

Shepway District Council

JCT Measured Terms with Council Amendments

for

**Servicing, Maintenance and Repair of Passenger and Mobility Lifts Contract**

**Technical Specification**

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**Personnel**

SDC Shepway District Council

EKH East Kent Housing Limited

CA Contract Administrator (East Kent Housing)

**References and Related Legislation**

BSI British Standards Institution – The national standards body of the United Kingdom

SAFED The Safety Assessment Federation

LOLER The Lifting Operations & Lifting Equipment Regulations 1998

PUWERProvision and Use of Work Equipment Regulations 1998

EN8 Engineering Steel

DBS Disclosure and Barring Service

# TECHNICAL REQUIREMENTS FOR PASSENGER LIFT AND STAIR LIFTS INSPECTION, MAINTENANCE AND SERVICING

1. Contract Summary
   1. Scope of Contract

The Contract is for the provision of a specialist engineering services for the general inspection, maintenance servicing of all plant items at not less than the manufacturers designed performance to the CA’s satisfaction. The Contractor is expected to advise the C.A in all matters regarding the correct and efficient working of all lifts. They will also be required to provide a call-out facility for rescue operations and urgent repairs 24 hours per day / 365 days per year.

Shepway District Council owns 15 passenger lifts and 33 Mobility Lifts (Stair Lifts) including 2 Corporate Facilities.

**NOTE:** The number of Mobility Lifts required for servicing and maintenance are subject to change during the life of the contract; dependent on the needs of residents.

**Passenger lifts** are sited at the following properties

|  |  |  |
| --- | --- | --- |
| Romney Marsh House  Mackeson Court  Win Pine House  Nailbourne Court  Bradford Court | Walmsley House  Middelburg House  Philippa House  Mittel Court - lift 1  Mittel Court - lift 2 | Halliday Court  Churchill Court  93 Shaftesbury Avenue  Prescott House  Cubitt House |

**Mobility Lifts (Stair Lifts)** are situated at the following properties

|  |  |
| --- | --- |
| 42 Appledore Crescent, Folkestone  43 Appledore Crescent, Folkestone  44 Appledore Crescent, Folkestone  4 Canada Close, Folkestone  6 Canada Close, Folkestone  17 Charles Crescent, Folkestone  71 Charles Crescent, Folkestone  111 Church Road, Cheriton  20 Creteway Close, Folkestone  23 Densole Way, Folkestone  14 Elizabeth Gardens, Folkestone  25 Elventon Close, Folkestone  34 Elventon Close, Folkestone  15 Fremantle Road, Folkestone  112 Greenway, Folkestone  114 Greenway, Folkestone  20 Greenfields Sellindge | 118 Hill Road, Folkestone  33 Ingoldsby Road, Folkestone  13 Marshlands, Dymchurch  30 Millfield, Hawkinge  Nailbourne Court Annex, Folkestone  36 New Road, Folkestone  100 Shaftesbury Avenue, Folkestone  146 Shaftesbury Avenue, Folkestone  3 Sir John Moore Avenue, Folkestone  7 Sir John Moore Avenue, Folkestone  5 Taylor Road, Folkestone  31 The Churchlands, Folkestone  106 The Green, Lydd  108 The Street, Hawkinge  65 Wood Avenue, Folkestone  35 Woodfield Close, Folkestone |

* 1. Task Schedule

On arrival at the site, the service engineer should liaise with the ILM or suitable representative and obtain information on:

1. the performance of the lift since the previous visit
2. symptoms of any faults which may have occurred since the previous visit

The work which the service engineer is required to carry out must be completed with the minimum of inconvenience to the site with the maximum of safety, to the satisfaction of the CA Facilities/Operation Team and the CA Representatives.

The service engineer whilst on site is to ensure that they check in / out with the CMU and the ILM in case of an emergency which requires an evacuation.

* 1. Company servicing manuals and bulletins

The equipment serviced will vary in age, type, design and manufacture. Consequently the detailed procedures for the inspections and checks to be carried out by the lift service engineer will vary. Precise instructions should be set out in contractors servicing publications which must be accompanied by lubrication charts which shall be made available to the Employers Representatives on request.

* 1. Manufactures Data sheets

Details of correct adjustment, testing and maintenance procedures for component parts of an installation, such as: safety edges, door operators and motor control systems, shall be provided by contractors to their service engineers and the Employers Representatives on request.

* 1. Schedules of Inspection

The Periodic Maintenance visits may be in accordance with contractors’ standard published maintenance schedules. The following minimum CA maintenance standards must be adhered to in addition to carrying out the annual tests detailed in SAFed Guidelines of Supplementary Tests of in Service Lifts 2006 where recommendations are made following the LOLER inspection.

1. Traction Lifts
   1. General appraisal (to be carried out every service visit)

During routine visits both the general condition of the installation and the particular condition components shall be assessed.

Anticipating possible faults and taking preventive steps shall be done at this time and the following procedure shall be carried out during every service visit.

1. make a full ascent and descent to assess the quality of the ride at all points
2. make a second full journey stopping at every floor to check operation of car and landing doors and/or gates and also the floor levelling
3. in the case of a collective control make a call from each landing. At intermediate floors call the car both when it is below and when it is above the floor in question
4. Check for correct operation of car and hall position indicators and speech synthesiser.
5. Check operation of the car push buttons, emergency alarms, intercoms and auto-diallers ensuring auto-diallers dial the correct 24 hour dedicated Call Centre.
6. Check operation of car door detectors.
7. Ensure there is a suitable lift release key available and secured in the locked lift motor room.
8. Ensure any removable hand-winding wheels are available mounted on a tool board and secured in Lift Motor Room.
   1. Motor Room Traction
9. Check oil level in gearbox and top up as necessary;
10. Check for oil leaks on gearbox;
11. Check oil in motor bearings;
12. Check for oil leaks on motor
13. Check for excessive wear on motor / gear bearings;
14. Check brake linings;
15. Check for loose nuts, etc on brake;
16. Ensure controller covers / doors are shut;
17. Check main circuit breaker manual trip;
18. Inspect lift gear unit and bearings, ensure keys and fixing bolts are tight
    1. Pit area (3 monthly)
19. Check for excess oil/grease at bottom of guides.
20. Soak up excess lubrication and remove granules.
21. Check the pit area is clean, dry and free from debris.
    1. Car/counterweight buffers (12 monthly)

