

BUILDING MANAGERS HANDBOOK

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**APPENDIX GUIDANCE ON GENERAL BUILDING MAINTENANCE
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GENERAL INFORMATION

- 1 All buildings are to be inspected by the Authority in respect of building works. (This should also ensure that day-to-day maintenance items have been undertaken).
- 2 Building Managers when engaging contractors to work with gas must ensure that operatives are competent, adequately trained and assessed to the Approved Code of Practice in the appropriate elements for the type of work undertaken and the appliances worked upon.

Proof of GAS SAFE registration, reference number and category of work should be requested.

- 3 Building Managers when engaging contractors to undertake work should ensure that all information, including premise logbooks, is available to identify the potential location of asbestos material.

If asbestos material is found OR if there is doubt on its existence, advice should be sought for confirmation and how to deal with the material under controlled conditions.

- 4 Building Managers should ensure that plant and equipment within their premises is adequately and regularly maintained by competent and trained personnel to comply with statutory obligations, good practice, ensuring safe operation and maximum efficiency. Typical examples are listed below:

- Gas Firing Appliances
- Building Energy Management Control Systems (BEMS)
- Air Conditioning Plant and Equipment
- Pressurisation Vessels and Equipment
- Reduced Pressure Zone Valves (RPZ)
- Shower Head Cleaning & Mixer Valve Servicing

- 5 If Technical Resources are acting as consultants to procure and manage servicing contracts, the Building Manager must inform Technical Resources of changes, additions or omissions of plant and equipment that the Building Manager procures so that maintenance records and premise log book can be updated and servicing contractors kept informed.

- 6 Building Managers should commission a Legionella Risk Assessment Survey for the water system(s) in accordance with the Health and Safety Commissions Approved Code of Practice and Guidance (L8) "The Control of Legionella Bacteria in Water Systems" and the "Health and Safety at Work Act 1974".

The Water Risk Assessments must be renewed if:

- Major alterations or repairs to the water systems are undertaken.
- The building is refurbished.
- Regular monitoring indicates breakdown of control measures.

- In any event the Water Risk Assessments must be reviewed after a period of 24 months.
- 7 In accordance with L8 Guidance, Building Managers should appoint or nominate a person from a “Competent Source” to undertake and document the following on-site duties:
- A monthly measurement and recording of flow and return pipework/water temperatures from the hot water heaters/calorifiers. (The minimum flow water temperature should be 60°C and return water temperature 50°C).
 - A monthly recording of hot and cold water sentinel outlet temperatures to ensure that cold water temperatures are less than 20°C within two minutes of running the outlet and hot water temperatures are 50°C minimum within one minute of running the outlet. **Note:** Hot Sentinel taps are first and last taps on the circulating system and Cold Sentinel taps are nearest and furthest from storage tanks.
 - A monthly recording of 10% of the balance of the non-sentinel outlets to ensure that they too meet the above temperature specifications.
 - A monthly recording of water temperatures for shower heads and other thermostatically controlled water outlets. (Temperature at the point of use should be 43°C +/- 2°C within one minute of running. Hot and Cold water supply temperatures should be 50°C minimum within one minute and less 20°C within two minutes of opening the outlets.
 - A documented, three monthly showerhead de-scaling and disinfection programme to remove scale including servicing of thermostatic mixer valve. (Technical Resources can arrange this).
 - Removal of all under-used showers, sinks, toilet cisterns, hose pipes, etc. (Technical Resources can arrange this).
 - Alternately, all low usage outlets should be flushed through by the nominated person, each for a minimum of five minutes on a weekly basis to avoid stagnation and dead leg formation. (This should be continued for all outlets during holiday periods, particularly for schools and sports changing rooms). All outlet flushing activities must be documented.
 - Annually inspect cold water storage cisterns and record water temperatures all in accordance with ACOP and Guidance, L8 requirements. All findings must be recorded and documented in a Water Quality Report. (Cold water should be stored at less than 20°C to prevent microbial proliferation. Technical Resources can arrange for this).
 - Records of all monitoring, inspection and test results carried out by the nominated person should be clearly documented in a dedicated “water quality logbook”. (All recordings must be current and each activity dated and signed and readily available for inspection).
 - Act upon and undertake remedial works highlighted within the Legionella Risk Assessment and the Water Quality Reports to reduce the risk of Legionella bacteria proliferation within the water services.

