

Version 1:

## Service Information

For

Lift Maintenance Services

At

Multiple Sites  
See Appendix 4 *Addresses & Contacts List*

Version Controls			
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## 000 Glossary

<b>Installation:</b>	The equipment identified in the Price List being serviced, maintained, repaired or attended to in compliance with the Service Information.
<b>The <i>Employer</i>:</b>	Person, body, company, organisation, authority (and its assigns) that employs the <i>Contractor</i> to provide the services defined in the Service Information.
<b><i>Employer's</i> premises:</b>	Any site, building or structure owned, leased, let or used by the <i>Employer</i> , and any site, building or structure the <i>Employer</i> is responsible for.
<b>The <i>Contractor</i>:</b>	The specialist lift maintenance <i>Contractor</i> . Person, persons, company or organisation with adequate and suitable resources to undertake the services and goods defined in the Service Information.
<b>The Competent Person</b>	As defined by SaFed: A person that has such appropriate practical and theoretical knowledge and experience of the lifting equipment to be thoroughly examined as will enable them to detect defects or weaknesses, and to assess their importance in relation to the safety and continued use of the lifting equipment. The competent person carrying out the examinations should also be sufficiently independent and impartial to allow objective decisions to be made. © The Safety Assessment Federation Ltd
<b>Fitter / Service Personnel:</b>	Persons employed by the <i>Contractor</i> who are suitably trained, qualified and competent to perform the specified tasks required to maintain the Installations defined in the Service Information.
<b>Subcontractors:</b>	Person, persons, company or organisation employed by the <i>Contractor</i> to undertake specialist task and functions on behalf of the <i>Contractor</i> as defined in the Service Information.
<b>Callouts &amp; Other Emergency Attendances:</b>	Attendances necessitated by any occurrence not excluded from the services that renders any Installation inoperable or incapable of safe or reliable operation.
<b>DL-H</b>	Dock Leveller Hoist
<b>HPL</b>	Hydraulic Passenger lift
<b>HGL</b>	Hydraulic Goods Lift
<b>TPL</b>	Traction Passenger Lift
<b>TGL</b>	Traction Goods Lift
<b>VLP</b>	Vertical Lifting Platform
<b>Hoist</b>	Service Lift
<b>SL</b>	Stairlift
<b>Esc</b>	Escalator
<b>TH</b>	Ceiling Track Hoist

## 100 Description of the service

### 105 Description of the service

- (A) A lift maintenance service that provides a basic preventative service for a range of properties including Advice/Business/Training Centres, Bus Stations, Car Parks, Children's Centres, Community Care Centres, Day Centres, Libraries, Markets, Offices, Public Entertainment, Residential Children's Centres, Residential Elderly Care, Shops and Schools. The key attributes are:
- Scheduled service visits
  - Adjustments
  - Cleaning
  - Lubrication and topping up oil & hydraulic reservoirs
  - Call out and other emergency attendances facility- 24 hours a day, 365 days per year
  - Annual Supplementary Examinations & Tests when required
  - Minor repairs
- (B) The *Employer* 'Derby City Council' requires the services of a competent, experienced, and suitably resourced *Contractor* to provide the service described in the Service Information.
- (C) The *Contractor* shall provide a basic maintenance service , this will include the following as part of Scheduled Service Visits:
- Safe and periodical servicing of all the equipment, in compliance with the manufacturer's recommendations, current regulations, British Standards, European equivalents (where this does not conflict with current British Standards and regulations), Statutory Instruments and good practice.
  - All necessary staff and personnel to ensure a continued safe and reliable service of the Installations noted in the Schedules.
  - Regular Scheduled Service Visits as defined in this document.
  - Every scheduled visit shall be planned to meet the needs of each individual Installation.
  - Notification of any changes in law, regulations and standards and the effects of such changes.
  - Additional Checks, Housekeeping and Safety Assessments as defined in Section 600 Tests & Inspections, 605 Tests & Inspections, (C)
  - A bi-directional monitoring service to receive and respond to the test calls from the lift auto-diallers, communications or remote alarms in accordance with BS EN 81- Part 28.
  - All Scheduled Service Visit shall include the cleaning of shaft pits, car tops and bottom door and gate tracks.
- (D) As part of the basic maintenance service included in the Scheduled Service Visit, the *Contractor* shall source and supply all necessary lubricants and minor components to ensure the safe and efficient running, including appropriate to each installation:
- Lubricants and hydraulic fluids.
  - Hydraulic fluids - Topping up not replenishing or replacing).
  - Gear oils - Topping up not replenishing or replacing).
  - Cleaning materials and substances.
  - Absorbent materials such as rags and absorbent granules for cleaning spilt and leaking lubricant and hydraulic fluids.
  - Control fuses.
  - Indicator lamps (excluding LED displays).

As part of the basic maintenance service included in the Scheduled Service Visit the *Contractor* shall ensure an immediately accessible and adequate stock of the above listed materials, spare parts and components, to ensure no loss of service due to lack of these items.

- (E) Scheduled Service Visits are for the express purpose of inspecting, cleaning, adjusting and lubricating the equipment to maintain a safe and reliable operation.
- (F) It is expected that all Scheduled Service Visits will be completed with 14 days of the Start Date given in Appendix 4: Schedule of Service Start Dates

(G) **Components & Minor Repairs (to be instructed under Task Order)**

The sourcing, supply and replacement of appropriate components and minor assemblies:

- Piston seals, valve oil seals, glands, o rings, etc.
- Fuses, contactors, relays and circuit breakers
- Replenishing and safe removal of lubricating oil and hydraulic fluids.
- Hydraulic valve block components
- Hoisting or pump motor
- Car, piston or Counter weight Shoes, liners or lubricators
- Locks, rollers, door hanger rollers, door shoes
- Brake, linings, springs, linkages, bearing, etc.
- Suspension components, ropes and terminations
- Over Speed Governor, Safety Gear
- Indicators, Switches, limits switches, call buttons

The *Contractor* shall ensure an adequate stock of the above listed materials, substances, spare parts and components is accessible and available for Task Orders at all times to the attending personnel for immediate use to ensure no unnecessary service interruptions due to the inability to source parts.

- (H) As a point of clarification, the following components and assemblies are not included within the Scheduled Service Visits.

**Major Repairs**

The sourcing and supply of complete major component assemblies are NOT included.

- Ram (complete with piston, cylinder, stanchion, etc.)
- Controller (complete with cabinet, processor, contactors, relays, terminations, field wiring, etc.)
- Guides
- Power unit (complete with pump, motor and valve block)
- Winding unit (complete with motor, reduction gear, brake, etc.)

- (I) Responses to requests for Callouts & Other Emergency Attendances should be within the time frames detailed in Section 105 (L) of this document.
- (J) For Callouts & Other Emergency Attendances the *Contractor* shall provide a facility for accepting and acting upon calls for assistance or attendance 24 hours a day, 365 days per year.

*Answering machines, mobile phones, voice mail and pagers will not be accepted.*

The *Contractor* shall provide the *Employer* with one telephone number for all non-urgent, urgent or emergency calls, irrespective of the location of the individual premises.

However, local office numbers are acceptable for day to day business.

- (L) Unless directed otherwise, by the *Employer*, the *Contractor* shall attend all Callouts & Other Emergency Attendances in accordance with the “Urgent” response.

**Non-urgent:** The *Contractor* shall attend to the named installation within **four** working hours of receiving the call.

**Urgent:** The *Contractor* shall attend the named Installation within **two hours** of the *Contractor* receiving the request.

**Emergency:** Trapped passengers shall be treated as a priority and the *Contractor* shall immediately respond to release the passengers. If possible, the *Contractor* shall endeavour to reinstate the installation whilst in attendance but may, if impractical to safely do so, after isolating and making the installation safe, return in compliance with the either of the other two responses, as appropriate or by agreement with the *Employer*.