Spring buffers

1. Check springs are not distorted
2. Check fixings are square and secure
3. Check coils are free from obstructions Oil

Buffers

1. Check oil level and top-up if necessary. If the buffer is of the spring-return type, depress as far as possible and check that the buffer returns to its normal position.
2. Check operation of buffer switch where fitted.
   1. Machine room (every service visit)

The machine room must be, kept clean and tidy at all times. Entrances must be kept safe and accessible and when not in use, should be locked to prevent unauthorised entry.

* 1. Lifting machine (12 monthly)

1. Check level and condition of oil in gearbox.
   1. if the machine has the worm beneath the worm wheel the oil need only cover the worm
   2. if the worm is above the worm wheel the oil level should be approximately 100mm above the bottom of the worm wheel
   3. if topping up is required, use only the manufacturers recommended type of oil
   4. gear-box oil must be changed at intervals recommended by the machine manufacturer
   5. Do not over fill gearboxes, use dip sticks or vision glasses where fitted to ascertain oil level.
2. examine gearbox and oil seals for leaks. Tighten glands as necessary and clean up any surplus oil
3. run the machine repeatedly in both directions, observing the operation of the motor and check for:
   1. excessive play in bearings
   2. excessive backlash in gears
   3. Make a general check that fixing bolts are tight and properly locked paying particular attention to bolts holding the winding machine to the bed-plate and the bed-plate to the floor.
   4. Check tacho generator or encoder condition, fixings and alignment where fitted.
   5. Lifting machine motor (12 monthly)
4. check any commutators for pitting or wear and for signs of undue sparking or brush chatter (dc machines only)
5. check brushes for correct seating (dc machines only)
6. ensure that the windings are free from dust and foreign matter
7. check bearings and lubricate if appropriate
8. ensure that coupling bolts and shaft keys are secure
9. visually check clearances between armature/rotor and field windings. Top and bottom gaps should be equal
   1. Traction sheave (12 monthly)
10. Check condition and grooves for wear.
11. With the lift car empty and at one limit of travel, mark a chalk line across the suspension ropes and sheaves.
12. Move the lift car to other limit and back again and check marks.
13. If indication is that no suspension rope has slipped by more than 10mm the traction may be considered satisfactory.
14. If all suspension ropes have not slipped by the same amount the rope tensions must be adjusted. The equality of the wear which has taken place on the grooves must be checked.
    1. Machine Brake (6 monthly)

Adjust brake action to give correct floor levelling if lift stops with brake retardation.

1. check that the brake drum is clean, smooth and free of oil and grease
2. check that the brake operation complies with manufacturers standards; adjust as necessary.
3. check brake linings for wear, lubricate all pins as required. Examine condition of lining surface and check for proud rivets
4. check that brake fixing bolts and electrical connections are secure and setting of any brake contacts complies with manufacturers recommendations
5. remove the solenoid brake plunger and check for wear; clean and lubricate as specified in manufacturers recommendations
   1. Controller (6 monthly)

Check cabinet is clean, dry and free from dust.

Switches

1. check contacts and braids for signs of wear and pitting
2. check mechanical action and ensure that faces make maximum contact
3. clean, adjust or replace in accordance with manufacturers standards
4. check security of electrical terminations

Contactors and relays

Check to ensure the moving contacts of relays and contactors touch the stationary contacts before the armature meets the pole face at the limit of the motion. This “contact wipe‟ and the amount of such wipe must be checked against the manufacturer’s recommendations – particularly if the contacts have been cleaned or replaced.

If there are signs of excessive arcing across contacts then the necessary adjustments to the control system must be made.

Overheating, deterioration of terminations and insulation

1. check components and wiring for signs of overheating, such as:
   1. deformation of components
   2. discolouration
   3. charring of cables
   4. flaking or blistered paint
   5. acrid smell
2. check terminations for deterioration due to loose nuts or screws causing hot-spots and oxidization. Rectify by re-making the termination using new washers, nuts or screws as necessary
3. check soldered terminations for “dry joints‟

Oil dashpots

Check for accuracy:

1. note the setting
2. check the fluid level
3. top up as necessary
4. replace to the original setting

**Note:** use only the correct fluid in accordance with manufacturers recommendations

Electrical timers

1. check the general physical condition of components and wiring within the timer
2. with the electrical supply switched on, check that all the timers are giving the specified timing delays for the operation of the respective relays and contactors (e.g. hoist motor starting circuit or car call preference circuit)

Fuses

Whether of the re-wirable or the cartridge type, no part of the base or the holder should show signs of overheating.

Check fuse:

1. isolate electrical supply
2. remove fuse carrier
3. check rating
4. examine for signs of overheating or oxidisation
5. clean carrier and fuse
6. if necessary, replace with wire or cartridge of correct rating
7. replace fuse carrier

Air-break circuit breakers

1. isolate electrical supply
2. inspect contacts for cleanliness and pitting
3. if necessary, replace contacts
4. open and close breaker several times, applying a little specified lubricant to pivots as necessary

Oil filled circuit breakers

1. isolate electrical supply
2. remove cover
3. inspect contacts for cleanliness and pitting
4. if necessary, replace
5. empty tank, clean out and refill with fresh oil of correct type

Thermal overloads

1. set the thermal overload at minimum current
2. stall the motor and check that the overload trips within specified time
3. check that tripping does not occur if lift is moved between two floors all the way at low speed

Electronic Protection Timers

1. Check operation of the timer when the lift travel time exceeds floor to floor slow speed run time
2. Check double journey timer trips when full shaft run plus specified time is exceeded
3. If either test proves unsatisfactory adjust as necessary.