- 8 Building Managers should be aware that since 2006 Premise Logbooks have been a legal requirement for new and refurbished buildings and for existing buildings where significant changes have been made.

When significant work is carried out on existing non-domestic buildings, The Building Regulations Part L states:

“a log book should be prepared or updated as necessary to provide the appropriate details of the replacement controlled service or fitting”.

For example, where boiler replacement is undertaken then a logbook would need to be prepared covering the new plant and heating system.

Although not required by Part L, all existing buildings would benefit from the preparation and use of a comprehensive building logbook. Where a logbook already exists then it would simply need to be updated when work is carried out.

The content and layout of the logbook is clearly described in the legislation. Example copies of documentation and methodology are available.

- 9 Building Managers should encourage good housekeeping as the simplest and cheapest way of saving energy and reducing costs. It requires every occupant to use energy carefully and sensibly. Making a habit of these tasks helps to maintain savings achieved at the workplace and will benefit users also in their home environment.

Managers have an important role in persuading the building occupants to conserve energy; the full potential for saving energy can only be achieved by the positive action of all staff. Energy Conservation does not mean being cold and sitting in the dark, but being comfortable and not wasting energy.

Encourage staff to keep an eye out for energy wastage and give them an easy way of reporting the areas that need improvement.

Find out what your energy usage is when your workplace is closed. It is surprising how much of this energy is just wasted.

The warmer the room the more heat it needs to keep it warm, increasing the temperature of a room by 1°C can increase the heating bills by as much as 10%. Ensure all occupancy areas have permanent thermometers and they are sensibly positioned to indicate average room temperatures.

If temperatures are set too high adjust room thermostats or thermostatic radiator valves, or contact the maintenance sections to adjust the system. Do not open windows to maintain a comfortable temperature, have the heating adjusted.

Do not use unauthorised supplementary electric convector heaters. One three-kilowatt convector used daily can cost £500.00 per annum in energy costs.

Avoid using summer cooling systems when the heating is operating. Ensure the heating controls are operating effectively.

Hot water usage accounts for about 20% of heating energy costs. Ensure hot water is provided at the right temperature and at the right time. For hygienic reasons hot water is heated to 60°.

Do not leave hot taps running and try not to wash under a running tap – use a plug and use less water. Repair dripping taps. Each dripping tap can waste £2.00 per day in heat and water costs.

- 10 Building Managers should be aware that generally electricity costs are more than heating costs and approximately 50% is used for lighting. Staff can significantly reduce wastage by using lights sensibly.

Ensure lights are switched OFF in unoccupied areas (except where lights are a safety requirement). Lighting left on is the greatest single cause of the waste of electricity.

- 11 As good practice and as basis for planned preventative maintenance, Building Managers should commission an Annual Inspection of Mechanical Plant & Equipment, a Water Quality Inspection Report (as indicated for document L8) and Combustion & Controls Inspection and Report (Technical Resources can provide these).

- 12 Building Managers should be aware that from October 2008, it is a legal requirement that a Display Energy Certificate (DEC) showing the energy rating of their premise(s) will be required to be displayed in a prominent position.

- 13 All electrical installations are subject to regular testing and inspection in accordance with BS7671 and all recommendations arising from that are carried out within the recommended timescale.

- 14 All fire alarm systems are subject to regular testing and inspection in accordance with BS5839 and all recommendations arising from that are carried out within the recommended timescale.

- 15 All emergency lighting systems are subject to regular testing and inspection in accordance with BS5266 and all recommendations arising from that are carried out within the recommended timescale.

- 16 All lightning protective systems are subject to regular testing and inspection in accordance with BS6651 and all recommendations arising from that are carried out within the recommended timescale.

