



London Borough of Waltham Forest

Schools Property Management Guidance – Part 4: Premises and Maintenance Log

London Borough of Waltham Forest
Education Capital and Planning - Families
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Part 4 – Maintenance and Premises Logs

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PART 4: Maintenance and Premises logs

Section 1: Inspection Checklist

Preventative maintenance, when undertaken in a phased or programmed manner can reduce the volume of day to day and more costly reactive repairs. By introducing a planned approach to maintenance, the building asset will be preserved and disruption minimised. Regular inspections can identify defect which if left unattended could incur more costly remedial works.

The following schedule has been designed to assist schools in planning and implementing a cyclical programme of works that could prolong the durability of buildings, plant and equipment.

Elements	Inspection Criteria	Frequency	Activity
Structure and Constructional Items			
FLOOR, STAIRS AND LANDINGS	Check and inspect floors for trip hazards, especially in floor finishes	Weekly	Check for defective tiles, lifting edges, joints to sheet materials, loose stair nosings.
ROOF COVERINGS	Periodic inspection	Monthly	Inspect pitched and flat roofs from ground level or suitable upper floor window and report defects and/or damage likely to cause failure or water ingress.
	Periodic inspection of gutters, roof outlets, rain pipes, etc.	6 Monthly or more frequently as required	Inspect and remove debris, leaves etc. Clear/clean gullies and report any blockages and/or debris.
WINDOWS AND DOORS	Periodic inspection of locks, latches and security, and ad hoc repairs	Weekly	Check operation of opening mechanisms, closers and fittings generally.
	Integrity of glazing and vision panels	Daily	Check glazing and protective films for damage. Report damage in glass integrity.
	Glazing risk assessment	As required	Seek specialist risk

			assessment for glass and glazing under Regulation 14, Workplace Regulations (H & S) 1992
EXTERNAL WALLS, CEILINGS, PARTITIONS AND CLADDING	Periodic inspection	Monthly	Inspect wall surfaces externally and internally, check and report defects and/or damage <i>Note:</i> be aware of materials that may contain asbestos
MISC. STRUCTURES OUTBUILDINGS	Periodic inspection	Monthly	Inspection of miscellaneous structures, check and report defects and/or damage
LIGHTNING PROTECTION	Periodic inspection	Annually	Inspect and test lightning tapes and earthing pits and report defects. And/or damage. Seek specialist advice.
EXTERNAL DECORATIONS	Periodic inspection <i>Note:</i> Set up rolling programme of painting works, with circulation areas being painted more often	Annually	Inspect internal and external finishes including tiling, masonry and paintwork and report major defects and/or serious damage. Kitchens should be checked for flaking paint and treated. Kitchen walls above 2 metres require cleaning every 12 months (link with fan and canopy cleaning) additionally paint kitchens every three years. <i>Note:</i> be aware of materials containing asbestos
WATER			
WATER SUPPLY	Periodic inspection of cold water supply and distribution	Annually	A service contract to check pipework for

SYSTEMS	of pipework		leaks and stop valves for correct operation could be set up
WATER SUPPLY SYSTEMS	Periodic inspection to pumps, cold water storage tanks and insulation	Annually	Suitable service contract to check pumps and equipment. Chlorinate tanked cold water and disinfect against legionella. Drain and clean cold water storage tank. Inspect sanitary ware, check and report defects and/or damage. Check auto flushing systems for correct operation
	Periodic inspection and repair/replacement of sanitary fittings, taps, wastes, traps and fittings	Monthly	
WASTE PIPES AND ABOVE GROUND DRAINAGE	Periodic inspection to check for blockages	6 Monthly	Inspect drains, gullies, manhole chambers etc. and report need for rodding, jetting or clearing
	Kitchens-clean out grease traps	3 Monthly	
DOWNPIPE AND GUTTERS	Periodic inspection	6 Monthly or more frequently during Autumn or according to location	Clear leaves and offsets to prevent water ingress and dampness
MECHANICAL SERVICES			
HEATING INSTALLATION	Servicing of boilers, controls, burners and associated pumps, pipes and equipment within boiler house	6 Monthly	Service installation prior to heating season and minor service in spring
	Service hot water calorifiers, pumps, controls and pumps within the boiler house	6 Monthly	Service installation prior to heating season and minor service in spring
	Period inspection of pipes, valves insulation and general surfaces within boiler house	Monthly	Inspect boiler house surfaces, check and report defects/damage

