the Management of Health and Safety at Work Regulations 1999 need be complied with by those who have day to day responsibility for health and safety at the premises.

Estates Planning and Management can only take responsibility for ensuring the school complies with the statutory inspection and testing of the services within your premises, as noted below. By relieving yourselves of meeting these requirements, this frees up your time to concentrate on meeting those requirements for which you cannot delegate responsibility.

| <b>Service</b>           | <b>Requirements</b>   | <b>Regulations</b>                           |
|--------------------------|---|--|
| Asbestos <sup>1</sup>    | Testing, remedial work and removal of asbestos containing materials | Control of Asbestos at Work Regulations 2006 |
| Electricity <sup>2</sup> | 5 yearly testing  | Electricity at Work Regulations 1989         |

| Service                         | Requirements   | Regulations   |
|---------------------------------|--|---|
| Lightning protection            | Annual test and inspection   | Insurance company requirements to meet BS6651                               |
| Boilers                         | Annual service and half yearly inspection (twice yearly service for oil plant)                   | Gas (Installation and Use) Regulations 1998                                 |
| Gas pipework                    | Annual testing and inspection  | Gas (Installation and Use) Regulations 1998                                 |
| Oil tanks                       | Six monthly inspection and compliance audit  | Control of Pollution (Oil Storage) (England) Regulations 2000               |
| Lifts                           | Six monthly testing and inspection and as required under the written scheme of examination       | Lifting Operations and Lifting Equipment Regulations 1998                   |
| Pressure vessels                | Written Scheme of Examination then once yearly inspection. Testing as required under the scheme. | Pressure Systems Safety Regulations 2000                                    |
| Fire alarms <sup>3</sup>        | Quarterly and annual inspection and testing  | Regulatory Reform (Fire Safety) Order 2005                                  |
| Emergency lighting <sup>3</sup> | Six monthly and 3 yearly inspection and testing  | Regulatory Reform (Fire Safety) Order 2005                                  |
| Air conditioning                | Annual inspection of plant containing 3kg or more of refrigerant and energy assessment           | F-Gas Regulations 2007 and Energy performance of Buildings Regulations 2007 |
| Display energy certificates     | Initial certificate and annual update together with energy report                                | Energy performance of Buildings Regulations 2007                            |

- <sup>1</sup> This only relates to maintenance works. Any asbestos testing, encapsulation and/or removal required as part of County Council Capital or school related work is not included. Also excluded is any survey work required under the Control of Asbestos at Work Regulations 2006.
- <sup>2</sup> This does not include portable appliance testing
- <sup>3</sup> Day to day compliance with these regulations are the responsibility of the school. Under the Buyback (Works) scheme Estates Planning and Management are responsible for meeting the regulations as far as maintaining the fire alarms and emergency lighting systems are concerned (excluding bulb and diffuser replacement).