- 17 All lifts are subject to regular maintenance and inspection in accordance with BS5655.
- 18 All portable electrical appliances are subject to a proper regime of inspection and testing as recommended by the HSE and IET (IEE).
- 19 Where safety or warning systems are fitted eg disabled toilet alarm, these should be subject to periodic functional checks to ensure their correct operation. Users should carry out a risk assessment to determine the frequency of these checks, which could range from daily to termly.
- 20 All Buildings to have an energy performance log book and inspection process in accordance with the Building Regulations Part L and EU Directives.
- 21 Establishment Managers are allowed to appoint any suitable building professional to certify works, but they must be appropriately qualified eg MRICS, MRIBA, MCIQB, CENG, MCIBSE, MIET.
- 22 Any such person that certifies works must have sufficient Professional Indemnity (PI) cover with a minimum of £10 million.

Establishment Managers electing to procure and manage building works or building services themselves must advise Technical Resources when the project is completed so that relevant maintenance and servicing contracts can be put in place.

- 23 All Establishment Managers, including Head Teachers, are required to undertake training in procuring building works and the Health and Safety requirements associated with them (eg CDM Regulations).

24 COMPETENCE

Electrical installation work, maintenance work and the design of very minor works should be carried out by a *Qualified Electrician*. The recommended method of achieving this is to use a contractor who is a member of the National Inspection Council for Electrical Installation Contracting (NICEIC) and/or the Electrical Contractors' Association (ECA). If you wish to use other contractors or independent electricians you will need to make your own assessment of their qualifications/competence. Further guidance on this can be found in the DfES Building Bulletin 76 (where applicable).

Mechanical installation work and/or maintenance work should be carried out by a *Qualified Plumber/Mechanical Contractor*. The recommended method of achieving this is to use a contractor who is a member of the Heating & Ventilation Contractors Association (HVCA). In addition, for work on gas appliances/pipework they should be GAS SAFE registered. If you wish to use other contractors or independent plumbers you will need to make your own assessment of their qualifications/competence. Further guidance on this can be found in the DfES Building Bulletin 76.

Identifying a competent Building Contractor can be difficult. There are a number of “trade” organisations to which a building contractor can belong. However the checks undertaken by such organisations are very limited. The Building Manager can take up references on a building contractor and view works previously undertaken, however it should be remembered that you will only be directed to successful schemes of works.

25 ROUTINE INSPECTIONS

Building Managers have a statutory duty to ensure that health and safety matters on premises under their control comply with parts of the Health and Safety at Work Act 1974 (HASAW).

Periodic Inspections should be carried out to all elements of the premises. The purpose of these inspections are to:

- Identify issues that might compromise the safety of building users;
- Identify items of routine maintenance required;
- Identify potential major maintenance issues before a major failure occurs.

There are a number of inspections that must be carried out by a competent person. In some instances it may be appropriate for a competent contractor to carry out these inspections. (Technical Resources can give advice if required).

There are some inspections that a Building Manager may wish to undertake themselves. In carrying out any inspection the manager must be aware that their staff are unlikely to be professionally qualified and if any issues that cause concern are identified then appropriate professional advice must be obtained.

26 GENERAL RESPONSIBILITY (including CDM)

Building Managers shall ensure that all building works that they commission, either directly or via a professional consultant, comply with Building Regulations and CDM regulations 2007. It should be noted that any building professional employed by you has a responsibility to ensure compliance and will, typically, obtain the necessary approvals on your behalf.

You will also be responsible for paying the fee costs incurred from a Building Control body in obtaining Building Regulations approval, and appointing a CDM co-ordinator where applicable.

You should be aware that obtaining building regulations agreement will mean that building schemes will need a longer “lead in” period.

If works are found not to comply with the Building Regulations, it should be noted that Building Control have the power to have the works corrected at your cost.

Neglect of this requirement may affect buildings insurance and responsibilities regarding your 'Duty of Care'.

Any building works that extend buildings or alter the appearance of a building may require Planning Permission.

