



Property Services Group

Service Schedule: Academy Schools 2019/20

Period: 1 April 2019 – 31 March 2020

Introduction from Service Lead

Dear Principal/Head Teacher

Welcome to the Service Schedule for PSG, which contains all of the information you will need about our services on offer.

We continuously endeavour to develop our service and streamline our processes, ***we are now offering one Reactive & Planned Maintenance Service Plan with one management fee and a standing charge to ensure consistency for all our clients. Following feedback from clients, we have also re-calculated the Kitchen Equipment Emergency Repair Fund fee.***

We look forward to working with you.

Steve Carpenter
PSG Manager

Description of our service

PSG offer a comprehensive range of services to academy schools, assisting with the core tasks of managing repairs, planned and reactive maintenance and development of their buildings. We are a dedicated, experienced, locally based team of professionals who have vast experience and knowledge of working within schools.

We also provide an award winning multi-disciplinary design service that can make sure you maximise the potential of your existing buildings and we co-ordinate any funding opportunities for new projects. This means we can provide a complete 'one-stop-shop' service from inception to completion and beyond of both new build and refurbishment projects. Our experienced team work with a range of clients and using the latest state-of-the-art software, including Building Information Modelling (BIM), are able to deliver sustainable and cost effective building projects.

Service Plans

- **Reactive Maintenance Service (including emergency and out of hours service)**
- **Planned Preventative Maintenance (PPM)**
- **Kitchen Repair and Maintenance Service**
- **Emergency Repair Fund**
- **Kitchen Emergency Repair Fund**
- **Property Consultancy Service**

Offers

- If Academies buy in to the Reactive & PPM maintenance services we will include 3 free consultancy days per annum.
- If Academies buy in to either the Reactive or PPM maintenance service we will include 2 free consultancy days per annum.
- Reduced Consultancy rates if Academies buy in to Reactive and/or PPM Maintenance.

Benefits to the School

- Access to a highly experienced, locally based team who work extensively with schools.
- A dedicated Building, Electrical and Mechanical Surveyor.
- A dedicated Administrator so schools have one point of contact.
- We will undertake planned and reactive maintenance for your buildings. This includes contract maintenance schedules, planning, procuring and administration.
- Provision of an emergency out of hours' service, 24 hours a day 365 days a year.
- Our professional staff will manage and supervise contractors delivering your programmes of work.

- Specialist impartial advice is available to ensure compliance with the appropriate premises legislation.
- We will provide budget monitoring of the school's Repair and Maintenance pot.
- Access to Technology Forge Cloud property database to view your building information.
- Access to a fully approved, evaluated and monitored approved list of Contractors.
- We comply with all statutory legislation and codes of practice.
- A complete one-stop-shop design service tailored to your needs.
- On design projects we work closely with head teachers, governors and pupils and ensure they are involved at every stage.
- Throughout the design process we use state-of-the art 3D visualisation software that allows clients and stakeholders to fully engage with the design.
- Compliancy with HSE legislation (incorporating CDM).
- Professional Indemnity Cover for work carried out by PSG.
- Professional Negligence Cover for work carried out by PSG.
- Peace of mind.

Charging and enquiries

REACTIVE MAINTENANCE SERVICE

Our experienced surveying and admin team provide a daily help call service to resolve your repairs and breakdowns quickly utilising our fully evaluated and competent list of approved contractors. This enables buildings to continue to operate safely, effectively and with minimum disruption.

We also offer an out of hours' service, 24 hours a day, 365 days a year so you have peace of mind knowing that in an emergency we will be able to get things back on track.

