LOTS 1 & 2

4.1 Fire Alarm Systems

4.1.1 General Information

The requirement is a fully comprehensive Contract including the execution of planned testing, servicing, safety inspection, maintenance, responsive repairs and emergency call out facility. The cost to provide this service will be included within the rates/prices provided in the pricing document for the annual sum.

The Fire Alarm Systems include, but not limited to:

- Fire Detection Equipment and Sounders
- Smoke Removal Systems
- Door Closers and interlinks with door hold open devices.

Details of the systems managed by Aster Property Ltd are identified in Appendix A.

The Contractor shall note, the priority coding of call outs will be in the majority of 'Emergency call out to Fire Alarm Systems – 2 hours'.

Progress Meetings will be held at the frequencies defined in Section 3 of these Tender Documents.

4.1.2 Scope of Work

The Contractor shall include within the rates for the execution of planned testing, servicing, safety inspection, maintenance, responsive repairs/replacements and emergency call out facility. The Contractor shall also undertake an asset check on every first visit to a property and report any over / under allocation of assets to the CA.

The Contractor shall also bring to the attention of the CA any system which is deemed non-compliant with current legislation and requirements.

The contract covers the repair or replacement of all worn or defective components of the systems that results from fair wear and tear or normal deterioration of the apparatus resulting from ordinary usage. Any replacement of a complete system is not deemed included within the Contractor's liability.

Included within the Contractors responsibility and deemed included within the annual sum:

- fire alarm panels and battery replacements;
- detectors;
- sounders;
- door retainers;
- door closers;
- break glass units and associated components;
- window units;
- cables and cable management;

SECTION 4 – SPECIFICATION / SCOPE OF WORKS

- fuse[s] to switch fuse; and
- All travelling and time on site for any callout irrespective of time of call out, manpower, fault, cause.

Defective lamps/fuses and all defective consumable will be replaced at the time of inspection and the contractor will allow in his rates for the annual sum for the replacement of such items.

All replacement equipment must comply with original specification; if not possible an approved alternative complying with the relevant BS may be used.

Excluded from the Contractor's fully comprehensive cover are:

i) any damage caused by storm, vandalism, flood or wilful neglect or a fault on the electrical supply to the panel.

Wherever possible the routine testing of equipment will be carried out silently and the sounding test will be kept to the minimum necessary to comply with BS and the Contractor will allow for such in his rates for the annual sum. The Contractor shall endeavour to inform the CA when routine testing will be undertaken.

The system data log should be examined. It should be ensured that any faults recorded have received appropriate attention. The Contractor should ensure that any faults rectified are annotated in the data log identifying the actions taken. If there are any discrepancies or exceptions, these should be reported to the Contract Administrator.

4.1.3 Maintenance Procedures

The Fire Alarm systems shall be tested in accordance with the requirements of BS 5839-6:2013.

The inspection and testing should be carried out by a competent person.

If a risk assessment shows a need for more frequent inspection and servicing visits, then all interested parties should agree the appropriate inspection and servicing schedule. If this recommendation is not implemented, it should be considered that the system is no longer compliant with this part of BS 5839.

On completion of the work, the Contractor should be satisfied that the systems operate correctly. Any outstanding defects should be reported to the Contract Administrator, the system log book should be completed and a Fire Alarm Inspection and Servicing Certificate should be issued.

3 Monthly Maintenance Visits

Electro Magnetic Door Catches and Door Closers

- Test and adjust function of electromagnetic release devise and door closer.
- Visually inspect wiring.

- Ensure electrical connections are clean and correct.
- Check door closers to ensure correct function, adjust as necessary.
- Rectify any defects and issue report to the Contract Administrator.

Fire Alarm Systems

- A visual inspection is to be made that the Fire Risk Assessment is still valid with the current building layout and that the fire alarm is fit for purpose.
    i. All manual call points remain unobstructed and positioned in accordance with current standards.
    ii. Ensure that detectors are able to function within their designed parameters.
- Ensure all batteries retain the required charge.
- The standby battery should be disconnected and followed by a full activation test.
- The fire alarm functionality should be checked by the operation of at least one device on each circuit. Record in the log book which initiating device has been used for the test.
- The operation of 25% of the fire alarm devices should be checked.
- Check all panels for correct operation and indication.
- The operation of any facility for automatic transmission of alarm signals to an alarm receiving centre should be checked. Where more than one form of alarm signal can be transmitted (e.g. fire and fault signals), the correct transmission of each signal should be confirmed.
- All ancillary functions of the fire alarm system should be tested.
- Ensure self-diagnostic facilities function correctly.
- Radio systems of all types should be serviced in accordance with the recommendations of the manufacturer.

Lead NiCad Batteries and Charger

- Due to types of NiCad batteries varying, manufacturer's instructions must be followed for the type of battery to be maintained. Maintenance tasks must be carried out in a well ventilated area
- Check the serviceability of the battery and that the charger is compatible for the battery type. Should the charger be delivering the incorrect voltage, then repair or replace as necessary.
- Ensure that the batteries are stored in a dust and damp free area.
- Check and ensure that battery terminations are secure, in good condition and appropriately greased. Correct any faults.
- Apply a coating of Battery Terminal Protection Grease or similar material to connectors and over the tops of the cells.

All as per 3 Monthly Maintenance Visits but with a check of 50% of the operation of the fire alarm devices in accordance with current regulations and manufacturer's instructions.

12 Monthly Maintenance Visits

Fire Alarm Systems

In addition to testing as for the 3 Monthly Maintenance Visits, the following works should also be carried out every year:

- 100% test of all devices on the systems in accordance with the current regulations and manufacturer's recommendations.
- Radio signal strengths in radio-linked systems should be checked for adequacy.
- A visual inspection should be made to confirm that all readily accessible cable fixings are secured and undamaged.
- The cause and effect program should be confirmed as being correct.
- The standby power supply capacity should be checked to establish it remains suitable for continued service and replaced if not.
- All further annual checks and tests recommended by the manufacturer of the control and indicating equipment and other components of the system should be carried out.
- Note: all testing products must be appropriate for purpose and the environment within which the systems are installed.

4.1.4 Test Certificates

All test certificates should contain as a minimum:

- Relevant UPRN
- First line of the address
- Date of visit
- System details
- Clear indication of type of service
- Time of arrival and Time of departure
- Test results
- Any defects rectified

4.2 Fire Fighting Equipment

4.2.1 General Information

The requirement is the execution of a fully comprehensive planned servicing, testing, maintenance and responsive repairs. The cost to provide this service will be included within the rates/prices provided in the pricing document for the annual sum. The cost of any

replacement equipment will be reimbursed at the rate included in the Pricing Document in Section 5 and the Form of Tender.

Fire Fighting Equipment includes but not limited to the following:

- Fire Extinguishers (Wet Chemical, Co2, Water, Foam and Dry Powder)
- Hose Reels
- Fire Blankets

Progress meetings will be held at the frequencies defined in Section 3 of these Tender Documents.

