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Portland Inn Dilapidation Report

2nd May 2018

**Specification of servicing**

**Stoke on Trent City Council**

**Public Buildings**

**Air Conditioning**

May 2019

**requirements**

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| Stoke on Trent City Council Public Buildings |   |
| **Specification of servicing requirements** |

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| **Procedure title :** | Completion of testing and full inspection of Transformers & Switchgear |

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|  **No :** | S57 | **Issue date** | May 2019 |

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| **Scope** |

* To ensure that the servicing of Air Conditioning units and Air Handling units is undertaken to the correct standards and manufacturer’s instructions to ensure continued safe operation and that all relevant documentation is completed and stored correctly.

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| **Standards** |

Basic requirement

* Carryout full health and safety inspection and service in accordance with HSG39 and also as per manufacturer’s instructions. The aims of which is to prevent risk or injury from the release of stored energy. Carry out full fire safety inspection, operational test, clean and service in accordance with the Regulatory Reform Order 2005, BS9999 and also as per manufacturer’s instructions. The aims of which are to prevent risk or injury from the defective operation of the units. Quote is to include any consumable items (filters, grease, washers etc.) and access equipment to service units.
* Planned Preventative Maintenance (PPM) with the aim of keeping plant and equipment in good working order to optimise the life/efficiency and reliability of the equipment.
* The servicing of the plant should be carried out by trained, skilled operatives following the recommendations of the manufacturer’s instructions and normal engineering ‘best practice’.
* The Indicative Service requirements are listed as ‘Major’ and ‘Minor’, each service visit should be documented with a detailed engineers report and recommendation. **Note** – a copy to be left on site with the ‘Responsible Person/Manager’
* Health and Safety issues should be forwarded/reported appropriately without delay to the appropriate Site Management/Unitas/Property Services

Frequency

* Annual or half yearly as specified

**Indicative Major Service (1 per year) Including but not restricted to:**

* Test/Full Inspection/Checks to the plant operation
* All Plant to be Listed/Reported individually, records maintained to comply with F-Gas Regulations - copies to be provided as above.
* Replacement of Filter’s Bag & Pleat/Pre-filter
* The initial Service of the Installed plant should identify the Filters required for each installed system; this should be listed for future servicing work undertaken and for identification of “Stock Replacement Filters”, it is envisaged that a complete Filter Change will be “Maintained” on site or be available from “central storage”
* Note - special filters as installed, e.g. the “Carbon type filters” at the Potteries Museum, should be changed as required/indicated by the monitoring manometers or as per the recommendations of the filter/plant manufacturer.
* Checks/Adjustment/Replacement “as required” of Belts/Drive Pulleys (checks for no undue vibration or bearing noise/condition)
* Check Duct work V C D’s (Variable control dampers) ensure thermal links are not activated on Fire Control Dampers.
* Lubrication of system components such as motorised valves/stems damper blade sections, access, panels/door hinges / fastenings etc.
* Checks for leaks
* Electrical Control/Integrity, replacement of mimic/control panel indicators,
* top up check operation of flow manometers.
* Check / Visual Inspection of Control Panel Components
* Tighten Cable Terminations/Connections
* Cleaning of Coils/ Sanitisation of Condense trays/pipework and importantly traps.
* (Insertion of eroding sanitising tablet or compound if required.)
* Check operation of Condense “Removal” Pumps / Pipework
* Check reclaim batteries and circulation pumps
* Top up/Test Refrigerant Levels & Quality also treat systems with biocide if required.

Indicative Minor Service (1 per year)

* General Inspection / Test Operation
* Change Belts/Filters as required
* Clean Ceiling Unit Grills/ Fans
* Clean Washable Filters Clean Units (Internal)
* Top up/Test Glycol/ Anti Freeze Levels & Quality also treat systems with biocide if required.
* Check External Units
* Test Run

Supporting subject specific legislation

* Health and Safety at Work Act 1974
* Pressure Systems Safety Regulations 2000
* Regulatory Reform (Fire Safety) Order 2005
* Building regulation doc B fire safety
* CIBSE guide E
* HSE pubs fire safety and employers guide

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| **Documentation** |

Certification required

* Engineers report, Certificate and photos of each serviced item (before and after)

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| **Remedial Works** |

**Remedial requirements**

* person. A signed confirmation shall be required.
* A full list of failures and reason for failure shall be emailed to the contract officer within 4hrs of site completion.
* Any site at risk due to defective or insecure equipment shall be reported to the contract officer prior to leaving site