As a general guide the following types of works will require planning permission:

- All construction of new buildings and extension to existing buildings.
- Works that alter the external appearance of a building.
- Replacement of boundary fencing (if applicable).
- Installation of CCTV (if applicable).
- Additional mechanical plant on the exterior of a building (eg a new boiler flue).
- In most instances works that involve replacing like-for-like or retaining the existing look of the building may not need planning permission.
- All works in conservation areas and listed buildings.

- 27 Planners have the power to set conditions to a planning agreement that have to be met.

It should be noted that the Planning Department do have the power to insist that a building be restored to its original condition at your cost if alterations/ extensions have been carried out without planning approval and they deem them to be inappropriate.

If you are in any doubt whether your proposals require planning permission then contact the Planning Department for advice. (Alternatively advice can also be obtained from Technical Resources).

It should be noted that any building professional employed by you has a responsibility to ensure compliance and will, typically, obtain the necessary approvals on your behalf.

Note that obtaining planning permission can be a long process and you should make adequate allowance for this when planning a building scheme.

28 ASBESTOS MANAGEMENT PLANS

The arrangements to manage any asbestos-containing materials (ACM's) remaining in premises should be clearly set out in the Premises Asbestos Management Plan and then be periodically reviewed in order to ensure that these arrangements are working effectively. Within schools and educational premises, reviews should be undertaken at least termly and within other corporate workplaces, at least every six months.

Management arrangements should also include the regular monitoring of all ACM's in order to ascertain whether their assessed level of risk has changed and whether their assessed level of risk has changed and whether the

Asbestos Management Plan needs to be amended to take account of any changes identified.

In addition to these minimum monitoring requirements, the Building Manager's and Site Supervisor's daily/weekly checks should also take account of ACM's, so that any deterioration is identified as soon as possible.

29 COMMUNITY USE OF BUILDINGS

The community use of buildings, such as for playgroups or guide/scout groups, is a well-established and important function of any site. It is illegal to let out property for trading purposes unless a lease, tenancy or licence has been agreed.

The difference between them is outlined below:

- **Lease:** provides rights of exclusive possession for a specified period of time;
- **Tenancy:** provides rights of exclusive possession, but is not time limited. A tenancy can be cancelled by either party giving notice as specified in the initial agreement;
- **Licence:** gives permission to use premises, but not exclusively. A licence is either for a set period or can be ended by either party serving notice (usually, but not exclusively, a month).
- Any charges levied to external/community groups must reflect, as a minimum, all the costs the school incurs.
- There is considerable legislation dealing with issues of tenure, including the Landlord and Tenants Act. Great care and caution is required when considering any of the above.
- There are also other property issues such as wayleaves and easements that apply to some sites that can sometimes become relevant. If you think either applies to your site, you must contact Newham's Property Team; e-mail PropertyServices@newham.gov.uk.

DUTY OF CARE CHECK LIST
(For Buildings Managers to undertake)

BUILDING FABRIC – DAILY INSPECTION
(by Building Manager)

Internal

- Designated routes for means of escape in case of emergency evacuation to be clear and functional.
- Precise operation of fire exit doors including all door furniture.
- Precise operation of fire check/smoke check doors including all door furniture.
- Fire refuges to be clear of obstructions where applicable.
- Treads and nosings to staircases to be solid/stable.

External

- Clear and operational external boundary gates for access and egress.
- Designated fire engine access to be clear of obstructions at all times.
- Check integrity of boundary walls/fences and gates to public footpaths and highways.
- Check external perimeter of building for fallen slates/tiles/masonry.
- Inspect gullies for visible blockages.
- Grit/salt icy footpaths, steps, landings and thoroughfares in sub-zero temperatures.
- Check for broken/missing manhole covers.

BUILDING FABRIC – WEEKLY CHECKS
(to be read in conjunction with above)

External (by Building Manager)

- Visual check of pitched roof coverings for slipped/misaligned slates or tiles.
- Visual check for broken/open jointed rainwater goods particularly at eaves level.
- Visual check for spalling/exfoliating/cracked brickwork or masonry features + building movement.
- Check for broken/checked/missing manhole covers.
- Check for broken/misarranged paving slabs to thoroughfares around site.
- Check trees within site for damage to branches and trunk particularly after storms or heavy rain.