The range and scope of services associated with this pay as you go service are listed below.

| | Service Plan |
|---|---|
| 1 | Annual meeting with PSG to review the maintenance plan for the school |
| 2 | ' Out of hours ' emergency service provision by a Surveyor |
| 3 | Administration of works under direct control of Surveyors |
| 4 | Instruction and supervision of day-to-day works (other than orders raised directly by school) |

| | |
|----|--|
| 5 | Advice and instruction in building and plant operation |
| 7 | Progress meeting with Surveyors on request |
| 8 | Acting as agent for the establishment in handling insurance claims, negotiations and arbitration |
| 9 | Advice to establishment regarding compliance with Health and Safety legislation |
| 10 | Feasibility advice on minor improvements and alterations |
| 11 | Access to the TF Cloud customer portal |
| 12 | Assessment of maintenance liabilities in new acquisitions and auxiliary properties |
| 13 | Advice on standards of locally instructed works arranged by the school |
| 14 | Advice on building services legislation |
| 15 | Maintenance of specialist property records – to be held at school site |
| 16 | Monthly billing on PAYG basis |

Charging

Any invoices raised on your behalf will incur a management fee of 14%, this will be charged on a monthly basis when invoices are received. There is also a standing charge of £450 per year (payable upon subscription).

The standing charge covers our 'out of hours' service, annual meetings with your surveyor and progress meetings if requested, professional advice and support, fully vetted contractors framework, up to date plans of your school, termly buy back reports and access to TF Cloud.

The management fee covers the instruction of a contractor, surveyor support and finance support including processing orders and invoices, for each help call raised.

Note:

Schools opting out of this SLA will incur a £90/hr charge for any adhoc advice or premises support.

There shall be no right for the subscriber to withdraw from the scheme until the end of a financial year, giving 3 months' notice. This will incur a penalty charge and fees will not be refunded.

KITCHEN REPAIR AND MAINTENANCE

The money has been devolved to the Academy for the repair and maintenance of kitchen equipment therefore repairs and renewal of defective and time expired catering equipment shall form part of the reactive maintenance service. The school will be responsible for the repairs of all kitchen equipment.

Charging

Fee based on £2/per pupil. Works will be billed on a pay as you go basis.

PLANNED PREVENTATIVE MAINTENANCE SERVICE (PPM)

The most forgotten aspect of any premises often is the statutory compliance and standard maintenance checks. PSG offer a comprehensive structured support service for the procurement, delivery and monitoring of a full range of planned preventative maintenance ensuring safe and compliant equipment through associations and partnerships with skilled accredited contractors.

Our well designed planned preventive maintenance scheme will improve system reliability, decrease cost of replacement and result in decreased system downtime and allow for better spares inventory management.

Academies will be asked to provide a list of items to be maintained using the contract maintenance checklist (Appendix A); a surveyor can assist with this if need be. If the school has continuous buy in, the current servicing arrangements will already be in place, however these will be reviewed to ensure all items are covered.

The management fee for PPM will be 14%; this will be included in the quotation of the required service contracts.

The service schedule is to be paid by a standing order each month based on the total annual cost quoted including the management fee. The account will be reconciled at the end of the period and reported back to the school.

Note:

If Academies only buy in to the PPM service, access to our telephone advice and support service for reactive maintenance issues is still available, however, any resulting callouts will be charged with a 15% management fee.

The range and scope of services associated with this pay as you go service are listed below.

| | Service Plan |
|---|---|
| 1 | Identification, negotiation and administration of tenant and landlord service contracts, see Appendix B |
| 2 | Service contract monitoring |
| 3 | Management of PPM contractors |

EMERGENCY REPAIR FUND

The PSG Emergency Repair Fund (ERF) is based upon industry standards and the charging for the scheme is wholly charged across the authority on a contribution per square metre which includes a management fee. Historical data would indicate that the age of the building does not significantly increase or reduce the number of emergency related repairs and quite often newer build properties may have a significantly more complicated and greater technical equipment presence.

Most buildings have a similar requirement in terms of landlord related services and landlord statutory items, such as fixed wiring, gas detection, chimneys, lightning protection etc. and these charges and associated repairs are funded from the ERF.

The fund will cover the cost of reactive remedial work for unforeseen, sudden failure of a major element of the building which is causing a significant loss of service within the school, where:-

- There is an imminent risk to life or limb.