	Cleaning and servicing of boiler flues and chimneys	Annually	Specialists to check operation clean and repair prior to heating season
	Pressure testing of gas pipework	Annually	Service contract to test integrity of gas pipework as part of boiler service
	Check and service radiators, convectors etc. (School to do)	Annually	Check integrity, fixings, valve operation
	Drain, clean and inspect calorifiers through examination	2 yearly	Service contract to inspect, examine and overhaul
AIR CONDITIONING AND VENTILATION	Service and clean plant, equipment and duct work, internal surfaces of ductwork- inspect and possibly clean	Annually	Service contract to inspect plant and equipment and report defects
OIL AND GAS FIRED HEATERS	Service direct oil and/or gas fired heaters including remote boilers e.g. caretaker's house	Annually	Service contract to inspect equipment prior to heating season
SEWERAGE/SUMP PUMPS AND CHAMBERS	Service foul water pumps, sump pumps, storage vessels etc. and periodically desludge	As required check monthly	Inspect and service equipment in accordance with manufacturer's recommendations
OIL SUPPLY PIPES AND TANKS	School to visually inspect. Periodic inspection and test	Annually	Service contract to inspect, check operation and valves, etc. and report
KITCHEN EQUIPMENT	Service gas cooking equipment, water softeners, water boilers, etc.	Annually	Service kitchen equipment and check safety valves
	Clean and service kitchen canopy	Annually	Degrease canopy filters and clean stainless steel hood. Annual service of fan motor and duct work

FIRE FIGHTING EQUIPMENT	<p>Check condition and operation of fire blankets, extinguishers, fixed hoses and valve</p> <p>Service fire fighting equipment</p> <p>Sprinklers</p>	<p>Weekly</p> <p>Annually</p> <p>Weekly/Quarterly</p>	<p>Periodic inspection of tamper-proof seals and check equipment is in good order</p> <p>Service contract to inspect, test and replace defective equipment</p> <p>Test and complete record card weekly. Quarterly test by company engineer</p>
FUME CUPBOARDS AND OTHER LOW VOLTAGE ELECTRICAL EQUIPMENT	Periodic inspection and testing of fume cupboard including extractor fans and duct work	Annually or more frequently	Test fume cupboard performance, physical condition and service pipe connections
WORKSHOP MACHINERY	Test and service workshop machinery, brazing hearths etc.	6 Monthly	Service mechanical plant and machinery to technology and workshop areas
ELECTRICAL SERVICES AND ASSOCIATED SWITCH GEAR			
FIXED EQUIPMENT	Periodic inspection and testing of plant and machinery i.e. lathes woodwork machines, kilns etc.	Annually	Service contract for inspection/test fixed plant and equipment and report
KITCHEN EQUIPMENT	Periodic servicing of all kitchen equipment and white goods i.e. ovens, ranges, refrigerators etc.	Annually	Service contract for inspection/test fixed plant and equipment and report
SCHOOL EQUIPMENT RELATED TO CURRICULUM ACTIVITY	Portable equipment testing and maintenance of equipment register for all electrical items of a portable nature	Annually	Service contract to update equipment register, test and certify all items of portable equipment
LIFT INSTALLATION	Periodic inspection and servicing of lifts motors,	Monthly	Service contract for maintenance and

	hydraulics, controls, switchgear Servicing hoists, lifting aids, barriers and electric door motors etc.	6 Monthly	servicing of passenger lifts and platform lifts in accordance with manufacturers instructions and recommendations Service contract to test maintain electric motors hydraulics and controls
POWERED STAIR LIFTS	Periodic inspection and servicing of motor etc.	Annually	Service contract for maintenance and servicing all as above
FIRE ALARM	Audible fire alarm test General test of fire alarm system Servicing fire alarm system including panel, call points, detectors, etc. Test and commission integral fire alarm and emergency lighting system and battery back up	Weekly 3 Monthly Annually Annually	Can be carried out by premises manager or nominated representative Test fire alarm and fire procedures Service contract to inspect and test fire alarm system and issue certificate. Service contract to test and reset fire alarm system and issue certificate annually (required where public licence in operation)
SECURITY SYSTEMS	Periodic inspection and testing of security system	6 Monthly	Service contract for testing and maintenance of security system including detectors, cameras, panels, etc.
EMERGENCY LIGHTING	Periodic inspection and testing of emergency lights	Monthly	Monthly check can be carried out by premises manager or nominated representative
		6 Monthly and	Service contract for

