

ANNEX 7

RESPONSIBILITY FOR REPAIRS AND MAINTENANCE

The attached annex shows the division of responsibility for repairs and maintenance between the LA, using resources retained at the centre, and community schools. For community schools responsibility means using delegated resources, and also DCSF Devolved Capital. Community schools will also be expected to contribute from their Devolved Capital towards any major capital schemes carried out by the LA.

In respect of voluntary aided schools the school governing bodies are liable for all capital works , with the exception of playing fields and buildings on those fields and related to their use. The responsibility for revenue repairs is delegated to VA schools and delegated resources should be used to meet these costs.

SCHEDULE OF RESPONSIBILITY FOR BUILDINGS AND GROUNDS

REPAIRS AND MAINTENANCE

LA RESPONSIBILITY COMMUNITY SCHOOLS	SCHOOLS RESPONSIBILITY
	<p><u>Kitchens</u></p> <p>All elements and associated services including dedicated dining rooms. (Not staff rooms).</p>
<p><u>Roofs</u> <u>Flat Roofs</u></p> <p>Structure: In new building/extension and replacement of all or substantial part (i.e. full block or wing) to prevent or correct major failure of existing structure.</p> <p>Screed/insulation – in new building/ extension and replacement of all or substantial part (i.e. full block or wing) of existing.</p> <p>Finish – on new building/extension and replacement of all or substantial part (i.e. full block or wing) of existing.</p>	<p>Repair/replacement of parts of an existing structure, replace rotted or defective timbers, make good defective or spalling concrete (i.e. where reinforcing bars exposed) including fire barriers etc.</p> <p>Repair/replacement of defective areas of screed/insulation and works to improve insulation standards.</p> <p>Repair/replacement of defective areas of roof finish on existing building.</p>

<p>Edge trim/fascia – on new building/ extension and replacement of all or substantial part (i.e. full block or wing) of existing.</p> <p>Roof drainage, gutters, downpipes etc. on new building/extension and replacement when association with major works as above.</p> <p>Flashings, roof lights, roof vents etc. on new building/extension. Replacement of all or substantial part (i.e. full block or wing) or when associated with major works as above.</p>	<p>Repair, replacement, repainting of edge trims/fascias on existing building.</p> <p>Repairs, replacement, cleaning, painting of existing gutters and downpipes etc.</p> <p>Repairs, replacement, cleaning of other items (e.g. Flashings, roof lights, roof vents etc.) on existing building, including all glazing and ironmongery.</p>
<p><u>Pitched Roofs</u></p> <p>Structure on new building/extension, and replacement of all or substantial parts to prevent or correct major failure of existing structure.</p> <p>Insulation in new building/extension, and replacement of all or substantial part (i.e. full block or wing) of existing building.</p>	<p>Repair, replacement of parts of existing structure not complete trusses (i.e. rotten, defective, joists rafters purlins, fire barriers etc.)</p> <p>Repair, replacement of areas of insulation within existing building.</p>
<p>Roof finish in new building/extension and replacement of all or substantial parts (i.e. full block or wing) of existing building.</p> <p>Bargeboards/fascias etc. on new building and replacement of all or substantial parts (i.e. full block or wing) of existing building and when associated with major works as above.</p> <p>Roof drainage, gutters, downpipes etc on new buildings/extension and replacement when associated with major works as above.</p> <p>Flashings, roof windows, roof vents etc. in new building/extension and replacement of all or substantial parts and when associated with major works as above.</p>	<p>Repair, replacement of damaged, defective, missing finishing's to existing building.</p> <p>Repairs, replacements, repainting of bargeboards/fascias etc. on existing building.</p> <p>Repair, replacement, cleaning, repainting of gutters, downpipes, etc.</p> <p>Repairs, replacements, cleaning, repainting, etc. of flashings, roof windows, vents etc.</p>