- (M) For Callouts & Other Emergency Attendances the following will be provided:
- A fully operational 24-hours a day, 365 days a year call service utilising one phone number for call outs and emergencies.
  - Prompt attendances to reinstate Installations following malfunctions and stoppages.
- (N) The *Contractor* shall provide an additional attendance outside the Scheduled Service Visits or allocate extra time to facilitate any Supplementary Thorough Examinations and Tests defined in the SAFed Guidelines on supplementary tests of lifts in service 2006, as required by the “Competent Person”. To be undertaken as and when required.
- (O) All replacement parts or components will become the property of the *Employer*. Once fitted all parts or components shall be treated as any other component in compliance with all performance criteria.

## 106 Performance Criteria

- (A) A Scheduled Service Visit, Annual Inspection or Task Order will not be considered complete until provision of the Scheduled Service Visit Report or Non-Scheduled Visit Report.
- (B) The minimum threshold for acceptance of Scheduled Service Visits and Annual Visits is 93% in any given month, which is not a cumulative figure.
- (C) The target for acceptance of Scheduled Service Visits and Annual Visits is 100% in any given month.
- (D) The minimum threshold for acceptance of Scheduled Service Visits and Annual Visits is 100% in any given year.
- (E) The minimum threshold for acceptance of Task Orders is 93% within the time stated, which is not a cumulative figure.
- (F) The target for acceptance of Task Orders is 100% in any given month.
- (G) The minimum threshold for acceptance of Task Orders is 100% in any given year.
- (H) At the end of the initial service period (2 years) the firsts year’s extension will be granted subject to the attainment of 100% completion across the criterion of 106, (A) to (G) stated above.
- (I) The further extension of the first increment will be measured against the performance criteria of Section 106 (A) to (G) which will be reviewed at the end of that period and subject to the attainment of the threshold set out in Section 106 (A) to (G).

## 110 Overall Objectives

- (A) • To maintain and ensure a compliant, safe and reliable portfolio of lifts within Derby City Council.
- To ensure that all such services are completed in a timely manner in accordance with the service information.
- To ensure that all servicing is recorded accurately and in a manner that meets the requirements of the Service Information.
- To ensure that all services comply with all current (and any amendments/revisions) UK Health and Safety legislation including Approved Code of Practices and Industry Best Practice guidelines including but not limited to the following:
  - Health and Safety at Work Act: 1974,
  - BS 7255: 2012, Safe working on lifts - a Code of practice,
  - BS 7801: 2011, Safe working on escalators and moving walks - a Code of Practice.
  - BSEN 13015+A1: 2008, Maintenance for lifts and escalators – Rules for maintenance instructions.
  - SaFed LG1 - Guidelines for the supplementary tests of in-service lifts: 2006
  - BS EN 81-28: 2018, Remote alarm on passenger and goods passenger lifts.
  - Including all current amendments.
- To ensure that all reasonable skill, care and diligence is exercised in carrying out the services detailed in Service Information, as may be expected by a suitably qualified and competent member of the *Contractor's* profession experienced in carrying out the scope of services in the Service Information.

## 200 General Constraint on how the **Contractor** Provides the Service

### 205 General Constraints

#### 205.1 Use of the Affected Property:

- (A) Please see Appendix 4: *Addresses & Contacts List*

#### 205.2 Access to the Affected Property:

- (A) The Affected Properties comply with the requirement to provide safe access.
- (B) The *Contractor* should familiarise themselves with the sites prior to implementing the Contractor's Plan.
- (C) The *Contractor* shall not use any affected properties on any site for the storage of parts or materials.

#### 205.3 Deliveries:

- (A) Deliveries will not be accepted on behalf of the *Contractor*.

#### 205.4 Noise and Vibration:

- (A) N/A

#### 205.5 Working hours:

- (A) Hours of occupancy vary between properties. It is the *Contractor's* responsibility to confirm hours of occupancy and closing hours with each site. All properties will be closed on all Statutory Bank Holidays.

#### 205.6 Parking

Parking facilities vary between properties. It is the *Contractor's* responsibility to confirm available parking at the site. All parking arrangements and costs are the responsibility of the *Contractor*. Where parking is not available on site, illegal parking (e.g. on double yellow lines, or on pavement) will not be acceptable.

#### 205.7 Restrictions on the use of hazardous materials:

(A) N/A

#### 205.8 Storage of fuel and chemicals:

(A) Storage of Fuel and Chemicals will not be accepted on behalf of the *Contractor*.

#### 205.9 Pollution, ecological or environmental impacts:

(A) N/A

#### 205.10 *Employer* specific policies and procedures:

- (A) Corporate Safeguarding Policy
- (B) Data Protection Policy v3
- (C) Freedom of Information Policy
- (D) Information Security Policy
- (E) Equality, Dignity & Respect Policy
- (F) Managing Contractors Safely Policy

#### 205.11 Constraints imposed to meet the requirements of Others:

N/A

#### 210 Confidentiality

- (A) Data Protection Policy - Document as above (205.10)
- (B) Information Security Policy – Document as above (205.10)



(C) Data Processing Agreement

**215 Security and Protection of the Affected Property**

- (A) Each Affected Property will have its own intruder alarm. In the unlikely event that access is required into a tenanted area, then permission must be sought. It is the *Contractor's* responsibility to confirm the key codes and access arrangements with each site.

**220 Security and identification of people**

- (A) Operatives are to wear certified, photographic identification badges at all times whilst working in the Affected Property.
- (B) All attending personnel shall report to the person responsible [or nominated assigns] of the premises or dwelling every visit, prior to commencing any works.
- (C) The *Contractor's* personnel shall enter only the areas of the buildings necessary to perform the tasks and duties of this Service Information.
- (D) The *Contractor's* and subcontractor's staff shall clearly identify themselves when arriving at designated work sites.
- (E) At each site, the *Contractor's* personnel shall sign in the day register and then will undertake a site induction given by the Derby City Council receptionist. The *Contractor* may need to sign for keys or a key fob to enable access. On completion of works the *Contractor* must return any keys and the key fob and sign out in the register.
- (F) Operatives must have an enhanced DBS check with List Check for children and adults within the last 3 years, and be able to present this documentation at all sites upon request.

**230 Protection of the work on the Affected Property**

- (A) The *Employer* will use all reasonable endeavours to keep the accessible parts of an Installation as clean as reasonably practical, including regular sweeping out of the door or gate tracks.
- (B) The *Employer* will use all reasonable endeavours to promptly inform the *Contractor* of any irregular performance or defects.
- (C) The *Employer* will use all reasonable endeavours to maintain electrical supplies and wiring in compliance with the Electricity at Work Regulations: 1989 and the IEE Wiring Regulations – BS 7671:2018.
- (D) The *Employer* will use all reasonable endeavours to maintain adequate lighting in all relevant and accessible areas.
- (E) The *Employer* will use all reasonable endeavours to, If applicable, provide and maintain a suitable telemetry service and connections for the prime use of the Monitoring system.
- (F) Should the Contract be terminated, or at the end of the service period, the *Employer* shall afford the *Contractor* reasonable access to all the relevant parts of the Installation to carefully and safely remove monitoring equipment or other such test equipment belonging the *Contractor*.

**255 Control of *Contractor's* personnel**

- (A) The *Contractor's* personnel shall be fully trained and experienced in the relevant tasks required, except those under training who must be accompanied by suitably qualified personnel at all times.

- (B) Whilst on site, all personnel must wear the necessary and appropriate Personal Protective Equipment.
- (C) Whilst on site all personnel must acquaint themselves with the *Employer's* safety procedures, codes and drills.
- (D) The *Contractor* shall take all necessary measures to ensure the safety of attending personal, including Provision of all necessary safety equipment, personal protective equipment, etc.
- (E) The *Contractor* shall take all necessary measures to ensure the safety of attending personal, including Provision of adequate labour to undertake the specifics of this Service Information.
- (F) The *Contractor* shall take all necessary measures to ensure the safety of attending personal, including Should additional labour be required the *Contractor* shall ensure that they are suitably qualified and competent to undertake task required.
- (G) The *Contractor* shall provide all necessary staff and personnel to ensure a continued safe and reliable service of the Installations noted in 205.1 (A).
- (G) For the purposes of this Service Information, persons working in the *Employer's* premises cannot be considered as skilled or trained so shall not be called upon to provide additional assistance any time.
- (H) The *Contractor* shall identify their Competent Person(s) to the *Employer* at the start of this contract.