		Annually	testing and inspection for 6 month and annual checks
FIXED SPORT AND GYMNASIUM EQUIPMENT	Periodic inspection	6 Monthly	Service contract with manufacturers or specialist supplier to check, inspect and repair defects/damage
KITCHEN EQUIPMENT	Inspect folding table/chair units	Daily	Can be carried out by premises manager or nominated representative. Annual inspection by supplier/manufacturer
PEST CONTROL			
PEST CONTROL	Periodic inspection and eradication of vermin	As Required	Check for signs of vermin and seek specialist advice
EXTERNAL WORKS			
PLAYGROUNDS , CAR PARKS, ROADS AND FOOTPATHS	General inspection, maintenance and surface treatment	As Required	Maintain hard surfaces and walkways in safe condition and request repairs as necessary
	Inspect kerbs, channels, verges, line marking, etc.	As Required	Generally maintain perimeters of hard surfaces, clean channels and maintain line markings as required
GROUNDS GENERALLY	Normal ground maintenance	Weekly	Ground maintenance for grass cutting, planting and flowerbed maintenance etc. to suit
PLAYGROUND EQUIPMENT AND SURFACING	General inspection of equipment and surfacing	Weekly (daily in areas of high vandalism)	Inspect equipment for wear and instances of vandalism. Check surfacing for signs of erosion and mis-use.

FENCES, BOUNDARY WALLS AND GATES	Periodic inspection	As Required	Check gates for correct operation, inspect and maintain boundary walls, fences etc. in safe condition and request repairs as required
BELOW GROUND DRAINAGE			
FOUL DRAINAGE	Periodic inspection of all manhole/access chambers	Annually	Check for clear running location and fit of access covers/doors grease and re-fit seals as appropriate. Clear soil and debris from channels. Note condition of pointing, broken covers and other obvious defects and arrange remedial work.
	Periodic rodding and flushing of debris	As required	Report frequent need for rodding and arrange camera survey for possible breakages/serious blockages.
SURFACE WATER DRAINAGE	Periodic inspection of all manhole/access chambers	Annually	Check clear running location and fit of access covers/doors grease as appropriate. Clear soil and debris from channels. Note condition of pointing, broken covers and other obvious defects and arrange remedial work
	Periodic rodding and flushing of debris	As required	Report frequent need for rodding and arrange camera survey for

			possible breakages/serious blockages.
CARETAKERS HOUSING	Periodic inspection of residential accommodation including checks for damp, rot, infestation and habitable condition	Annually	As per main school buildings but caretaker/site manager to report repairs/defects as required. Service all gas equipment
	Change of Tenancy	As required	Check, test and inspect all gas, electric and all other services
OUTBUILDINGS	Periodic inspection to all outbuildings, stores, temporary buildings, sheds etc.	Annually	Can be carried out by premises manager or nominated representative- checks to report defects or damage likely to lead to failure in weather tightness or structural stability
RADIOACTIVE MATERIALS	Inspection	Annually	Set up appropriate contract with specialist advisers. Refer to Health and Safety Manual or Health and Safety adviser

Contact(s)	
Health and Safety Team	Direct Line: 020 8496 3413 Mobile: Email: afshan.shan@walthamforest.gov.uk
Education Capital & Planning Schools Asset Manager	Direct Line: 020 8496 8081 Mobile: 07740 900 541 Email: angela.ferdinand-sergeant@walthamforest.gov.uk
Norfolk Property Services	Direct Line: 020 8523 6237 Mobile: 07825 173088 Email: mathieu.ducry@nps.co.uk

Section 2: Premises Management Plan

It is good practice for schools to have a Premises or Schools Asset Management Plan in place, which will identify the schools' planned/proposed development over a 5 year period.

An Asset Management Plan (AMP) is a key part of the asset management process. It summarises key asset and planning information at a single point in time. Its primary purpose is to identify the financial consequences of delivering education services through physical assets, describing:

- the importance of physical assets to delivering organisational objectives and outcomes;
- the quality of existing physical assets in terms of condition and asset performance;
- the assets needed to meet or sustain current levels of service, and to address current and future shortfalls;
- the level of organisational commitment and planned improvements.

Below is a template for a schools asset management plan.