**Remedial Works**

* Call out rate, to include 2 hours for operative(s) and vehicle which must include a minimum of 1 hour on site to complete works/make safe and provide full report on further requirements if necessary, for normal working hours and for out of hours emergencies.
* Uplift percentage required for materials purchased on behalf of the contract
* Daywork rate – to include for operative(s), vehicle and sundry plant normally used to carry out their work

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| **Supporting subject specific legislation/ Standards** |

Where an appropriate British or equivalent European Standard Specification or Code of Practice issued by any national Standards Institution or other equivalent is current, all construction operations, goods used or supplied shall, as a minimum requirement, be in accordance with that Standard or Code of Practice, without prejudice to any higher standard required by the Contract.

The workmanship is to be of the best quality in accordance with the current BS and EU Code of Practice where such exists appropriate to the works.

All components, goods and materials requiring replacement as part of maintenance or repairs should match those originally fitted and so far as possible shall be obtained from the original supplier.

Every element of workmanship shall be carried out in strict accordance with the current British codes of practice, BS8000 “Workmanship on building sites”, European standards and good building practice at all times.

All workmanship shall be carried out in order of priority of the project and run in a sequential route agreed by the client. Works should be carried out in an efficient, logical, methodical and cost effective manner.

The following list refers to standards, specifications, recommended procedures, & output quality.

This list is by no means exhaustive. Notwithstanding the standards referred to hereunder, the Contractor will ensure full compliance with all relevant standards & codes

**The Building Regulations 2010**

Approved Document Regulation 7: Materials and workmanship.

Approved Document B (fire safety) volume 2: buildings other than dwelling houses (2006 edition incorporating the 2010 and 2013 amendments)

Approved Document C - Site preparation and resistance to contaminates and moisture

Approved Document M: Volume 2 – Access and use of buildings other than dwellings

**Publicly available specifications**

* PAS 7:2013. Fire risk management system. Specification.
* PAS 79:2012. Fire Risk Assessment. Guidance and a recommended methodology.
* PAS 8812:2016. Temporary works. Application of European Standards in design. Guide.

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| **General Matters** |

001 This section shall apply to all subsequent sections herein and to the Schedule of Rates.

002 Where these Specifications contain reference to preferred particular brands/models etc. of materials, goods and equipment and the Service Provider must make every effort to ensure that as far as such materials, goods and equipment are procurable they are incorporated within the works.

003 All workmanship and materials to be used in the Contract are to be the best of their respective kinds and where a BS, Specification or Code of Practice is applicable, whether specifically noted or not, this shall be taken to denote the minimum acceptable standard of material or workmanship.

004 All workmanship and materials shall comply with the requirements of the latest appropriate Standard.

005 Where any reference is made in the Specification to a British Standard (BS) or Code of Practice (CP) this is deemed to include any subsequent revision, amendment, re-enactment and/or replacement thereof, such that the Service Provider shall fully comply with all the latest BS, CP and the like current at the date of execution of the Work to be undertaken.

006 It is a requirement that all work shall be carried out in accordance with the best possible building practice and methods.

007 BRITISH STANDARD PRODUCTS: Where any product is specified to comply with a British Standard, it may be substituted at the Client Representative’s discretion by a product complying with a grade or category within a European Community Standard or other international standard recognised in the UK specifying equivalent requirements and assurances in respect of material, safety, reliability, fitness for purpose and, where relevant, appearance. Where the term Standard is used this shall be construed to mean individually or collectively, as appropriate, any British or European Community Standard and/or Code of Practice etc.

008 OR EQUIVALENT APPROVED means that products of different manufacture may be substituted if prior approval of the Client Representative has been obtained.

009 The Client Representative's decision on the use and continued approval of alternative materials goods and equipment is final.

010 All such alternative goods, materials and equipment that is approved for use in the works shall be provided at no extra cost to the contract.

011 All goods and materials shall be used, fixed or applied as appropriate strictly in accordance with the manufacturer’s recommendations, directions or instructions.

012 Wherever possible all materials to be incorporated in the Works shall be such that it is compatible with and shall aesthetically match existing material with which it is to replace or repair.

013 All existing lines and levels are to be maintained at all times and new work shall be carried through to the same lines and levels unless otherwise directed by the Client Representative.

