

**WH20017**

**Contract for the**

**Non-Domestic Periodic Electrical Testing Incorporating Portable & Fixed Appliance Testing**

**Schedule 2 - Statement of Requirements**

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**SCHEDULE 2 – STATEMENT OF REQUIREMENTS**

[**INTRODUCTION** 3](#_Toc401039664)

[**SECTION 1.** **GENERAL REQUIREMENTS** 3](#_Toc401039665)

[**1 Introduction 3**](#_Toc401039666)

[**2 General Requirements 3**](#_Toc401039667)

[**3 Safeguarding 5**](#_Toc401039668)

[**4 Health & Safety 5**](#_Toc401039669)

[**5 Access Arrangements / No Access Procedures 7**](#_Toc401039670)

[**6 Alert System (Potentially Violent Hazard) 7**](#_Toc401039671)

[**7 Material & Equipment 7**](#_Toc401039672)

[**8 Authorisation of Work 8**](#_Toc401039673)

[**9 Traffic Safety and Management 8**](#_Toc401039674)

[**10 Reports and Review Meetings 8**](#_Toc401039675)

[**11 Performance Management 9**](#_Toc401039676)

[**12 Social Value 11**](#_Toc401039677)

[**13 Payment Procedures 11**](#_Toc401039678)

[**14 Inspection of Works 12**](#_Toc401039679)

[**15 Breach Resolution 12**](#_Toc401039680)

[**16 Client Responsibilities 12**](#_Toc401039681)

[**SECTION 2. PERIODIC TESTING 14**](#_Toc401039682)

[**1 Introduction 14**](#_Toc401039683)

[**2 Programming of Works 14**](#_Toc401039684)

[**3 General Items 14**](#_Toc401039685)

[**SECTION 3. APPLIANCE TESTING 16**](#_Toc401039686)

[**4 Introduction 16**](#_Toc401039687)

[**5 Programming of Works 16**](#_Toc401039688)

[**6 General Items 16**](#_Toc401039689)

[**SECTION 4. REMEDIAL REPAIRS 18**](#_Toc401039690)

[**7 Introduction 18**](#_Toc401039691)

[**8 Programming of Works 18**](#_Toc401039692)

[**9 General Items 18**](#_Toc401039693)

[**SECTION 5. LOCATIONS FOR APPLIANCE TESTING 19**](#_Toc401039694)

**SECTION 6. ASSET LIST FOR PERIODIC TESTING, PLEASE SEE EXCEL SPREADSHEET**

**INTRODUCTION**

1 Wolverhampton Homes require a suitably qualified Contractor to carry out electrical periodic testing to various buildings throughout the City.

Also carry out portable and fixed appliance testing within locations listed in Section 5.

* Electrical Periodic Testing
* Portable & Fixed Appliance Testing
* Remedial Repairs

2 The Contractor is required to provide and be responsible for the provision of all services and meeting responses and rectification times in this Contract, including any work provided by sub-contractors.

1. **GENERAL REQUIREMENTS**
   1. **Introduction** 
      1. This section contains requirements that are general to the Contract and applicable, where relevant, to each of the Services listed above.
   2. **General Requirements**
      1. The Contractor must provide Electrical Periodic Testing to various non-domestic areas in different types of buildings throughout the City.
      2. The contractor must provide Portable and Fixed Appliance Testing at various locations throughout the City.
      3. The Contractor shall be required to carry out remedial works following the testing of installations.

* + 1. The Contractor must be registered as a member of the National Inspection Council for Electrical Installation Contracting (NICEIC) or equivalent approved body.
    2. All works is to be in accordance (where applicable, and as amended), with the following:
* Health and Safety at Work etc Act 1974 (HSWA),
* Electricity at Work Regulations 1989,
* BS 7671: 2018 as amended; I.E.T. Wiring Regulations 18th Edition,
* I.E.T. Guidance Note 3 Inspection & Testing,
* I.E.T. Code of Practice for in – service Inspection and Testing of Electrical Equipment,
* BS 5266-1:2016 Emergency lighting. Code of practice for the emergency lighting of premises
* BS EN 1838:2013 Lighting applications. Emergency lighting
* BS EN 50172:2004, BS 5266-8:2004 Emergency escape lighting systems
* Approved Document L Building Regulations
* Provision and use of Work Equipment Regulations 1998
* Workplace (Health & Safety and Welfare) Regulations 1992
* The Electrical Equipment (Safety) Regulations 1994
* Waste Electronic and Electrical Equipment Regulations 2006

(WEEE directive)

* The Housing Act 2004 (England and Wales)
* Management of Health and Safety at Work Regulations 1999
* The Construction (Design and Management) Regulations 2015
  + 1. Over recent years, Wolverhampton Homes have endeavoured to standardise the light fittings fitted within the communal areas of our blocks of flats.

Previously used have included Luminaire UK, Tamlite Nimrod, Fern Howard and Ansell Delta. Should your submission be to utilise another type, please state clearly the type proposed.