4.2.2 Scope of Work

The Contractor shall include within his annual testing, servicing and maintenance sum and is responsible for:

- Large parts (Hoses, Hornes & H Caps)
- All consumables (O-rings, clips, pins etc.)
- All discharge tests & refills as per BS5306
- Wall fixings (where missing)
- I.D. signs (where missing)
- Certificates of testing
- Number all pieces of equipment and draw up a maintenance record sheet showing known service history

Excluded from the Contractor's annual testing, servicing and maintenance sum;

- CO Hydraulic Test
- New equipment
- Vandalism/damaged equipment
- Mis-used/discharged equipment
- Refilling of extinguishers due to discharge in the event of fire

If the Contract Administrator requires a replacement item of equipment, not included within the Contractors responsibilities above, this will be the subject of a separate Works Order. The cost of the replacement shall be determined by the rates contained in Section 5 of this tender documentation and within the Form of Tender.

The Contractor shall note the priority coding of repairs will be in the majority – Routine Repairs.

The Contractor shall complete and supply the information within an asset schedule report. The completed asset schedule report along with the properties serviced in the quarter, including the next service due date shall be attached to the Contractors invoice. The Contractor shall note that payment may be delayed if the fully information as requested is not supplied at the time of the invoice.

4.2.3 Maintenance Procedure

All equipment shall be maintained in accordance with current legislation.

12 Monthly Maintenance Visits

Hand Held Fire Fighting Equipment

- Ensure all equipment is located correct to suit risk
- Ensure all equipment is correctly wall mounted and secure
- Examine extinguisher body for cylinder damage
- Inspect service history to determine service procedure
- Inspect medium if required
- Remove, check weight & date of cartridge
- On stored pressure units, weigh full extinguisher and test head gauge
- Co2 units Check weight and cylinder date then ensure horn safe
- Inspect all discharge paths and ensure they are clear and head assembly fully operational
- Examine all pressure seals and threads and ensure that they are not damaged. Lubricate as required.
- Ensure that retaining pin and anti-tamper tags are intact.
- Record service details.

Five Yearly Visit

Hand Held Fire Fighting Equipment

- On the fifth year of the extinguishers last discharge test the Contractor shall include for and carry out in addition to the above a full discharge test and refill.
- All Chemical discharge waste to be removed from site and appropriately disposed of.

4.2.4 Asset Schedule Report

The Contractor shall assign a reference to every item of portable fire fighting equipment on their initial maintenance visit. This information shall be logged in an Asset Schedule as approved by the Contract Administrator.

4.3 Sprinkler Systems

4.3.1 General Information

The requirement is the execution of planned service, safety inspection and maintenance to sprinkler systems.

The requirement is a comprehensive contract including the execution of planned inspections, testing, remedial works and emergency call out facility. The cost to provide these services will be included within the rates/prices provided in the pricing document for the annual sum. The cost of replacement component will be reimbursable.

The Contractor shall note the priority coding of call outs will be in the majority – 'Emergency Repairs'.

Progress meetings will be held at the frequencies defined in Section 3 of the Tender Document.

4.3.2 Scope of Works

Excluded from the Contractor's fully comprehensive cover are:

Any repairs caused my storm, vandalism, floor or wilful neglect.

4.3.2 Maintenance Procedure

The Contractor shall carry out the inspection and testing of the systems and equipment as recommended in TB.203 – The Core and Maintenance of automatic sprinkler systems.

4.4 Dry Risers

4.4.1 General Information

The requirement is the execution of planned service, safety inspection and maintenance to Dry Risers. The cost to provide this service will be included within the rates/prices provided in the pricing document for the annual sum.

The Contractor shall note that Progress Meetings will be held at the frequencies defined in Section 3 of these Tender Documents.

4.4.2 Scope of Work

The planned service, safety inspection and maintenance and repair will be undertaken by a competent person and to comply with the main requirements of BS 9990: 2015.The cost of replacement components will be at the rates and prices contained in Section 5 – Pricing Document of the Tender Documents and within the Form of Tender.

4.4.3 Maintenance Procedure

6 Monthly Maintenance Visit

- Inspection and if required repair of dry riser housing;
- A full visual check;
- Clear the riser of debris;
- Check all exposed pipework flanges and connections;
- Check security of any anchor points and brackets;
- Check for integrity of fire stopping where pipes pass through walls or slab;
- Report defects;
- Check condition of breaching connections and report;
- Check for full and free movement of all landing hydrant valves, check hand wheel is secured correctly;

- Check all inlet and landing valves and associated washers are sound, replace if necessary;
- Check security of padlocks and tamper straps and report; and
- Check all signs are correct and replace if necessary.

12 Monthly Maintenance Visit

- Undertake a full test at pressure;
- Open the top valve of the system and flush out the system to remove any debris, ensuring no debris remains in the immediate vicinity; and
- Test the system in accordance with current industry standards.

4.5 Automatic Smoke Vents

4.5.1 General Information

The requirement is a fully comprehensive contract including the execution of planned inspections, testing, remedial works and replacement components and emergency call out facility. The cost to provide these services will be included within the rates/prices provided in the pricing document for the annual sum.

The Contractor shall note the priority coding of call outs will be in the majority - 'Emergency Repairs'.

4.5.2 Scope of Works

Excluded from the Contractor's fully comprehensive cover are:

- any repairs caused by storm, vandalism, flood or wilful neglect.
- window glass and window frames unless the damage is caused by the Contractor.

4.5.3 Maintenance Procedure

The Contractor shall carry out the inspection and testing of the systems and equipment as recommended in BS7346-8:2013 and BS558-5:2004. In particular the Contractor must include for the following items.

6 Monthly Maintenance Visits

- Check and test that the smoke removal systems function correctly in fire conditions and close correctly on re-setting;
- Adjust and reset louvers, mechanisms and magnets as necessary to ensure smooth operation, leaving vent in full working order;
- Repair and report any defects to Contract Administrator;
- Service all moving parts; and

- Record all results and service reports and issue to Contract Administrator within seven days of visit.

LOTS 3 & 4

4.6 Monthly Emergency Lighting Testing

4.6.1 General Information

The Code of Practice recommends that prescribed inspection and testing is carried out at regular intervals with all results and observations recorded in a relevant log book and certificate issue to the Contract Administrator.

Progress meetings will be held at the frequencies defined in Section 3 of these Tender Documents.

4.6.2 Scope of Works

Monthly

- Self-contained luminaries and internally illuminated exit signs should each be illuminated for a sufficient period to check their correct operation, by simulated failure of supply to the normal lighting;
- Each central battery system should be energised from its battery for sufficient time to check that each lamp is illuminated.
- Any faulty item e.g. fitting, lamp or battery shall be replaced during the testing visit. Material costs will be reimbursed on substantiation of invoices within the following application of payment; labour costs will be deemed included with the rates and prices entered in the annual maintenance sum in Section 5 – Pricing Document.

4.7 Annual Emergency Lighting Testing

4.7.1 Scope of Works

Annually

A full inspection and test of the emergency installation should be carried out to check compliance with BS5266-1:2016. In addition to the Monthly checks:

- Full duration tests (1, 2 or 3 hours as appropriate) should be carried out, during which the proper functioning of all luminaries/signs should be checked.

4.8 Weekly Fire Alarm Sounder Testing

4.8.1 General Information

The Contractor is tasked to undertake weekly fire alarm sounder testing at all properties identified in the relevant section of the Pricing Document – Section 5 and as detailed in Appendix A.