## 265 Waste Materials

- (A) All waste to be disposed off-site.
- (B) All redundant parts and components shall be removed from site and safely disposed of by the *Contractor*.

## 270 Deleterious and hazardous materials

- (A) N/A

# 400 Contractor's plan

## 405 Plan requirements

- (A) The *starting date* for Term Service Short Contract for Lift Maintenance is 01.07.2019 and the *service period*. Each incremental extension will be shown on the contractors plan when implemented.
- (B) The *Contractor's* plan ('the plan') is to be devised in accordance with the Service Information, Price List, Schedule of Service Start Dates and Addresses & Contracts List.

The plan must be illustrative of the following:

- The logical sequence of planned preventative maintenance tasks over *service period* atomised into weeks
- The logical interrelationship between tasks being clearly identified
- The logical relationship will follow finish to start task dependency
- The smallest unit of measurement is one day
- Tasks are identified by coordinating x and y axis

- The x-axis is a list of the specific assets with a separate column for the task completion
- The y-axis to show week numbers complete with the week commencing dates.
- Each task will have its own unique identifier
- Task density demonstrating a strong correlation to the Price List, Part 1 and Schedule of Service Start Dates.
- Tasks are to be colour coded in accordance to their status with respect of time and progress
- Tasks assigned to subcontractors will be identified by means of a different colour on the plan
- Tasks identified as work of the *Employer* and Others will be identified by means of a different colour on the plan
- The price of each task will be identified within the illustrated tasks
- The total for each month will be identified and will comprise of the summation of the tasks within that month
- The cumulative prices will be shown under the total for each month
- The plan will include a key

The first plan submitted for acceptance will be the baseline plan from which all further revisions will be measured.

- (C) The plan and subsequent revisions will be capable of being opened and used with Microsoft Excel 2010 edition.
- (D) A Programmed Maintenance Schedule shall be planned around start dates detailed in Appendix 4: Schedule of Service Start Dates. The plan will be provided electronically with the file name of the Affected Property concatenated with the version number of the plan. The file extension will be .xlsx.
- (E) A Programmed Maintenance Schedule shall be prepared and presented to the *Employer* prior to commencement of the Programmed Maintenance Schedule. This, may, as the schedule progresses, be reviewed with the *Employer* and adjusted accordingly.

#### 410 Methodology Statement

- (A) The *Contractor* will submit a methodology statement which will:

- Identify the resources required each task including subcontractors and suppliers.
- Key trade interfaces and their management strategy
- Identify the productivity quotients expected for each identified resource
- Calendars for working weeks and holidays periods
- The *Contractor's* business continuity plan to ensure business as usual through the service period.

#### 415 Work of the *Employer* and others

- (A) None at this time.

#### 425 Revised plan

- (A) The plan will be a dynamic document that will adopt the following identifiers to establish the most current revision of the plan:

Identifier	Meaning
Version 0	The <i>Contractor's</i> first plan
Version 1 to n	Each subsequent revision identified by incremental integer

- (B) The tasks identified in the first plan will be separately identified in subsequent revisions and shown as
- Planned tasks will be shown in orange
  - Completed tasks will be shown in blue
  - Rescheduled tasks will be shown in red
  - Additional tasks will be identified in yellow
- (C) The price of the tasks will move with each rescheduled task.
- (D) It is expected that all Scheduled Service Visits will be completed with 14 days of the Start Date given in Appendix 4: Schedule of Service Start Dates.

### 500 Quality management

#### 505 Samples

- (A) N/A

#### 510 Quality statement

- (A) The *Contractor* is to provide details for performance improvement over and above the basic standard ISO 9001:2000.
- (B) Any replacement components installed by the *Contractor* that are not directly from the Manufacturer, shall be from a supplier accepted by the *Employer*. Only components and parts accepted by the *Employer* shall be used.

#### 515 Quality management system

- (A) The *Contractor* shall take responsibility for auditing and monitoring of their performance in relation to the quality, health and environmental compliance of the Contract.

### 600 Tests and Inspection

#### 605 Tests and Inspections

- (A) Objectives, procedure and standards to be used

##### **Scheduled Inspections and Tests (Supplementary Examinations and Tests)**

Unless directed by the Competent Person, all checks, inspections, examinations and tests shall be executed successively, at the prescribed intervals, from the last check, inspection, examination or test.

All Supplementary Examinations and Tests requested by the Competent Person, shall be carried out under the terms of this Service Information:

- (B) Who does the tests and who is in attendance
- The *Contractor* will identify those personnel who will undertake Tests, the type of tests, and any third party attendances. The *Contractor* will submit all such details within 3 weeks of the start date.

## (C) Testing and inspection method

The following additional safety checks and inspections shall be incorporated into the Scheduled Service Visits and Annual Inspections:

**ANNUAL INSPECTION**

Annual Inspection to include the following tests and inspections:

***Annual Inspection - Annually***

The following tests shall be carried out no later than 14 days after the Annual Inspection start date given in Appendix 4: Schedule of Service Start Dates and annually thereafter

<b>Electrical protection:</b>	Annually: Check all circuit breakers, over current devices, residual current devices and fuses for correctness and integrity, including the incoming mains and ancillary supplies.
<b>Control circuit protection:</b>	Annually: Earth a suitable part of the safety circuit in the shaft (preferably the furthest distance for the controller) to check the effectiveness of the circuit protection.
<b>Emergency lighting:</b>	Annually: Check all emergency lighting units (Car and Machine Room) for satisfactory operation.
<b>Door equipment:</b>	Annually: Carry out thorough specific examination of all door running equipment. Checking for wear, damage corrosion, misalignment, etc. of cills, tracks, guides, safety/fire shoes, rollers, locks, frames, fixings, etc.

***Safety Assessment - Annually***

The *Contractor* shall carry out a thorough safety assessment, with regard to the *Contractor's* responsibilities, of all the Installations and their environments, in compliance with BS 7255, the HASAWA and its associated regulations (in particular PUWER MHSWR & WHSWR).

The assessment shall be updated after any repairs and within 14 days of the Annual Inspection start date given in Appendix 4: Schedule of Service Start Dates.

A full report shall be prepared and submitted to the *Employer* within 14 days of the inspection providing a summary and an estimate of the remedial works required.

***QUARTERLY SCENIC LIFT VISIT - Quarterly******Scenic Lifts & Glazed Shaft ways***

Quarterly Scenic Lift Visits to include the following tests and inspections:

Lifts that are of a scenic design or installed in a partially or fully glazed shaft or enclosure.

Once every three months the following shall be carried out in accordance with the dates given in Appendix 4: Schedule of Service Start Dates.

<b>Shaft / Enclosure:</b>	The whole of the inner shaft shall be thoroughly cleaned.
<b>The Car:</b>	All external faces of the lift car shall be thoroughly cleaned
<b>The car top:</b>	The car top shall be thoroughly cleaned

## SCHEDULED SERVICE VISITS

### ***Additional Checks - Every Scheduled Service Visit***

In addition to the basic maintenance service, safety checks and inspections stated in Section 100 Description of the Service, the *Contractor* shall carry out the following checks every Scheduled Service Visit.

- Alarm system:** The alarm and emergency communication system shall be checked on every scheduled visit.
- ESPU / Batteries:** The Emergency Power Supply Unit and or battery shall be checked for correct operation on every visit.
- Hydraulic re-level:** Operate the hand lowering valve to ensure the effectiveness of the re-levelling circuits during every scheduled visit.
- Task lighting:** All normal luminaries (car/carriage, shaft, pulley rooms and machine rooms (including areas or spaces) shall be checked for operation during every scheduled visit.
- Stop switches & Limits** Check for safe operation and rectify, (if necessary) every scheduled visit
- Belt monitoring:** Report on condition of belt via the belt monitoring system every scheduled visit

The *Employer* shall be notified immediately, of any failures or incorrect results and be in receipt of written confirmation or certification within 5 working days.