* + 1. The Contractor shall be required to provide relevant contact details, including out of hours, for the purpose of reporting problems and general enquiries. The Contractor shall assign a dedicated person and a deputy for the running of this contract.
    2. The Contractor shall only utilise suitably qualified personnel in connection with this contract. These qualifications shall include City and Guilds Electrical Installations Part 1 and 2 or NVQ Level 3, City and Guilds Regulations BS7671 to the Latest Edition, City and Guilds Inspection, Testing and Certification and Installation Electrician ECS gold card. Where Apprentices or other trainees are utilised on this contract, they are to be supervised by a suitably qualified person at all times.
  1. **Safeguarding**
     1. Under Section 7 of the Local Authority Services Act 1970, guidance was issued in 2000 under the title of ‘No Secrets’. Its aim was to ‘create a framework for action within which all responsible agencies work together to ensure a coherent policy for the protection of vulnerable adults at risk of abuse and a consistent and effective response to any circumstances giving ground for concern or formal complaints or expressions of anxiety. The agencies’ primary aim should be to prevent abuse where possible, but if the preventative strategy fails, agencies should ensure that robust procedures are in place for dealing with incidents of abuse’.
     2. Wolverhampton Homes’ recognises its role as an agency which provides services to individuals who can be seen as ‘vulnerable adults’ and within its Delivery Plan identifies the need to employ **‘**mechanisms to ensure that tenants who are vulnerable are identified, appropriate support accessed and outcomes monitored’.
     3. In relation to children, safeguarding is the process of protecting children from abuse and neglect, preventing impairment of their health and development and ensuring they are growing up in circumstances consistent with the provision of safe and effective care which is undertaken so as to enable children to have optimum life chances and enter adulthood successfully. Every person below the age of 18 is a child.
     4. The term ‘vulnerable adult’ refers to any person aged 18 years or over ‘who is or may be in need of community care services by reason of mental or other disability, age or illness, and who may be unable to protect him or herself against significant harm or serious exploitation. Such a person may be experiencing physical, psychological, sexual, discriminatory, or institutional abuse, or neglect or failure to provide adequate care’ (“Who Decides” Lord Chancellor's Department 1997).
     5. All Contractors working for Wolverhampton Homes are expected to support the principles of safeguarding vulnerable adults and children outlined above and where they have any contact with tenants or their families that may give rise for concern they should report these to their service delivery or contract manager. If required, copies of all our safeguarding policies and procedures can be made available to the Contractor.
  2. **Health & Safety** 
     1. The Contractor shall comply with all relevant Health and Safety Acts and ensure its operatives adopt safe working practices and fully complying with current areas of Health and Safety Legislation and must provide training on the relative Health and Safety Acts to ensure that this requirement is complied with throughout the length of the Contract.
     2. Wolverhampton Homes only employ Contractors who are CHAS or equivalent Safety Schemes in Procurement (SSIP) accredited. Should the Contractor sub-contract any element of the contract that Sub-Contractor must also be CHAS or equivalent Safety Schemes in Procurement (SSIP) accredited.
     3. Appropriate risk assessments and method statements must be carried out by the Contractor prior to commencement of work to ascertain the appropriate safe methods of working and any health and safety risks for each Order. These must be in accordance with the Management of Health and Safety at Work Regulations 1999, and all relevant Approved Codes of Practice and Regulations.
     4. Wolverhampton Homes and the Contractor shall comply with requirements of the Construction (Design and Management) Regulations 2015.
     5. The Contractor is to ensure that their operatives are issued with the relevant approved method statements and risk assessments for the required works.
     6. The Contractor is to ensure that their operatives are wearing the appropriate PPE to carry out the required works.
     7. The Contractor shall ensure all employees and / or sub- Contractors wear Identification Badges positioned in a prominent position, at all times
     8. The Contractor must ensure that all operatives are aware of regulations and working practices concerning works where asbestos may be present. In cases where surfaces or materials are suspected to have asbestos content, the work must be stopped immediately and the Contract Administrator must be contacted to arrange for the appropriate sample testing to be carried out and test results confirmed before work can commence.
     9. Prior to starting the work the Contractor shall provide:
* a copy of the Contractor’s Health & Safety Policy
* Site Specific Risk Assessment & Method Statements
* Construction Phase Plan
* Relevant COSHH (Control of Substances Hazardous to Health) Data Sheets (where applicable)
  + 1. Prior to starting work on the Contract, the Contractor shall ensure that all staff engaged in the contract:
* Have adequate training on the Health and Safety at Work Acts and all other relevant Legislation and Codes of Practice.
* Are informed of all known Asbestos Containing Materials (ACM’s), within likely areas of operation
* Comply with and continue to receive training on the above Acts.
  + 1. The Contractor may be required to demonstrate to the Client at any time that the provisions of this clause have been adhered to.
    2. A breach of section 4 Health & Safety is a Material Default of the Contract.
    3. The Client shall at any time, have the right, at no additional cost to the Client to stop the work if the Client believes there is a danger to the Contractor and it’s Sub-Contractors, the Client, the Tenant or the general public from any failure of the Contractor or it’s Sub-Contractors to comply with health and safety requirements.
    4. Work stopped in accordance with paragraph 4, work will only be allowed to commence once the Client is satisfied it is safe to continue. The Contractor shall, at no additional cost to the Client, follow all reasonable instructions made by the Client to ensure that work is safe to continue.
  1. **Access Arrangements / No Access Procedures**
     1. The responsibility for ensuring access rests with the Contractor. The contractor shall make every effort to gain access before referring the issue back to the Client.
     2. No charge shall be accepted for abortive visits.
  2. **Alert System (Potentially Violent Hazard)**
     1. The Client shall provide all relevant information regarding the Tenants and Residents in order for the Contractor to be able to undertake its work in a safe, considerate and efficient manner.
     2. The Client’s information Alert System (Potentially Violent Hazard) will be made available to the Contractor following the Award of Contract, subject to the Contractor signing of “Wolverhampton Homes’ Information Sharing Protocol Agreement – Contractors’ Agreement”.
     3. In order to access the system, the Contractor will require Internet access.
     4. Any information provided or received under this clause shall be considered protected under the Data Protection Act.
  3. **Material & Equipment**
     1. The Contractor shall ensure that, all materials used, shall be new, fit for purpose, and fully compatible.
  4. **Authorisation of Work**
     1. Authorisation of remedial repair work will be based on the IET Classification of Danger and Non-compliance description.
     2. C1: “Danger present. Risk of injury. Immediate remedial action required”. Any items identified as C1 shall be rectified at the time of test & inspection. They shall be recorded on the EICR and also on the electronic database. Following rectification, all appropriate certification appertaining to the repair, i.e. Minor works or completion certificates shall be forwarded to the contract administrator with the EICR.
     3. C2: “Potentially dangerous, urgent remedial action required”. Any items identified as C2 shall be dealt with in the following way. C2 items up to the value of £100 shall be rectified at the time of test and inspection. Items exceeding £100 shall require the authorisation of the contract administrator or other appropriate client officer before proceeding. In all cases they shall be recorded on the EICR and electronic database. In the case of rectification works carried out at time of test, all appropriate certification appertaining to the repair, i.e. Minor works or completion certificates shall be forwarded with the EICR. In the case of other C2 repairs, appropriate certification shall be forwarded to the contract administrator within two weeks of the works being completed.
     4. FI: “Further investigation required without delay”. Any items identified as FI shall be dealt with in the following way. FI items up to the value of £100 shall be rectified at the time of test and inspection. Items exceeding £100 shall require the authorisation of the contract administrator or other appropriate client officer before proceeding. In all cases they shall be recorded on the EICR and electronic database. In the case of rectification works carried out at time of test, all appropriate certification appertaining to the repair, i.e. Minor works or completion certificates shall be forwarded with the EICR. In the case of other FI repairs, appropriate certification shall be forwarded to the contract administrator within two weeks of the works being completed.
     5. C3: “Improvement required”. Any items identified as C3 shall be recorded on the EICR and electronic database for consideration by the client. All appropriate certification for any authorised C3 repairs shall be forwarded to the contract administrator within two weeks of the works being completed.