Coils

Visually check that:

1. the coil is properly insulated from its core
2. it is not open circuited
3. the insulation between turns and layers is sound

Resistors and capacitors

Visually check for physical damage and any signs of overheating.

Transformers

1. check for physical damage and signs of overheating
2. check that any ducts which pass vertically through the windings and any spaces between the windings and the core have not become clogged with dust
3. as and when necessary use a power blower to clear the ducts and spaces

Rectifiers

1. check for physical damage and signs of overheating
2. as and when necessary use a power blow to clear spaces between cooling fins
   1. Overspeed governor (12 monthly)
3. isolate electrical supply
4. check operating weights for free movement
5. check that the switch is free to operate before the jaws grip the governor rope or when a friction type governor tripping mechanism is engaged
6. clean and lubricate moving parts as necessary
7. check the switch and service the contacts if required
8. reset electrical and mechanical trips ready for normal operation
   1. Governor tension frames and pulleys (12 monthly)
9. check that the tension frame is not touching the lift pit floor
10. oil all bearings and pivot points on the tension frame
11. check rope stretch
12. check security of attachment of the governor ropes to the safety gear on the lift car
13. check that the governor tension switch functions correctly and ensure that the weights move freely
14. Ensure that any pulley/driving sheave guards removed to allow inspection are replaced and correctly secured.
    1. Main rope diverter pulley(s) (12 monthly)

Diverting pulleys

1. check pulley is secure on shaft
2. check fixing bolts, tighten if necessary
3. lubricate bearings
   1. Car/Counterweight guides (3 monthly)
4. Check the condition of the car and counterweight guides ensuring there is a film of oil where required on all guide surfaces.
5. Check the security of the fishplates and clips at all joints.
   1. Car/Counterweight guide shoes (6 monthly)

Inspect upper guide shoes from top of car and lower guide shoes from lift pit. Check for:

1. security of fixings
2. amount of side play
3. action of springs (where fitted)
4. condition of linings (where fitted)
5. Check guide lubricators and top up the reservoir with the correct grade of lubricant and making a judgement from the amount of lubricant on the guides, adjust the feed rate as necessary.
   1. Electric wiring (12 monthly)

Check insulation.

Travelling cables

1. position car above lowest landing serviced to allow access to bottom of car from pit
2. render car inoperative by isolating main electrical supply
3. from the pit carry out an inspection of the under-car anchor point to make sure that the cable is secure and that there is no sign of deterioration or chafing of cable remain electrical supply
4. from top of car inspect lift well anchor point and remainder of cable
   1. Lift car interior (12 monthly)
5. check that lamps and fans are in working order
6. remove all dust and dirt from the light cover
7. clean the diffuser with a clean, damp cloth
8. check the security of the diffuser frame
9. service the fan motor in accordance with the manufacturer’s recommendations
10. check emergency lighting operates when the normal supply is switched off
11. Check fixings of panels, handrails and ceiling
    1. Top of lift car (12 monthly)
12. clean the top of the lift car ensuring that all dirt and debris is removed
13. check the condition of all ropes. Examine for signs of wear or deterioration
14. check rope anchorages on both the lift car and counterweight for movement and alignment
15. check the condition of the multiplying pulleys and bearings. Lubricate if necessary
16. check the security of the governor rope anchorage and the tensioning of the governor rope and safety line
17. ensure that all components are clean and free from rust
    1. Car-top control station (3 monthly)
18. check that the top of car inspection unit operates correctly
19. test the lighting and socket outlet
    1. Inspection of safety gear (12 monthly)

Progressive (wedge clamp) safety gear

1. isolate electrical supply
2. position the car by hand winding so that the safety gear can be examined from the pit
3. check that in their normal condition the safety shoes are clear of the guides
4. manually operate the safety gear
5. check the link rods and ensure that moving parts are well lubricated
6. check all wedges contact the guides in accordance with manufacturers recommendations
7. reset safety gear for normal operation

**Note:** other types of safety gear may be fitted and should be serviced in a similar manner. In some installations, safety gear is also fitted to the counterweight. Similar equipment is used as for the car and it must be serviced in the same way.

Instantaneous safety gear

1. isolate electrical supply
2. lower the car, by hand winding to a convenient position near the bottom of the lift well
3. from the pit, inspect the safety gear which is on the underside of the car. Ensure that there is adequate clearance between roller and guide
4. manually operate the governor, or safety rope if governor is not fitted, so that the car is held by the safety gear engaging on the guides
5. check that both rollers have engaged on guides
6. check operating levers and ensure that moving parts are well lubricated
7. reset safety gear for normal operation
   1. Suspension ropes/chains (12 monthly)

Make a visual examination of all suspension ropes along the full length which passes over the sheave in a complete journey of the car

Check for:

1. broken strands
2. deformation of rope
3. corrosion
4. security of anchorage
5. lubrication
   1. Rope tension (12 monthly)

If tension equalizers are not fitted suspension ropes must be checked to ensure that the load is being properly shared.

Where tension equalizers are fitted they must be inspected and the pivots lubricated. Ensure that the equalising mechanism is not at the limit of its movement.

* 1. Compensating ropes or chains (where applicable) (12 monthly)

1. check anchorages
2. check for wear, deformation and corrosion
   1. Landing entrances (3 monthly)
3. check that floor in immediate vicinity of landing door is in a clean and safe condition
4. check doors, gates and architraves for freedom from mechanical damage ensuring that there is nothing which can catch a passenger’s clothing and that the clearance between the doors or gates and the architraves is to specification
5. clean top and bottom tracks. Lubricate as necessary
6. check the setting of the eccentric retaining rollers on the top door hangers, where fitted
7. check adjustment of the linkage between associated door panels
8. check security of the door bottom shoe fixing
9. check that apron attached to car cill is in good condition and firmly fixed
   1. Landing door locks (3 monthly)

Test fitting at every landing.