### ***Housekeeping - Every Scheduled Service Visit***

The following routines shall be carried out every scheduled service visit.

- Car top:** Ensure car top is free of dust, debris, rags, spilt lubricant, etc.
- Pit:** Ensure the pit is free of dust, debris, rags, spilt lubricant, etc.
- Machine room / space:** Ensure the machine room / space is free of dust, debris, rags, spilt lubricant, etc.
- Entrance cills & tracks:** Ensure hall & car entrance bottom tracks / cills are free from obstruction and debris.

## AS REQUIRED

### ***Supplementary Examinations & Tests – As Required***

All Supplementary Examinations and Tests should be carried out in accordance with the Safety Assessment Federation's *Guidelines on the Supplementary Tests of In-Service Lifts*.

- Earth Continuity
- Electric safety devices
- Terminal speed reduction systems
- Landing door interlocks
- Lift machine
  - 4.5.1 Investigatory test (type 'A')
  - 4.5.2 Comprehensive test (type 'B')
- Safety gear system (governor, safety gear, suspension failure device)
  - Overspeed governors
  - Governor operated safety gear instantaneous type
  - Governor operated safety gear progressive type
  - Safety gear operated by other means
- Devices to prevent overspeed of the ascending lift car
- Energy dissipation buffers
- Suspension system
- Car overload detection warning devices

Hydraulic system

Hydraulic cylinders in boreholes or similar locations

Hydraulic rupture/restrictor valves

Anti-creep devices

Electrical anti-creep device

Mechanical anti-creep device (Pawl or clamping device)

Low pressure detection devices (switch or valve)

Traction, brake and levelling

Car/Counterweight balance

Supplementary Examinations & Tests shall be carried out as directed by the Competent Person.

All Supplementary Examinations & Tests shall be provided in accordance with the Service Information.

On the Completion of a Supplementary Examinations or Test, the *Contractor* shall provide a suitable Certificate of completion or compliance.

Examination attendances are for the express purpose of carrying out a Supplementary Examination & Tests completing the appropriate documentation, not routine maintenance, call out or repair attendances.

All attendances shall include necessary cleaning and housekeeping to ensure the installation is clean before leaving.

- (D) Test environment  
N/A

- (E) Documents to be provided before and after the test  
Documentation for all Supplementary Examinations and Tests shall be provided to the agreed industry standard format as provided in the Safety Assessment Federation's *Guidelines on the Supplementary Tests of In-Service Lifts*.

- (F) Authorisation of further work  
It should be noted that where work is being carried out on Schools, further authorisation from the School will be required to be sought by the *Employer*  
Any repair work over £1000 will need to be considered by the Employer's Property Team before acceptance can be given.

## 610 Management of tests and inspections

- (A) N/A

## 620 *Employer's* procedures for inspections and watching tests

- (A) The *Contractor* will offer the *Employer* the opportunity to witness the servicing upon request.
- (B) The *Employer* will accept or decline the *Contractor's* offer by notifying the *Contractor* of his decision within one week of the *Contractor's* notification.

# 700 Management of the service

## 705 Management team – Others

- (A) Notwithstanding the Parties to the Contract the Affected Property managers are the point of contact all times.

## 710 Communications

- (A) The *Employer* and the *Contractor* will use the forms identified in Appendix 2 of the *Service Information* to communicate other.
- (B) The *Contractor* shall keep the *Employer* informed with regard to changes in legislation and safety standards.
- (C) The *Employer* shall be kept informed, at all times, of the condition of the Installations via the Scheduled Service Visit Reports (see Section 710 (J)).
- (D) Following the first anniversary of the Contract, the *Contractor* shall provide the *Employer* with an Asset Condition Report including a draft proposal for necessary repairs, modernisation, upgrade or refurbishment, of each Installation, including budget costs. The report should refer to for Site Name, Address, UPRN Lift/hoist asset number, type and name of manufacturer for each asset.
- (E) When an Installation Is introduced to the portfolio, the *Contractor* shall carry out a detailed inspection and submit an initial report detailing the condition, latent defects, safety requirements, etc.
- (F) Each communication from the *Contractor* will identify the effect of such communication on time, price and quality.
- (G) All reports shall include the *Employer's* UPRN and asset number and the location of the Installation
- (H) All reports recommending further, or additional works shall be accompanied by a detailed competitive quotation.

### (I) **Non-Scheduled Visit Reports**

Reports or day work sheets for Callouts & Other Emergency Attendances shall contain sufficient information including but not limited to:

- Site Name, Address and UPRN
- Lift/hoist asset number, type and name of manufacturer
- Reason for attendance
- Date and time of attendance
- Works carried out and action taken
- Parts replaced
- Materials used
- Times spent on site or off site
- State of Installation on leaving site

### (J) **Scheduled Service Visit Reports**

The *Employer* shall be furnished with a detailed report following every Scheduled Service Visit; stating reason for attendance, measures taken, time taken, materials used and details of further action if necessary.

Scheduled attendance reports shall be submitted within **14** working days of the Scheduled Service Visit start date, directly to the *Employer*.

Scheduled Visit service sheets should be submitted within 14 days of the service date. All service sheets should contain the following information:

- Site Name, Address and UPRN
- Lift/hoist asset number, type and name of manufacturer
- Date, time and signature of site management
- List of all equipment examined during the periodic maintenance visit and service carried out (e.g., lubricated and adjusted).
- Any further action required.



**(K) Log Cards**

The *Contractor* shall provide a log card, accepted by the *Employer*, for recording the details of all visits, tests and inspections. The *Contractor* must ensure that log cards are accessible to all relevant personnel, therefore the log cards must be retained and situated in an appropriate and secure place.

Logs cards shall be made available to all attending personnel, not only the *Contractor*.

Log cards shall be maintained and updated by all personnel visiting the Installation; stating the date, reason for visit and identity of all those in attendance.

All log cards shall be retained and stored in a secure and safely accessible place.

If the Installation is left isolated for any reason this must be clearly stated on the log card.

All Log Cards should contain the following information as a minimum:

- Site Name, Address and UPRN
- Lift/hoist asset number, type and name of manufacturer
- Number of scheduled visits
- Time, date, and name of attendee
- Works carried out

**(L) Reports for Previous Month's Work**

The *Contractor* shall provide the *Employer* with detailed reports and for all works completed the previous month, including:

- % of Scheduled Service Visits completed within 14 days of the Scheduled Service Start Date.
- % of Scheduled Service Visits completed within the month.
- Number of Callouts and Other Emergency Attendances responded to.
- Number of Repairs completed.
- Number of quotations provided, against the number requested.

**(M) Reports for Previous Year's Work**

Annually, on the anniversary of the start date of this Contract, the *Contractor* shall provide the *Employer* with detailed reports and for all works completed the previous year, including:

- % of Scheduled Service Visits completed within 14 days of the Scheduled Service Start Date.
- % of Scheduled Service Visits completed within the year.
- Number of Callouts and Other Emergency Attendances responded to.
- Number of Repairs completed.
- Number of quotations provided, against the number requested.

**(N) Regular Meetings**

The *Contractor* shall attend regular monthly management meetings with the *Employer* to monitor the progress of the Contract and discuss any required actions.

Regular site meetings are not required. A *Contractor* may be called to attend a site meeting in the event of an incident or an issue that requires attention.

**715 Payment provisions**

- (A) All invoices will be submitted in accordance with the requirements of the Service Information.
- (B) All invoices where so identifiable with the Price List will demonstrate the calculable sum in accordance with that of the Price List subject to clause 715 (C).

- (C) The *Contractor* will provide the following material to assist the *Employer* in assessing the amount due:

The Price of Services Provided to Date comprising of :

- The rates stated within the price list
- The name of the Property including the Employers UPRN Number.
- The *Employer's* Order Number.
- Reason for attendance.
- Time and date of attendance.
- Works carried out and action taken.
- Parts replaced, or materials used.
- Times spent on site and off site (clearly stating time on / off and personnel in attendance).