* 1. **Traffic Safety and Management**
     1. The Contractor shall ensure that all vehicles are parked in an appropriate manner, observing any restrictions in place in the vicinity of the works.
     2. The Contractor shall ensure that vehicles are not at any time, parked on grass verges or footways.
  2. **Reports and Review Meetings**
     1. The Contractor shall be required to attend Monthly Review Meetings. Items on the agenda shall include, but not be limited to Performance, Finance and Health and Safety.
     2. The Contractor shall submit a monthly report along with supporting documentation covering, as a minimum for each Section of work, the following areas:
* Details of the Testing (both periodic and appliance) undertaken in the previous month, and how that relates to the agreed programme.
* Any variances from the agreed planned service programme with an explanation.
* The Testing Programme (both periodic and appliance) for the following Month.
* Details of remedial works identified, action taken and the resolution times.
* Any outstanding remedial works and the resolution programme.
* Any notifiable accidents or incidents and any other significant safety related incidents, including near misses.
* Any changes to risk assessments / method statements affecting Health and Safety.
* Any other relevant information
  + 1. Additional ad hoc meetings may be called at the request of either party following a period of 5 working days’ notice.
  1. **Performance Management** 
     1. At the start of the Contract, the Client and the Contractor shall agree the methodology for monitoring performance.
     2. The agreed methodology shall be reviewed annually to ensure it remains fit for purpose
     3. Once agreed both Parties are to be bound by the methodology until it is reviewed in accordance with paragraph 11.2.
     4. The Mandatory Key Performance Indicators for this contract shall be as follows:

|  |  |  |
| --- | --- | --- |
| **No** | **Category Description** | **Requirement** |
| 1 | Testing of Installations | To be tested as per programme date |
| 2 | Testing of Portable &Fixed Appliances | To be tested as per programme date |

* + 1. Failure to meet these Mandatory KPI’s shall be investigated. Consistent failure to meet the Mandatory KPI’s for this contract without sufficient explanation may be considered a Breach of this Contract.
    2. To meet its requirements to monitor local employment, the Client also requires the Contractor to report against the following Employment KPIs:

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Category Description** | **Requirement** | **Target** |
| 1 | Employees | Percentage of employees who are involved in the Contract living in areas which have WV post codes | 70% |
| percentage of employees solely involved in the project living in areas having a Wolverhampton post code | 30% |
| 2 | Apprentices | Number of locally sourced during the course of the Contract who will be trained through a combination of the Wolverhampton Colleges | 1 nr |
| 3 | Contractors | Percentage of sub-contractors (by value) employed in the contract placed with businesses with a WV post code | 70% |
| Percentage of subcontractors (by value) employed in the project placed with businesses with a Wolverhampton post code | 30% |
| 4 | Materials | Percentage of all materials listed in connection with the Contract (by value) from suppliers whose principal place of business is in an area with a WV post code | 70% |
| Percentage of materials used in connection with the project (by value) from suppliers whose principal place of business is within an area with a Wolverhampton post code | 30% |

* + 1. The Employment KPI's are for monitoring purposes only and there shall be no penalty for failure to meet the targets.
    2. Other KPI’s shall be agreed at Contract Award.
    3. The KPI’s shall be reviewed and, if agreed, amended at periods at not less than 6 Months.
  1. **Social Value**
     1. The Public Services (Social Value) Act 2012 requires authorities to consider how the contract to be awarded can benefit (add value to) the local area. Value is defined in its widest sense as being economic, environmental and social wellbeing.
     2. Wolverhampton Homes is committed to fulfilling its duty under the Social Value Act as well as maximising the social value and impact of all its actions and resources. Wolverhampton Homes will therefore procure services in a way that provides social value, ensuring that it delivers economic, social and environmental outcomes where relevant.
     3. Wolverhampton Homes is committed to its communities, people and environment. Therefore, Wolverhampton Homes wishes to encourage the Contractor to demonstrate a similar commitment and requires them where possible, to endorse, implement and comply with these aims, purposes and aspirations. The Contractor will be required to actively participate in achieving relevant social value objectives and contract performance conditions may relate to social and environmental conditions. This applies equally to any subcontractor/supplier employed by the Contractor in the execution of this Contract.
  2. **Payment Procedures**
     1. The Contractor shall invoice monthly in arrears.
     2. The Contractor shall provide one consolidated invoice, electronically to:

The Client Contract Administrator and [WHomes.Invoices@proactiscapture.com](mailto:WHomes.Invoices@proactiscapture.com)