<p><u>Floors</u></p> <p>Floors, staircases and landings complete in new building/extension including DPC screeds and finishes, and replacement of all or substantial part (i.e. full block or wing) to prevent or correct major failure within existing building.</p>	<p>Repair/replacement of parts of existing building including DPC, floor slabs, oversite concrete, precast beams, slabs and blocks, screeds, joists, boards, tiles, carpets and other finishes.</p>
<p><u>Ceilings</u></p> <p>Complete structure, suspension system finishing's in new building/extension and replacement of all or substantial part (i.e. full block or wing) in existing building.</p> <p>Asbestos removal and replacement with new material as a major project or when associated with major works. (Licenced contractor).</p>	<p>Repair, replacement, repainting, of all elements including fire barriers, structure, suspension system, ceiling finishes, insulation, etc.</p> <p>Asbestos inspection, air testing, removal and replacement with new material, sealing and painting surfaces (to maintain safety). (Removal and repair by specialist licenced contractor).</p>
<p><u>Structure</u> <u>External Walls</u></p> <p>Complete walls including foundations, DPCs, cladding and finishes on new building/extension and replacement on existing building to prevent or correct failure of the structure (e.g. work affecting most of the building).</p>	<p>Repairs/replacement and preventative measures (e.g. tree removal) of parts of a building including re-pointing, re-cladding etc.</p>
<p><u>External Windows, Doors and Curtain Walling Systems</u></p> <p>Complete frames, doors, windows, curtain walling systems, including glazing, ironmongery, painting etc. on new building/extension, and replacement of all or substantial part (i.e. full block or wing) of an existing building.</p>	<p>Repairs/replacement of frames, doors, automatic doors, windows, curtain walling systems to parts of an existing building, including all glazing, ironmongery, external and internal painting, weatherproofing, safety and security improvements.</p>

<p><u>Internal Walls and Partitions</u></p> <p>Complete walls and partitions in new building/extension and replacement or repair in major refurbishment/alteration works (i.e. full block or wing) in existing building, to prevent or correct major structural failure.</p>	<p>Repairs/replacement and minor alterations to internal walls and partitions including foundations, DPCs, finishes, skirting, glazing, painting etc. in existing building. Including load-bearing walls.</p>
<p><u>Internal Doors, Windows and Screens</u></p> <p>Complete frames, doors, windows, screens, fittings, glazing finishes etc. in new building/extension and replacement in major refurbishment/alteration project (i.e. full block or wing).</p>	<p>Maintenance, repair, replacement, safety and security improvements in existing building, including frames, doors, windows, screens, fittings, glazing, finishes, etc.</p>
<p><u>Sanitary Services, Water and Drains</u></p> <p>Provision of all toilet, shower and changing room fittings, waste, drainage, water supplies etc. in new building/ extension and replacement in major alterations project (i.e. full block or wing) in existing building.</p> <p>Provision of disabled and specialist facilities related to pupils with statements.</p> <p>Provision of all water supplies, fittings, waste systems, drainage etc. in new building/extension and replacement in major alterations project (i.e. full block or wings).</p> <p>Provision of complete drainage system in new building/extension and replacement/ new connections in major alterations project.</p>	<p>All maintenance, repair, replacement and refurbishment of toilet, shower and changing room facilities, fittings, waste systems, drainage, water supplies, tanks and cylinders etc. including legionella treatment. (Not main kitchen).</p> <p>Maintenance and repair etc. as above.</p> <p>All repairs, maintenance, servicing, cleaning, replacement etc. of all water supplies, fittings, pipe work, tanks, waste systems, drainage etc. (Not main kitchen).</p> <p>Maintenance, repair, replacement and cleaning of all drains, gullies, grease traps, chambers, sewage plant, etc. (Not main kitchen).</p>

<p><u>Mechanical Services</u></p> <p>Provision of complete heating and ventilation systems in new building/extension.</p> <p>Planned replacement of main boiler plant/controls past the end of their serviceable life.</p> <p>Emergency replacement of main boiler plant.</p> <p>Provision of gas main supply distribution and equipment in new building/extension.</p> <p>Repair and replacement of gas main up to entry to existing building.</p>	<p>General maintenance, servicing and repair, replacement parts to all boiler house plant controls, equipment, flues and chimneys. Energy saving projects.</p> <p>Servicing cleaning repair and replacement of heating distribution system including pipe work, radiators, convectors, valves, filters etc.</p> <p>Servicing, cleaning, repair and replacement of water heaters/boilers, hot water distribution systems, tanks, cylinders, overflows etc. (Not main kitchen).</p> <p>Temporary heaters and fuel.</p> <p>Servicing, repair and replacement of gas supplies, equipment and appliances (within building).</p> <p>Gas leaks – report all gas leaks to gas suppliers.</p>
<p>Provision of fixed ventilation, air conditioning equipment in new building/ extension.</p> <p>Swimming pool plant provision and installation in new building.</p> <p>Planned replacement of swimming pool plant past the end of its serviceable life.</p>	<p>Servicing, repair, replacement of all ventilation, air conditioning, equipment, extract fans, fume cupboards, duct work, etc.</p> <p>Servicing repair and replacement parts to swimming pool plant, pumps, controls, pipe work, heat recovery systems, equipment, covers, and water treatment.</p>