- (D) No Invoices will be accepted from the *Contractor* without an official written order from the *Employer* and the order number in full being quoted on all invoices.

- (E) Electronic copy (must be in PDF format and emailed to [coad&pmadmin@derby.gov.uk](mailto:coad&pmadmin@derby.gov.uk)).

invoices should be submitted:

- monthly in arrears
- in UK Pounds Sterling
- Accompanied by a full breakdown of charges relating to the goods /services provided by the Supplier.

- (F) All invoices for Derby City Council should be addressed to:

Gail Allen / Kevin Palmer  
Derby City Council  
Property Design and Maintenance  
Second Floor  
The Council House  
Corporation Street  
Derby  
DE1 2FS

email address: [Coad&pmadmin@derby.gov.uk](mailto:Coad&pmadmin@derby.gov.uk)

- (G) Failure to do so may lead to a delay in payment

- (H) All payments will be made by BACS

- (I) The *Contractor* will provide the following material to assist the *Employer* in assessing the amount due:

The Price of Services Provided to Date comprising of :

- Planned Services
- Changes to planned Services
- Unplanned/Reactive Services

- (J) A copy of non-scheduled attendance reports shall be attached to the appropriate invoice. Invoices will not be processed for payment without the provision of accurate reports or *Employer* signed work sheets.

**(K) Price Adjustment**

We will allow adjustment to the price based upon the following:

Percentage adjustment to be based on an annual inflation rate from source:

Consumer price inflation time series

CPI INDEX 04.3.2 : Services for maintenance and repair 2015=100

CDID: D7DO

Units: Index, base year = 100

Baseline Month: May 2019

Number of Decimal Places: 2

<https://www.ons.gov.uk>

**Year 1: 2019-20**

No adjustment

**Year 2: 2020-21**

Adjustment of percentage difference between May 2019 and May 2020

**Year 3: 2021-22**

Adjustment of percentage difference between May 2019 and May 2021

**Year 4: 2022-23**

Adjustment of percentage difference between May 2019 and May 2022

**Example**

The following is a worked example and not the definitive method of calculation.

Calculation for percentage increase/decrease:

Y = Present Year

B = Baseline Year

$$\frac{Y - B}{B} \times 100 =$$

*NOTE: The following is for example only: all data is fictional.*

**Year 1 – no adjustment**

Original quoted price 2019

Baseline Index = 100.3 in April 2019

**Year 2**

Price in April 2020

$$\text{Index} = 99.2 \rightarrow \frac{99.2 - 100.3}{100.3} \times 100 = -1.09\%$$

$$\begin{array}{l} \text{£100.00} \\ \text{£100.00} \times -1.09\% \\ \text{£98.91} \end{array}$$

**Year 3**

Price in April 2021

$$\text{Index} = 101.6 \quad \frac{101.6 - 100.3}{100.3} \times 100 = 1.30\% \quad \text{£100.00} \times 1.30\% \quad \text{£101.30}$$

**Year 4**

Price in April 2022

$$\text{Index} = 103.2 \quad \frac{103.2 - 100.3}{100.3} \times 100 = 2.89\% \quad \text{£100.00} \times 2.89\% \quad \text{£102.89}$$

## 1000 Health and Safety

### 1005 Health and Safety requirements

- (A) The *Contractor* health & safety requirements detailed in Section 205.10 (F).
- (B) The *Contractor* is to maintain their training and ensure that all the evidence in respect of skills, knowledge and experience remains in date.

- (C) The *Contractor's* compliance with clause 1000 is mutatis mutandis with that of any proposed subcontractors.
- (D) Hot works are prohibited at the Affected Property.
- (E) The *Contractor* at all times shall ensure that it complies with all legislation, regulations, directives and codes of practice regarding health and safety.
- (F) The *Contractor* at all times shall ensure that it has read and are familiar with and comply with the *Employer's* Managing Contractors Safely document (see Section 205.10) a copy of which the *Contractor* acknowledges it has received.
- (G) The *Contractor* shall ensure that no person shall enter any area or space that significantly increases the risk of damage or injury.
- (H) The *Contractor* shall note that Lifting facilities may not always be available on the sites. The *Employer* will endeavour to assist whenever possible, but the *Contractor* must satisfy himself that the lifting facilities at each site are suitable and sufficient for the task required
- (I) Where not already in situ, the *Contractor* shall provide suitable entrance safety barriers and warning notices to each Installation. Each safety barrier shall be a sufficient design and construction to provide adequate protection for the task required. Consideration shall be given to the Installation's use, width of entrances, trap / door dimensions and other relevant site-specific conditions. A suitable bracket shall be fixed in a convenient location to store the barrier, which may require a locking fitment to retain the barrier. The design shall be submitted to the *Employer* for prior approval. It should be noted that different installations and premises may require different barriers.
- (J) Whilst working at a landing entrance, barriers shall be in place and secure at all times.
- (K) When an Installation is taken out of service for any reason, suitable warning notices shall be posted at appropriate locations around the Installation irrespective of the installation's operational condition.
- (L) The *Contractor* shall not carry out any work, task or procedure without first conducting a Safety Assessment and Risk Analysis. Any subsequent work, tasks or new procedures shall be subject to a Safety Assessment and Risk Analysis. All of which shall be submitted to the *Employer*. The template for this document is to be accepted by the *Employer* prior to use.
- (M) The *Contractor* shall carry out a Risk Assessment before using safety barriers.
- (N) The *Employer* will use all reasonable endeavours to ensure all the areas visited by the *Contractor's* personnel in the course of their duties are safe, well maintained and free from risk or hazard.
- (O) The *Employer* will use all reasonable endeavours to ensure the Installations are free, as is reasonably practical, from damage, whether accidental or not.
- (P) The *Employer* will use all reasonable endeavours to ensure all the Installations comply with current safety regulations and do not present a hazard or unreasonable risk to users or other attending personnel.

- (Q) Prior to leaving site the *Contractor* shall ensure that the Installation is clean, working safely and efficiently, and free of hazards whether left in operation or not.
- (R) All Installation works shall be carried out safely and diligently in compliance with all current standards, and directions of the *Employer*.

#### 1010 Method Statements

- (A) The *Contractor* within one week of the award of the Contract provides the *Employer* with Risk Assessments and Method Statements for acceptance.
- (B) Risk Assessment and Method Statements will be carried by those undertaking work and will available at all times.
- (C) Method Statements and Risk Assessments will be specific to the sites and tasks to be under taken and will cover the entirety of the service to be provided.

#### 1020 Inspections

- (A) The *Employer* will review the *Contractor's* health and safety procedures for the Affected Property.
- (B) The *Contractor* shall upon request supply the *Employer* with a copy of its own Health & Safety Policy and associated documents such as: Guidelines, Risk Assessments and Method Statements.

#### 1025 Asbestos

- (A) The *Contractor* including any of his Subcontractors attending site to undertake works **MUST** read the site Asbestos Register and sign to confirm they have checked the register before starting work. If the intended works go beyond the scope of the existing Register, you **MUST** contact the *Employer* and request further information on the presence/absence of asbestos to be provided.
- (B) The *Contractor* including any of his subcontractors attending site shall provide confirmation of asbestos awareness training for all relevant staff.

### 1100 Subcontracting

#### 1105 Restrictions or requirements for subcontracting

- (A) The *Contractor* will only subcontract parts of his works to those who have the resources, experience, skills and financial standing to enable the effective delivery of the works consistent with that of the *service information*
- (B) The *Contractor* will only subcontract parts of his works to those who hold the same or equivalent levels of accreditation, third party verification, training, health safety advice and resources and safeguarding precautions to that of the *Contractor*.

#### 1110 Acceptance procedures

- (A) The *Contractor* will identify each proposed subcontractor(s) and their assigned task(s) as identified by Clause 400 of the *service information*
- (B) The *Contractor* will identify the method of evaluation used for the suitability of each of the proposed subcontractor(s) for their assigned task(s).
- (C) The *Contractor* will provide a statement on the suitability of each of the proposed subcontractor(s). Such a statement will make manifest the Subcontractors compliance with Clauses 255, 1105 A to 1105 B, 400 and 1000.