* + 1. The invoice shall detail all charges for the previous month, and all Liquidated Damages due to the Client.
    2. The Client shall compare the Invoice with the Monthly Report before approval. Where there are discrepancies, the invoice, or the contested part of the invoice, shall be rejected.
    3. Invoices shall be paid within 30 days of receipt except where it is rejected in accordance with 13.4 above or the Monthly Report is not received within the required timescales.
    4. Where the Monthly Report is not received within the required timescales, payment of the invoice may be delayed. The Client accepts no responsibility for late payment due to delays in receiving the Monthly report.
  1. **Inspection of Works** 
     1. The Contractor shall afford every facility to the Client to examine any works. Should any doubt exist as to the quality of materials, workmanship, or service, the Contractor will be requested to arrange for closer inspection of works and in cases if appropriate inspect materials whether in situ or removed from location for closer inspection. The inspection can take place during or on completion of works.
     2. Any work found to be unsatisfactory shall be rectified to the satisfaction of the Contract Administrator.
     3. The cost of exposing the work, remedial work and making good shall be borne by the Contractor.
  2. **Breach Resolution**
     1. Before invoking Condition H2, of the Conditions of Contract (termination on Default) for a Material Breach of the Contract, both parties shall follow the Breach Resolution Process at Annex A to Section 2, Statement of Requirements.
     2. A Material Breach includes but is not limited to:
     + A breach of section 4, Health and Safety;
     + Any security incident caused by the Contractor and/or his staff or Sub-Contractors, involving tenant and/or a tenant’s property;
     + 3 or more Corrective Action Notices in any 6-month period.
     1. Nothing in this requirement shall limit the rights of the Client to terminate the contract under Condition H2 (Termination on Default), of the Conditions of Contract (Default).
  3. **Client Responsibilities**
     1. The Client shall provide all relevant information regarding the Tenants in order for the Contractor to undertake its work in a safe and considerate manner.
     2. The Client shall provide the Contractor access to its Information Alert System (Potentially Violent Hazard), and the necessary training for it, subject to Section 1, Paragraph 6.
     3. The Clients shall ensure that he and his agents comply with the fault reporting procedures agreed with the Contractor.
     4. The Client shall provide to the Contractor all relevant asbestos registers
     5. The Client shall carried out its duties as per the Construction (Design and Management) Regulations 2015.

1. **PERIODIC TESTING**
   1. **Introduction**
      1. The Contractor is to provide Periodic Electrical Inspection & Testing, of Landlord Electrical Installations within various buildings located throughout the City, in accordance with BS7671:2018 IET Wiring Regulations 18th Edition as amended, and IET Guidance note 3 Inspection & Testing as amended.
      2. The contractor shall use only suitably qualified and experienced personnel in connection with this contract. These qualifications shall include City and Guilds Electrical Installations Part 1 and 2 or NVQ Level 3, City and Guilds Regulations BS7671 to the Latest Edition, City and Guilds Inspection, Testing and Certification and Installation Electrician ECS gold card. Where Apprentices or other trainees are utilised on this contract, they are to be supervised by a suitably qualified person at all times.
      3. The contractor shall provide the client with evidence that all equipment used in connection with the testing, are calibrated correctly and safe to use. All power tools shall be 110v or battery powered.
   2. **Programming of Works**
      1. Prior to Commencement, the Contractor is to provide to the Contract Administrator, a planned testing programme, detailing the dates of each sites test.
   3. **General Items**
      1. Following each test, the Contractor shall provide to the contract administrator an Electrical Installation Condition Report (EICR) based on the IET standard format, for each and every installation tested. This shall be provided within two weeks of the test taking place.
      2. During the test and inspection should it be found that the only observations are missing warning labels on the consumer unit, these shall be fitted at time of test and not noted as an observation on the EICR.
      3. If not already done, all circuits shall be clearly marked on the consumer unit at time of test, unless it is observed that the consumer unit requires replacement.
      4. Along with every EICR, where necessary the contractor will provide details of any corrective actions noted on the EICR, along with associated costs and timescales to carry out the corrective actions, this shall be done in the form of a shared excel spreadsheet.
      5. The contractor shall test 100% of every installation where possible and remove as part of the inspection a minimum of 20% of accessories. This percentage shall increase as necessary should the condition of the installation give rise for concern.
      6. The contractor shall provide a telephone service for answering general inquiries during normal working hours.
      7. The Contractor shall be capable of receiving reports of problems outside of Normal Working Hours by providing a manned or automatic telephone service on the same dedicated telephone number as above. The procedure shall be such that the Contractor’s duty engineer is made aware of the existence of a problem as soon as the call is made, irrespective of when the telephone call is made.