- There is a closure of the whole or a substantial part of the school or block.

(Please see division of responsibility list for details of what is covered in Appendix A).

Where project related works have an impact upon the construction and or services of the building there may be instances where the ERF maybe utilised as a means of contribution to the project. This will require authorisation from the PSG Manager or delegated person and will be based upon the impact of the project on the existing infrastructure. This will ensure economies of scale, future planning and ensuring 'landlord' identified items within the SLA are reviewed and updated on a project by project basis.

If a school opts out of the Emergency Repair Fund and subsequently decides to re-join the scheme at a later date, they will pay an increased contribution charge of:

- 1 year – 10% increase for the first year
- 2 years – 20% “
- 3 years and above - 30% “

Charging

Calculation based on a rate per m2 of the gross internal area. This is currently £6 per m2 with an additional management fee charge of 14%.

KITCHEN EQUIPMENT EMERGENCY REPAIR FUND

The fund will cover the cost of the replacement of kitchen equipment. If the broken equipment can be fixed, this will be covered under the Kitchen Repair and Maintenance scheme. It will only be replaced under Kitchen Equipment Emergency Repair Fund if it cannot be fixed, or if the cost of the repairs is greater than the cost of replacement.

Charging

Calculation is based on NOR. £10 per NOR will be charged plus a standing charge of £250. There is a 14% management fee for this service

The standard charge is to ensure there is a minimum amount in the fund. This will ensure the fund is viable and will protect the level of cover offered.

EMERGENCY REPAIR FUND & KITCHEN EQUIPMENT EMERGENCY REPAIR FUND - TERMS AND CONDITIONS

PSG offer to set up and manage a centrally held repair fund that schools may opt to buy into. The fund will be formed by aggregating the subscriptions from all schools opting to take this service. Only schools buying into this option will receive cover from the fund.

The fund will be administered in much the same way as a commercial insurance arrangements, whereby the fund will only pay out for a qualifying incident. This means the entire premium will be centrally controlled, with no proportion being ring fenced for an individual school. There is no guarantee that within any year of subscription schools will receive work to the value of their contribution.

As the fund is a risk spreading co-operative scheme, it will only run if there are sufficient number and mix of subscribers to make it viable and as long as the funding remains in the fund.

The fund excludes repair or renewal work that could reasonably have been foreseen by the school and programmed for implementation.

Included within the scheme are professional services in conjunction with undertaking the reactive maintenance for the school buildings within the scheme. This will include the services of the out of hours surveyor and the necessary associated reactive work, the planning, procurement and administration of the work associated with the scheme and planned work in respect of preventative measures associated with items covered within the scheme.

There shall be no right for the subscriber to withdraw from the scheme until the end of a financial year, giving 3 months' notice. Withdrawal from the scheme the benefits would be restricted to the items that were agreed during the scheme.

PROPERTY CONSULTANCY SERVICE

We do far more than just maintain, refurbish and monitor property and assets. We provide an award winning multi-disciplinary design service delivering sustainable and cost effective building projects. We can also co-ordinate any funding opportunities.

The Premises Consultancy Service bridges the gap between day to day maintenance and asset management by providing the following services:-

- Advice and guidance surgery
- CIF bids (no win no fee)
- Salix bids (no win no fee)
- Procurement
- Feasibility Studies
- Design Service
- Project Management
- Acting as agent for the establishment in handling insurance claims, negotiations and arbitration
- Contractor monitoring
- Developing on site procedures
- Space utilisation
- Additional telephone advice and support services on non-site days
- Statutory compliance advice

- Advice on building services legislation
- Assessment of maintenance liabilities in new acquisitions and auxiliary properties
- Maintenance of specialist property records – to be held at school site

Additional services are also available as detailed below.

Pricing will be based on an hourly or daily rate depending on the nature of the work. Typical charges are likely to be £45 per hour* and £330 per day. A quotation of costs will be provided before works are agreed.