- (D) The *Contractor* will provide a statement that each of the proposed subcontractors has received the Service Information and the Contractor's plan and fully understand the requirements.
- (E) The *Contractor* submits the details required in clauses 1110 A to 1110 D within one week of the award notification to the *Employer*.

## 1700 Task Order

### 1705 Programme requirements

- (A) The Task order programme will be same as that of clause 400
- (B) Notwithstanding the requirements of Clause 1705 A the Task Order may specify the requirements for a programme that may differ to that of clause 1705 A.

### 1710 Programme arrangement

- (A) The programme will detail each of the required items of the task order.

### 1715 Methodology Statement

- (A) The methodology statement will be that of clause 410

### 1730 Revised programme

- (A) Programme revision will be that as of clause 425 with the Task Order identifier clearly stated for each iteration of the programme

## 1800 *Employer's* service specifications and drawings

### 1805 *Employer's* Service specification

Please see Service Information.

### 1810 Drawings

- (A) The following drawings are to be used in the delivery of the service

Drawing No.	Title	Purpose
<b>ALL SITES EXCEPT SCHOOLS</b>		
644.02	Alvaston Library & Learning Centre: Ground & First Floor Plan	Information
0606/01 A	Arboretum House: Site Plan	Information
0606/02 A	Arboretum House: Block A Ground Floor Plan	Information
0606/03 A	Arboretum House: Block A First Floor Plan	Information
0606/04	Arboretum House: Block A Roof Plan	Information
0606/05 B	Arboretum House: Block B Floor Plan	Information
935.01	Austin-Sunnyhill Surestart Children's Centre: Site Plan	Information
935.02	Austin-Sunnyhill Surestart Children's Centre: Block A & B Ground Floor Plan	Information
935.03	Austin-Sunnyhill Surestart Children's Centre: Block A First Floor Plan	Information

935.04	Austin-Sunnyhill Surestart Children's Centre: Block A Second Floor Plan	Information
935.05	Austin-Sunnyhill Surestart Children's Centre: Block A Roof Plan	Information
317.01 A	Blagreaves Library: Site Plan	Information
317.02 B	Blagreaves Library: Ground Floor Plan	Information
317.03 A	Blagreaves Library: First Floor Plan	Information
050.01	Bold Lane Car Park: Site Plan	Information
050.02 A	Bold Lane Car Park: Levels 1 & 2	Information
050.03 A	Bold Lane Car Park: Levels 3 & 4	Information
050.04 A	Bold Lane Car Park: Levels 5 & 6	Information
050.05 A	Bold Lane Car Park: Levels 7 & 8	Information
050.06 A	Bold Lane Car Park: Levels 9 & 10 (Lift Plant)	Information
412.01	Riverlights: X	Information
412.02	Riverlights: Ground Floor Plan	Information
412.03	Riverlights: Mezzanine Floor Plan	Information
412.04	Riverlights: First Floor Plan	Information
117.01	Chapel Street Multi-Storey Car Park: Site Plan	Information
117.02 A	Chapel Street Multi-Storey Car Park: Motorhome Showroom	Information
117.03 A	Chapel Street Multi-Storey Car Park: Parking Levels 1 & 2	Information
117.04 A	Chapel Street Multi-Storey Car Park: Parking Levels 3 & 4	Information
117.05 A	Chapel Street Multi-Storey Car Park: Parking Levels 5 & 6	Information
117.06 A	Chapel Street Multi-Storey Car Park: Parking Levels 7 & 8	Information
117.07 A	Chapel Street Multi-Storey Car Park: Parking Levels 9 & 10	Information
117.08 A	Chapel Street Multi-Storey Car Park: Sports Centre	Information
117.09	Chapel Street Multi-Storey Car Park: Lift Plant	Information
1588.01	Connexions: Site Plan	Information
1588.02	Connexions: Block A Ground Floor Plan	Information
1588.03	Connexions: Block A First Floor Plan	Information
1588.04	Connexions: Block A Second Floor Plan	Information
150.01	Council House: Site Plan	Information
150.02 A	Council House: Ground Floor Plan	Information
150.03	Council House: First Floor Plan	Information
150.04	Council House: Second Floor Plan	Information
150.05	Council House: Third Floor Plan	Information
150.06	Council House: Basement Plan	Information
948.01	Darley Barn Outdoor Centre: Site Plan	Information
948.02	Darley Barn Outdoor Centre: Ground Floor Plan	Information
948.03	Darley Barn Outdoor Centre: First Floor Plan	Information
1674.01	Derby Arena: Site Plan	Information

1674.02	Derby Arena: Ground Floor Plan	Information
1674.03	Derby Arena: First Floor Plan	Information
1674.04	Derby Arena: Second Floor Plan	Information
1674.05	Derby Arena: Gantry Level Plan	Information
1674.05	Derby Arena: Roof Plan	Information
226.01	Friar Gate Studios: Site Plan	Information
226.02	Friar Gate Studios: Ground Floor Plan	Information
226.03	Friar Gate Studios: First Floor Plan	Information
226.04	Friar Gate Studios: Second Floor Plan	Information
226.05	Friar Gate Studios: Third Floor Plan	Information
226.06	Friar Gate Studios: Roof Plan	Information
1011.01	Gayton Swimming Pool: Site Plan	Information
1011.02	Gayton Swimming Pool: Ground & Mezzanine Level Floor Plans	Information
276.01	The Guildhall: Site Plan	Information
276.02	The Guildhall: Ground Floor Plan	Information
276.03	The Guildhall: First Floor Plan	Information
276.04	The Guildhall: Upper Ground Floor Plan	Information
276.05	The Guildhall: Second Floor Plan	Information
276.06 A	The Guildhall: Third Floor Plan	Information
276.07	The Guildhall: Fourth Floor Plan	Information
276.08	The Guildhall: Basement Plan	Information
1770.01	Infinity Park: Site Plan	Information
1770.02	Infinity Park: Block A Ground Floor Plan	Information
1770.03	Infinity Park: Block A First Floor Plan	Information
1770.04	Infinity Park: Block A Second Floor Plan	Information
1770.05	Infinity Park: Block A Roof Plan	Information
303\001 A	Kedleston Road Training Centre: Site Layout	Information
303\002 A	Kedleston Road Training Centre: Ground Floor Plan Block A	Information
303\003 A	Kedleston Road Training Centre: First Floor Plan Block A	Information
303\004 A	Kedleston Road Training Centre: Basement Floor Plan Block A	Information
303\005 A	Kedleston Road Training Centre: Roof Plan Block A	Information
303\006 A	Kedleston Road Training Centre: Ground Floor Plan Block B	Information
303\007 A	Kedleston Road Training Centre: First Floor Plan Block B	Information
303\008 A	Kedleston Road Training Centre: Basement & Roof Plan, Block B	Information
1742.01	Marble Hall: Site Plan	Information
1742.02	Marble Hall: Block A Ground Floor Plan	Information
1742.03	Marble Hall: Block A First Floor Plan	Information
1742.04	Marble Hall: Block A Second Floor Plan	Information
1742.05	Marble Hall: Block A Roof Plan	Information