All landing doors remain locked until car arrives at a landing when only that landing door can be opened. Landing doors must be re-closed before car can move.

1. check security of fixings
2. check correct operation in relation to door travel in accordance with manufacturers standards
3. check contacts and electrical terminations
4. lubricate moving parts and service contacts if necessary
5. check operation of emergency door release.
   1. Car door (3 monthly)

Check interlock prevents car being moved from a landing unless the car door is fully closed.

1. check security of fixings
2. check correct operation in relation to door travel in accordance with manufacturers standards
3. check contacts and electrical terminations
4. lubricate moving parts and service contacts if necessary
   1. Door operators (3 monthly)

The following tests must be made:

1. take the car to each floor and check the full door operation
2. check that the landing doors will cease closing when obstructed
3. check security of all door operator components and the alignment of the door coupler or skate
4. lubricate all moving parts as required by company specifications and service electrical contacts if necessary
5. check oil level (where a gear box is fitted)
6. check condition of door gear motor and drive
7. check drive belt condition if applicable

Where door detectors or other passenger-proximity protection is fitted, check that the car doors open when the beams are interrupted or when the entrance is obstructed.

* 1. Retiring cams (3 monthly)

1. check for security and alignment with landing door locks
2. check solenoid for free movement
3. check that the retracted face of the retiring cam is at the specified distance from the landing lock roller
4. lubricate as necessary
   1. Final limit switches & Direction switches (12 monthly)

Service as follows:

1. isolate the electrical supply
2. check security of the switch box mounting
3. remove the cover
4. inspect the switch for:
   1. mechanical wear
   2. condition of contacts and terminations
5. inspect the roller tyre
6. lubricate the roller bearing and arm pivot
7. clean and adjust contacts as necessary
8. clean the interior of the box
9. replace the cover and check that the switch is set for the correct direction
   1. Well lighting (3 monthly)

Check operation and replace lamps where necessary and clean all diffusers.

1. Hydraulic Lifts
   1. General appraisal (to be carried out every service visit)

During routine visits both the general condition of the installation and the particular condition components shall be assessed.

Anticipating possible faults and taking preventive steps shall be done at this time and the following procedure shall be carried out during every service visit.

1. make a full ascent and descent to assess the quality of the ride at all points
2. make a second full journey stopping at every floor to check operation of car and landing doors and/or gates and also the floor levelling
3. in the case of a collective control make a call from each landing. At intermediate floors call the car both when it is below and when it is above the floor in question.
4. Check for correct operation of car and hall position indicators and speech synthesiser.
5. Check the operation of the car push buttons, emergency alarms, intercoms and auto diallers ensuring auto diallers dial the correct 24 hour dedicated Call Centre.
6. Check operation of the car door detectors.
7. Ensure there is a suitable lift release key is available and secured in the locked lift motor room.
   1. Motor Room Hydraulic
8. Check oil level in tank unit;
9. Check for leaks on tank unit;
10. Check for leaks on valves;
11. Check manual lowering operation;
12. Check re-levelling operation;
13. Check for loose fixings etc;
14. Check for leaks on pipe work;
15. Ensure controller covers/doors are shut.
    1. Pit area (3 monthly)
16. Check for excess oil/grease at bottom of guides.
17. Soak up excess lubrication and remove granules.
18. Check the pit area is clean, dry and free from debris.
    1. Tank unit (12 monthly)
19. check condition of hydraulic fluid in reservoir. With ram fully extended the level should be above the minimum mark. If it is not, top up with filtered hydraulic fluid.
20. if pump and motor are not immersed in the hydraulic fluid inspect the bearings and lubricate if required.
21. at the frequencies stated in the manufacturers Company Specification, dismantle the high pressure hydraulic fluid filter. Using an approved spirit, clean the bowl and filter element – replacing the latter if damaged in any way.
22. check for leaks and tighten glands and joints as necessary.
    1. Hydraulic Ram (12 monthly)

Cylinder and ram unit

1. the ram must be kept clean and well-polished
2. check for leaks and tighten up glands and joints (including cylinder joints) as necessary
3. check that leakage of hydraulic fluid past the main seal is not excessive
4. check anti-creep arrangements as follows:
   1. open emergency lowering valve, allowing car to descend below a floor level
   2. anti-creep device should operate at the specified distance below floor level, starting the hydraulic pump
   3. the car should then ascend to the correct floor level and remain there
   4. shut emergency lowering valve
5. if there is evidence of air in the hydraulic system, undo the air-bleed screw and allow hydraulic fluid and air to escape until all bubbling ceases.

Telescopic jack

Check for synchronisation where applicable

* 1. Controller (6 monthly)

Check cabinet is clean, dry and free from dust.

Carry out a thorough examination of the various controller components

Switches

1. check contacts and braids for signs of wear and pitting
2. check mechanical action and ensure that faces make maximum contact
3. clean, adjust or replace in accordance with manufacturers standards
4. check security of electrical terminations Contactors and relays

The moving contacts of relays and contactors must touch the stationary contacts before the armature meets the pole face at the limit of the motion. This “contact wipe” and the amount of such wipe must be checked against the manufacturer’s recommendations – particularly if the contacts have been cleaned or replaced.

If there are signs of excessive arcing across contacts then necessary adjustments to the control system must be made.

Overheating, deterioration of terminations and insulation

1. check components and wiring for signs of overheating, such as:
   1. deformation of components
   2. discolouration
   3. charring of cables
   4. flaking or blistered paint
   5. acrid smell
2. check terminations for deterioration due to loose nuts or screws causing hot-spots and oxidization. Rectify by re-making the termination using new washers, nuts or screws as necessary
3. check soldered terminations for “dry joints”.

