

# **Local Authority and Maintained Schools**

## **Responsibilities for Building and Grounds Maintenance**

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## Contents

1. STRUCTURE.....	5
1.1 Foundations:.....	5
1.2 Frames: .....	5
1.3 Roofs: .....	5
1.4 Rooflights and Skylights:.....	5
1.5 Rainwater Goods: .....	5
1.6 External Walls:.....	5
1.7 External Surfaces:.....	6
1.8 Windows and Fittings:.....	6
1.9 Floors: .....	6
1.10 Staircases:.....	6
1.11 Ceilings:.....	6
1.12 Internal Walls and Partitions: .....	6
1.13 Doors and fittings:.....	6
1.14 Glazing: .....	6
1.15 Insulation: .....	6
1.16 Timber preservation:.....	6
2. FINISHES, FIXTURES AND FITTINGS .....	7
2.1 External Decoration: .....	7
2.2 Internal Decoration: .....	7
2.3 Internal Wall and Ceiling finishes:.....	7
2.4 Floor and Staircase Coverings:.....	7
2.5 Floor and Staircase Finishes: .....	7
2.6 Internal Joinery Fixtures: .....	7
2.7 Gymnasium Equipment: .....	7
2.8 Blinds, Curtain Tracks and Internal Signs: .....	7
3. ELECTRICAL SERVICES.....	8
3.1 General Electrical Installation: .....	8
3.2 Portable Equipment: .....	8
3.3 Electrical Heating and Ventilation: .....	8
3.4 Fire Alarm & Detection Systems: .....	8
3.5 Intruder, CCTV and Emergency Systems: .....	8
3.6 Lifts:.....	8
3.7 External Equipment: .....	8
4. MECHANICAL SERVICES.....	9
4.1 General mechanical Installation:.....	9
4.2 Mechanical Heating and Ventilation:.....	9
4.3 Boilers and Boiler Rooms: .....	9
4.4 External Equipment: .....	9

4.5 Fume Cupboards:.....	9
5. WATER AND DRAINAGE SERVICES .....	10
5.1 Internal Water Supply: .....	10
5.2 Sanitary Fittings:.....	10
5.3 Waste Pipework and Plumbing: .....	10
5.4 Mains Drainage: .....	10
5.5 Non-Mains Drainage:.....	10
6. KITCHEN PREMISES AND DOMESTIC EQUIPMENT .....	11
6.1 Schools Meals Kitchens:.....	11
6.2 Teaching Facilities for Food Technology:.....	11
6.3 Domestic Cooking Equipment:.....	11
6.4 Domestic Dish-Washing and Laundry Equipment: .....	11
7. EXTERNAL WORKS.....	12
7.1 Playgrounds and Car Parks, Roads and Paths: .....	12
7.2 Gates and Boundary & Retaining Walls: .....	12
7.3 Fencing:.....	12
7.4 External Joinery Fixtures: .....	12
7.5 Bins and Refuse Containers: .....	12
8. GROUNDS.....	12
8.1 School Grounds:.....	12
8.2 Trees: .....	12
9. TEMPORARY BUILDINGS .....	13
10. SWIMMING POOLS.....	13
10.1 Swimming Pools (including hydrotherapy pools):.....	13
11. MISCELLANEOUS.....	13
11.1 Asbestos:.....	13
11.2 Fire Fighting Equipment:.....	13
12. MALICIOUS DAMAGE AND VANDALISM .....	13
13. STATUTORY SERVICING AND INSPECTIONS.....	13

## **Definition of Responsibilities of Local Authority and Community Schools**

### **in Relation to Building and Grounds Maintenance**

**NB.** This definition of responsibilities does not apply at schools where maintenance is dealt with under the terms of a contract under PFI.