1742.06	Marble Hall: Block A Basement Plan	Information
346/01	Market Hall: Site Plan	Information
346/02 A	Market Hall: Block A Ground Floor Layout	Information
346/03 A	Market Hall: Block A First Floor Layout	Information
346/04	Market Hall: Block A Roof Plan	Information
346/02 Market Referenc es	Market Hall: Zones, Ground Floor Plan	Information
346/02 Market Referenc es	Market Hall: Zones, First Floor Plan	Information
00372.01 A	Moorfields Children's Home: Site Plan	Information
00372.02	Moorfields Children's Home: The Willows Block – E Ground Floor Plans	Information
00372.03	Moorfields Children's Home: The Willows Block – E First Floor Plans	Information
00372.04	Moorfields Children's Home: The Willows Block – E Roof Plans	Information
00372.05	Moorfields Children's Home: No.402 Block – F Ground Floor Plans	Information
00372.06	Moorfields Children's Home: No.402 Block – F First Floor Plans	Information
00372.07	Moorfields Children's Home: No.402 Block – F Roof Plans	Information
00372.08	Moorfields Children's Home: Blocks C&G Floor Plans	Information
164.01 A	Museum & Art Gallery: Site Plan	Information
164.02 B	Museum & Art Gallery: Ground Floor Plan Blocks A, B & C	Information
164.03 A	Museum & Art Gallery: Basement Plans, Blocks A, B & C	Information
164.04	Museum & Art Gallery: Mezzanine Floor Plan Block B	Information
381.01 A	Museum & Art Gallery: Site Plan	Information
381.02 A	Museum & Art Gallery: Ground Floor Plan, Blocks A, B & C	Information
381.03 A	Museum & Art Gallery: First Floor Plan, Blocks A, B & C	Information
381.04 A	Museum & Art Gallery: Second Floor Plan, Blocks A, B & C	Information
381.05 A	Museum & Art Gallery: Third Floor Plan, Blocks A, B & C	Information
381.06	Museum & Art Gallery: Roof Plan, Blocks A, B & C	Information
427.01 B	Perth House: Site Plan	Information
427.02 C	Perth House: Block A Ground Floor Plan	Information
427.03 A	Perth House: Block A First Floor Plan	Information
427.04 A	Perth House: Block A Roof Plan	Information
427.05 A	Perth House: Block B – Sub Block B1 & B2	Information
427.06 A	Perth House: Block C	Information
434.01	Queens Leisure Centre: Site Plan	Information
434.02	Queens Leisure Centre: Basement Plan	Information

434.03	Queens Leisure Centre: Ground Floor Plan	Information
434.04	Queens Leisure Centre: Roof Plan	Information
441/01 B	Raynesway View: Site Plan	Information
441/01B	Raynesway View: Block A Ground Floor	Information
441/01 A	Raynesway View: Block A First Floor Plan	Information
441/05	Raynesway View: Gas Meter	Information
01672.01	Riverside Chambers: Site Plan	Information
01672.02	Riverside Chambers: Ground Floor Plan	Information
01672.03	Riverside Chambers: First Floor Plan	Information
01672.04	Riverside Chambers: Mezzanine Floor	Information
01672.05	Riverside Chambers: Second Floor Plan	Information
01672.06	Riverside Chambers: Basement Floor Plan	Information
913.01	Rosehill Children's Centre: Site Plan	Information
913.02	Rosehill Children's Centre: Ground Floor Plan Block A	Information
913.03	Rosehill Children's Centre: First Floor Plan Block A	Information
462/01	Rycote Centre: Site Plan	Information
462/02 B	Rycote Centre: Block A Lower Ground Floor Plan	Information
462/03 A	Rycote Centre: Block A Upper Ground Floor Plan	Information
462/04	Rycote Centre: Block A First Floor Plan	Information
462/05	Rycote Centre: Block A Roof Plan	Information
462/06	Rycote Centre: Block B Ground Floor Plan	Information
1509.01	Sadler Bridge Studios: Site Plan	Information
1509.02	Sadler Bridge Studios: Ground Floor Plan	Information
1509.03	Sadler Bridge Studios: First Floor Plan	Information
1509.04	Sadler Bridge Studios: Second Floor Plan	Information
1509.05	Sadler Bridge Studios: Third Floor Plan	Information
478.01	Shot Tower: Site Plan	Information
478.02	Shot Tower: Ground Floor Plan	Information
478.03	Shot Tower: First Floor Plan	Information
478.04	Shot Tower: Basement Floor Plan: Block A Roof Space Plan	Information
947.01	Sinfin Children & Young People's Centre: Site Plan	Information
947.02 A	Sinfin Children & Young People's Centre: Block A Ground Floor Plan	Information
947.03 A	Sinfin Children & Young People's Centre: Block A First Floor Plan	Information
947.04	Sinfin Children & Young People's Centre:	Information
503/01	St Augustine's Community Centre: Site Plan	Information
503/02	St Augustine's Community Centre: Block A Ground Floor Layout	Information
503/03	St Augustine's Community Centre: Block A First Floor Layout	Information

503/04	St Augustine's Community Centre: Block A Basement Layout	Information
503/05	St Augustine's Community Centre: Block A Roof Plan	Information
<b>SCHOOLS</b>		
013.01 C	Alvaston Infant & Nursery School: Site Plan	Information
013.02 D	Alvaston Infant & Nursery School: Block A	Information
013.03 A	Alvaston Infant & Nursery School: Block B	Information
013.04 B	Alvaston Infant & Nursery School: Block C	Information
013.05	Alvaston Infant & Nursery School: Block D	Information
013.06	Alvaston Infant & Nursery School: Block E	Information
026.01 A	Ashgate Primary School: Site Plan	Information
026.02 A	Ashgate Primary School: Block A, B & C Ground Floor Plan	Information
026.03 A	Ashgate Primary School: Block A Mezzanine Floor Plan	Information
026.04 A	Ashgate Primary School: Block A First Floor Plan	Information
026.05	Ashgate Primary School: Block A Basement Plan	Information
026.06	Ashgate Primary School: Block A, C D & E Roof Plan	Information
026.07 A	Ashgate Primary School: Block D & G Ground Floor Plan	Information
026.08 A	Ashgate Primary School: Block D & E First Floor Plan	Information
026.09	Ashgate Primary School: Block D Basement Plan	Information
026.10	Ashgate Primary School: Block F Ground Floor Plan	Information
041.01 B	Beaufort Community Primary School: Site Plan	Information
041.02 C	Beaufort Community Primary School: Ground Floor Plan Block A	Information
041.03	Beaufort Community Primary School: Ground Floor Plan Block B, C & D	Information
041.04 A	Beaufort Community Primary School: First / Second Floor Plan Block A	Information
047.01 E	Bemrose School: Site Plan	Information
047.02 E	Bemrose School: Ground Floor Plan Blocks A, B & J	Information
047.03 B	Bemrose School: First & Upper Level Floor Plan Blocks A & B	Information
047.04	Bemrose School: Roof & Basement Level Plan Blocks A & B	Information
047.05 A	Bemrose School: Blocks C, D & E	Information
047.06 B	Bemrose School: Blocks F, H & K	Information
047.07	Bemrose School: Blocks F	Information
047.08 A	Bemrose School: Block G	Information
047.09 A	Bemrose School: Block L	Information
047.10	Bemrose School: Block M	Information
047.11	Bemrose School: Block M	Information
047.12	Bemrose School: Block M	Information
057.01	Brackensdale ER Primary School: Site Plan	Information
057.02	Brackensdale ER Primary School: Block A Ground Floor Plan	Information