Aster Property Ltd reserve the right to withdraw this section of the scope of works prior to the award of any contract with no impact on the prices submitted for work contained in any other section of the Tender Document.

4.8.2 Scope of Works

At least one alternate manual call point is to be operated to test the ability of the controlling equipment to receive a signal, sound the alarm and operate any other devices fitted to the fire alarm system.

The device location and number is to be recorded in the log book on completion of the weekly test.

LOTS 5 & 6

4.9 Passenger Lifts

4.9.1 General Information

The requirement is a fully comprehensive contract including the execution of planned testing, servicing, maintenance, responsive repairs, emergency call out facility and call centre to capture all lift 'auto dials'. The cost to provide this service will be included within the rates/prices provided in the pricing document for the annual sum.

It will be a requirement for the Contractor to prove the relevant competency and qualifications of any engineer engaged on any task executed under the Contract.

The Contractor shall note call outs will be in the majority a priority coding of 'Lift Entrapment Emergency' or 'Emergency'.

4.9.2 Scope of Work

A planned programme of maintenance scheduling the date when each unit will be out of service for maintenance is to be provided electronically to the Contract Administrator annually. The programme is to be presented for agreement prior to the commencement of each financial year.

A detailed Maintenance Schedule (Log Book) for each Lift is to be sited in a position to be agreed, convenient to the hoist unit and control panel for each unit. The schedule shall be contained in a plastic or hard back cover and shall reflect the frequency of maintenance operation of each item of equipment per Lift. This Maintenance Schedule shall be provided on commencement of the contract and agreed with the Contract Administrator prior to undertaking any Lift Maintenance. On completion of each maintenance and repair visit, the maintenance record card shall be dated and signed by the Service Engineer carrying out the work.

The Contractor shall provide all cleaning materials and lubricants necessary to carry out the maintenance of each Lift. Please note that all lubricants shall be of the type specified within the original lift manufacturer's specifications.

The Contractor shall supply and provide all necessary safety barrier guards which shall be placed as required where work is to be carried out. No work shall commence until the barrier(s) are in place.

The Contractor shall place purposely made 'Out of Service' notices adjacent to each landing door, whenever a Lift is to be taken out of service or when attending to a breakdown.

Where the Contractor anticipates that a Lift shall be removed from service for a period in excess of four hours, the Contractor shall place a purposely made notice adjacent to each landing door stating:

"Lift out of Service, Estimated Time (hh:mm am/pm) and Date (dd/mm/yy) of reinstatement.

Where the time (hh:mm) and date (dd/mm/yy) is added to the notice, in legible handwriting by the Contractor's employees at the time the notice(s) is erected.

The design of these notices and method of retaining them at each landing shall be submitted for approval prior to commencement of the contract.

The Contractor shall ensure that a sufficient supply of the notices is readily available to the Contractor's employees attending sites.

The Contract Administrator may require the Contractor to place one of the completed notices, at no additional cost to the Employer, on the notice board located within the foyer area at the ground floor.

The Contractor shall, when instructed by the Contract Administrator, provide the Fire Alarm Engineer with assistance when carrying out installations/repairs and/or testing/inspections of any fire alarm devices (ie smoke detectors/ sounders) which are to or have been installed in the machine room and/or shaft. This cost is excluded from the annual charge and will be reimbursed on the agreed hourly rate.

The Contractor shall be responsible for obtaining all necessary information required, ie schematic drawings for fault finding, technical information etc, to carry out his contractual obligations at no extra cost to the Contract Administrator.

The Contractor shall, upon knowledge that a Lift has failed and is out of service because of vandalism/misuse and the work is not covered by the contract, shall contact the Contract Administrator, or their representative to seek authorisation to proceed to rectify. Proof of authorisation will be required.

The Contractor shall include within his price for his annual testing, servicing and maintenance sum irrespective of cause of fault, call out time and man power provided, to cover the cost of all travelling and time on site of that call out.

Excluded from the Contractor's fully comprehensive cover, are:

i. The decorative finishes (excluding lighting, two way communication units, speech synthesisers, induction loops, car and landing indicators, call push buttons and key switches etc) within the car enclosure and landing entrances, including removable panels, door panels, car and landing gates unless caused by poor adjustment, hung ceilings, handrails, mirrors and carpets.
ii. Provision of access to buried piping and buried cylinders on hydraulic lifts.
iii. Proven vandalism or misuse of lift equipment by others.
iv. The incoming main supply cable for controls and distribution board in machine room up to the mains isolators. The main isolators are not part of the Lift Contractor's responsibility.
v. The incoming telephone lines to outlet point.
vi. Supplementary Tests

4.9.3 Reports

The Contractor shall complete and electronically send to the Contract Administrator the following reports:

- Daily Out of Service Report
- Weekly status report
- Monthly performance report
- Legal compliance report
- Monthly call out report
- On a monthly basis an 'Insurance Report Tracking Form' pro-forma attached in Appendix C.
- On completion of test results, certification and inspection report.

4.9.4 Progress Meetings

Progress Meetings shall take place at the frequencies defined in Section 3 of these Tender Documents.

4.9.5 Insurance Reports

The Safety Inspector will be employed by the Contract Administrator and shall undertake the Thorough Examination of each Lift.

Reports will be issued by the CA to the Contractor. The Contractor shall comply with the requirements of the report.

The Contractor shall include with his tender rates and prices in the Pricing Document for monitoring and undertaking works identified within the Insurance reports.

Any tests and /or examinations required by the Safety Inspector shall be carried out by the Contractor within 14 calendar days of receipt of the report. These examinations and/or tests and certificates shall be chargeable in accordance with the Schedule of Rates in Section 5 of this document. All certificates shall be submitted by the Contractor for each examination and/or test which has been carried out within 7 days of works being completed. A sample certificate shall be issued to the Contract Administrator by the Contractor for approval at the start of the Contract.

Deficiencies noted and which fall under the fully compressive cover within the Insurer's Report shall be attended to and completed at no extra cost to the CA.

Items and issues noted on the Safety Inspector's reports that are agreed as excluded from this Contract, shall be quoted by the Contractor within 7 days of the Contractor receiving the Insurance report and a separate Order shall be raised by the CA.

Safety issues noted by the Safety Inspector which relate to the plant and its environment shall be attended within two weeks. Immediate issues category A defects to be attended within 4 hours. In some cases, the report will have stipulated the period to completion for safety or hazardous matters and these periods/dates shall be adhered to with no exceptions.

4.9.6. Routine Examinations/Tests

These Examinations and/or Tests shall be carried out by the Contractor and shall be priced within the planned, testing, servicing and maintenance cost within Section 5 - pricing document.

The Examinations and/or Tests requirements are described in Section 4.1.3 and are for guidance only and should not be taken as the limit of examinations and/or tests that may be required. The Contractors' competent person will dictate the actual requirement.

4.9.7 Standalone Lift Auto Diallers

The Contractor shall include with the Pricing Document to convert all standalone lifts with auto diallers to directly dial to the Contractors call centre. On receipt of any entrapment call via a lift auto dial, received at the Contractors call centre the call must also be logged with Aster Property's call centre.