*This rate is available to schools who buy in to the reactive and planned preventative maintenance service only. Schools who do not buy in will be charged a fee of £90 per hour for the services above.

Additional Services

Additional services will be billed at point of delivery. The following services are available on request:

| Ref. | |
|------|--|
| 1 | Design and Capital Project Delivery Service including feasibility studies |
| 2 | Clerk of Works Service |
| 3 | Project Management Service |
| 4 | Mechanical and Electrical Design Service |
| 5 | Facilities Management |
| 6 | Principal Designer Management Coordinator Service |
| 7 | School Asset Management Plan Service – 5 year condition survey |
| 8 | Identification, negotiation and administration of bespoke tenant service contracts |
| 9 | Vandalism |
| 10 | Fire Risk Assessment Service |
| 11 | Portable Appliance & Microwave Testing Service |
| 12 | Planning/Building Regulation application submissions |
| 13 | 3D Surveys/Topographical Surveys |
| 14 | Inspection of playground equipment |
| 15 | Training for Governors/Premises Managers |
| 16 | Statutory Maintenance, Testing & Inspection Service |
| 17 | Asset Valuations |
| 18 | Estates Management Services including leases and rentals to third parties |
| 19 | Crime Prevention Service, safer schools initiative |
| 20 | Carbon Management Service |
| 21 | Access Audits |
| 22 | Cost Estimating Service |
| 23 | Structural Engineer Design Service |
| 24 | Landscaping Service |

Our obligations and requirements

What we will do for you:

| Ref. | |
|------------|--|
| P1 | We will arrange for any reactive repairs or planned maintenance identified as being required by the school. We will advise, specify, evaluate and administer the selected maintenance contracts. Scheduling of works will be in liaison with the school and with the relevant contractor(s). |
| P2 | We will ensure reactive maintenance is responded to within the stipulated response time. |
| P3 | We will provide dedicated admin support to access any requirements associated with this SLA. All orders will be placed with the Council's approved contractors for resolution. |
| P4 | We will provide an emergency out of hours service 24 hrs a day, 365 days a year. |
| P5 | Provide dedicated Building, Mechanical and Electrical Surveyors. |
| P6 | We will provide advice, specify, evaluate and administer the selected planned maintenance contracts. Scheduling of works will be in liaison with the school and the relevant contractors. |
| P7 | We will provide monthly budget monitoring and invoicing of schools Repair and Maintenance budgets |
| P8 | We will review the maintenance plan for the school |
| P9 | We will ensure all our contractors are vetted for financial status, insurance, DBS and H&S certificates are in place |
| P10 | Projects will be provided via the PSG team who will advise, specify, evaluate and administer selected minor works contracts. Please see Appendix B for process map. |
| P11 | Access will be given to the Technology Forge Cloud property database so schools can view their property information relating to this SLA. |

What we require from you...

| Ref. | |
|-----------|--|
| C1 | Contact the help desk giving full details of the reactive maintenance fault and also confirm priority status and if this is a repeat call out. |
| C2 | Schools should note that all costs for repairing, maintaining and running schools buildings are wholly funded from school budgets |

| | |
|-----------|---|
| C3 | Request assistance in good time taking into account Surveyors workload, contractors' availability and extended delivery periods in the lead up to the summer holidays. |
| C4 | Ensure that staff with premises responsibilities attend necessary training and meetings. |
| C5 | Give 14 days' notice for the request of additional Repair and Maintenance reports. |
| C6 | Asbestos containing materials may be encountered during work on the items; external walls, internal walls, partitions, glazed screens and ceilings. The Asbestos Register must be checked and signed by any Contractors working on site. |
| C7 | An Asbestos Refurbishment and Demolition survey must be carried out prior to any school managed projects commencing. If any doubt exists you must consult your Building Surveyor. Please also note any work should comply with statutory regulations and in particular 'The Control of Asbestos Regulations 2012' |

Days in which service will be provided

| Day | Time |
|--|------------------------------|
| Office Hours | |
| Monday – Thursday | 8.00am - 5.00pm |
| Friday | 8.00am – 4.00pm |
| Out of hours emergency service provision | 24 hrs a day/365 days a year |