      8. The Contractor shall maintain an electronic database of information, detailing any tests carried out. The information to be retained shall include, but not be limited to, the date of each test, the result of each test, any remedial works required, date of remedial works, date satisfactory certificate issued. This information shall be made available to the client upon request.
2. **APPLIANCE TESTING**
   1. **Introduction**
      1. The contractor is to provide Portable & Fixed Appliance Testing, to equipment located within various Wolverhampton Homes buildings located throughout the City, in accordance with BS7671:2018 IET Wiring Regulations 18th Edition as amended, and IET Code of Practice for in service Inspection and Testing of Electrical Equipment as amended.
      2. The Contractor shall only utilise suitably qualified personnel in connection with this contract. These qualifications shall include City and Guilds Electrical Installations Part 1 and 2 or NVQ Level 3, City and Guilds Regulations BS7671 to the Latest Edition, City and Guilds Inspection, Testing and Certification and Installation Electrician ECS gold card, City and Guilds 2377-22 In-Service Inspection and Testing of Electrical Equipment and Certification, and Installation Electrician ECS gold card. Where Apprentices or other trainees are utilised on this contract, they are to be supervised by a suitably qualified person at all times.
      3. The contractor shall provide the client with evidence that all equipment used in connection with the testing, are calibrated correctly and safe to use. All power tools shall be 110v or battery powered.
   2. **Programming of Works**
      1. Prior to Commencement, the Contractor is to provide to the Contract Administrator, a planned testing programme, detailing the dates of each sites test.
   3. **General Items**
      1. Every appliance including extension leads, at all sites shall be tested.
      2. Following each test, every appliance including extension leads, at all sites shall be labelled. The label shall contain the following information:
      * Site name
      * Asset number
      * Date of test
      * Pass / Fail.
      1. Following each site test, the Contractor shall provide to the contract administrator an electronic report for each and every site tested, detailing, but not limited to the following information:
      * Site Address
      * Date of Tests
      * Type of Asset / Appliance
      * Asset / Appliance ID
      * Location Within Site
      * Tests Carried out & Results
      * Pass / Fail?
      * Has failed appliance had plug removed or been disconnected from source and site responsible person been notified?
      1. These reports shall be provided within two weeks of the test taking place.
      2. In order to maintain safety, should any appliance fail, it shall be taken out of service, and the site responsible person notified. Any action taken is to be recorded in the report (If an appliance fails, the plug shall be removed, or the appliance disconnected from source to prevent further use).
      3. The Contractor shall maintain an electronic database of information, detailing information based on the requirement of Section 3, 3.1 above. This information shall be made available to the client upon request.
      4. The contractor shall provide a telephone service for answering general inquiries during normal working hours.
      5. The Contractor shall be capable of receiving reports of problems outside of Normal Working Hours by providing a manned or automatic telephone service on the same dedicated telephone number as above. The procedure shall be such that the Contractor’s duty engineer is made aware of the existence of a problem as soon as the call is made, irrespective of when the telephone call is made.
3. **REMEDIAL REPAIRS**
   1. **Introduction**
      1. The contractor is to provide a remedial repair service to fixed wiring, accessories, and associated equipment as detailed as observations on the EICR. In accordance with BS7671:2018 IET Wiring Regulations 18th Edition (as amended).
      2. The contractor is to provide a remedial repair service to portable and fixed equipment. Carrying out minor repairs as noted on the appliance test details. In accordance with BS7671:2018 IET Wiring Regulations 18th Edition (as amended).
      3. The Contractor shall only utilise suitably qualified personnel in connection with this contract. These qualifications shall include City and Guilds Electrical Installations Part 1 and 2 or NVQ Level 3, City and Guilds Regulations BS7671 to the Latest Edition, City and Guilds Inspection, Testing and Certification and Installation Electrician ECS gold card. Where Apprentices or other trainees are utilised on this contract, they are to be supervised by a suitably qualified person at all times.
      4. The contractor shall provide the client with evidence that all equipment used in connection with any remedial repairs, is suitable for purpose and safe to use. All power tools shall be 110v or battery powered.
   2. **Programming of Works**
      1. The Contractor is to provide to the Contract Administrator, a programme of works detailing the dates remedial works are to be carried out, prior to carrying out the works.
   3. **General Items**
      1. All accessories and equipment replaced shall be to the appropriate British Standard (BS).
      2. All cable and wiring used in connection with any remedial repairs, rewiring etc., shall be to the appropriate (BS) and be Low Smoke & Fume (LSF) rated.
      3. Where it is identified following an inspection, that a property requires a rewire, the contractor shall provide for approval by the contract administrator, a lighting design for the building. Ensuring that the design satisfies the requirements of BS 7671:2018 as amended, all relevant parts of