Internal (by Building Manager)

- Check all internal doors/furniture and frames for damage.
- Check internal wall and ceiling plaster finishes for impact damage/cracking and general building movement.
- Check staircases and landings for movement and stability.
- Check all floor finishes for splits, tears, irregularities and unevenness.
- Check sanitary ware and fittings for stability and function including blockages.

Please note water temperature criteria covered in Mechanical Services checklist.

- Check all glazing for integrity.

Electrical Installation – daily checks (by Building Manager)

- Every area of the building should be visually inspected regularly, a risk assessment being carried out to determine the frequency at which this is deemed necessary.
- Any defect noted should be recorded and arrangements made for repairs to be carried out. If you are in any doubt as to what is required please report the defect/fault through Technical Resources.
- Ensure that there is a current electrical installation certificate for all parts of the electrical installation and that any new work or alterations are certificated.

Electrical – specific checks (by Building Manager)

Portable Appliances

- Ensure that all portable appliances (defined as any appliance fitted with a 13A plug) are subject to regular testing and inspection and that a control is in place for all new appliances that are brought into the building, whether permanently or temporarily.

Electrical Installation – weekly checks (by Building Manager)

Fire Alarms

- Every week, a manual call point should be operated during normal working hours. This test should be carried out at approximately the same time each week; instructions to occupants should then be that they should report any instance of poor audibility of the fire alarm signal.
- Where the alarm is connected to external monitoring service – eg Newham Emergency Services – it is essential that they are contacted immediately before, and immediately after, the weekly test to ensure that unwanted alarms are avoided and that fire alarm signals are correctly received at the centre.
- A different manual call point should be used at the time of each test, so that all manual call points in the building are tested in rotation over a prolonged period. There is no maximum limit for this period (eg in a system with 150 manual call points, the user will test each manual call point every 150 weeks).
- The result of the weekly test and the identity of the manual call point used should be recorded in the fire alarm logbook. Any defects should also be recorded and arrangements made for any repairs to be carried out.
- The duration for which the fire alarm signal is given at this test should not normally exceed one minute, (recommended 10 seconds) so that, in the event of a fire at the time of the weekly test, occupants will be warned by the prolonged operation of the fire alarm devices.
- In premises in which some employees only work during hours other than that at which the fire alarm system is normally tested (an additional test(s) should be carried out at least a month to ensure familiarity of these employees with the fire alarm signal).

- It is not necessary to confirm that all fire alarm sounder circuits operate correctly at the time of this test.
- In addition you should ensure that a contract is in place for the quarterly test and inspection of the system by a competent person.

Electrical installation monthly checks (by Building Manager)

- Each month a function test of all emergency lighting shall be carried out. This test requires simulating a main failure, to ensure that the emergency light is working.
- Operating the emergency lighting test switch, checking that the emergency light is working and then switching the switch back again can do this.
- The test should be recorded in the emergency lighting logbook. Any defects should also be recorded and arrangements made for any repairs to be carried out.
- In addition you should ensure that a contract is in place for the annual test and inspection of the system by a competent person.

Electrical installation periodic checks (by Building Manager)

- Ensure that a contract is in place for the periodic test and inspection of the lightning protection system by a competent person.

Comment

It is essential that all the above inspections together with details of any faults and other work carried out on the systems be recorded in the appropriate logbook at the time they happen. These logbook(s) are important documents that contain information essential to demonstrate that you have carried out your responsibilities under the Health & Safety at Work Act. They should be readily available at all times to anyone having a justifiable need to access them.

You should also encourage all regular building users to report defects to you – note that they are more likely to do this if the reported defects are attended to promptly.

If you require any further guidance or assistance in carrying out these tests, any subsequent repairs or in arranging for testing and inspection by persons, please contact Design Services.