Individual responsibilities of our staff

| Roles | Contact details | Responsibilities |
|---|---|--|
| PSG Manager | Steve Carpenter 01743 281094 | The PSG Manager has overall responsibility for the delivery of PSG and the management of this Service Level Agreement. |
| Surveyors Building, Mechanical, Electrical | Peter Allen, North Team 01743 255378 | To maintain elements of the school buildings and grounds in a safe condition, where responsibility and budget have been delegated. |
| | Phil Brown, South Team 01743 281067 | To monitor the condition of the school to ensure a healthy and safe environment for children, staff and visitors. |

| | | |
|-------------------------------------|----------------------------------|--|
| | | To manage a planned programme of work through the Capital Condition Works programme funded from delegated and external budgets. |
| | | To set up procedures to enable unforeseen maintenance works to be organised and prioritised. |
| | | To ensure funds are spent effectively and all works are carried out in accordance with the financial regulations of the Council. |
| | | Ensure all works undertaken at the school are carried out in a safe manner. |
| Finance | Roshni Shroobree 01743 281145 | Provide budget monitoring of the school's expenditure |
| Administration | Helen Hale 01743 281096 | Provide dedicated administration support to schools |
| Planned Contract Maintenance | Katie Travis 01743 281054 | To implement a program of testing and servicing to ensure safe and efficient operation of all appliances, fixed plant and building services. |

Individual responsibilities of the school

| | |
|--------|---|
| School | Comply with all relevant statutory requirements, codes of practice and policies of the Council, including standing orders, financial regulations and procedures and obligations as the Planning Authority. Details of these are available on the Council's website. |
| | Although management responsibility of the school premises rests with the Head Teacher and Governing Body, general day to day management is often delegated. Schools are asked to give contact details of such person(s) to PSG. |
| | Where schools intend to self-manage projects to improve, alter, extend or modify the building fabric, then the Landlord is to be notified. |
| | Schools to monitor their Repair and Maintenance balances |

| | |
|--|---|
| | Refer to Implications section below for responsibilities if opting out of PSG SLA |
|--|---|

Key Performance Indicators (KPIs)

| Ref | Description of KPI | Target | Tolerances |
|-----|--|--------|---|
| 1.0 | SERVICE UNIT COST | | |
| 1.1 | Ensure projects are completed within budget | 80% | Scope creep |
| 1.2 | Ensure value for money | 80% | |
| 2.0 | SERVICE QUALITY | | |
| 2.1 | Ensure programmed or reactive maintenance works are completed to a high standard | 90% | |
| 2.2 | Satisfaction rate of schools | 90% | Schools to complete Customer Satisfaction Questionnaires in a timely manner |
| 3.0 | SERVICE DELIVERY TIME | | |
| 3.1 | Ensure deadlines are achieved | 90% | |

Contact information

| For more information | |
|----------------------|--|
| Contact name | Steve Carpenter |
| Role | PSG Manager |
| Telephone | 01743 281094/ 07990 085499 |
| Email | steve.carpenter@shropshire.gov.uk |
| Contact name | Peter Allen |
| Role | North Team Leader |
| Telephone | 01743 255378 |
| Email | peter.allen@shropshire.gov.uk |
| Business Support | Sarah Heskesth - 01743 281051, sarah.heskesth@shropshire.gov.uk |

| | |
|---------------------|---|
| Contact name | Phil Brown |
| Role | South Team Leader |
| Telephone | 01743 281067 |
| Email | phil.brown@shropshire.gov.uk |
| Business Support | Wendy Bradley - 01743 281085, wendy.bradley@shropshire.gov.uk |
| Contact name | |
| Contact name | Helen Hale |
| Role | Business Support Manager |
| Telephone | 01743 281096 |
| Email | helen.hale@shropshire.gov.uk |
| Contact name | |
| Contact name | Roshni Shrosbree |
| Role | Finance & Business Development Manager |
| Telephone | 01743 281145 |
| Email | roshni.shrosbree@shropshire.gov.uk |
| Contact name | |
| Contact name | Katie Travis |
| Role | Contract Maintenance Officer |
| Telephone | 01743 281054 |
| Email | katie.travis@shropshire.gov.uk |
| Contact name | |
| Contact name | Out of Hours Emergency Call Outs |
| Telephone | 07990 087815 |
| Email | enquiries.psg@shropshire.gov.uk |