014 It should be noted that these Specifications are deemed to apply in whole or in part, as relevant, to each of the Schedule of Rates Sections to the extent determined by each individual Schedule of Rates item. Specifications across a number of trades may be relevant to each Schedule of Rates item and the Service Provider is deemed to have full knowledge of and shall comply with all Specifications relating to the work to be undertaken.

015 'Approved', 'directed', 'selected' and similar expressions shall relate to the Client Representative whose decisions shall be final.

016 Where items are described as "Renew" this shall mean taking or cutting out old, supplying and fixing new item to match existing, including all fitting in, piecing out and any other preparatory work. Items shall be renewed on a like for like basis subject to Clause 003 to 010 above and unless otherwise described in the Schedule of Rates or as directed by the Client Representative.

017 Where items are described as "fix" or "install" or "lay" these shall mean supplying and fixing by the Service Provider of new items, materials, or things including any preparatory work.

018 Where items are described as "fix only" this shall mean the fixing of materials supplied free of charge by the Client which are to be incorporated in renewal items of work or new installations.

019 Manufactured items referred to in the Schedule of Rates shall unless specified to the contrary mean manufacturer's standard products.

020 Descriptions in the Schedule of Rates may have minor inconsistencies in terminology between relative items and also between the three levels of Description for each item contained within the Contract Documents. This is due to the computer field size limitations and Works Order application of the Client's computer system. Where the context requires, minor omissions of text should not be taken to mean that work in connection with a particular repair and maintenance item in the Schedule of Rates can be left incomplete.

021 The Service Provider should note that there are three levels of Description relative to each Schedule of Rates item and the Service Provider should refer to each of these, in particular, the Long Description, to ascertain the scope of work envisaged.

022 Each item in the Schedule of Rates is intended to represent the entire work content of the particular repair and or maintenance in respect of the subject of the Schedule of Rates item and the Service Provider is deemed to have included in his Percentage addition/deduction for all ancillary items not specifically referred to in the Schedule of Rates item but are necessary to achieve the particular repair or maintenance of the Schedule of Rates subject.

023 Any reference made to rates, price or prices in the Specification shall mean the prices contained in the Schedule of Rates together with the Service Provider's Percentage addition/deduction thereto and are deemed to include for everything described herein.

024 Where reference is made within the Schedule of Rates to an area defined as a "patch" this shall be deemed to refer to a net area of ne 1.00sm, unless described otherwise.

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| **Workmanship** |

GENERAL MATTERS

The contractor is to include in his rates for all preambles noted hereunder particularly where measured items are not included later in the documentation

All materials, workmanship and installation methods shall comply with current and relevant Building Regulations along with British and European Standards.

Pay particular attention to Building Regulations Approved Document 7, Regulation 7 2013.

It is the responsibility of the contractor to acquaint themselves with all relevant codes of practice referred to within the specification and to familiarise themselves with all aspects of the work whether explicitly referred to not.

The contractor must familiarise themselves with the site in order to fully appreciate the means of access, facilities for the storage of plant & materials etc. and, be satisfied with all site conditions prior to commencement.

Any works required outside of the specification should be brought to the attention of the client at the earliest opportunity.

In all circumstances guidance provided by the Health and Safety Executive will be strictly adhered to; including, but not limited to the removal and disposal of asbestos containing materials.

For completeness and accuracy all measurements provided are to be checked by the contractor. Any measurements and specification queries should be raised at the earliest opportunity and pre construction stage.

All prices must be inclusive of cutting, marking, health & safety processes, hazard and waste removal, making good and any other related works required to successfully complete each task to the satisfaction of the client.

Temporary removal or replacement of household items and equipment, setting out and cutting of holes, chases etc, lifting and replacing floorboards, traps etc. and making good the fabric of the building for all elements of work must be also included.

Prior to commencement the contractor is to locate, temporarily protect, and/or disconnect as required, any services or utilities affected by works specified. The contractor must ensure subsequent reconnection of the said services upon completion ensuring minimal disturbance to the occupants, with no services being decommissioned overnight unless otherwise agreed with the client.

The buildings may be occupied for the duration of the works and the contractor will be required to carry out the work in such a manner as to cause minimum disturbance to the public use of the properties, avoiding damage to goods, moving and replacing furniture and restitution of any damage caused by their workforce.

The contractor is responsible for ensuring that all finished works are suitably protected from damage during subsequent operations. Any damage that occurs through failure to protect completed works must be rectified at the contractor’s expense, to the agreed specification.

Corridors and entrance doors are to be strictly well maintained and clutter free.