

Legionella PPM

How the contract would work

MKCC will provide a prioritised programme identifying what work is required where. Delivery against the programme will be a tracked performance measure linked to contracted requirements.

Data will be managed as per the programme which will include:

- Time frame for relevant documents to be received by MKCC in the way specified
- Information following on site works to be with MKCC within the time frame set within the performance indicators
- Information is to be titled as per MKCC instruction such as “BLOCK NAME” “BLOCK NUMBER” – “UPRN” – “SURVEY TYPE (ASBESTOS RI, FRA ETC) – “Survey Reference” - “DATE” (Block name must match format of contract list provided)
- Information to be submitted as required which may include any of the following; MKCC Housing Management System (NEC), MKCC email account, MKCC share point location, other system
- Information to be the right way up and legible

Management and oversight:

- Contractor will provide a name individual to manage the contract and remain responsible for performance
- Contractor to share a training matrix for key positions which will be updated 6 monthly
- Contractor not anticipated to subcontract works out, if this becomes an issue, contractor to request of MKCC in advance where the same standards and terms will be expected to be applied
- Regular meetings will be set up as per the performance indicators which are expected to be face to face. Meeting frequencies will vary according to volume of work and performance
- Performance indicators will be established that will be required to be reported against regularly
- clear escalation processes will be established and adhered to in event of any issues found on site or elsewhere
- invoicing is to be monthly valuation submissions for approval prior to invoice submissions.
- work done is subject to an MKCC audit – this will feed into valuation review and approvals
- contractor to undertake own audits against the specification and address any issues promptly

Remedial works:

- Contractor to provide report on all remedial requirements and actions arising from their discipline including risk profile and recommended timescales for completion via the monthly reporting.
- Any immediate hazards should be reported to the MKCC H&S Team by phone at the time of inspection/survey with a follow up email, detailing the problem and recommended remedial action

Enabling access:

- Where access is required to individual dwellings, the access process is to be managed in line with MKCC Access Protocol.
- MKCC will share an access process for contractor to work through. This will include contact to residents, carding, letters and then referral to MKCC

Performance will be managed through regular meeting and performance indicators. The indicators are likely to include:

- submission of information as per the specification covering timeliness and quality
- providing performance reports as required
- health and safety, data security and management
- availability of key role holders

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A	Activity
	Undertake Legionella Preventative and Reactive Maintenance programme is in accordance with the frequencies recommended in HSE document, Legionnaires' Disease – The control of legionella bacteria in water systems. Approved Code of Practice & Guidance
B	Property Type
	Blocks with communal water assets
C	Supplier Credentials/Accreditations
	Membership of the LCA (Legionella Control Association)
	It is a mandatory requirement that all appointed suppliers hold a current SSIP accreditation.
D	Survey/Inspection Frequency
	Programme on-going with visit frequencies being task and asset dependent.
E	Estimated Volume
	72 Blocks
F	Anticipated Contract Duration
	2 - 3 Years
G	Brief Scope
	All PPM visits to be carried out in line with the specified dates and tasks as provided by MKCC in the pre-contract period.
	Each visit is to be supported by an operative's worksheet including a signature from a Council employee and details of work undertaken.
	Worksheets to be sent to MKCC in line with process protocol.
	Each site has an existing Logbook. Suppliers are to update the logbook after each visit to site and after any service works or alteration works are carried out on the water systems.
	Sundry remedial work up to the value of £200 can be undertaken during monthly temperate visits.
	Such works are to be minor in nature to negate unnecessary return visits e.g. adjust heater temperature controls, wait and re-test.

	Water sampling is to be undertaken in line with HSG274, as and when required subject to site visit findings.
	Water sampling sits outside of the PPM Programme.
	If required, water samples will be considered a reactive event and suppliers will be required to contact MKCC helpdesk to request an order to cover this work.
	Samples for legionella should be performed in UKAS accredited laboratories with the current ISO standard methods for the detection and enumeration of legionella included within the scope of accreditation. These laboratories should also take part in a water microbiology proficiency testing scheme (such as that run by PHE or an equivalent scheme accredited to ISO 17043). Alternative quantitative testing methods may be used as long as they have been validated using ISO 17994 and meet the required sensitivity and specificity.
H	Programme
	MKCC will provide a full programme at the tender stage.
I	Operational Process
	The operational approach will follow MKCC Outline Process
J	Reporting Specifics
	The successful bidder should allow for a monthly management report to be sent MKCC by the seventh day of each month. This report is to be in a standard matrix format (MKCC site Code, Site location on the left) plus summary notes, to be agreed between the supplier and MKCC pre work commencement, but as a minimum is to include:
	All temperature checks recorded in the month, to be plotted against location and site number and to include the date taken.
	Any adverse findings or temperature concerns are to be colour coded red, with the associated MKC remedial actions specified accordingly.
	Site assets showing two consecutive temp issues to be highlighted in the report, with the associated MKC remedial actions specified accordingly.
	Details (on a site-by-site basis) of any non-temperature PPM task completions.
	Details (on a site-by-site basis) of any other adverse issues and remedial actions
	Confirmation that site representatives are completing the Logbook and correctly recording their allocated responsibilities in line with the site specific L8 Risk Assessment.
	Confirmation that all taps and outlets are in order and free of scale, and/or confirmation that descaling has been completed by the L8 provider and all taps and outlets are in order.