4.9.8 Maintenance Procedures

The following information outlines the minimum maintenance standard and frequency of service visit requirements. Reference should be made to BS EN 13015:2001 + A1: 2008
Maintenance for lifts and escalators – Rules for maintenance instructions.

4.9.9 Passenger Lifts

The following frequency of maintenance is to be carried out as a minimum standard.

2 Monthly Maintenance Visits

Gearbox

- All lubricant levels shall be maintained to the levels recommended by the lift manufacturer.
- The gearbox casting shall be regularly cleaned.
- The inspection cover shall be removed and crown wheel checked for marking. Any running noises shall be noted and wear to the trust race and other bearings reported and replaced when conditions warrant
- The gearbox oil shall be checked for viscosity and condition. If required, replace if degradation is evident

Overspeed Governor

- The overspeed governor shall be cleaned and seals checked for integrity. The pulley and bearings shall be checked for wear and correct lubrication.
- The electrical switches shall be checked for operation.

- All fixings shall be checked for security.

Motors/Generator Sets

- Bearings shall be checked for wear and correct lubrication levels.
- Inspect motor/generator/exciter communicators and slip rings operating under working conditions and stationary.
- If wear is found in the brush sets of motors and of generators, they shall be replaced with new, of the correct size and grade; and adjusted so that they are correctly seated on the commutators surface.
- All DC motors shall have their brushwear thoroughly cleaned, carbon deposits removed from the commutators and field windings.
- AC motors shall be inspected for overheating or rotor bars being loose. If found, remedial works shall be carried out.

Brake

- The brake drum and coil casting shall be thoroughly cleaned, adjusted and checked for minimum lift. The brake linings shall be checked for wear and free from oil or grease, if worn or contaminated, linings shall be replaced immediately. The brake rivets shall be checked for security. Make all necessary adjustment. Correct floor levels must be maintained at all times within the equipment design. Check brake for correct mechanical action and lubricate pivots as necessary and calibrate and adjust as necessary to manufacturer's recommendations.

Controller

- All controller equipment including contactors, relays, switches, dash pots etc, shall be cleaned, inspected, lubricated and checked for correct operation and adjusted to manufacturer's specification.
- All contact surfaces shall be cleaned with non-abrasive materials and any self-cleaning or wipe action shall be maintained. When contract conditions warrant, all contacts, tails, resistors and capacitors etc shall be replaced.
- Observe and adjust operation sequence and timing of contactors.
- Examine all fuses/MCB's and connections.

Selector (when fitted as a separate unit)

- All relays, contacts, chains, sprockets and internal parts shall be cleaned and adjusted, all bearings and chains shall be correctly lubricated. The drive tape shall be cleaned and checked for integrity. Any safety switch fitted shall be checked for operation and components replaced when contract conditions warrant. Check all floor levels and adjust as necessary.

Car Enclosure

- The car operating devices within the car shall be checked for correct operation.
- The door operator shall be electrically and mechanically adjusted to give a smooth and efficient door operation with all associated devices, eg electronic safety detectors/safety edges etc.

- The door operator casting shall be cleaned thoroughly.
- The two way communication unit (if fitted), car telephone (if fitted) voice annunciator system (if fitted) and alarm bell(s) shall be tested.
- All electrical switches shall be cleaned and checked for operation.
- All indicator lamps, car main lighting and emergency lighting shall be checked for operation and lamps replaced as required. All lighting diffusers shall be cleaned.
- The emergency lighting shall be tested and in operation for 1 hour during every site visit and once every year in operation for 3 hours. The testing of the emergency lighting
- Shall be recorded on the Engineer's Report Sheet.
- Mechanical safety edges and electronic door detectors to be checked and tested for operation

Safety Circuit

- The main safety circuit shall be checked to ensure that it is fully operational.

Safety Gear

- The safety gear and associated equipment eg overspeed governor, tension weight and all associated devices shall be checked thoroughly for integrity.

Car and Landing Entrances

- All door suspension rollers and associated equipment shall be checked for wear and replaced when required.
- All lock pick-up rollers and associated equipment shall be checked for integrity and replaced when required.
- All bottom tracks shall be cleaned.
- All landing pushes, fireman's switches, indicators are to be checked and tested for operation and replaced when required.
- Inspect operation of ventilation fan and clean.
- Ride in car, observe starting, stopping and general running.
- All locks shall be inspected for mechanical and electrical operation. All electrical terminals shall be checked for tightness and internal parts cleaned.
- All door shoes shall be checked for wear and replaced when required.

Lift Shaft, Counterweight and Pit

- All shaft lighting and car top lights where fitted shall be checked and tested for operation and lamps replaced when required. All diffusers shall be cleaned and damaged diffusers replaced.
- All limit switches shall be internally inspected and tested, contacts checked and cleaned and pivots lubricated.
- Inspect condition of well enclosure, clean pit and inspect buffers and tension weight pulley.
- Examine bearings and sheave grooves for wear and lubricate bearings as necessary.
- All suspension rope termination points shall be checked for integrity, split pins fitted to all eye bolts where required and all lock nuts shall be tight.
- All ropes where fitted, eg suspension, governor, selector etc shall be inspected in accordance with the recommendations set out by SAFed and ensure ropes are evenly tensioned.

- The counterweight shall be checked for integrity and the shoes and suspension pulleys (where fitted) shall be checked for wear. Roller shoes shall be checked for adjustment and bearings lubricated. Bottom clearance to be checked and ropes shortened as required.
- All hydraulic buffers (where fitted) shall be checked for correct operation, leaks, and lubrication levels must be maintained to the manufacturer's specification. Ensure spring buffers are secure
- Examine trailing cables and their anchorages for damage and wear.

Finishes

- All decorative finishes (car and landings) shall be inspected on every visit and on the service report sheet the Contractor shall advise of any damage or degrade to any finishes.

Hydraulic Tank Unit

- Hydraulic oil level in the reservoir shall be maintained to the manufacturer's specification and check for any oil leaks.
- The valve block, pipework, hoses and all associated equipment shall be adjusted as required to maintain lift performance and check for any oil leaks and corrosion
- Test operation of manual lowering valve and hand pump.

Hydraulic Ram (Jack)

- The hydraulic ram shall be inspected for any excessive leakages and any scoring/marking of the machined face of the piston and empty ram oil spill containers.
- The hose and pipework shall be inspected throughout their entire length for leakages and safe condition.
- Inspect condition of main seals.

General

- Ensure all warning and loading notices are correctly displayed
- Ensure that rubber mat is on floor in front and rear of controllers.
- Leave machine room and equipment clean and tidy.
- All lamps installed throughout each Lift, including indicator lamps, car lighting, machine room lighting and shaft lighting etc shall be checked and where defective lamps are to be replaced.
- Cleaning of all lift equipment, structures and flooring (with the exception of the car interior and exterior of the landing architraves) shall be undertaken so that all are kept clean at all times and free from rubbish and potentially inflammable material.
- where fitted, clean all door detectors, safety edges etc fitted to lift car doors, frames etc
- Clean all landing and car door tracks of each Lift.

6 Monthly Maintenance Visits

Safety Gear

- All safety gear linkages shall be checked together with the rope and pick-up points for integrity.

Car and Landing Entrances

- All top tracks, including rollers and pivots shall be lubricated to manufacturer's specification.

Lift Shaft, Counterweight and Pit

- Compensating weights (where fitted) shall be lubricated to the manufacturer's
- Specification and it must be allowed to move freely within the guide rails.
- The compensating weights electrical interlock switch shall be checked for its lock-off operation and the internal parts cleaned.

12 Monthly Maintenance Visits

Controller

- All overloads and protective devices, either within and external to the control panel, eg Ellison circuit breakers shall be operated and recalibrated as required and must be incompliant with manufacturers design requirements. All tripping times shall be confirmed in writing to the Contract Administrator. A label shall be fitted to each device indicating date of test and all tripping times.
- Test all phase failure devices.

Hydraulic Ram (Jack)

- The ram head shall be inspected for wear and condition of the bearings. All bolts (ram holding down and ram/car connecting) shall be checked for security and inspected for signs of failure.

Generally

- Carry out insulation and earth continuity tests
- Check group control systems and ensure systems perform as designed and installed by the manufacturer.

LOTS 7 & 8

4.10 Stair Lifts, Through Floor Lifts, Platform and Step Lifts, Hoists and Ceiling Hoists

4.10.1 General Information

The requirement is a fully comprehensive contract including the execution of planned testing, servicing, maintenance, responsive repairs and emergency call out facility. The cost to provide this service will be included within the rates/prices provided in the pricing document for the annual sum.

The Contractor shall note that Progress Meetings will be held at the frequencies defined in Section 3 of these Tender Documents.

The Contractor shall note, the priority coding of call outs will be in the majority 'Emergency Repairs'.

4.10.2 Scope of Work

A planned programme of maintenance scheduling the date when each unit will be out of service for maintenance is to be provided electronically to the Contract Administrator monthly. Should the Contractor wish to deviate from the programme after submission to the Contract Administrator, the Contractor must first obtain the Contract Administrator's approval.

A detailed Maintenance Schedule (Log Book) for each Lift/Hoists is to be sited in a position to be agreed for each unit. The schedule shall be contained in a plastic or hard back cover and shall reflect the frequency of maintenance operation of each item of equipment per Lift/Hoist. This Maintenance Schedule shall be provided on commencement of the contract and agreed with the Contract Administrator prior to undertaking any Maintenance. On completion of each maintenance visit, the maintenance record card shall be dated and signed by the Service Engineer carrying out the work.

The Contractor shall include for the correct adjustment, when conditions warrant, at the time of the planned, routine maintenance visits, all equipment, components and parts of the Lift(s)/Hoists.

The Contractor shall provide all cleaning materials and lubricants necessary to carry out the maintenance of each Lift/Hoist. Please note that all lubricants shall be of the type specified within the original lift/Hoist manufacturer's specifications.

The Contractor shall supply and provide all necessary safety guards which shall be placed in front of the lift/hoist entrance where work is to be carried out. No work shall commence until the barrier(s) are in place.

The Contractor shall, upon knowledge that a Lift has failed and is out of service because of vandalism/misuse and the work is not covered by the contract, shall contact the Contract Administrator or their representative has to seek authorisation to effect a repair. Proof of authorisation will be required for payment.

The Contractor shall include within his price for his annual testing, servicing and maintenance sum irrespective of cause of fault, call out time and man power provided, to cover the cost of all travelling and the first half an hour on site of that call out.

Excluded from the Contractor's fully comprehensive cover, are:

i. The decorative finishes (excluding indicators, call push buttons and key switches etc)
ii. Proven vandalism or misuse of lift equipment by others.
iii. The incoming supply cable for controls and distribution board up to and including the mains isolators. The main isolators themselves are excluded from the Lift Contactor's liability.
iv. Supplementary Tests

4.10.3 Reports

The Contractor shall complete and electronically send to the CA the following reports:

- on a monthly basis an up to date status report in a format agreed with the Contract Administrator.
- on a monthly basis an ' Insurance Report Tracking Form' pro-forma as contained in Appendix C.

4.10.4 Progress Meetings

Progress Meetings will take place at the frequencies defined in Section 3 of these Tender Documents.

4.10.5 Insurance Reports

The Safety Inspector will be employed by the Contract Administrator and shall undertake the Thorough Examination of each Lift.

The Contractor shall, when instructed by the Contract Administrator, provide the Safety Inspector with assistance when carrying out the six monthly Thorough Examination of the Lifts. This cost shall be borne by the Contractor and included in his annual testing, servicing and maintenance sum irrespective of value.

Insurance Reports will be issued by the Contract Administrator to the Contractor. The Contractor shall comply with the requirements of the Insurer's Report.

The Contractor shall include with his tender rates and prices in the Pricing Document for monitoring and undertaking works identified within the Insurance reports.

Any tests and /or examinations required by the Safety Inspector shall be carried out by the Contractor within 14 calendar days of receipt of the report. These examinations and/or tests and certificates shall be chargeable in accordance with the Schedule of Rates in Section 5 of this document. All certificates shall be submitted by the Contractor for each examination and/or test which has been carried out within 2 weeks of works being completed. A sample certificate shall be issued to the Contract

Administrator by the Contractor for approval at the start of the Contract.

Deficiencies noted and which fall under the fully compressive cover within the Insurer's Report shall be attended to and completed at no extra cost to the Contract Administrator.

Items and issues noted on the insurance reports that are agreed as excluded from this Contract, shall be quoted by the Contractor within 2 weeks of the Contractor receiving the Insurance report and a separate Order shall be raised by the Contract Administrator.

Safety issues noted by the Insurers which relate to the plant and its environment shall be attended within two weeks. In some cases, the Insurers Report will have stipulated the period to completion for safety or hazardous matters and these periods/dates shall be adhered to with no exceptions.

4.10.6 Maintenance Procedures

The following information outlines the minimum maintenance standard and frequency of service visit requirements. Reference should be made to BS EN 13015:2001 + A1: 2008
Maintenance for lifts and escalators – Rules for maintenance instructions.

4.10.7 Maintenance Requirements

The following frequency of maintenance is to be carried out as a minimum standard.

6 Monthly Maintenance Visits

- Check the operation of the platform limit switches are correct;
- Check the operation of all safety devices are correct;
- Check the operation of push buttons, stop buttons and associated devices are correct;
- Check (if applicable) the condition of all safety barriers;
- Check all mechanical and electrical control equipment;
- Clean, adjust and lubricate as required and in accordance with the Manufacturer's instructions;
- Inspection of all guide rollers;
- Inspection of all cabling and tensioning units;
- Label lift identifying date of service and engineers initials;
- Inspection of the gear box, motor and gearing;
- Inspection of the safety gears (where fitted) operation and condition; and
- Inspection of the track and fixings for security and condition.

4.10.8 Hoists

The Contractor shall undertake planning servicing of Hoists in accordance with The Lifting Operations and Lifting Equipment Regulations 1998 and the hoist manufactures recommendations for the hoist they are servicing.

6 Monthly Maintenance Visit

All hoist types

- Undertake the 'through examination' and report findings in accordance with the LOLER and manufactures recommendations.

Slings Inspection

- In accordance with recommendations by leading manufacturers.
- Report sheet and log book completed and issued.
- Inspect all slings for the hoist.

Static Hoist

- Stripped to allow a visual inspection of all working parts subject to wear.
- Inspect all internal mechanical components for conformity within predetermined safety tolerance limits.
- Any parts not conforming shall be replaced.
- Batteries and chargers shall be tested and replaced as necessary.
- After reassembling, the hoist shall be load-tested.
- Complete a report sheet.
- Issue a safe load certificate for each hoist.

Ceiling Track

- Stripped to allow a visual inspection of all components subject to wear or damage which would affect its safe operation.
- Tracking and all connections leading to the track shall be inspected and tightened if required..
- Wiring and cable management shall be checked for any damage.
- Complete a report sheet.
- Issue a safe load certificate for each hoist.

LOTS 9 & 10

4.11 Door Entry Systems, Automatic Door Openers, Automatic Gates and Roller Shutters

4.11.1 General Information

The requirement is the provision of the following services:

- A fully comprehensive repair service and 24 hour call out facility to door entry systems, equipment and intercoms and auto door openers. The Contractor shall note the priority coding of repair call outs will be in the majority 'P2 – Urgent Repairs'.
- A fully comprehensive contract including the execution of planned testing, servicing, maintenance, responsive repairs and emergency call out facility to gates and roller shutters. The majority of call outs will be 'P1 – Emergency Repairs'.

The cost to provide these services will be included within the rates/prices provided in the pricing document for the annual testing, servicing and maintenance sum.

Entry systems includes, but is not limited to:

- All electronic components of garage systems.
- Dwelling handsets including all accessories installed.
- Extension sounders.
- All cables and distribution associated with the systems including the mains supply from the isolator.
- Power supplies from the main isolator and control units.
- Lock release/magnetic locks.
- Fireman's switches.
- Door panels.
- Pac readers and Pac control units/or similar systems.
- Tradesman's facility T/clocks.
- Video camera integral to panels.
- Auto stop systems.
- Lift fob readers.
- Electrical operated lock or lock keeps.

Progress meetings will take place at the frequencies defined in Section 3 of these Tender Documents.

4.11.2 Scope of Work

The Contractor shall undertake a detail asset survey during the initial responsive repair or maintenance visit. The asset details and report format, required by the Contract Administrator will be agreed prior to commencement of the contract and survey.

Also included within the Contractors responsibility and shall be included in the Contractors annual sum is the following:

- Where a time switch for a tradesman's facility is faulty and requires replacement, a clock with a built in back up system is to be installed.
- Where a handset is to be replaced; a unit with a privacy switch is to be installed.
- All equipment found defective shall be replaced, where possible, with the original manufactures parts, where not available equivalent parts may be fitted.
- All cable faults caused by natural failure, ie normal wear and tear and all fixings and supporting wires and conduits.
- All travelling and the first half an hour on site for orders deemed to be excluded from the fully comprehensive contract.

Excluded from the Contractor's annual sum;

- Any damage caused by storm, vandalism, flood or wilful neglect.
- Any fault on the door/door lock or power supply to the main isolator including the isolator not associated with the entry system.

4.11.3 Maintenance Procedures

The Contractor must include for the maintenance of the equipment and system in accordance with the manufactures instructions and the following testing/inspection, as a minimum.

Monthly Maintenance Visits

Roller Shutters:

- Examine the shutter for warped or dentations, repair as required
- Check the chain that supports the door is properly aligned with the pulleys and tighten if required.
- Check for rust or cracks in any of the supports, repair as required.
- Clean the shutter including the chain or pulleys.
- Servicing the rollers, bearings and hinges with oil or silicone lubricant
- Test security of all component fixings and tighten as required.
- Correct any defects.

6 Monthly Maintenance Visits

Roller Shutters/Gates:

Control Unit

- Test function of access control unit.
- Test inverter output with independent test instruments.
- Check security of all wiring and terminations and tighten as required.
- Test all panel switches and indicator lights for correct operation and replace as required.

- Inspect all panel fuses for signs of overheating and report.
- Test auto stop system
- Repair or replace any faulty component in accordance with the manufacturer's instructions.

Battery Unit

- Test battery condition using independent test equipment and report.
- Inspect and clean battery terminals. Re-grease with petroleum jelly as required.

Motor

- Clean, Torque Bolts,
- Check Belt,
- Check Emergency Release,
- Check Sprocket,
- Check Pulley

Gear

- Check oil level,
- check pulley,
- check sprockets,
- clean gear, remove excess grease

Chain

- Tighten and adjust chain
- check chain bolt, check links, clean,
- hand-apply grease

Limits & Cams

- Check cams, limit switches, grease rod, set cams, check wiring, test

Circuit Board

- Check board, connections, wiring, clean, test

Chassis

- Check and torque bolts, check welds, check integrity

Gate

- Check welds, wheels, hinges, guide rollers, track

Door Bolts

- Test operation of all door bolts. Report on any that are excessively noisy or hot. Replace all malfunctioning bolts.

- Inspect all bolts to ensure they locate properly into their keeps. Correct as required.

All Units

- Test security of all component fixings and tighten as required. Correct any defects.
- Inspect all units for damage and/or corrosion.
- Correct any defects.

12 Monthly Maintenance Visits

Roller Shutters:
Guide Tracks (Rolling Doors)

- Clean the internal sections of the guide tracks with a cloth dampened with mineral turps or methylated spirits.
- Polish vigorously to achieve a smooth, dirt and moisture resistant surface. Do not use grease or oil on the guide tracks.

Guide Tracks (Sectional Doors)

- Cleaned as per rolling door instructions, but do not required polishing of the internal guide tracks.

Steel Hinges (If fitted).

- Sparingly lubricate with an all purpose machine oil.
- Lubricate wheel to axle bearings.

Plastic Hinges

- No lubrication is generally required, however silicon spray may be used if necessary.

Springs: (Where accessible).

- Wipe over with an oily rag.

Locks

- Check operation of lock, if required spray lubricant. Do not grease the lock.

Automatic Openers

- Check the operation

Opener Chain

- Lubricate Chain.

Lifting Cables: (If fitted).

- Check for wear.
- Adjust tension if required

Fasteners

- Check all screws, nuts and bolts to ensure they are secure, replace if necessary.

Spring Tension

- Adjust tension if required

Electrically Powered Gates:

- Ensure that the forces generated by a gate when meeting a person or an obstacle are limited and that they do not exceed the values specified in Annex A of BS EN 12453:2001 and measured in accordance with BS EN 12445:2001. "Industrial commercial and garage doors and gates. Safety in use of power operated doors. Test methods"
- Report findings on the force limitation, the safeguards in place such as pressure sensitive strips on the closing edge/ photoelectric sensing devices, hazards, for example crushing, shearing, impact and hazards on the opening edge, gaps in the gate where they pass fixed structures, and at the drive mechanism as described in BS EN 12453: 2001
- All safety devices and features shall be checked in accordance with the manufacturer's instructions to ensure they continue to function as designed and ensure that safety is maintained.

LOTS 11 & 12

4.12 White Goods, Kitchen Ducts, Commercial Kitchen Appliances and Laundry Equipment

4.12.1 General Information

The requirement is the provision of the following services:

- Execution of planned servicing, testing and certification of major appliances and extraction systems; cleaning of canopy and extraction systems and provision of fire risk assessments to cooking extract systems.
- The replacement of domestic white goods as instructed by the C.A.

The Contractor shall note that Progress Meetings will be held at the frequencies defined in Section 3 of the Tender Documents.

4.12.2 Scope of Work

6 Monthly Maintenance Visits

Servicing/Gas Checks/Certification/PAT Testing

- Carry out all safety checks including the over-heating cut out system.
- Thermostat and temperature calibration.
- Remove, clean and lubricate any moving controls (taps) etc.
- Check all seals and operating pressures.
- Measure CO_2 levels in and around the major appliances.
- Check water pressure and draining to the appliance.
- PAT Testing – ensure appliance electrics are safe and correct.
- Provide all gas and electrical safety certificates and documentation together with Certified Equipment Safety Report (ESSR).

Annual Service Maintenance Visits

Canopy Extraction System

- TR19 pre-clean fire inspection including an inspection of the fat and grease within the extraction system to establish any potential fire hazard.
- Provision of TR19 certificate.
- Inspection within the extraction system and gas interlock to ensure the canopy is expelling fumes correctly leaning no excess CO_2 in the kitchen area.
- Provision of CP42 Certificate.

Excluded from the above service visits is:

- Actual cleaning of grease and fat from extraction systems. This will be charged separately if required at the rates contained in the pricing section 5 or the Form of Tender.

Call off Works as Instructed by the CA

The Contractor may be instructed to replace an item of domestic white goods at any time during the term of the contract. The work will entail the purchase, installation of the new appliance and correct disposal of the redundant appliance.

Standard items which may be replaced are listed below. The Contractor's charges for replacing any item will be entered in the schedule of rates contained in Section 5 – The Pricing Document contained in the Tender Document. The list below is a guide, is not exhaustive and the Employer may add to this list at any time during the term of the Contract.

Manufacturer	Type	Model Number	Capacity (Kg)
Bosch	Washing Machine	WAB24161	6
Beko	Washing Machine	WMC1282W	8
Hotpoint	Washing Machine	WMAQC741P	7
Hotpoint	Tumble Drier	FETV60CP	6
Beko	Tumble Drier	DVSC711W	7
White Knight	Tumble Drier	C45CW	7

4.13 Water Safety

4.13.1 General Information

The requirement is the execution of planned testing and treatments including legionella testing and operation of pumps/blending values. The cost to provide these services will be included within the rates/prices provided in the pricing document for the annual sum.

The Specific requirements within this section are for guidance only and considered non exhaustive. In all locations compliance with Legionnaires disease; The Control of Legionella bacteria in water systems; ACOP L8 and guidance HSG 274 will be the minimum criteria for the execution of all water hygiene works and services.

Aster Property Ltd adopts as far as reasonably practicable the principles of control and management identified in H.S.E. Approved Code of Practice and Guidance, 'The Control of Legionella bacteria in Water Systems' (ACOP L8 and guidance HSG 274).

Water Safety includes the following, but is not limited to:

- Water storage tanks
- Hot and cold water systems and services
- TMV's
- Shower heads in communal areas only
- Water softeners
- Pumps

Reference should be made to Aster Group Legionella Procedure contained within Appendix R of these Tender Documents.

The Contractor shall complete and supply a report detailing the property, checks undertaken, and the results of the checks. The report pro forma shall be agreed with the CA prior to the contract commencement. This completed report shall be attached to the Contractors invoice on a monthly basis. The Contractor shall note that payment may be delayed if the fully information as requested is not supplied at the time of the invoice.

At Contract Award, new Risk Assessments will be undertaken on all relevant properties by other parties under instruction of the Contract Administrator.

The Contractor shall note that Progress Meetings will be held at the frequencies defined in Section 3 of these Tender Documents.

4.13.2 Scope of Work

Included within the Contractors responsibility and shall be included in the Contractors annual sum is the following:

- Take water samples & ATP samples
- Descale Shower heads in communal areas
- Update annually the existing Schematic Drawing
- Testing and reporting of results of Samples (UKAS approved & copy of Results)

- Weekly flushing of Void properties when requested; paid separately to the core works.
- Descale HWS communal cylinders
- Communal water tank survey
- Water temperature recordings
- Thermostatic mixing valves
- Test and adjust TMVs.

Excluded from the Contractor's annual sum:

- Disinfect residential property
- System repairs/replacements/upgrades
- Risk assessment
- Showerheads in premises other than schemes
- Risk re-assessments
- New schematic drawings

If the Contract Administrator requires a repair or work not included within the Contractors scope as described above, this will be the subject of a separate Works Order.

The Contractor shall review all existing Risk Assessments and details provided in Appendix A and undertake the maintenance as recommended. The Contractor shall bring to the attention of the CA any concern over the recommendation which he feels may not be in accordance with ACOP guidance.

As a minimum the Contractor shall comply with Legionnaires' disease; The control of legionella bacteria in water systems; ACOP and guidance.

4.13.3 Maintenance Procedures

Weekly Maintenance Visits

- These will be undertaken by the Scheme Manager. Where infrequently used outlets are located these will be capped off.

Monthly Maintenance Visits

Temperature Monitoring

- The Contractor is to allow undertaking routine temperature testing of Sentinel taps as identified in the buildings Legionella Risk Assessment Schematic Drawing.
- The Contractor shall provide temperature readings for all other outlets, calorifier flow and return temperatures, thermostatic valve input on a monthly basis. These readings should be spread evenly over all floors of the building. It is expected that over a six month period all outlets will have been tested.
- These are recorded in the premises water services logbook.

3 Monthly Maintenance Visits

Communal Showers

- Strip, thoroughly clean and sterilise all shower head(s) and pipework with the appropriate solution, upon reassembly replace any faulty or damaged parts and ensure correct operation.
- Run each shower at 70°C for 15 minutes to ensure removal of any contamination, reset controls to TMVs to correct setting.
- Where a TMV is fitted, test the water supply to the TMV temperature should be at least 50°C.

Water Systems – Softener

- Examine and ensure that the plant is operating correctly, report any damage.
- Carry out an analysis of water conditions and adjust the chemical dosing as required to maintain water conditions within the water treatment specialists prescribed limits, record results.
- Examine all control and isolating valves for full and free travel, checking for leakage, adjust or repack valve glands as may be required.
- Examine all associated pipework connections for leaks, repair as required.
- Ensure that the timer assembly is functioning correctly.
- Ensure that the control drive assembly is functioning correctly.

Water Systems –Sampling

- Undertake the sampling and record results in the service log book and to the CA. Take appropriate actions if required to prevent any potential outbreak.

6 Monthly Maintenance Visits

Water Systems – Softener

- Carry out tasks as detailed for 3 monthly.
- Examine unit and ensure correct operation of back wash cycle adjust controls as per manufacturer's instructions.
- Examine all pipework and connections, repair or replace as necessary.
- Test and ensure that the controllers and associated components are operating correctly, adjust and re-calibrate as required.

Cold Water Storage Tanks

- Inspection cold water storage tanks.
- Take samples, samples must be tested by a UKAS approval laboratory.
- Visually inspection the inside of the tank for debris and water clarity.
- Take the temperature of the water in the tank.
- Report in writing all results, in the agreed format.

12 Monthly Maintenance Visits

Showers

- Carry out tasks as detailed for 3 monthly.
- Examine and ensure integrity of the shower unit fixings, repairing any defects as necessary.
- Examine the valve assembly(s), strip and service replacing any defective seals, testing and ensuring correct operation of mixer/thermostatic control devices.
- Inspect and report on all defects, including electrical connections and pipework.

Thermostatic Mixing Valves (TMV)

- Check inlet pipework surface temperature for indication of cross flow
- Operate flow controls and check blend temperature. Check minimum and maximum blend temperature
- Operate mixer at blend temperature, then isolate cold supply
- Operate mixer at blend temperature, then open other local cold outlets off common supply
- Isolate strainers and check visually and clean as necessary
- Operate flow control(s) fully and check for effective closure
- Check effective operation of Automatic drain valve (if fitted)
- Carry out visual check of mixing valve internal serviceable mechanisms. Clean or renew components as necessary. Lubricate as indicated in manufacturer's data
- Visually check Supply pipework for damage leak, etc. and rectify. Check that supply pressure and temperature agree with commissioning data.
- On completion, re-commission and conduct functional checks.

Water Systems – Softener

- Carry out tasks as detailed for 6 Monthly.
- Examine tanks and vessels; report on their condition, thoroughly clean down, removing all chemical deposits from unit.
- Remove and clean, replace the primary brine draw gauze filter.
- Remove and clean, replace the secondary brine draw filter.
- Strip the ejector assembly and filter, clean, rebuild and replace as necessary any faulty items.
- Lubricate the controller brining and refill cam faces, all gear teeth, pivots and sliding faces, reporting on their condition.

Temperature Monitoring

- Take water sample in accordance with legislation and guidance notes.
- Report in writing all results, in a format agreed with the CA prior to the contract commencement.

Hot Water Storage – Communal Cylinders

- Visually inspect the cylinders
- Descale and clean cylinder
- Check the temperature controls are operating correctly
- Report in writing all results, in a format agreed with the CA prior to the contract commencement.

4.13.4 Call off Planned Work

This work is excluded from the Contractors annual testing, servicing and maintenance sum. When requested by the CA, the Contractor shall undertake the planned work in accordance with the details below and at the rate entered into the Pricing document.

4.13.5 Schematics Drawings

The Contractor is to allow for the production of a new Schematic Drawings to meet the requirements below and shall include for each water system that presents a risk from Legionella bacteria, a schematic or drawing shall be held showing:-

- Origin of water supply;
- General layout of the system;
- How the system operates;
- All associated storage and header tanks;
- All standby equipment;
- Any parts of the system that may be out of use temporarily;
- Any problem areas such as deadlegs;
- Regular operation and test points such as nearest and furthest outlets to the CWS
- tanks and hot water sources.

These schematics/drawings may also show:-

- All system plant, e.g. water softeners, filters, strainers, pumps, non-return valves and all outlets, for example showers, wash hand basins etc;
- All associated pipework and piping routes.

4.13.6 Clean & Chlorination of Cold Water Systems

When requested by the Contractor Administrator, the Contractor shall clean and chlorinate the cold water system. The works are to meet the requirements of ACOP L8 and guidance HSG 274.

As Required

Before chemical disinfection is carried out clean all parts of the system. This is to include any that are not readily accessible.

Chemically disinfect the system by chlorinating the water in the cold water storage tank to 20-50 mg/litre free residual chlorine.

Allow the chlorinated water to flow to all parts of the system by successively opening the outlets in the system such as taps and showers (until there is a smell of chlorine), then closing them and leaving it to stand for an appropriate period. This depends on chlorine concentration (from at least one hour at 50 mg/l to at least two hours at 20 mg/l).

Ensure that the required concentration is maintained in the header tank throughout the chlorination procedure and chlorine concentration needs to be monitored throughout disinfection to ensure that there is a sufficient residual chlorine level.

Thoroughly flush the system following chlorination to ensure all traces are removed.

Appropriate concentrations of chlorine dioxide, as recommended by the manufacturers, may also be used as a disinfectant.

Notes

Building occupants should be warned that the water is heavily chlorinated. If tanks and calorifiers are heavily contaminated by organic materials, the system should be disinfected before cleaning to reduce risks to cleaning staff and also after cleaning. It may be necessary to add chemical dispersants to remove organic fouling from pipework etc and chemical descaling may also be necessary. Where possible, cleaning methods should not create an aerosol.

The disinfection procedures presented for cold water storage tanks, domestic hot water vessels and water systems are designed to minimise the risk to staff and others that may come into contact with water which may have been contaminated with Legionella sp. In all instances of draining, water is drained in such a way as to avoid the creation of an aerosol.

The Contractor must submit a method statement outlining all relevant safety measures that are implemented to carry out the work for approval by Contract Administrator.

If plant is located in confined spaces, procedures for confined space entry are to be included in the method statement.

Because water treatment chemicals, including chlorine-containing chemicals and solutions, are often toxic or corrosive they are to be used cautiously to ensure that they do not endanger the users or other occupants of the building.

Water treatment is carried out by, or under the direction of, people who are suitably qualified and experienced in accordance with the method statement.

The use of water treatment chemicals are subject to a COSHH assessment, which is included in the method statement submitted for approval. This may take the form of a generic assessment or site specific where necessary.

Permission is required from the water authority prior to any discharge to sewers, storm water drains and watercourses. Where necessary the Environment Agency is contacted prior to direct discharge to watercourses.

4.14 CCTV and TV Systems

4.14.1 General Information

This requirement is a fully comprehensive contract including the execution of planned testing, inspection, maintenance, responsive repairs and emergency call out and data retrieval facility. The cost to provide these services will be included within the rates/prices provided in the pricing document for the annual sum.

The CCTV Systems include, but not limited to:

- cameras including deterrent units
- recording equipment
- Links and remote links to monitoring systems
- signage
- Cable management
- Updating of the asset register equipment details.

The Contractor shall note the priority coding of call outs will be in the majority - 'Urgent Repairs.

Progress Meetings will be held at the frequencies stated within Section 3 of these Tender Documents.

4.14.2 Scope of Work

- Excluded from the Contractor's fully comprehensive cover are any repairs caused by storm and vandalism.
- Obsolete or end of life equipment (as determined by the Employer)

4.14.3 Maintenance Procedures

The Contractor must include for the maintenance of the equipment and system in accordance with the manufactures instructions and the following testing/inspection, as a minimum.

12 Monthly Maintenance Visits

Cameras

- Check image sensors
- Back focus to be set
- Check all connections on cameras are sound (BNC's etc)
- Clean lens

Fixed Lenses

- Check focus on lenses
- Auto Iris / direct drive levels to be set if required

Recording System

- Check all cameras are recording on required schedules and picture quality
- Check and adjust time and date stamps
- Check all recording schedules and set-ups
- Check motion detection operation is at minimum level on required cameras
- Check all connections are sound
- Ensure Site management know how to copy camera images

General

- Check all electrical mains connections are in good condition without signs of wear or fraying.
- Ensure low voltage power supply outputs are correct when fully loaded.
- The presence of correct signage.
- Ensure deterrent or dummy cameras are in a condition to remain effective

SECTION 5 – PRICING DOCUMENT