<p><u>Electrical Services</u></p> <p>Provision of complete main supply, power distribution and lighting system in new building/extension.</p> <p>Repair/replacement of main supply up to main meter.</p> <p>Planned replacement of obsolete and dangerous wiring systems.</p>	<p>Testing, servicing, repair, replacement of all distribution boards, switchgear, interconnecting cables including supplies and equipment in temporary buildings.</p> <p>All testing earthing and bonding to meet Health and Safety.</p> <p>All testing, repair and replacement of wiring, switches, light fittings, electrical equipment, appliances etc.</p>
<p><u>Electrical Services</u></p> <p>Provision of emergency lighting in new building/extension.</p> <p>Provision of external lighting in new building/extension.</p> <p>Provision of fire alarm in new building/extension.</p>	<p>All testing, servicing, repair, replacement adjustments and improvements to emergency lighting.</p> <p>All servicing, testing, repair, replacement of external lighting including wiring, controls, switches, columns, fittings etc.</p> <p>Testing, servicing, repair/replacement of fire alarm system, including any ancillary equipment/system i.e. class change, electromagnetic holders, automatic door closers etc.</p> <p>Provision, testing, servicing, repair, replacement, of intruder alarm systems, C.C.T.V. installations, door access systems etc.</p> <p>All call-out and resetting charges associated with intruder and fire alarm faults and activations.</p> <p>Provision servicing repair and replacement of video recorders, televisions, computers, audio and visual display/projection equipment and associated aerial arrays etc.</p>

<p><u>Electrical Services</u></p> <p>Provision of lifts/hoists etc in new building/extension.</p> <p>Planned replacement of lifts past the end of their serviceable life.</p> <p>Provision of telephone system in new build/extension.</p> <p>Provision of lightning protection in new building/extension.</p>	<p>Testing, servicing, repairs, and replacement parts, to lifts and hoists including improvements to meet Health and Safety.</p> <p>All servicing, repairs, replacement, telephone system.</p> <p>All servicing repairs replacements to lightning protection system.</p>
<p><u>External Works</u></p> <p>Provision of roads, footpaths, playgrounds, courts, pitches, steps, ramps, handrails etc as part of new development or major redevelopment project.</p> <p>Provision of disabled access arrangements.</p>	<p>All repairs, replacements of roads, footpaths, playgrounds, courts, pitches, steps, ramps, handrails, road and line markings.</p> <p>All repairs, replacements, to ramps, handrails, doors, stairlifts, etc associated with disabled access arrangements.</p>
<p><u>External Works</u></p> <p>Provision of walls, fencing, gates, ancillary buildings as part of New development.</p> <p>Provision of land drainage as part of new development.</p> <p>Demolition of buildings and associated sealing of drains terminating services and clearing of site.</p> <p>Provision of external structures as part of new development ie flag poles, lighting towers etc.</p>	<p>Maintenance, repairs, replacement of perimeter and boundary walls fences, gates, hedges, etc.</p> <p>Cleaning repair and replacement of land drainage system.</p> <p>All servicing repairs and replacement of external structures i.e. flag poles lighting towers etc.</p> <p>Upkeep and maintenance of grounds playing fields, amenities, land, landscaped areas, boundary hedges, trees, pitch court markings, posts and nets, games and playground equipment etc.</p>

Miscellaneous

Asbestos removal associated with L.A. initiated work

Provision of fire hose reels in new building/extension including associated water supply.

Provision of portable fire fighting equipment in new building.

Non relocatable temporary buildings mobile classrooms, covered links and walkways etc – all elements as previously for main buildings.

Asbestos removal associated with school initiated work.

Asbestos monitoring within school.

Fire hose reel testing, servicing, repair, replacement, including associated water supply and pipe work.

Cleaning, servicing, refilling, portable fire fighting equipment i.e. extinguishers, fire blankets etc and provision of additional equipment to meet Health and Safety.

Non relocatable temporary buildings mobile classrooms, covered links and walkways etc – all elements as previously for main buildings.

Rodent and pest control.

Timber treatment and preservation (i.e. dry rot/wet rot treatment).

Treatment/repairs to eliminate dampness (i.e. injection treatment).

Treatment/repairs to graffiti and vandalism.