Review of Service Schedule

The contents of this Service Schedule will be reviewed at regular intervals (minimum 6 monthly). Any amendments must be agreed by both provider and school.

Responsibilities if Academies opt out of the SLA

PSG offer a holistic property repair, maintenance and design service and provide a highly qualified team of professionals with expert backroom support. If schools do not buy in to our service the responsible person for the building should note the following implications that could affect the H&S welfare of their staff and their legal obligations as Premises Managers.

If you have any queries or require clarification on your responsibilities please contact Steve Carpenter, PSG Manager on telephone 01743 281094, or the PSG Duty Surveyor on telephone 01743 281079.

Where schools intend to self-manage projects and commission works to improve, alter, extend or modify the building then the responsible person should notify the Landlord. The Responsible Person becomes the client in terms of CDM regulations and would be legally liable, dependent upon the circumstances, should there be an accident or a breach of health and safety regulations. For further information please follow the hyperlink below.

<http://staff.shropshire.gov.uk/policies-and-guidance/health-and-safety/construction-design-management-procedure-cdm/>

Schools are required to provide details of any proposed works to the Landlord within a reasonable timescale, a minimum of 2 weeks prior to any works starting and/or taking place. All works must be carried out in accordance with all appropriate current regulations, Building Bulletin, legislation, codes of practice, standards and manufacturers recommendations. Specific attention must be paid to CDM Regulations and Health and Safety. Failure to do so could result in works being suspended until such evidence is validated and approved by the Landlord.

Upon notification it is the responsibility of the school to ensure that all site specific drawings are maintained and updated, should the school carry out any minor works, adaptations, improvements and remodelling including extensions. Failure to do so could result in the Landlord instructing, at the schools' expense, a land surveyor and relevant PSG surveyor to resurvey the school.

An Asbestos Refurbishment and Demolition survey must be undertaken (in the significant majority of projects) **prior** to any school managed projects commencing. For further information please follow the hyperlink below.

<http://staff.shropshire.gov.uk/policies-and-guidance/health-and-safety/asbestos-in-council-premises-a-quick-guide/>

Using our approved contractors' and consultants you get:

- Compliance with HSE legislation (incorporating CDM)
- Professional Indemnity Cover
- Professional Negligence Cover
- Contract(or) Monitoring – Performance/Finance/Timing/Quality/RAG

Failure to use approved contractors' could result in inadequately designed and maintained buildings, services and equipment and could lead to costly retrospective rework.

If you require any further information at any time please contact PSG to discuss or make an appointment on telephone number 01743 281094.

APPENDIX A – CONTRACT MAINTENANCE OPTIONS

| Available Service Contracts | Tick if required | No. of Plant |
|---|------------------|--------------|
| E01 - Convactor Heaters | | |
| E01 - Off Peak Heaters | | |
| E02 - Emergency Lighting | | |
| E03 - Automatic Fire Alarms | | |
| E03 - Manual fire alarms | | |
| E03 – Panic Alarms | | |
| E04 - Fixed Wiring | | |
| E04 - Swimming Pool Wiring Testing | | |
| E05 - Lightning Protection | | |
| E06 – Emergency Generators | | |
| E07 - Dishwasher | | |
| E07 - Fan Cleaning | | |
| E07 - Kitchen Equipment * | | |
| E07 - Microwave Ovens – kitchen | | |
| E08 – Lifts | | |
| E09 - Lighting Beams | | |
| E09 - Stage Lighting | | |
| E10 - Still Water Boilers – kitchen & non kitchen | | |
| E12 - Car Park Barriers | | |
| E13 - CCTV Cameras | | |
| E15 - Automatic Doors | | |
| EX01 – Urinal Controls | | |
| EX02 - Gas Detectors | | |
| EX04 - Liff Water Conditioners | | |
| EX05 - Arjo | | |