Contact(s)	
Education Capital & Planning Schools Asset Manager	Direct Line: 020 8496 8081 Mobile: 07740 900 541 Email: angela.ferdinand-sergeant@walthamforest.gov.uk
Norfolk Property Services	Direct Line: 020 8523 6237 Mobile: 07825 173088 Email: mathieu.ducry@nps.co.uk

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Asset Management Plan 2016 – 2021

- 1. Introduction**
- 2. Key Themes and Drivers**
 - 2.1. Strategic Approach
 - 2.2. Health and Safety
 - 2.3. Value of Money
 - 2.4. Sustainability**
- 3. Financial Context**
- 4. Condition of School Estate**



SCHOOL

ASSET MANAGEMENT PLAN 2016 – 2021

Last updated:

Contents

1. Reactive Maintenance: This should include;
 - a. Minor plumbing
 - b. Joinery
 - c. Re-glazing
 - d. Minor plastering, tiling and bricklaying
 - e. Reactive re-decoration, cleaning and graffiti removal
 - f. Other minor works
2. Rolling Programme of minor improvement
3. Cyclical Works
4. Planned Works
5. Major Capital Works
6. Budget Considerations



Planned and Capital Works

Proposed Solution	Estimated Cost & Funding Sources	Reason for prioritisation (what is the impact? Condition/suitability),	Value for Money	Sustainability

Section 3: Education Capital & Planning Project Notification

Between the day-to-day repairs and maintenance works and the larger complex projects of repair or suitability/improvement there is the need to ensure that that Landlord or Lease holder is advised of any works being undertaken to the school estate.

The introduction of the project notification form provides Head Teachers with a aid memoir when planning works and the Education Capital & Planning Team on the schools development. The Notification should be accompanied by the building development plan or refer statutory documentation were possible.



project notification
form.doc

Contact(s)	
Health and Safety Team	Direct Line: 020 8496 4859 Mobile: Email: afshan.shan@walthamforest.gov.uk
Education Capital & Planning Schools Asset Manager	Direct Line: 020 8496 8081 Mobile: 07740 900 541 Email: angela.ferdinand-sergeant@walthamforest.gov.uk

Section 4: Letting of School Premises

It is essential that Head Teachers ensure that appropriate agreements are in place with regards to letting of accommodation within the school boundary for the type of use and occupation are put in place to protect all parties, more specifically the council. This includes ensuring that the adequate insurances are in place prior to occupations.

There two principal agreements under which third party occupation can be agreed, a licence or a lease

- **Licence:** The Head Teacher by definition will be known as the Licensor and the occupier is the Licensee. In most instances schools will let Licences for use of premise e.g. wrap-around-childcare, sports clubs etc. that operate in part of the school in spaces otherwise occupied by the school either during or outside of normal school hours.
- A draft Licence agreement is currently be revised for schools and issued on the Hub, Schools will need to be completed one of these for each user with a copy to be sent to the Asset Planning and Systems Team for up.
- **Lease:** Normally granted to school converting to Academies, a lease permits the occupation of the land and buildings for the “Tenant” exclusive use, although rights some rights are reserved for the Landlord. Due to the nature of leases case law and statute protects the agreements and it is essential to obtain professional legal advice from Property Services before entering into a lease agreement.
- Schools transferring to academy statues will automatically be granted a lease by the councils Estates and Valuation team and Legal Services and should advise Estates and Valuations of their legal representative as soon as appointed.

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Estates and Valuations	Direct Line: 020 8496 8074 Mobile: 07740900533 Email David.Kelly@walthamforest.gov.uk
Asset Management and Planning	Direct Line: 020 8496 6223 Mobile: Email Katerina.xenophontos@walthamforest.gov.uk

Section 5: Employing a Technical Consultant

It is recommended that the Head Teacher appoint a Technical Consultant to ensure that areas such as compliance and statutory regulations, building control, planning etc.

The most popular services offered by Technical Consultants are:

- Responsive Building Maintenance, including Termly Visits and a helpdesk services
- Maintenance Contracts for Services and Statutory Test and Inspections
- Planned Maintenance and improvement schemes
- Fire appliance servicing
- Remote Energy Management services
- Additional Energy and environmental consultancy services e.g. Display Energy Certificates, Energy Performance Certificates
- Property Management Services

Waltham Forest has a Joint Venture Partnership with Norfolk Property Services, whom can provide the above services and more. Head Teachers of Voluntary Aided Schools and Academies would have used a nominated consultant from the EFA or their respective Diocese. Community schools have the option to buy into this service via an Service Level Agreement with NPS or use a competent technical consultant of their choosing.



npsl sla march
2015.pdf