057.03	Brackensdale ER Primary School: Block A First Floor Plan	Information
057.04	Brackensdale ER Primary School: Block A Roof Plan	Information
057.05	Brackensdale ER Primary School: Block , C & H	Information
057.06	Brackensdale ER Primary School: Block D	Information
057.07 A	Brackensdale ER Primary School: Block E, F & G	Information
057.08	Brackensdale ER Primary School: Block E High Level Plan	Information
057.09	Brackensdale ER Primary School: Block E Second Floor Plan	Information
057.10	Brackensdale ER Primary School: Block E Roof Plan	Information
057.11	Brackensdale ER Primary School: Block E Basement Plan	Information
072.01 C	Brookfield Primary School: Site Plan	Information
072.02 A	Brookfield Primary School: Ground Floor Plan – Block A & B	Information
072.03	Brookfield Primary School: First Floor Plan Block A	Information
072.04	Brookfield Primary School: Roof Plan Block A	Information
072.05	Brookfield Primary School: Ground Floor Plan Site 2 Block A	Information
106.01	Cavendish Close Junior Academy: Site Plan	Information
106.02	Cavendish Close Junior Academy: Block D Floor Plans	Information
127.01 A	Cherry Tree Hill Primary School: Site Plan	Information
127.02 A	Cherry Tree Hill Primary School: Block A, B D & E Ground Floor Plan	Information
127.03 A	Cherry Tree Hill Primary School: Block A First Floor & High Level Window Plan	Information
127.04	Cherry Tree Hill Primary School: Block A Second Floor Plan	Information
127.05	Cherry Tree Hill Primary School: Block C Ground Floor Plan	Information
127.06 A	Cherry Tree Hill Primary School: Block F, G & H Ground Floor Plan & Basement Plan	Information
127.07	Cherry Tree Hill Primary School: Block G High Level Window Plan & Tower Room Plan	Information
127.08	Cherry Tree Hill Primary School: Block I & J	Information
611.01	Kingsmead School: Site Plan	Information
611.02 A	Kingsmead School: Ground & First Floor Plan	Information
611.03	Kingsmead School: Block A Roof Plan	Information
312.01 B	Lawn Primary School: Site Plan	Information
312.02 B	Lawn Primary School: Ground Floor Plan – Block A Smedley Building	Information
312.03	Lawn Primary School: High Level Glazing – Block A Smedley Building	Information
312.04	Lawn Primary School: Roof Plan – Block A Smedley Building	Information
312.05 C	Lawn Primary School: Ground Floor Plan – Block B Davies Building	Information
312.06 A	Lawn Primary School: High Level Glazing – Block B Davies Building	Information

312.07 A	Lawn Primary School: Roof Plan – Block B Davies Building	Information
316.01 C	Littleover Community School: Site Plan	Information
316.02	Littleover Community School: Floor Plans	Information
316.03	Littleover Community School: Floor Plans	Information
316.04	Littleover Community School: Floor Plans	Information
316.05	Littleover Community School: Floor Plans	Information
316.06	Littleover Community School: Floor Plans	Information
316.07	Littleover Community School: Floor Plans	Information
316.08	Littleover Community School: Floor Plans	Information
316.09	Littleover Community School: Floor Plans	Information
316.10	Littleover Community School: Floor Plans	Information
316.11	Littleover Community School: Floor Plans	Information
316.12	Littleover Community School: Floor Plans	Information
316.13	Littleover Community School: Floor Plans	Information
316.14	Littleover Community School: Floor Plans	Information
316.15	Littleover Community School: Floor Plans	Information
316.16	Littleover Community School: Floor Plans	Information
316.17	Littleover Community School: Floor Plans	Information
316.18	Littleover Community School: Floor Plans	Information
316.19	Littleover Community School: Floor Plans	Information
316.20	Littleover Community School: Floor Plans	Information
316.21	Littleover Community School: Floor Plans	Information
316.22	Littleover Community School: Floor Plans	Information
316.23	Littleover Community School: Floor Plans	Information
316.24	Littleover Community School: Floor Plans	Information
316.25	Littleover Community School: Floor Plans	Information
316.26	Littleover Community School: Floor Plans	Information
316.27	Littleover Community School: Floor Plans	Information
441.01 A	Redwood Primary School: Site Plan	Information
441.02 C	Redwood Primary School: Site 1 Ground Floor Plan Block A	Information
441.03	Redwood Primary School: Site 1 Roof Plan, Block A	Information
441.04	Redwood Primary School: Site 2 Ground Floor Plan Block A	Information
441.05	Redwood Primary School: Site 2 Roof Plan Block A	Information
441.06	Redwood Primary School: Site 2 Block B	Information
441.07	Redwood Primary School: Site 3 Block A & B	Information
441.08	Redwood Primary School: Site 2 Block C	Information
449.01	Ridgeway Infant School: Site Plan	Information
449.02 B	Ridgeway Infant School: Block A Ground Floor Plan	Information
449.03	Ridgeway Infant School: Block C Ground Floor Plan	Information
449.04	Ridgeway Infant School: Blocks D & E Ground Floor Plans	Information
449.05	Ridgeway Infant School: Block A Roof Plan	Information
454.01 A	Roe Farm Primary School: Site Plan	Information

454.02 A	Roe Farm Primary School: Ground Floor Plans Blocks A & D Basement Floor Plan Block A	Information
454.03	Roe Farm Primary School: High Level Block A First Floor Block B	Information
454.04	Roe Farm Primary School: Roof Plans Blocks A & B	Information
597.01 E	Wren Park Primary School: Site Plan	Information
597.02 C	Wren Park Primary School: Ground Floor Plans Blocks A, B, C D, & E	Information

## **Appendix 1: Drawings**

### **ALL SITES EXCEPT SCHOOLS**

Alvaston Library & Learning Centre

Arboretum House

Austin-Sunnyhill Surestart Children's Centre

Blagreaves Library

Bold Lane Car Park

Bus Station

Chapel Street Car Park

Connexions

Council House

Darley Barn Outdoor Centre Darley Park

Derby Arena

Friar Gate Studios

Gayton Swimming Pool

The Guildhall

Infinity Park

Kedleston Road Training Centre

Kings Chambers

Marble Hall

Market Hall

Moorfield Children's Home

Museum & Art Gallery

Perth House

Queens Leisure Centre

Raynesway View

Riverside Chambers



Rosehill Children's Centre

Rycote Day Centre

Saddler Bridge Studios

Shot Tower Shops

Sinfin Children's & Young People's Centre

St Augustine's Community Centre

## **SCHOOLS**

Alvaston Infant & Nursery School

Ashgate Primary School

Beaufort Community Primary School

Bemrose School

Brackensdale ER Primary School

Brookfield Primary School

Cavendish Close Junior Academy

Cherry Tree Hill Primary School

Kingsmead School

Lawn Primary School

Littleover Community School

Redwood Primary School

Ridgeway Infant School

Roe Farm Primary School

Wren Park Primary School

## **Appendix 3: Communication Forms**

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Payment Certificate	39
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## ***Employer's Instruction***

For use with TSC

To:

Date:

Service Name:

Service ID:

Instruction No:

Under Clause \_\_\_\_\_ I Instruct you to:

Copy to:

Signed:

For:

Date:

### ***Employer's Notification***

For use with TSC

To:

Date:

Service Name:

Service ID:

Notification No:

Under Clause \_\_\_\_\_ I Notify you that:

Copy to:

Signed:

For:

Date:

### ***Employer's Acceptance***

For use with TSC

To:

Date:

Service Name:

Service ID:

Instruction No:

Under Clause \_\_\_\_\_ I accept:

Copy to:

Signed:

For:

Date:

**Task Order**

For use with TSC

To:

Date:

Service Name:

Service ID:

Task Order No:

Further to our consultation, under Option X19 you are instructed to carry out the following Task:

Price list of items of work in the Task:

The following items are taken from the Price List:

<u>Item</u>	<u>Description</u>	<u>£ Amount</u>
		£
		£
		£
The Following items have been assessed in the same way as compensation event:		
		£
		£
		£
Total/forecast total of the Prices		£

Task Start Date:

Task Completion Date:

A Programme is required Yes/No

Copy to:

Signed:

For:

Date:

# Payment Certificate

For use with TSC

To:

Date:

Service Name:

Service ID:

Certificate No:

Under clause 51.1

Prices for Services Provided to Date

£

Plus other amounts to be paid to the *Contractor*

£

Sub-total £

Less amounts to be paid by or retained from the *Contractor*

£

Amount due £

Less amount due in last payment certificate

£

Sub-total £

Tax which the law requires the *Employer* to pay to the *Contractor*

£

Change in the amount due since the last payment certificate which is certified for payment

£

Copy to:

Signed:

For:

Date:



## Contractor's Submission

For use with TSC

To:

Date:

Service Name:

Service ID:

Submission No:

I submit the following under Clause \_\_\_\_\_

Copy to:

Signed:

For:

Date:

## Contractor's Notification

For use with TSC

To:

Date:

Service Name:

Service ID:

Notification No:

Under Clause \_\_\_\_\_ I Notify you that:

Copy to:

Signed:

For:

Date:

## **Appendix 4: Supporting Documentation**

Addresses & Contacts List

Schedule of Service Start Dates