BS 5266-1:2016 Code of practice for the emergency lighting of premises and Approved Document L Building Regulations.

1. **LOCATIONS FOR APPLIANCE TESTING**

|  |  |  |  |
| --- | --- | --- | --- |
| ASSET | ADDRESS | P/CODE | No of Tests on last visit, the numbers of appliance may alter |
|
| **AREA OFFICES** |  |  |  |
| TOWN CENTRE OFFICE | 29 MARKET STREET | WV1 3AG | 197 PAT + 7 Fixed |
| BILSTON OFFICE | TOWN HALL, Church Street | WV14 0AP | 219 PAT + 18 Fixed |
| TARMAC RD OFFICE | TARMAC RD | WV4 6JW | 255 PAT + 10 Fixed |
| LOW HILL OFFICE | SHOWELL CIRCUS | WV10 9BA | 307 PAT + 5 Fixed |
| MERRY HILL OFFICE | LEASOWES DRIVE | WV4 4PU | 161 PAT + 11 Fixed |
| STOWLAWN OFFICE | MIDDLEWAY GREEN | WV14 6DJ | 139 PAT + 6 Fixed |
| WEDNESFIELD OFFICE | ALFRED SQUIRE RD | WV11 1XU | 261 PAT + 4 Fixed |
| **COMMUNAL BLOCKS & CONCIERGE OFFICES** |  |  |  |
| WODENSFIELD TOWER, INCLUDING CONCIERGE OFFICE & HUB ROOM | WODENSFIELD TOWER | WV11 1QP | 33 PAT + 2 Fixed |
| WOBASTON COURT, INCLUDING CONCIERGE OFFICE | WOBASTON COURT | WV10 6RB | 24 PAT + 7 Fixed |
| WINSTON CHURCHILL COURT, INCLUDING CONCIERGE OFFICE & HUB ROOM | WINSTON CHURCHILL CT | WV14 6HF | 151 PAT + 2 Fixed |
| GROSVENOR COURT, INCLUDING CONCIERGE OFFICE | HALLET DRIVE | WV3 0PE | 19 PAT + 3 Fixed |
| PENNWOOD COURT, INCLUDING CONCIERGE, HUB ROOM & LAUNDRY | PENNWOOD COURT | WV4 4PX | 38 PAT + 10 Fixed |
| VAUXHALL CONCIERGE & TMR | UPPER VAUXHALL | WV1 4SY | 37 PAT + 14 Fixed |
| ST ANDREWS HOUSE, INCLUDING CONCIERGE OFFICE & HUB ROOM | THE ELMS (St Andrews House) | WV6 0PW | 43 PAT + 9 Fixed |
| STOWLAWN CONCIERGE CONTROL CENTRE, HUB ROOM & TMR | PARK VIEW RD | WV14 6HB | 256 PAT + 12 Fixed |
| LONGFIELD HOUSE, INCLUDING HUB ROOM & LAUNDRY | TITHE CROFT | WV10 0HU | 23 PAT + 2 Fixed |
| RED OAK HOUSE | CHERVIL RISE | WV10 0HL | 36 PAT + 10 Fixed |
| RUSSELL COURT HUB ROOM | HALLET DRIVE | WV3 0NX | 14 PAT + 0 Fixed |
| LATHE CT HUB ROOM | PICKERING ROAD | WV11 3RB | 16 PAT + 0 Fixed |
| ARTHUR GREENWOOD COURT HUB ROOM | ARTHUR GREENWOOD CT | WV14 0HS | 10 PAT + 1 Fixed |
| HAWTHORNE HOUSE | CLOVER LEY | WV10 0HE | 3 PAT + 2 Fixed |
| **TENANT MEETING ROOMS** |  |  |  |
| WEDNESFIELD SOUTH TMR | 52 MOATHOUSE LANE EAST | WV11 3DD | 4 PAT + 2 Fixed |
| BILSTON TMR | ARTHUR GREENWOOD CT | WV14 0HS | 7 PAT + 6 Fixed |
| BOSCOBEL TMR | BOSCOBEL CRESCENT | WV1 1QQ | 58 PAT + 4 Fixed |
| CANNOCK RD TMR, INCLUDING LAUNDRY | COVEN LODGE, COVEN ST | WV10 0AG | 109 PAT + 18 Fixed |
| ETTINGSHALL TMR | MEMORIAL HALL, WARD ST | WV14 9LQ | 10 PAT + 4 Fixed |
| MERRIDALE TMR | MERRIDALE COURT | WV3 9LD | 4 PAT + 2 Fixed |
| WEDNESFIELD TENANTS & RESIDENTS COMMUNITY CENTRE | PLYM CLOSE | WV11 1QP | 12 PAT + 5 Fixed |
| **FORMER SHELTERED SCHEMES** |  |  |  |
| GRAISELEY COURT, INCLUDING LAUNDRY | HALLET DRIVE | WV3 0NT | 21 PAT + 11 Fixed |
| GROSVENOR COURT, INCLUDING LAUNDRY | PICKERING ROAD | WV11 3RD | 15 PAT + 21 Fixed |
| HARROWBY COURT, INCLUDING LAUNDRY | BRINSFORD ROAD | WV10 6ER | 12 PAT + 22 Fixed |
| PATSHULL COURT | BRINSFORD ROAD | WV10 6RA | 0 PAT + 0 Fixed |
| TONG COURT, INCLUDING LAUNDRY | BOSCOBEL CRESCENT | WV1 1QQ | 7 PAT + 13 Fixed |
| HUGH GAITSKELL COURT, INCLUDING LAUNDRY | PARK VIEW RD | WV14 6HE | 7 PAT + 25 Fixed |
| LINCOLN HOUSE, INCLUDING LAUNDRY | TREMONT STREET | WV10 0JB | 14 PAT + 5 Fixed |
| TREMONT HOUSE, INCLUDING LAUNDRY | TREMONT STREET | WV10 0JD | 15 PAT + 5 Fixed |
| THE ACRES, INCLUDING LAUNDRY | BRANTLEY AVE | WV3 9AR | 16 PAT + 45 Fixed |
| THE HOLLOWS | 9 LILLESHALL CRESCENT | WV2 1HF | 7 PAT + 1 Fixed |
| HAYLING GROVE, INCLUDING LAUNDRY | HAYLING GROVE | WV2 4QE | 22 PAT + 3 Fixed |
| MASEFIELD MEWS, INCLUDING LAUNDRY | MASEFIELD ROAD | WV10 8SQ | 16 PAT + 15 Fixed |
| THE MEWS | SHAW RD | WV14 9PU | 15 PAT + 1 Fixed |
| THE POYNINGS | REGIS ROAD | WV6 8QN | 8 PAT + 1 Fixed |
| REDCOTTS CLOSE | 16 & 22 REDCOTTS CLOSE | WV10 8RF | 8 PAT + 1 Fixed |
| SWANMORE CENTRE | SWANMORE CLOSE | WV3 7JY | 14 PAT + 4 Fixed |
| THE WHITEHOUSE, INCLUDING LAUNDRY | 251/253 TETTENHALL ROAD | WV6 0BW | 116 PAT + 4 Fixed |
| **MISCELLANEOUS PROPERTIES** |  |  |  |
| HEATH TOWN BOILER HOUSE | HOBGATE ROAD | WV10 | 43 PAT, 10 FIXED |
| BROCKFIELD HOUSE POTABLE PUMP ROOM | HOBGATE ROAD | WV10 0PU | 0 PAT, 4 FIXED |
| CAMPION HOUSE POTABLE PUMP ROOM | HOBGATE ROAD | WV10 0PU | 0 PAT, 1 FIXED |
| LONGFIELD HOUSE POTABLE PUMP ROOM | TITHE CROFT | WV10 0HU | 0 PAT, 1 FIXED |
| MERRYHILL POTABLE PUMP ROOM | LEASOWES DRIVE | WV4 4PU | 0 PAT, 1 FIXED |
| STOWLAWN POTABLE PUMP ROOM | PARK VIEW RD | WV14 6HE | 0 PAT, 1 FIXED |
| HICKMAN HIGH RISE POTABLE PUMP ROOM | PLYM CLOSE | WV11 1QN | 0 PAT, 1 FIXED |
| GRAISELEY POTABLE PUMP ROOM | HALLET DRIVE | WV3 0NT | 0 PAT, 2 FIXED |
| HARROWBY COURT POTABLE PUMP ROOM | BRINSFORD ROAD | WV10 6ER | 0 PAT, 1 FIXED |
| WOBASTON COURT POTABLE PUMP ROOM | HARROWBY ROAD | WV10 6RB | 0 PAT, 1 FIXED |
| PATSHULL COURT POTABLE PUMP ROOM | BRINSFORD ROAD | WV10 6RA | 0 PAT, 1 FIXED |
| HOBGATE FIRE PUMP ROOM | HOBGATE ROAD | WV10 0PU | 0 PAT, 2 FIXED |
| LONGFIELD FIRE PUMP ROOM | TITHE CROFT | WV10 0PU | 0 PAT, 2 FIXED |
| RUSSELL STREET ACOV | RUSSELL STREET | WV3 0PT | 16 PAT, 11 FIXED |
| **LAUNDRIES** |  |  |  |
| HIGHFIELD COURT LAUNDRY | CHADWICK CLOSE | WV4 4PZ | 0 PAT + 6 Fixed |
| ST JOSEPHS COURT LAUNDRY | CHADWICK CLOSE | WV4 4QB | 0 PAT + 6 Fixed |
| LIMEHURST AVENUE LAUNDRY (rear of block 62 - 72) | LIMEHURST AVENUE | WV3 9BE | 0 PAT + 5 Fixed |
| MERRIDALE COURT LAUNDRY | MERRIDALE COURT | WV3 9LD | 0 PAT + 6 Fixed |
| SANDY HOLLOW LAUNDRY | SANDY HOLLOW | WV6 8LF | 0 PAT + 7 Fixed |
| LANE COURT LAUNDRY | BOSCOBEL CRESCENT | WV1 1QH | 0 PAT + 3 Fixed |
| WESTON COURT LAUNDRY | BOSCOBEL CRESCENT | WV1 1QG | 0 PAT + 5 Fixed |
| KILSALL COURT LAUNDRY | BOSCOBEL CRESCENT | WV1 1QF | 0 PAT + 5 Fixed |
| BIRCH COURT LAUNDRY | BOSCOBEL CRESCENT | WV1 1QJ | 0 PAT + 5 Fixed |
| VAUXHALL HOUSE LAUNDRY | UPPER VAUXHALL | WV1 4SX | 0 PAT + 4 Fixed |
| CONNAUGHT HOUSE LAUNDRY | UPPER VAUXHALL | WV1 4SZ | 0 PAT + 6 Fixed |
| STAIR TOWER 1 LAUNDRY | WEDNESFIELD RD HEATH TOWN | WV10 0EA | 0 PAT + 3 Fixed |
| CAMPION HOUSE LAUNDRY | HOBGATE ROAD | WV10 0PU | 0 PAT + 3 Fixed |
| **TENANTS MANAGEMENT ORGANISATIONS TMO** |  |  |  |
| DOVECOTES TMO | RYEFIELD | WV8 1UD | 110 PAT + 1 Fixed |
| SPRINGFIELD HORSESHOE OFFICE | 27 BURTON ROAD | WV10 0EE | 55 PAT + 1 Fixed |
| **TEMPORARY ACCOMODATIONS PROPERTIES** |  |  |  |
| 63 ELLERTON WALK | 63 ELLERTON WALK | WV10 0UH | 2 PAT + 0 FIXED |
| 124 ELLERTON WALK | 124 ELLERTON WALK | WV10 0UJ | 1 PAT + 0 FIXED |
| 125 ELLERTON WALK | 125 ELLERTON WALK | WV10 0UJ | 3 PAT + 0 FIXED |
| 126 ELLERTON WALK | 126 ELLERTON WALK | WV10 0UJ | 4 PAT + 0 FIXED |
| 127 ELLERTON WALK | 127 ELLERTON WALK | WV10 0UJ | 3 PAT + 0 FIXED |
| 129 ELLERTON WALK | 129 ELLERTON WALK | WV10 0UJ | 2 PAT + 0 FIXED |
| 130 ELLERTON WALK | 130 ELLERTON WALK | WV10 0UJ | 4 PAT + 0 FIXED |
| 137 ELLERTON WALK | 137 ELLERTON WALK | WV10 0UJ | 3 PAT + 0 FIXED |
| 141 ELLERTON WALK | 141 ELLERTON WALK | WV10 0UJ | 3 PAT + 0 FIXED |
| 150 ELLERTON WALK | 150 ELLERTON WALK | WV10 0UL | 2 PAT + 0 FIXED |
| 151 ELLERTON WALK | 151 ELLERTON WALK | WV10 0UL | 3 PAT + 0 FIXED |
| 152 ELLERTON WALK | 152 ELLERTON WALK | WV10 0UL | 4 PAT + 0 FIXED |
| 154 ELLERTON WALK | 154 ELLERTON WALK | WV10 0UL | 1 PAT + 0 FIXED |
| 155 ELLERTON WALK | 155 ELLERTON WALK | WV10 0UL | 4 PAT + 0 FIXED |
| 159 ELLERTON WALK | 159 ELLERTON WALK | WV10 0UL | 4 PAT + 0 FIXED |
| 168 ELLERTON WALK | 168 ELLERTON WALK | WV10 0UL | 0 PAT + 0 FIXED |
| 171 ELLERTON WALK | 171 ELLERTON WALK | WV10 0UL | 4 PAT + 0 FIXED |
| 50 CHERVIL RISE | 50 CHERVIL RISE | WV10 0HN | 4 PAT + 0 FIXED |
| 94 CHERVIL RISE | 94 CHERVIL RISE | WV10 0HW | 4 PAT + 0 FIXED |
| 96 CHERVIL RISE | 96 CHERVIL RISE | WV10 0HW | 4 PAT + 0 FIXED |
| 126 CHERVIL RISE | 126 CHERVIL RISE | WV10 0HW | 4 PAT + 0 FIXED |
| 145 CHERVIL RISE | 145 CHERVIL RISE | WV10 0HY | 4 PAT + 0 FIXED |
| 4 CLOVER LEY | 4 CLOVER LEY | WV10 0HD | 3 PAT + 0 FIXED |
| 22 CLOVER LEY | 22 CLOVER LEY | WV10 0HD | 4 PAT + 0 FIXED |
| 18 CHERVIL RISE | 18 CHERVIL RISE | WV10 0HN | 3 PAT + 0 FIXED |
| 53 CHERVIL RISE | 53 CHERVIL RISE | WV10 0HZ | 4 PAT + 0 FIXED |
| 6 CLOVER LEY | 6 CLOVER LEY | WV10 0HD | 2 PAT + 0 FIXED |
| 120 CLOVER LEY | 120 CLOVER LEY | WV10 0HD | 2 PAT + 0 FIXED |
| 122 CLOVER LEY | 122 CLOVER LEY | WV10 0HD | 4 PAT + 0 FIXED |
| 124 CLOVER LEY | 124 CLOVER LEY | WV10 0HD | 3 PAT + 0 FIXED |
| 284 LONG LEY | 284 LONG LEY | WV10 0HS | 0 PAT + 0 FIXED |
| 292 LONG LEY | 292 LONG LEY | WV10 0HS | 3 PAT + 0 FIXED |
| 300 LONG LEY | 300 LONG LEY | WV10 0HS | 3 PAT + 0 FIXED |
| 26 TITHE CROFT | 26 TITHE CROFT | WV10 0HT | 3 PAT + 0 FIXED |
| 11 DEVORAN CLOSE | 11 DEVORAN CLOSE | WV6 0QS | 4 PAT + 0 FIXED |
| 49 OAKLANDS GREEN, STOWLAWN | 49 OAKLANDS GREEN, STOWLAWN | WV14 6DW | 4 PAT + 0 FIXED |
| 4 STOURTON DRIVE, WARSTONES | 4 STOURTON DRIVE, WARSTONES | WV4 4RY | 4 PAT + 0 FIXED |
| 29 PRINCESS COURT, FALLINGS PARK | 29 PRINCESS COURT, FALLINGS PARK | WV10 0RL | 4 PAT + 0 FIXED |
| 52A BROOKLANDS PARADE | 52A BROOKLANDS PARADE | WV1 2NE | 4 PAT + 0 FIXED |
| 1 HAWKSFORD CRESCENT | 1 HAWKSFORD CRESCENT | WV10 9SQ | 4 PAT + 0 FIXED |
| 491 BIRMINGHAM NEW ROAD | 491 BIRMINGHAM NEW ROAD | WV14 9PJ | 4 PAT + 0 FIXED |
| 86A WINDMILL LANE, CASTLECROFT | 86A WINDMILL LANE, CASTLECROFT | WV3 8HG | 4 PAT + 0 FIXED |
| 41 HOBGATE ROAD | 41 HOBGATE ROAD | WV10 0PR | 3 PAT + 0 FIXED |
| 1 LATHE COURT | 1 LATHE COURT | WV11 3RB | 4 PAT + 0 FIXED |
| 1B LATHE COURT | 1B LATHE COURT | WV11 3RB | 2 PAT + 0 FIXED |
| 3 LATHE COURT | 3 LATHE COURT | WV11 3RB | 4 PAT + 0 FIXED |
| 4 LATHE COURT | 4 LATHE COURT | WV11 3RB | 4 PAT + 0 FIXED |
| 5 LATHE COURT | 5 LATHE COURT | WV11 3RB | 3 PAT + 0 FIXED |
| 7 LATHE COURT | 7 LATHE COURT | WV11 3RB | 4 PAT + 0 FIXED |
| 8 LATHE COURT | 8 LATHE COURT | WV11 3RB | 4 PAT + 0 FIXED |
| 10 LATHE COURT | 10 LATHE COURT | WV11 3RB | 3 PAT + 0 FIXED |
| 14 LATHE COURT | 14 LATHE COURT | WV11 3RB | 4 PAT + 0 FIXED |
| 16 LATHE COURT | 16 LATHE COURT | WV11 3RB | 4 PAT + 0 FIXED |
| 18 LATHE COURT | 18 LATHE COURT | WV11 3RB | 4 PAT + 0 FIXED |
| 21 LATHE COURT | 21 LATHE COURT | WV11 3RB | 4 PAT + 0 FIXED |
| 24 LATHE COURT | 24 LATHE COURT | WV11 3RB | 4 PAT + 0 FIXED |
| 25 LATHE COURT | 25 LATHE COURT | WV11 3RB | 3 PAT + 0 FIXED |
| 26 LATHE COURT | 26 LATHE COURT | WV11 3RB | 0 PAT + 0 FIXED |
| 27 LATHE COURT | 27 LATHE COURT | WV11 3RB | 4 PAT + 0 FIXED |
| 28 LATHE COURT | 28 LATHE COURT | WV11 3RB | 3 PAT + 0 FIXED |
| 29 LATHE COURT | 29 LATHE COURT | WV11 3RB | 3 PAT + 0 FIXED |
| 33 LATHE COURT | 33 LATHE COURT | WV11 3RB | 4 PAT + 0 FIXED |
| 36 LATHE COURT | 36 LATHE COURT | WV11 3RB | 4 PAT + 0 FIXED |
| 37 LATHE COURT | 37 LATHE COURT | WV11 3RB | 4 PAT + 0 FIXED |
| 39 LATHE COURT | 39 LATHE COURT | WV11 3RB | 4 PAT + 0 FIXED |
| 41 LATHE COURT | 41 LATHE COURT | WV11 3RB | 3 PAT + 0 FIXED |
| 42 LATHE COURT | 42 LATHE COURT | WV11 3RB | 4 PAT + 0 FIXED |
| 43 LATHE COURT | 43 LATHE COURT | WV11 3RB | 4 PAT + 0 FIXED |
| 44 LATHE COURT | 44 LATHE COURT | WV11 3RB | 4 PAT + 0 FIXED |