There are also significant differences in responsibilities for maintenance in Community and Voluntary Aided Schools. Most of the responsibilities (which are identified below as being carried out by the Local Authority (LA) in relation to community schools) lie with the Governors of Voluntary Aided (VA) schools. Governors may bid for Condition funding through their Diocese (or other Responsible Body) for projects through the Condition programme and schools should contact their Diocese/Trustee Body to be considered for funding. For each VA project the Governing Body are normally required to meet 10% of the cost of each project.

#### **Building/Site Works**

Please note that, for maintained schools and schools with sites that are subject to a leasehold agreement with the LA (this includes some Academies), permission must be sought from the LA prior to any planned physical changes to the building layout or its services, as follows:

<b>LA Responsibility</b>	<b>School Responsibility</b>
Obtain all statutory permissions in connection with projects under LA control affecting the site and buildings.	Obtain landlord and statutory permissions for all building projects affecting and altering the site and building layout and services.

The split between LA and school maintenance responsibilities is as follows:

### LA Responsibility

### School Responsibility

## **1. STRUCTURE**

### **1.1 Foundations:**

Maintenance, repair and renewal of foundations.

### **1.2 Frames:**

Maintenance, repair and renewal of structural members in steep, timber or concrete frame.

### **1.3 Roofs:**

Replacement and renewal of structures and finishes of roofs and verandas.

Maintenance and repairs (including finishes and gullies).

### **1.4 Rooflights and Skylights:**

Replacement of rooflights, skylights and laylights.

Maintenance and repair, and renewal of component parts (including glazing and ironmongery).

### **1.5 Rainwater Goods:**

Replacement of rainwater systems.

Maintenance and repair, and renewal of component parts (including rainwater butts and tanks, gutters and parapet outlets and downpipes).

### **1.6 External Walls:**

Maintenance, repair and renewal of loadbearing, structural, framed, panelled and curtain walls and chimney stacks and flues.

## LA Responsibility

### **1.7 External Surfaces:**

Maintenance, repair and renewal of applied surface finishes (including rendering and tiles).

### **1.8 Windows and Fittings:**

Major replacement of windows, frames, and curtain walling.

### **1.9 Floors:**

Maintenance, repair and renewal of structure of floors and ducts in floors.

### **1.10 Staircases:**

Maintenance, repair and renewal of staircases, landing structures and fire escapes.

### **1.15 Insulation:**

All work associated with insulation of roofs and external walls.

### **1.16 Timber preservation:**

All works associated with the prevention or eradication of woodrot or beetle infestation.

## School Responsibility

Maintenance, repair and renewal of individual windows, associated non-loadbearing panels and borrowed lights (not associated with major replacement).

**NB. If, in community schools, windows form part of loadbearing walls or frames, costs will be shared with the LA.**

### **1.11 Ceilings:**

Maintenance, repair and renewal of suspended ceiling structures and major plaster repairs.

### **1.12 Internal Walls and Partitions:**

Maintenance, repair and renewal of internal walls and partitions.

### **1.13 Doors and fittings:**

Maintenance, repair and renewal of doors, frames and linings

### **1.14 Glazing:**

All glazing.

## **2. FINISHES, FIXTURES AND FITTINGS**

### **2.1 External Decoration:**

All work associated with external redecoration and repairs prior to painting and protection of building components.

### **2.2 Internal Decoration:**

All work associated with internal redecoration.

### **2.3 Internal Wall and Ceiling finishes:**

Major and minor renewals and repairs to wall and ceiling plaster and to tiles or sheet finishes (including grouting of joints and plaster repairs).

Maintenance and repair of floor screeds and floorboards; maintenance, repair and renewal of floors and stair coverings (including carpets, lino, pvc sheeting, tiles and quarry tiles) and skirtings and stair nosings.

### **2.4 Floor and Staircase Coverings:**

Major renewal of floor screeds and of floorboards (supported on floor joists).

### **2.5 Floor and Staircase Finishes:**

Maintenance, repair and renewal of all floor and stair finishes.

### **2.6 Internal Joinery Fixtures:**

Maintenance, repair and renewal of fixed benching, cupboards and shelving, kitchen units, coat and picture rails and display and notice boards.

### **2.7 Gymnasium Equipment:**

Maintenance, repair and renewal of all fixed gymnasium and sports equipment, and renewal of court markings.

**NB. Approved and recognised contractors should be used for this activity.**

### **2.8 Blinds, Curtain Tracks and Internal Signs:**

Maintenance, repair and renewal of blinds, curtain tracks and internal signs.

### **2.9 WC Cubicles**

Repair and replacement of all WC cubicles.

### **3. ELECTRICAL SERVICES**

#### **3.1 General Electrical Installation:**

Major renewal of fixed electrical installation and component parts (including controls, switches and wiring, and protective conduits and trunking).

#### **3.3 Electrical Heating and Ventilation:**

Major renewal of on and off-peak heating systems, ceiling and under-floor heating systems, site-wide serving immersion and water heaters, ventilation systems, and electric incinerators and macerators.

#### **3.4 Fire Alarm & Detection Systems:**

Major renewal of fire detection and alarm systems (including emergency lighting systems).

#### **3.6 Lifts:**

Major renewal of passenger and goods lift installations, hoists and lifting aids, and electrically-operated barriers and doors.

#### **3.7 External Equipment:**

Major renewal of external lighting, lightning protection and external earthing systems, standby generators and communications masts.

#### **3.2 Portable Equipment:**

Maintenance, repair and renewal of portable items of equipment.

Maintenance, repair and renewal of component parts (including controls, switches and wiring, fans and motors, elements, isolators and thermostats, and grilles, casings and protective guards, localised heat emitters, water heaters, shower units and immersion heaters.

Resetting of temperature controls and time clocks (including any subsequent call-outs due to incorrect adjustments).

Maintenance, repair and renewal of fire detection and alarm systems (including emergency lighting systems).

#### **3.5 Intruder, CCTV and Emergency Systems:**

Maintenance, repair and renewal of door access and intruder alarm systems (including CCTV installations) and call bell and lesson change systems; re-setting of alarms which require engineer attendance.

Maintenance, repair and renewal of component parts (including controls, switches and wiring, cables and pulleys and gearboxes and motors).

Maintenance, repair and renewal of component parts (including controls, switches and wiring).



## **4. MECHANICAL SERVICES**

### **4.1 General mechanical Installation:**

Major renewal of fixed mechanical installation.

Maintenance, repair and renewal of component parts (including controls and switches, motors, pumps and pipework, and detectors, sensors and wiring).

### **4.2 Mechanical Heating and Ventilation:**

Major renewal of atmospheric and forced draught gas-fired heating and hot water systems, direct oil-fired heaters, and ventilation systems.

Maintenance, repair and renewal of component parts (including controls, BMS and switches, burners, elements and valves, fans and filters, motors, pumps and pipework, detectors, sensors and wiring and cylinders, heat emitters and storage tanks).

### **4.3 Boilers and Boiler Rooms:**

Major renewal of boilers, and boiler room equipment and services.

Maintenance, repair and renewal of component parts (including controls, BMS and switches, burners, elements and valves, fans and filters, motors, pumps and pipework, detectors, sensors and wiring and cylinders and storage tanks).

### **4.4 External Equipment:**

Maintenance, repair and renewal of steel flues.

Maintenance, repair and renewal of component parts (including cladding, external protective finishes and insulation).

### **4.5 Fume Cupboards:**

Maintenance, repair and renewal of fume cupboards and associated ductwork and services, and component parts (including motors, filters and pumps).

## **5. WATER AND DRAINAGE SERVICES**

### **5.1 Internal Water Supply:**

Major renewal of hot and cold water systems.

Maintenance, repair and renewal of component parts (including cocks, taps and piping, motors and pumps, cylinders and tanks and insulation).

### **5.2 Sanitary Fittings:**

Maintenance, repair and renewal of component parts (including washbasins, urinals and WCs and cubicles).

### **5.3 Waste Pipework and Plumbing:**

Major renewal of waste pipework, plumbing and pumps.

Maintenance, repair and renewal of component parts (including cleaning and clearance of blockages).

### **5.4 Mains Drainage:**

Major renewal of mains drainage.

Maintenance, repair and renewal of component parts (including drains, gullies, grease traps and manholes between buildings and public sewers, and internal floor channels, covers and gratings).

### **5.5 Non-Mains Drainage:**

Major renewal of non-mains drainage.

Maintenance, repair and renewal of component parts (including cesspits and septic tanks) and cleaning and clearing of blockages.

## **6. KITCHEN PREMISES AND DOMESTIC EQUIPMENT**

### **6.1 Schools Meals Kitchens:**

**NB.** Responsibility for the maintenance of Kitchen premises and equipment is to be dealt with as part of the overall service for school kitchens which is provided by the LA and into which schools may "buy-back".

### **6.2 Teaching Facilities for Food Technology:**

Maintenance, repair and renewal of electrical and gas-fired cooking equipment, refrigerators, sterilising heaters and water boilers.

### **6.3 Domestic Cooking Equipment:**

Maintenance, repair and renewal of electrical and gas-fired cooking equipment, refrigerators, sterilising heaters and water boilers.

### **6.4 Domestic Dish-Washing and Laundry Equipment:**

Maintenance, repair and renewal of dish-washers, washing machines and spin and tumble-dryers.

## 7. EXTERNAL WORKS

### **7.1 Playgrounds and Car Parks, Roads and Paths:**

Repair and Re-surfacing of playgrounds, car parks, roads, paths and steps.

### **7.2 Gates and Boundary & Retaining Walls:**

Maintenance, repair and renewal of gates and piers and boundary & retaining walls.

### **7.3 Fencing:**

Maintenance, repair and renewal of fencing.

### **7.4 External Joinery Fixtures:**

Maintenance, repair and renewal of notices and signs, clothes line posts and flagpoles and other external joinery fixtures.

### **7.5 Bins and Refuse Containers:**

Maintenance, repair and renewal of litter bins and refuse containers.

## 8. GROUNDS

### **8.1 School Grounds:**

**NB. Responsibility for the maintenance of school grounds is dealt with as a service which is provided by the LA and into which schools may "buy-back".**

### **8.2 Trees:**

Maintenance and upkeep of mature trees.

### **8.3 Playground Equipment**

Inspection and repair of all playground equipment and outdoor play surfaces.

## **9. TEMPORARY BUILDINGS**

**NB.** Responsibility for the maintenance, repair and renewal of temporary buildings is divided between the LA or the school on the same basis as it is for permanent buildings.

## **10. SWIMMING POOLS**

### **10.1 Swimming Pools (including hydrotherapy pools):**

Maintenance, repair and renewal of swimming pools and associated plant and services (including cleaning and chemical dosing of pools and seasonal preparation of pools (for summer and winter time).

## **11. MISCELLANEOUS**

### **11.1 Asbestos:**

Removal and treatment of asbestos (including fees for testing).

Day to day management of asbestos on site.

### **11.2 Fire Fighting Equipment:**

**NB.** Schools are responsible for organising (and meeting the cost of) regular inspections of fire-fighting equipment.

Maintenance, repair and renewal of portable foam, gas and water extinguishers, fire blankets (including their containers) and fixed hose reels (including auto-wind mechanisms and nozzles), all as per statutory requirements.

## **12. MALICIOUS DAMAGE AND VANDALISM**

**NB.** Responsibility for making good areas of damage is divide between the LA and schools on the same basis as it is for maintenance, repair and renewal of premises.

## **13. STATUTORY SERVICING AND INSPECTIONS**

**NB.** It is the school's responsibility to ensure all statutory servicing and inspection is carried out for all electrical, mechanical and building services