Oil dashpots

Check for accuracy:

1. note the setting
2. check the fluid level
3. top up as necessary
4. replace to the original setting

**Note:** use only the correct fluid in accordance with manufacturers recommendations.

Electrical timers

1. check the general physical condition of components and wiring within the timer
2. with the electrical supply switched on, check that all the timers are giving the specified timing delays for the operation of the respective relays and contactors (e.g. hoist motor starting circuit or car call preference circuit)

Fuses

Whether of the re-wirable or the cartridge type, no part of the base or the holder should show signs of overheating.

Check fuse:

1. isolate electrical supply
2. remove fuse carrier
3. check rating
4. examine for signs of overheating or oxidisation
5. clean carrier and fuse
6. if necessary, replace with wire or cartridge of correct rating
7. replace fuse carrier

Air-break circuit breakers

1. isolate electrical supply
2. inspect contacts for cleanliness and pitting
3. if necessary, replace contacts
4. open and close breaker several times, applying a little specified lubricant to pivots as necessary

Oil-filled circuit breakers

1. isolate electrical supply
2. remove cover
3. inspect contacts for cleanliness and pitting

if necessary, replace empty tank, clean out and refill with fresh oil of correct type

Thermal overloads

1. set the thermal overload at minimum current
2. stall the motor and check that the overload trips within specified time
3. check that tripping does not occur if lift is moved between two floors all the way at low speed

Electronic Protection Timers

1. check operation of the timer when the lift travel time exceeds floor to floor slow speed run time
2. check double journey timer trips when full shaft plus specified time is exceeded
3. If either test proves unsatisfactory adjust as necessary.

Coils

Visually check that:

1. the coil is properly insulated from its core
2. it is not open circuited
3. the insulation between runs and layers is sound

Resistors and capacitors

Visually check for physical damage and any signs of overheating

Transformers

1. check for physical damage and signs of overheating
2. check that any ducts which pass vertically through the windings and any spaces between the windings and the core have not become clogged with dust
3. as and when necessary use a power blower to clean the ducts and spaces

Rectifiers

1. check for physical damage and signs of overheating
2. as and when necessary use a power blower to clear spaces between cooling fins
   1. Overspeed governor (12 monthly)
3. isolate electrical supply
4. check operating weights for free movement
5. check that the switch is free to operate before the jaws grip the governor rope or when a friction type governor tripping mechanism is engaged
6. clean and lubricate moving parts as necessary
7. check the switch and service the contacts if required
8. reset electrical and mechanical trips ready for normal operation
   1. Governor tension frames and pulleys (12 monthly)
9. check that the tension frame is not touching the lift pit floor
10. oil all bearings and pivot points on the tension frame
11. check rope stretch
12. check security of attachment of the governor ropes to the safety gear on the lift car
13. check that the governor tension switch functions correctly and ensure that the weights move freely

Ensure that any pulley/driving sheave guards removed to allow inspection are replaced and correctly secured.

* 1. Rupture valve (12 monthly)

1. check for oil leaks and overall condition
2. check for corrosion
3. check integrity of hoses and pipes
   1. Ram Head Pulleys (12 monthly)
4. check pulley is secure on shaft
5. check fixing bolts, tighten if necessary
6. lubricate bearings
7. check condition and wear of grooves or sprockets.
   1. Diverting pulleys (12 monthly)
8. check pulley is secure on shaft
9. check fixing bolts, tighten if necessary
10. lubricate bearings
11. Check condition and grooves for wear.
    1. Car/Ram guides (3 monthly)

Check the condition of the car and ram guides ensuring there is a film of oil where required on all guide surfaces.

Check the security of the fishplates and clips at all joints

* 1. Car/Ram guide shoes (6 monthly)

Check for:

1. security of fixings
2. amount of side play
3. action of springs (where fitted)
4. condition of linings (where fitted)
5. Check guide lubricators and top up the reservoir with the correct grade of lubricant and making a judgement from the amount of lubricant on the guides, adjust the feed rate as necessary.
   1. Electric wiring (12 monthly)

Check insulation. Travelling cables

1. position car above lowest landing serviced to allow access to bottom of car from pit
2. render car inoperative by isolating main electrical supply
3. from the pit carry out an inspection of the under-car anchor point to make sure that the cable is secure and that there is no sign of deterioration or chafing of cable
4. restore main electrical supply
5. from top of car inspect lift well anchor point and remainder of cable
   1. Lift car interior (12 monthly)
6. check that lamps and fans are in working order
7. remove all dust and dirt from the light cover
8. clean the diffuser with a clean, damp cloth
9. check the security of the diffuser frame
10. service the fan motor in accordance with the manufacturer’s recommendations
11. check emergency lighting operates when the normal supply is switched off
12. Check fixings of panels, handrails and ceiling
    1. Top of lift car (12 monthly)
13. clean the top of the lift car ensuring that all dirt and debris is removed
14. check the condition of all ropes. Examine for signs of wear or deterioration
15. check rope anchorages on both the lift car and counterweight for movement and alignment
16. check the condition of the multiplying pulleys and bearings. Lubricate if necessary
17. check the security of the governor rope anchorage and the tensioning of the governor rope and safety line
18. ensure all components are clean and free from rust
    1. Lift Car
19. Check alarm bell functions correctly;
20. Check that car door operates freely and bottom track is clean;
21. Check that door hangers are tight and rollers are set correctly;
22. Check that door protection; nudge/safety edge/photo cell;
23. Check car door linkage;
24. Check levelling at each floor;
25. Ride in cabin, observe starting, stopping and general running;
26. Check emergency stop switches;
27. Check indicator and push bulbs/displays;
28. Fill guide shoe oil pots;
29. Check door gaps do not exceed 6mm;
30. Check guide shoes for wear;
31. Check door pulley tension;
32. Check door limit positions;
33. Check detector unit guide shoes for excessive movement;
34. Check car top mounted switches;
35. Check safety gear clearance and operation;
36. Test emergency lighting Inspect trailing flexes;
37. Inspect safety rope;
38. Test slack rope switch;
39. Internal inspection to car gate switch
    1. Car-top control station (3 monthly)
40. Check that the top of car inspection unit operates correctly
41. Test the lighting and socket outlet
    1. Safety gear (12 monthly)
42. isolate electrical supply
43. lower the car, by hand winding to a convenient position near the bottom of the lift well
44. from the pit, inspect the safety gear which is on the underside of the car. Ensure that there is adequate clearance between roller and guide
45. manually operate the governor, or safety rope if governor is not fitted, so that the car is held by the safety gear engaging on the guides
46. check that both rollers have engaged on all guides
47. check operating levers and ensure that moving parts are well lubricated
48. reset safety gear for normal operation
    1. Suspension ropes /Chains (12 monthly)

Make a visual examination of all suspension ropes/chains along the full length which passes over the ram pulley, sprocket or diverter in a complete journey of the car.