| Available Service Contracts | Tick if required | No. of Plant |
|--|------------------|--------------|
| EX07 – Clocks | | |
| EX08 - Kreft Combination Ovens | | |
| EX09 - Stairlifts | | |
| EX10 - Clos-o-mats | | |
| EX12- Hoists | | |
| EX13 – Wessex Hoists | | |
| EX14 – UPS Systems | | |
| EX17 – Geberit Toilets | | |
| M01 - Air Conditioning | | |
| M01 - Heat Recovery | | |
| M02 – Above ground oil storage | | |
| M02 - Boilers | | |
| M02 - Miscellaneous Gas Equipment | | |
| M03 - Thermostatic Mixing Valves | | |
| M04 - Gas System Testing | | |
| M05 - IES Water Softeners | | |
| M06 - Kitchen Gas Equipment | | |
| M07 - Local Exhaust Ventilation | | |
| M08 - Pressure Sets | | |
| M09 - Sewage | | |
| M10 – Landis & Staefa | | |
| M11 – Dry Riser/Sprinkler | | |
| M12 – Swimming pool dosing units | | |
| M13 - Chimneys | | |
| M14 - Fire Extinguishers | | |
| M16-Fire Suppression and Water Detection | | |

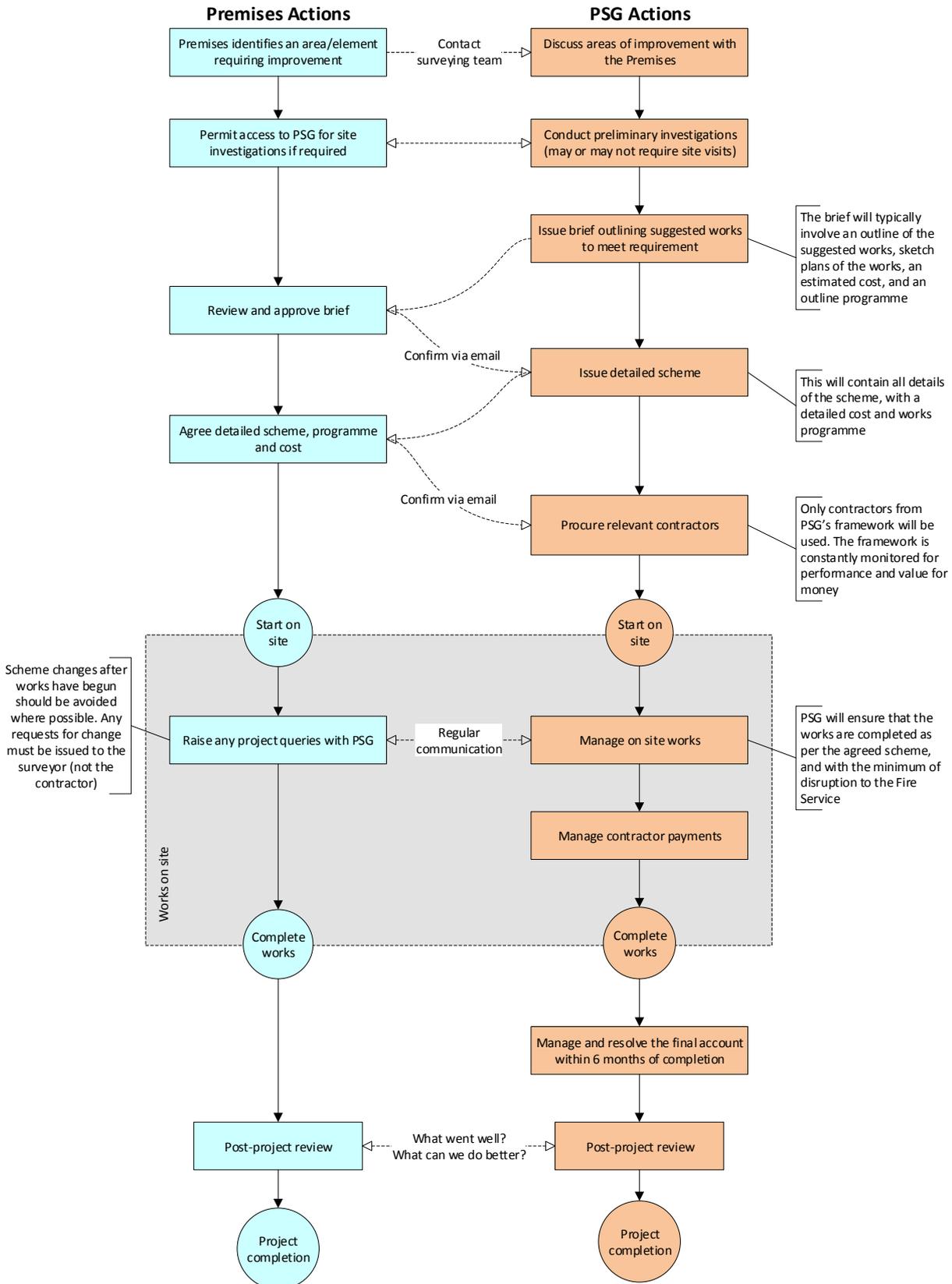
| Available Service Contracts | Tick if required | No. of Plant |
|---|------------------|--------------|
| M17 – Air Risk Assessments | | |
| M18-Roller Shutter Doors/Mechanical Doors | | |
| M19 - Fall Arrest Systems | | |
| M20 - Maintenance of BMS | | |
| M24 - Concrete Slab Testing | | |
| PAT –Portable Appliance Testing inc Microwaves NOT in Kitchen | | |

