****

**MAINTENANCE SERVICES**

**DIVISION OF RESPONSIBILITIES WITH SCHOOLS/FUNCTIONS**

**1) MAINTENANCE SERVICES RESPONSIBILITIES**

**BUILDING ITEMS – FABRIC & STRUCTURE**

Foundations / Floor Slab / Subsidence Repairs

Structural Frame

Roof Structure and Coverings

Windows

Internal and External Walls and Doors

Sanitary Fittings

Fixed Fittings

Wall, Ceiling & Floor Finishings

Siteworks and Drainage

**ENGINEERING ITEMS – MECHANICAL & ELECTRICAL**

Environmental Controls

Heating

Water Systems (Hot / cold / treated / waste)

Mechanical Ventilation Systems (incl. fume cupboards and fixed extract & ventilation)

Air Conditioning Systems / Chillers

Walk-in cold rooms (for academic use only)

Building Management System

**Fixed Electrical Installation**

Fixed Electrical Wiring (HV & LV)

Emergency Lighting Systems (Central battery / self-contained / self-testing)

Internal and External Lighting Systems

**Security Systems**

Access Control and Door Entry System

Intruder Alarm Systems

CCTV System

Complus and Refuge Alarms

**Fire Systems**

Fire Alarm and Redcare Monitoring Systems

Fire Prevention and Extinguisher Systems (Fixed / portable)

Fire Alarm linked Interface Devices (e.g. Roller shutter door links, gas shut-off valves etc.)

Fire Hydrant and Dry Riser Systems

**Lift Systems**

Passenger Lifts

Goods Service Lifts

Disabled Platform Lifts

Windcrest Lift Communication

**Ancillary Systems**

Vacuum Pump

Generators (standby)

Air Compressor / Receivers

Rainwater Harvesting Plant

Hearing Loop Embedded Wiring. (Excludes amplifiers and interface devices – By DTS)

Built-In Oxygen Depletion Alarms linked to installed building systems (e.g. ventilation plant)

**Fabric & Personal Protection**

Lightning Protection System

Fixed Fall Arrest System

**Gas and Oil**

Natural Gas and LPG System

Fuel Storage Tank (Fuel for Maintenance Services plant e.g. oil boilers or stand-by generators)

**SPECIALIST EQUIPMENT/SYSTEMS**

Maintenance Services are responsible for the provision of services **to** specialist equipment (typically power, hot & cold water, vacuum, waste, extract, supply air etc.). These services will normally be provided up to the point of isolation, or point of connection if no isolation point provided). This will typically be, for example, the power socket, water tap, isolation valve.

Maintenance Services are not responsible for the maintenance of specialist School equipment (for example MRI scanners, microscopes, de-ionised water supplies, sterilisation plant, autoclaves etc.).

**2) SCHOOL / DEPARTMENT / FUNCTION / OCCUPANT RESPONSIBILITIES**

**EQUIPMENT**

Portable electrical appliance maintenance and periodic electrical appliance testing

Soft furnishings

Other furniture, including lockers

IT & AV equipment (Including hearing loop amplifiers and interface devices)

Vehicles (Including tail lifts & fork lifts)

Lifting machinery and accessories

Self-installed security systems

Kettles and worktop mounted water boilers for hot drinks

Department purchased or leased cold water drinking units

Bollards for designated parking spaces

**SPECIALIST EQUIPMENT/SYSTEMS**

Portable fume cupboards/hoods & other extract equipment

Portable lifting equipment

Autoclaves & other pressure vessels for the purposes of teaching and/or research

Laboratory & workshop equipment

Laboratory specialist compressed gas systems (Including bottle storage, headers, distribution pipework and associated leak monitoring/oxygen depletion alarms) (Interfaces to fire alarms by Maintenance Services)

Farm equipment & other specialist items (E.g. milking equipment / slurry clearance equipment)

Commercial and domestic catering equipment

Specialist experimental rooms (E.g. controlled environment rooms, Home Office facilities etc.)

Specialist equipment (E.g. MRI scanners, x-ray equipment, electron microscopes, de-ionised water units)

***Note:*** Maintenance Services are normally responsible for the provision of services **to** specialist equipment (See Specialist Equipment/Systems in Maintenance section).

*This list is intended to be indicative* ***not*** *exhaustive. Proposed new works/alterations and will need to be considered on a case by case basis.*

**3) Guidance Notes on Responsibilities**

**Building Maintenance/Improvements**

Centrally allocated budgets for maintenance are intended to cover the repair and replacement of existing fabric, plant and equipment (where funds allow) and statutory testing and inspection. Maintenance budgets do not cover ‘improvement’ work or ‘minor alteration work’.

Maintenance Services may be able to carry out reactive and or preventative maintenance to some Department owned items, however, the costs will be recharged. Jobs will be raised as Customer Funded work and appropriate Project Codes must be provided.

**Occupant Responsibilities**

Building occupants/tenants should make arrangements for engineering insurance and safety inspections on items of plant and equipment that they are responsible for (see above).

Where building occupants / tenants use items of equipment that fall under Maintenance responsibility there is a requirement for the User to carry out pre work checks, use the item as intended, report any faults promptly and allow access for essential maintenance and inspections. Further information on User responsibilities is available from Health and Safety Services

**Fume Cupboards and Local Exhaust Ventilation**

Fixed ventilation plant such as fans and filters are the responsibility of Maintenance Services.

The responsibility to maintain records for ventilation plant used to extract controlled substances sits with the Building Occupant. These records must be made available to Maintenance Services and their designated contractors when requested.

In laboratories and workshops the extract systems have been designed with particular tasks (types of dust or fumes and specific volumes) in mind. Building occupants must use these areas as they were designed. Checks should be made by the users before use and any faults should be reported promptly.

Regular inspections are carried out by the appointed Insurance Inspectors as required by COSHH and LEV regulations. These reports do not solely focus on the fixed ventilation plant but also on the equipment / items that produce the dusts, fumes etc. They may recommend that an item not be used until repaired or request better access. Where the inspector’s recommendations relate to the User’s operation of the equipment, the report will be sent to the relevant school or department to review and act on the recommendations.

Maintenance Services should be informed before any new ventilation system is put into use. Maintenance Services will assess whether or not the system will require periodic or statutory maintenance. Where this is the case Maintenance Services assign a unique asset reference number and ensure appropriate maintenance regimes are established.

**Access to Specialist and Restricted Access Facilities**

Some areas of the University are subject to controlled access. For example, Controlled Environment Rooms, Containment Laboratories, MRI Rooms etc. Where access to a facility is controlled, the School or Department should agree arrangements for access by Maintenance Staff and their contractors. This should include arrangements for emergency access & escape.