Ropes

Check for:

1. broken strands
2. deformation of rope
3. corrosion
4. security of anchorage
5. lubrication

Chains

1. check security of anchorage
2. check chain for distortion over its length
3. Check for corrosion
4. Clean and lubricate
   1. Rotary drive chains (12 monthly)
5. check for tension
6. check for wear and distortion
7. replace if necessary
8. check lubrication
   1. Landing entrances (3 monthly)
9. check that floor in immediate vicinity of landing door is in a clean and safe condition
10. check doors, gates and architraves for freedom from mechanical damage ensuring that there is nothing which can catch a passenger’s clothing and that the clearance between the doors or gates and the architraves is to specification
11. clean top and bottom tracks. Lubricate as necessary check the setting of the eccentric retaining rollers on the top door hangers, where fitted
12. check adjustment of the linkage between associated door panels
13. check security of the door bottom shoe fixing
14. check that apron attached to car cill is in good condition and firmly fixed
    1. Landing door locks (3 monthly)

Test fitting at every landing

All landing doors remain locked until car arrives at a landing when only that landing door can be opened. Landing doors must be re-closed before car can move.

1. check security of fixings
2. check correct operation in relation to door travel in accordance with manufacturers standards
3. check contacts and electrical terminations
4. lubricate moving parts and service contacts if necessary
5. check operation of emergency door release.
   1. Car door (3 monthly)

Check interlock prevents car being moved from a landing unless the car door is fully closed.

1. check security of fixings
2. check correct operation in relation to door travel in accordance with manufacturers standards
3. check contacts and electrical terminations
   1. Door operators (3 monthly)

The following tests must be made:

1. take the car to each floor and check the full door operation
2. check that the landing doors will cease closing when obstructed
3. check security of all door operator components and the alignment of the door coupler or skate
4. lubricate all moving parts as required by company specifications and service electrical contacts if necessary
5. check oil level (where a gear box is fitted)
6. check condition of door gear motor and drive
7. check drive belt condition if applicable

Where door detectors or other passenger-proximity protection is fitted, check that the car doors open when the beams are interrupted or when the entrance is obstructed.

* 1. Retiring cams (3 monthly)

1. check for security and alignment with landing door locks
2. check solenoid for free movement
3. check that the retracted face of the retiring cam is at the specified distance from the landing lock roller
4. lubricate as necessary
   1. Final limit switches & Direction switches (12 monthly)

Service as follows:

1. isolate the electrical supply
2. check security of the switch box mounting
3. remove the cover
4. inspect the switch for:
   1. mechanical wear
   2. condition of contacts and terminations
5. inspect the roller tyre
6. lubricate the roller bearing and arm pivot
7. clean and adjust contacts as necessary
8. replace the cover and check that the switch is set for the correct direction
   1. Well lighting (3 monthly)

Check operation and replace lamps where necessary and clean all diffusers.

Following each site inspection a report shall be issued to the CA and the log card entry completed as evidence of inspection and record of Maintenance to satisfy an audit trail of adequate maintenance under relevant legislation.

Any repair and/or replacement needs shall be reported to the CA.

A lift which is considered to be in a dangerous condition must never be put back in service, obtain definite instructions from the CA or its representative.

1. Rack and Pinion Lifts
   1. General appraisal (to be carried out every service visit)

During routine visits both the general condition of the installation and the particular condition components shall be assessed.

Anticipating possible faults and taking preventive steps shall be done at this time and the following procedure shall be carried out during every service visit.

Check means inspect, test and adjust as necessary.

1. Make a full ascent and descent to assess the quality of the ride at all points stopping at every floor to check operation of car and landing doors and/or gates and also the floor levelling
2. Test that the functionality of the safety circuit line works properly.
3. Check for correct operation of car and hall position indicators and speech synthesiser.
4. Check the operation of the car push buttons, emergency alarms, intercoms and auto diallers ensuring auto diallers dial the correct 24 hour dedicated Call Centre.
5. Check operation of the car door detectors.
6. Ensure there is a suitable lift release key is available and secured in the locked lift motor room.
   1. Electrical Cabinet (6 monthly)
7. Check functionality of emergency lowering in the cabinet;
8. Check Labelling, Travel direction, Mains isolator;
9. Check manual is complete;
10. Check cabinet locking mechanism;
11. Check function of the mains isolator;
12. Check the fuses;
13. Check the overload protection;
14. Check cables are properly fixed.
    1. Shaft/Pit/Mast area (6 monthly)
15. Check the fixation of the mast.
16. Check Labelling, blocking device.
17. Check mechanical blocking device
18. Check electrical blocking device.
19. Check emergency stop.
20. Visual inspection; Flush and even shaft, area below platform is clear and free from obstacles, cover panels in position.
21. Check lighting.
    1. Doors (6 monthly)
22. Check door movement when locked.
23. Test door contacts.
24. Check door/frame free gap.
25. Check Electrical door opener.
26. Check function door and locking contact.
27. Check locking grip.
28. Check function call station.
29. Check emergency opening function.
30. Check doors and handles.
    1. Platform (6 monthly)
31. Test control panel push buttons.
32. Test alarm push button and emergency power.
33. Check function of the two way communication.
34. Check the hold to run system.
35. Check safety edges.
36. Check cover panels on the platform.
37. Check Control panel lighting and emergency light.
38. Inspect handrail.
39. Check platform – shaft/door gap.
40. Check platform free height.
41. Check platform fixings.
42. Check floor levelling deviation.
43. Inspect “Hazard of falling” label on safety edge.
44. Check platform is clean.
    1. Motor/Screw/Guides (6 monthly)
45. Check oil for lubrication of screw.
46. Test Self-sustaining “friction test”.
47. Check drive nut gap.
48. Check sign for above.
49. Check drive nut gauge.
50. Check motor brake.
51. Check Belt tension.
52. Check Test final limit switch in upper and lower floor level.
53. Check fixing of drive screw.
54. Check drive screw locking pin.
55. Check oil leakage to the nut.
56. Test the overload device.
57. Check running clearance.
58. Check Retiring ramp.
59. Stair Lifts – Straight Or Curved ( 6 Monthly)
60. Check motor/gear box for wear, overheating and leakage. Check drive pinion or chain sprocket for wear and correct meshing.
61. Check operation of motor brake and over speed governor.
62. Check condition of rollers.
63. Check all welds including roller brackets, main shaft bearing block and pivot/swivel on seat and footrest.
64. Check condition of rail, clean and lubricate track if applicable.
65. Check operation of manual/power hinged rail if applicable.
66. Check operation of sliding track rail if applicable.
67. Check all fixings are tight and correctly torqued including the chair, rail, rail hinge (where applicable) and limit stops.
68. Check all clips, split pins etc. are correctly fitted.
69. On curved rail lifts, check condition of trailing cable, correct reeling, drum and pulleys are secure and lubricated.
70. Check correct operation of all switches, chair and landing controls, all safety gear contacts, time delays, and safety edge contacts. Check condition of wiring.
71. Check operation of RCD where fitted. Check spur where fitted.
72. Check all earth terminals on rail, carriage and trailing cable. Check earth continuity on relevant points.
73. Check start and run current for up and down travel on lift. On DC battery lifts, check for correct charging and charger L.E.D’s are illuminated. Check power chain cable if fitted.
74. Check condition and operation of hinged platform if fitted. Check condition of footrest rubber and chair upholstery.
75. Check bottom and top call station controls.
76. Check operation of seat belt/harness.
77. Check operation of footplate.
78. Check joints in track.
79. Leave a laminated notice, reminding service user or carer to leave their equipment on charge at all times.
80. Clean charge strip/points.
81. Emergency Communication Systems
    1. Alarm System

The existing Alarm System shall be modified where necessary as follows and shall meet the requirements of EN81-1 and EN81-2 clause 15.12:-

The lift shall be equipped with an emergency alarm system operated from the push button incorporated in the car control station.

The Lift Contractor shall provide and fix the system suitable for operation from a maintained safe low voltage emergency power battery/charger unit which shall provide sufficient power when fully charged to operate and maintain the alarm system for a continuous period of 3 hours.

An approved loud sounder shall be supplied and installed outside the lift shaft at the Ground Floor landing labelled “LIFT ALARM‟ of a pattern that has a different tone to the fire alarm.

A second sounder of the same type shall be mounted on the car top.

In cases of multiple lifts an optional price shall be provided for a visual to identify the car from which the call is being made.

* 1. Communications System (Passenger)

The Lift Contractor shall provide a hands free auto dialler complete with inductive loop coupler, within the car control station in accordance with EN81-20 – Remote Alarm or Passenger and Goods Passenger Lifts.

The auto dialler unit shall be Windcrest type or an approved equivalent.

Operation of the alarm button for a period of 3 seconds shall active a site programmed auto dial sequence for four numbers in turn. Once established the trapped passenger shall maintain two- way communication with a dedicated 24 hour help desk without further intervention.

Provision shall be made to enable the Alarm System to filter undue alarms eliminating the alarm when any of the following events occur:-

1. When the car is in an unlocking zone and the car and landing doors are fully open.
2. The car is running and doors are opening at the next landing stop.

In the event of the first programmed number not responding within a predefined period the auto dialler shall automatically dial the next programmed number in the sequence.

The auto dialler shall carry out an automatic test and set up the subsequent connection to the reception equipment at least every 24 hours.

The Car Operating Panel shall be engraved with the following:-

*“In the event of an emergency please press the alarm button for 3 seconds to be connected to the 24 hours help desk.*

*If unanswered please press again. Please do not speak at the same time as the operator:”*

Where a Car Operating Panel is being retained and modified then the wording may be provided by an adhesive backed face plate.

* 1. Communications Systems (Engineers)

The auto dial facility shall be connected to the engineer’s car top and pit alarms to allow two way voice communication in accordance with EN81-80 Clause 5.5.11. EN81-1 and 2, Clauses 5.10 and 14.2.3.3 and BS 7255: Clauses 4.5.2.4 and 4.5.3.8 and EN81-28.

The car top and pit alarms shall include an individual speaker and microphone and shall be activated from a yellow alarm push bell logo.

The pit alarm shall be mounted at a height of 500 mm above the base of the pit. The alarm push shall not be activated from the underside of the car.

* 1. Telephone Sockets

Where an existing telephone socket situated within the Lift Machine Room is suitable for the purpose of auto diallers and is a dedicated connection which is not fed via a switchboard then this may be used for the installation of the auto dialler.

Where no suitable telephone socket is available in the Lift Machine Room then mobile technology may be used for this purpose and a GSM System shall be provided as part of the Scope of Works.

* 1. Communication And Testing

All functions of the Audible Alarm System shall be tested in accordance with the EN81 series and the manufactures recommendations.

All functions of the Emergency Communications System shall be tested in accordance with the EN81 series including the requirements of EN81-28.

The Self-Test Facility in accordance with EN81-28 shall be initiated and test results acknowledged by the appropriate 24 hours helpdesk. The 24 hour helpdesk shall be that of either the Maintaining Lift Contractor or Agent as designated at the time of test by the CA Contract Manager.

* 1. Periodic Testing

Periodic testing of both the Audible Alarm and the Emergency Communication System shall be carried out in accordance with the Repair and Maintenance Contract (Lifts)

The Maintaining Contractor shall monitor the Self-Test Facility initiated by the Emergency Communication System. When the Monitoring Facility does not receive a Self-Test Signal this failure shall be advised immediately to the Contract Manager.

1. Landing Lock Inspections

The Contractor shall carry out an annual landing lock inspection for all lifts. Notification shall be made to the CA before commencing inspections and certificates presented to the CA on completion. Supplementary tests will be carried out as required by the Councils Insurers Lift Inspector.

* 1. Minor Repairs Identified During Servicing

The Service Provider shall, during servicing and testing, carry out minor repairs such as tightening joints, replacement of bolts, screws, electrodes, thermocouples, etc. to ensure completeness and safety of equipment.

The Service Provider will renew all defective lamps in and on the lift cars that may be found at the time of servicing including others reported at any other time. The latter includes all shaft lighting lamps.

1. Breakdown Repairs, Inspection Repair Works And Component Replacement

Rectification of any faults, insurance inspection repair works or component replacement required by the Council that are not covered within the servicing routine will be the subject of separate individual orders to be issued by the Contract Administrator.

An emergency call out service shall be provided 24 hours / day 365 days per year. On notice from a Clients representative of a lift breakdown or malfunction, the Contractor will promptly attend to inspect the lift and undertake repairs as above.

Response times to attend to breakdowns shall be in accordance with the following.

Contractor’s representatives will provide the clients helpdesk with Expected Time of Arrival (ETA) for engineers within the following timescales:

* 9am to 5pm (2 hour response) – ETA to be advised within 5 minutes.
* 5pm to 9am (4 hour response) – ETA to be advised within 15 minutes.
* Trapped persons (30-45 mins)
* All calls are to be logged through Life Line on 01303 242615 - this is a 24 hours service

Typically repairs will be issued using one of the following priorities:

|  |  |  |
| --- | --- | --- |
| **Priority** | **Response Time** | **Details / Access arrangements** |
| ‘Passenger entrapment’ | 30 - 45 Minutes | 365/24/7 response. Orders issued on this priority will be passed to the Contractor by telephone followed by a confirmation order. |
| ‘Emergency’  (blocks with a single lift) | 6 hours | 365/24/7 response. Orders issued on this priority in normal working hours will be passed to the Contractor by telephone followed by a confirmation order.  Where Emergency work is required out of normal working hours, Orders will be passed to the Contractor by phone and the Contractor will be required to submit details of the repair to the Contract Administrator on the next available working day, following which a confirmation order will be raised. |
| ‘Urgent’  (blocks with more than one lift) | 7 calendar days | Orders issued on this priority will be passed to the Contractor by telephone followed by a confirmation order.  The Contractor must attend site the next calendar day and complete the repair within 7 calendar days. |

For breakdown repairs and insurance repair works, the Contractor shall provide on request to the Contract Administrator:

1. Receipts for hire tools and material(s);
2. Photographs of faulty/defective components;
3. Hand deliverable defective components which shall be labelled with name of site and date.

Where equipment is found to be at all defective during a service visit, faulty components shall be replaced immediately, but cost of repair must not exceed £150 (excluding VAT) and shall be reported to the Authorised Officer via telephone or email and the details shall be included on the service report.

Where a replacement part is not immediately available or possible, or the value of the proposed repair exceeds £150 (plus VAT), the Contractor shall notify the Authorised Officer and arrangements made as soon as possible to repair.

Unless it can be immediately repaired, equipment found to be unsafe but still operational shall be disabled and a warning notice “Do Not Use. Unsafe Equipment” shall be attached. The Contractor shall notify the Authorised Officer the same day.

The Contractor shall ensure that all engineers maintain a stock of suitable spares to cover minor repairs valued up to £150 excluding VAT to enable the systems to be repaired and left operational without further need to secure parts

* 1. Faulty Materials or Workmanship

If in the opinion of the CA the breakdown is due to faulty materials, workmanship or design of components provided by the Contractor, the cost of such shall be met by the Contractor.

1. Record & Performance Management

Provision of accurate up-to-date records is a key element of contract performance and the C.A’s ability to ensure that maintenance has been carried out within timescales, to best industry practice and where appropriate, in accordance with current statutory legislation.

The Contractor shall therefore provide and maintain the following records for approval by the Contract Administrator. Reports shall be available electronically with real time records able to be uploaded to the C.A’s Risk Assessment Management Information System.

1. A service report template which shall include all the items on the maintenance schedule and safety tests;
2. A written service report is required after every service or breakdown visit;
3. A Record Log Card shall be provided in every lift motor room and any visit to site recorded by date and description;
4. A schedule of service visits identifying what tasks are to be carried out each visit and (retaining a copy in the motor room log book). The completion of each task will be confirmed by the service engineer by initially and dating the log book.

The Contractor shall supply a monthly report to the Contract Administrator providing the following information:-

1. Date and Name of the engineer who completed the service visit at each site;
2. Details of the work carried out and adjustments made since the time of the previous report;
3. Certification that lifts service are or are not in satisfactory or serviceable condition;
4. Details of attendance to any breakdowns during the month period.

All reports shall be in a format to be agreed between the Contractor and the Contract Administrator.

The Contract Administrator will be responsible for performance management of this Service. Management will take place through analysis of data, consideration of performance against KPIs and regular meetings with the Contractor.

Contract management meetings shall take place monthly during the first three months and quarterly thereafter.

1. Disclosure and Barring Service

The Contractor will obtain the Standard level of Disclosure and Barring Service (DBS) for each of their site operatives. Copies of operatives DBS shall be submitted not later than two weeks prior to the commencement of the contract or not later than two weeks prior to a new operative performing any work under this Contract.