* - excludes replacement of kitchen equipment

PROPERTY NAME: _____

APPENDIX B - PSG MANAGED PROJECTS

| | |
|------------|--|
| PSG | Process map: surveyor managed Premises construction projects |
|------------|--|



APPENDIX C - PSG - PROJECT COMMISSIONING FORM

Project Title:

Date of Issue:

Project Location:

Project Type:

Client Contact:

Tel :

Email:

Cost Centre:

PART A - Commission

Complete items below as appropriate to individual schemes

| | |
|---|---|
| Project Description: | |
| Project Constraints/Requirements: (Specific Client Requirements) | |
| Programme Key Milestones: | |
| Required Delivery Date: | |
| Budget (Informed): | |
| PSG Fees: | |
| Preparatory and Feasibility work: | If the project is terminated prior to work starting on site then following fees will be charged:- Feasibility stage – 1.5%, Planning stage - 3%, Tender stage – 5% |
| COMMISSION | <input checked="" type="checkbox"/> SERVICE REQUIRED <input checked="" type="checkbox"/> NOTES |
| Land Survey | Project Management |
| Site Investigation | Building Surveying |
| Initial Appraisal | Architectural |
| Feasibility Study | Quantity Surveyor |
| Scheme Design/Estimate | Mechanical Services Engineer |
| Detailed Design | Electrical Services Engineer |
| Tender Procedures | Structural Engineer |
| Contract Management | CDM Co-ordinator |
| Other | Land Surveyor |
| | Landscape Designer |

Issued By (Client Contact):

Signed:

Date:

PART B – Acceptance/Variation Request

Completed by PSG

I would request that the Client considers the following revisions to the Commission offer indicated in Part A for the reasons included for each item below:

| | Item | Accepted by Client |
|---|------|--------------------|
| 1 | | |
| 2 | | |

To be completed by PSG as part of the proposal to the Client

Commission Acceptance

Accepted by:

Signed: