



Building Innovation Telford offer a range of building related services to schools to support clients and users in delivering building projects and carrying out maintenance activities.

We aim to take away the day to day responsibility from our clients, for buildings and their maintenance, to enable them to concentrate on their main function, whilst ensuring that their buildings are repaired modified and maintained correctly within all relevant legislation.

Buildings and the services within them are becoming increasingly complex. Our professional team has extensive knowledge and experience of this. We keep up to date with these developments and also with the continually changing legislation that surrounds buildings. This not only applies during their design stages, but also during their use.

To help and support our clients we offer two service plans (Gold and Silver) which encompass the majority of the services that our clients need, in order to maintain their buildings. In the past our clients have found these plans to be a more cost effective way of buying in professional services. They also help to ensure that the buildings are maintained correctly and all alterations are carried out to a good standard. Depending on the level chosen the following benefits can also be realised.

- All works including maintenance activities are specified in accordance with up to date legislation. The liability for design rests with Property & Design.
- We obtain all necessary planning and building regulation approvals on our client's behalf.
- We take over the day to day worries of dealing with repairs, contractors and market testing, whilst ensuring best value, compliance with legislation, standing orders and financial regulations on our client's behalf.
- We operate a help desk and emergency out of hour's services that are accessible 24 hours a day, 365 days a year.
- All of the contractors that we appoint to work at our client's properties will be pre-qualified to ensure they are competent to carry out the works, which we are requesting them to do.
- Based on risk, contractors are DBS (disclosure and barring service) checked.
- We have in place contractual arrangements to ensure that contractors attend to response maintenance works within agreed response times.
- We include key performance indicators in our contracts and frame work agreements, which assist in delivering the service within the specified terms and drive down unnecessary costs.



- We give our clients access to a computer system which holds real time data and is under continuous development to maximise service. This enables our clients to monitor all jobs from the moment they are raised to their completion. Also, clients will be able to view information relating to their property including building maintenance financial information and all certification received following the inspection and the servicing of equipment.
- Client's requirements will be managed as part of wider contracts encompassing other properties. This will offer cost savings achieved from economies of scale
- On the larger contracts we are able to encourage the contractors appointed to employ local people, including the taking on of apprentices. We also encourage the taking on of local students for work experience.
- Our clients receive regular newsletters keeping them updated on what is happening regarding building related issues, contracts and contractors performance
- We will meet with you annually to review the services available to you to encourage maximum usage of the plans entered into.

Why choose us?

Property & Building Design have been offering a wide range of building related services since 1998. Our own internal multi disciplinary team consisting of Architects, Building Surveyors, Quantity Surveyors, Project Managers, Electrical Engineers and Mechanical Engineers has considerable knowledge and experience of school buildings and working together with schools.



SERVICE PLANS AVAILABLE

Service Description	Silver	Gold
All statutory and recommended equipment service contracts are identified and agreed with the school. A copy of the service schedule is given to the school together with details of what is included within the service visit. The service visits are organised, planned and carried out in accordance with legislation and specifications written by Property & Design. The school will be included within contracts that have been tendered/quoted and the works will be undertaken by contractors who are competent to carry out these works.	✓	✓
Access is given to Property & Design's P2 computer system. This will allow the school to monitor work that has been ordered on behalf of the school and all details regarding the servicing of the equipment. All certification following the service or maintenance visit is attached within P2 giving greater accessibility to this information. Any certificates obtained by the school can be forwarded to P2 for uploading. This will ensure all certificates are kept in one place	✓	✓
Access is available 24 hours a day, 365 days a year to the help desk and out of hour's emergency service. This service arranges emergency works to be undertaken by competent contractors within agreed response times.	✓	✓
A yearly meeting with our service contract administrator to review the service contracts undertaken.	✓	✓
Up to 8 hours professional building surveying, mechanical engineering and electrical engineering advice is available to be used within each term upon request. Where the time exceeds the 8 hours available the school will be notified and the additional time spent will be charged on an hourly basis, the rate of which will be notified to the schools at the start of the agreement and yearly thereafter.	✓	
Unlimited building surveying, mechanical and electrical advice is available from professionals who have an in depth knowledge of school buildings, their service installations and their hazards e.g. presence of asbestos.		✓
A first point of contact will be allocated to you. This will be a building surveyor, a mechanical engineer or a electrical engineer. This contact will meet with you on a termly basis.		✓
Feasibility advice on building improvements /alterations which is funded through the schools repair and maintenance budget		✓
Full design and contract administration service for all projects which are funded through the schools repair and maintenance budget.		✓
Submission of building regulation applications and obtain subsequent approval as this is required for most internal and external alterations within schools.		✓
Submission of planning applications for all projects which are funded through the schools repair and maintenance budget.		✓
Advice on the use of competent contractors, ensuring that schools comply with their legal duties when engaging contractors directly to carry out works at their school.		✓
Act on behalf of the school in handling building related insurance claims, negotiations and arbitration.		✓
Assist the school with the operation of their building management system and heating controls.		✓
Advice on the CDM regulations (Construction Design and Management Regulations 2007) which apply to nearly all building works. Assist in the appointment of a CDM coordinator when a project is required to be notified to the Health & Safety Executive.		✓
Building advice relating to the schools fire risk assessments.		✓
Regular building inspections and updating of the schools asset management plan to ensure that the records available are a true reflection of the current condition of the building.		✓
Help the school in compiling a yearly planned maintenance programme and give advice on life cycle costs.		✓
Advice on tenant and landlord responsibility		✓

SILVER PLAN

The silver plan is a service, where the school retains more of the responsibility for the financial and technical aspects of building maintenance themselves.

The school retains their own budget for all maintenance works. Contractors will need to get approval directly from the school for any work that is required that falls outside the scope of any equipment service visit.

All invoices received for works carried out are passed to the school via E mail or the council's financial management system for payment and monitoring.

GOLD PLAN

The gold plan is a full comprehensive service which takes away the main responsibility from the school for the maintenance of the building,

Responsibility and liability for ensuring that the buildings are maintained correctly is with Property & Design.

At the beginning of each financial year the school sets a budget for the maintenance and the repair of their buildings for that particular year. Property & Design can help the schools with their budget setting process, using historical data, if they wish. The budget is transferred to a property & Design accounts and the expenditure and commitments for the school is reported on a regular basis. Schools have access to a financial borrowing facility to allow for the peaks and troughs that occur in building maintenance to be averaged out. At the end of each 3 year accounting period, a balance statement is produced and all deficits must be paid and all credits will be returned to the school or carried over to a new plan if the school require this. Schools retain flexibility to transfer monies between their "buy back" account and other parts of the schools budget.

Schools retain control over their budget; however, the need to continually approve minor expenditure is removed and undertaken by the surveyors and engineers on the schools behalf

SERVICES THAT CAN BE ADDED TO PLANS OR REQUESTED AS AND WHEN REQUIRED

In addition to the two service plans we also offer a list of individual services that can be requested, as and when they are required. These can be added to existing plans or requested as a one off item.

- General building surveying, mechanical and electrical advice.
 - Feasibility advice on building improvements /alterations.
 - Full building design and contract administration service.
 - Submission of building regulation applications.
 - Submission of planning applications.
 - Advice on the use of contractors and their competence.
 - Act on behalf of the school in handling building related insurance claims, negotiations and arbitration.
 - Assist the school with the operation of their building management system and heating controls.
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 - Assist the school with the operation of their building management system and heating controls.
 - Building advice relating to the schools fire risk assessments.
 - Building inspections and updating of the schools asset management plan to ensure that the records available are a true reflection of the current condition of the building.
 - Conflict resolution
 - Building condition and dilapidation surveys.
 - Measured surveys
 - Fire risk assessments
 - Asset valuations
 - Life Cycle Costing's
 - Land Ownership and Valuation
 - Bespoke training associated to building related equipment and the use of buildings
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