Mechanical Installation – daily checks (by Building Manager)

On a daily basis it is the Building Manager's responsibility to visually observe and check the following and report as necessary:

Boiler and Plant rooms

- Control panel for fault indication.
- Boilers, hot water heaters, pumps, etc are working.
- Evidence of water leaks.
- Evidence of gas leaks/smells.

Building generally

- Evidence of water leaks.
- Evidence of gas leaks/smells.
- Ventilation/air conditioning are working.

Mechanical Installation – weekly checks (by Building Manager)**Under used water appliances**

- The nominated person will ensure that appliances that are infrequently used are flushed through distribution outlets for a minimum of five minutes weekly to avoid dead leg formation.

Mechanical Installation – monthly checks (by Building Manager)

Building Managers shall be responsible for the following, as necessary in accordance with ACOP and Guidance L8.

- **Showers.** Implement monthly temperature monitoring and recording programme. Point of use water temperature should be 43°C within one minute of running the water. This should be conducted by the nominated person, who will maintain a written record of all work conducted.
- **Hot Water Point of Use Outlets (Taps).** A monthly water temperature monitoring programme of sentinel points and 10% of the remainder of the hot water point of use outlets. **Note:** Hot Sentinel taps are first and last taps on the circulating system and Cold Sentinel taps are nearest and furthest from storage tank.
- **Thermostatically Mixed Water Outlets.** Temperature at the point of use should be 43°C +/- 2° within one minute of running whilst hot and cold water supply temperatures should be 50° minimum within one minute and less than 20°C within two minutes of opening the outlets respectively, on a monthly basis.
- **Flow and Return Water Temperatures for Calorifiers/Water Heaters.** These should be measured and documented on a monthly basis.
- **Written Records.** The nominated person shall maintain written records for all activities and work conducted on the domestic hot and cold water services throughout the building.

Mechanical Installation – specific checks (by Building Manager)

- **Water Quality and Legionella Control.** Building Managers are responsible for implementing the Water Hygiene Monitoring Regime (See page 4, n° 6). The regime should be established in accordance with the monitoring regime requirements defined in ACOP and Guidance L8, 'The Control of Legionella Bacteria in Water Systems'. All Water Hygiene records should be retained for a minimum period of five (f) years.
- Refer to Corporate Health and Safety Legionellosis Policy.

YOUR LEGAL DUTIES AS A BUILDING MANAGER (Plant and Equipment Testing)

As a building manager or a head teacher you have responsibility for all those elements of building maintenance covered by statute.

Building managers/schools must arrange for the listed servicing and testing to be undertaken at the appropriate time and frequency if they do not use the service provided by Technical Resources SLA.

Any organisation chosen to undertake the works must be recognised by an appropriate industry standards body, ie RIBA, RICS, CIOB, CISE, to secure safe maintenance and management through competent, trained and qualified operatives and contractors.

Note:

A record should be kept of all the statutory servicing undertaken, with a copy provided to Technical Resources as confirmation that the works have been carried out by a competent organisation/person.

REQUIRED CERTIFICATION FORMS

(Only the appropriate recognised certificate normally issued by an industry body or professional body will be acceptable).

| Servicing and Testing | Frequency |
|--|--|
| Appropriate maintenance and service contracts in place on completion of building works procured. | Each project |
| Oil and gas boilers | Annual |
| Gas appliances – gas safety check | Annual |
| RPZ valves | Annual |
| Portable Appliance Testing | Annual |
| Water Quality Inspection | Annual |
| Gas Catering Equipment | Annual |
| Portable Fire Fighting Equipment | Annual |
| Fixed Electrical Wiring Installation | Maximum 5 year test (swimming pools annually) |
| Fire Safety Risk Assessment | Annually or when any change occurs |
| Fire Alarms | Periodic and annual tests (weekly/monthly testing) |
| Emergency Lighting | Monthly and annual tests |

SECTION 3: YOUR LEGAL DUTIES AS BUILDING MANAGER

| Servicing and Testing | Frequency |
|---|--|
| Lightning Conductors | Every 11 months |
| Powered Pedestrian Doors | 6 monthly checks and annual test |
| Passenger Lifts | Monthly checks, five year and ten year tests |
| Non-Passenger Lifts, hand powered service lifts and platform hoists | 6 monthly checks |
| Powered Stair Lifts | Annual Checks |
| Life Insurance | 6 monthly checks and certification |
| Local Exhaust Ventilation | Timescale as required – annual or less |
| Compressors/Pressure Vessels and Compressed Air | Annual Insurance Inspection |

Please note that failure to have the necessary servicing, testing and maintaining carried out may affect a building/school's insurance cover and ultimately the health and safety of all members of the public, pupils and staff for which you could be personally liable.

If you have any queries about the levels of servicing etc, please contact **Technical Resources**.

Mechanical: Bernie Carney 020 3373 1732
Electrical: John Ficken 020 3373 8465
Building Surveying: Gordon Smith 020 3373 6509
Architecture: Stephen Millard 020 3373 9923
Quantity Surveying: Liam Keaveney 020 3373 7803

NOTE

Corgi Consortium of Registered Gas Installers – now replaced by

GAS SAFE Contact 0800 111 999 if you smell gas.

NICEIC National Inspection Council of Electrical Installation Contracting

ECA Electrical Contractors Association

You must always obtain a certificate from the contractor to show that the works have been carried out, tested and certified where appropriate.

YOUR LEGAL DUTIES AS A BUILDING MANAGER

(Other)

| Servicing | Frequency |
|---------------------------------|--------------------|
| Asbestos Management Plan Review | 6 months or termly |

If you have any queries concerning Premises Asbestos Management Plans or the management of asbestos contact the **Asbestos Audit Team**.

James Banks

Steve Guilfoyle

If you have any queries concerning Health and Safety or Fire Safety requirements (including training) for your premises please contact the **Corporate Health and Safety Team**

CorporateH&Enquiries@newham.org.uk

REMEMBER, IF IN DOUBT ASK

APPENDIX: GUIDANCE ON GENERAL BUILDING MAINTENANCE CHECKS

(Note: These are not specifically duty of care but important to maintain the integrity of the premise).

| Elements | Check | By whom | Frequency | Action/Comments |
|--|--|------------------|------------------------------------|--|
| Floors, stairs and landings | Visual check of floor covering for damage or tripping hazards. | Building Manager | Daily | Arrange for repairs or seek professional advice where problem is not of a minor nature |
| Roof coverings (1) Pitched roof | Visual inspection from ground level (or upper floor window if available) for slipped or missing tiles. | Building Manager | Daily | Arrange for repairs or seek professional advice where problem is not of a minor nature |
| Roof coverings (2) Flat roof | Visual inspection from suitable upper floor window for signs of damage | Building Manager | Monthly | Arrange for repairs or seek professional advice where problem is not of a minor nature |
| Gutters, roof outlets, rainwater pipes etc | Check for damage and that water is draining quickly | Building Manager | Daily (winter) Monthly (summer) | Arrange repairs. Arrange for any blockages to be cleared and remove debris. Seek professional advice where problem is not of a minor nature. |
| Doors (internal and external) | Check operation of closures and fittings generally. Check operation of locks not used regularly. | Building Manager | Monthly | Arrange for repairs. |
| Glazing | Check glazing and protective films for damage. | Building Manager | Monthly | Arrange for repairs ensuring that correct type of glass is used (see professional advice if appropriate). |
| External Window Frames | Check frames for signs of rot (timber), rust (metal) or broken section (UPVC). Check windows open and close/lock properly. | Building Manager | Monthly | Arrange for repairs or seek professional advice where problem is not of a minor nature. |

SECTION 3: YOUR LEGAL DUTIES AS BUILDING MANAGER

| Elements | Check | By whom | Frequency | Action/Comments |
|--|---|------------------|------------------|---|
| Internal and External Decoration | Visually inspect all internal and external decorations. | Building Manager | Monthly | Arrange for repairs and make assessment of the need for complete redecoration (check paint compatibility and if Class 'O' applies). |
| Internal and External Walls and Ceilings | Visual check surfaces for signs of damage | Building Manager | Monthly | Arrange for repairs. Seek professional advice if damage is major or involves significant cracking. |
| Sanitary fittings. Taps, Waste Traps, Sinks and Associated Pipework. | Visual check for damage leaks. | Building Manager | Daily | Arrange for repairs as necessary. |
| Overflow pipes | Check to see if overflow is running or if there is staining on the wall below to indicate that it has been running. | Building Manager | Daily | Arrange for repairs. |
| Drains/gullies | Check for blockages or signs of water draining slowly. | Building Manager | Daily/Monthly | Arrange for rodding/jetting. All external drains should be jetted at least once a year as a matter of routine. |

ELECTRICAL AND MECHANICAL

| Elements | Check | By whom | Frequency | Action/Comments |
|--|--|------------------|------------------|---|
| Fire Alarm (1) | Check panel indicates normal operation. | Building Manager | Daily | Seek professional advice/arrange for specialist contractor to repair. |
| Fire Alarm (2) | Check all outstanding faults have been repaired. | Building Manager | Daily | Arrange for repairs as necessary. |
| Fire Alarm (3) | Test one call point (different zone and different device each time). | Building Manager | Weekly | Seek professional advice/arrange for specialist contractor to repair. |
| General Installation | Visually check sockets, outlets, light switches, light fittings for signs of damage. | Building Manager | Monthly | Seek professional advice/arrange for specialist contractor to repair. |
| Boilers and Boiler House Pipework, etc | Visual check for signs of damage or leaks. | Building Manager | Daily | Seek professional advice/arrange for specialist contractor to repair. |
| Fan Convectors | If not under Technical Resources SLA agreement, clean and service fan convectors. | Building Manager | Annually | Necessary to ensure efficiency and keep fuel bills to a minimum. |
| Ventilation and Air Conditioning | If not under Technical Resources SLA agreement, clean and service equipment. | Building Manager | Annually | Necessary to ensure efficiency. |
| Oil Supply Pipes and Tanks | Visual check for signs of leakage. Also checks that rate of fuel use has not increased dramatically. | Building Manager | Annually | Seek professional advice/arrange for specialist contractor to repair. |

SECTION 3: YOUR LEGAL DUTIES AS BUILDING MANAGER

| Elements | Check | By whom | Frequency | Action/Comments |
|--|---|------------------|------------------|--|
| Fume Cupboards | If not under Technical Resources SLA agreement, arrange for specialist contractor to service and check function. | Building Manager | Annually | COSHH Regulations |
| Cold Water Storage Tanks, Insulation and Associated Pipework | Check that tank lids are secure and for signs of damage or leaks. Also check to see if external tank room doors are secure. | Building Manager | Monthly | Arrange for repairs or seek professional advice if problem is not of a minor nature. |

EXTERNAL AREAS AND MISCELLANEOUS

| Elements | Check | By whom | Frequency | Action/Comments |
|---|---|---------------------|------------------|---|
| Play Equipment | Arrange for equipment to be checked by qualified professional. | Technical Resources | Quarterly | Arrange for repairs identified to be carried out. |
| Playgrounds, Car Parks, Roads, Paths, etc | Visual check for damage of tripping hazards, major depressions, etc. | Building Manager | Daily | Arrange for specialist contractor to repair/seek professional advice. |
| Playing Fields, Grassed Areas | Visual check for debris, holes, depressions, excessive moisture. | Building Manager | Weekly | Clear debris (for needles etc use appropriate agency for removal). For holes etc seek professional advice as appropriate or arrange for repair. |
| Fences, Site Boundary | Check gates for correct operation, visual check of walls fences for damage. | Building Manager | Weekly | Arrange for specialist contractor to repair/seek professional advice. |
| Fire Fighting Equipment | Arrange for equipment to be checked and serviced by appropriate professional specialist contractor. | Building Manager | Annually | |