

Asset Management Planning

School Managed Projects for Milton Keynes City Schools

A Guide for Head teachers and Governors
(and Business Managers/Site team)

Produced by Built Assets Team – v8.1



ASSET MANAGEMENT PLANNING (AMP) – SCHOOL MANAGED PROJECTS FOR MILTON KEYNES CITY SCHOOLS

A GUIDE FOR HEAD TEACHERS AND GOVERNORS

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1. PURPOSE OF THE BOOKLET

The purpose of this booklet is to raise awareness and give an overview for colleagues unfamiliar with many aspects of property management. It is intended to support schools in a constructive way by providing information and guidance to help schools become better informed and confident in handling property issues and the daily and annual maintenance of their building and sites.

This guidance document should be consulted by all schools that are considering managing their own building projects.

The local authority, as owner of the buildings for voluntary controlled (VC), foundation and community schools, must be informed of any proposed change to the accommodation that affects the structure or services of buildings. The local authority is responsible for planning and commissioning of pupil places in Milton Keynes and, therefore, must be informed of any changes in accommodation that may affect the Net Capacity Assessment of schools, including foundation, voluntary aided and voluntary controlled schools. The guidance provides advice to head teachers and school governors. It is, however, only a guide and whilst it attempts to cover many issues associated with premises management, it is not a definitive review of the subject.

Using information from their most recent condition surveys and condition data collection (CDC) report, schools should prioritise maintenance works according to need. Using the check lists in the Premise Management document, community, foundation & voluntary controlled (VC) schools will be asked to make an annual return to ensure that statutory premises maintenance checks have been undertaken. This will enable the Council, as property owners of community schools and Governors, as property owners of foundation schools, to ensure that their duties as managers of the site and premises and their Health and Safety obligations are being met.

2. INTRODUCTION

Learning is affected by the place in which we are taught. We should strive to make the learning environment the best it can be, whatever the difficulties and constraints. The impact of the site and premises and effective premises management can play a significant role in raising educational standards within schools.

This booklet should not only help you appreciate what participates in maintaining, improving, and developing the building in which our children learn, but should also give advice and guidance for those whose expertise may lie in other areas than premises and property. By undertaking effective and regular maintenance of the school buildings, schools will help to eliminate much of the emergency repairs required by the Council. This will allow the Council to plan more effectively where funding should be allocated and take forward strategic investment plans for the community school building stock in the borough. Regular maintenance is also essential to ensure that children are taught in a healthy and safe environment.

We are pleased to have the opportunity to recommend this guide on the maintenance of school premises to you, your colleagues, and members of the school's Governing Body.

This handbook is intended to be a useful reference manual. If there is something you cannot find or if you require clarification, or assistance, please do not hesitate to contact the Built Assets Team – we are here to help.

Stuart Proffitt

Services Director Build Assets, Resources and Commercial Development

3. PRELIMINARY ADVICE

Are you planning to:

- extend a classroom.
- build a covered way.
- convert a space such as a former kitchen for specialist use.
- extend car parking facilities.
- change the use or dispose of school playing fields.
- undertake any other alteration, extension or adaptation to school buildings or grounds?

If you are planning any of the above, you should read this guidance carefully and follow the procedures indicated to ensure that you comply with national and local regulations and legislation and the council's policies and procedures.

Preliminary advice regarding proposals can be sought from a member of the Built Assets Team within Children and Young People's Services. Any member of the team should be able to offer advice and guidance; however, initial contact can be made via the Built Assets Team Business Support Assistant, who will then be able to forward your query to the relevant member of the team. Please note the Built Assets Team cannot provide detailed technical advice.

Please note that any preliminary advice provided does not indicate approval. Schools must submit their application to the Built Assets Team for approval in accordance with the procedures set out in section two of this guidance.

Schools are responsible for obtaining all statutory approvals. For example:

- Planning permission and
- Building regulation approval.

Where alterations to gas, water or electric services are proposed, all work:

- must comply with all relevant regulations and by-laws, and
- must be undertaken by an approved contractor, who will provide the appropriate certificates on completion.

There are other points that schools should consider when planning to manage a building project. These may include the following:

- Does the project trigger a school expansion proposal?
- Are you planning to change the use of part of the school playing field? If so, you must refer to the guidance in Section 4 of this guidance.
- Do you know that the chosen builder is technically and able to conduct the work? Is the builder complying with relevant legislation?
- Have you ensured that the plans for the project are compliant with the Equality Act (2010)? i.e., access and egress, is your planned colour scheme suitable for the visually impaired?

Have you included a rise and fall workstation within the project? Have you considered the needs of hearing-impaired pupils?

- Are you sure that planned fittings comply with regulations? For example, carpets need to meet minimum specifications of fire resistance, as do other fittings to ensure that the school or council's insurance is not prejudiced.
- Have you alerted your neighbours to any potential disruption and ensured they will be kept aware of timescales?
- Have you set up an agreed procedure for communications with the contractor while the work is in progress?
- Are you sure that the security of the school site is not prejudiced during the construction period?
- Have you clarified the working area for the project, the use of services and facilities by the contractor?
- Have you clarified the expected conduct of contractor's employees?

Have you considered whether it is appropriate for the contractor's site manager, who will manage the works on a day-to-day basis, to have a Disclosure & Barring Service (DBS) check?

4. MAKING AN APPLICATION

All schools MUST complete the 'application to commence a School Managed Project - Part A' prior to starting any building work (should the budget costs exceed £30,000). A copy of this form (Appendix A) is attached and requests for further copies can be made to [Built Assets Team](#).

If in any doubt about whether it is necessary to complete the forms, please contact the Built Assets Team for confirmation.

The application should contain as much information as possible in order that it can be processed in the minimum of time. Ideally you should allow a minimum lead in time of four weeks before the proposed commencement date. In most cases approval can be given in a much shorter period. However, large complex schemes may take longer.

The application will be acknowledged in writing, and you will be informed of the officer in the Built Assets Team who will be dealing with your application. If there are any concerns regarding the suitability of the scheme or any implications that may impact on the school's Net Capacity Assessment, the officer will contact the school to discuss. If any alterations to the scheme are required, you will be informed in writing and asked to amend the proposals and re-submit the application.

Once the Built Assets Team have approved the scheme, you will receive written confirmation that the scheme can proceed.

At this stage, the headteacher can proceed to obtain competitive quotes. You must follow the council's regulations with regard to contract procedures. Please consult section five of this guidance regarding letting contracts for further information. Schools should also ensure that the financial regulations for schools are followed.

Following completion of the project, head teachers should complete the form 'School Managed Projects – Notification of Completion Part B' and return this to Built Assets Team Business Support Assistant. This is to ensure that the local authority has up to date records of finished school premises work. The Built Assets Team may arrange for the completed project to be inspected.

6. CHANGE OF USE OR DISPOSAL OF SCHOOL PLAYING FIELDS

Schools should be aware that local authorities and schools need to seek consent from the Secretary of State for the Department for Education to dispose of or change the use of playing fields used by schools. This is to ensure that existing school playing fields are protected to provide for the future needs of schools and their communities. The following legislation provides for these circumstances:

- Section 77 of the School Standards and Framework Act 1998 as amended by Schedule 4 to the Education and Inspections Act 2006, and
- Changes to the requirements for disposing of school land under Part 1 to the Academies Act 2010 (formerly Schedule 35A disposals) to the Education Act 1996 as inserted by Schedule 7 to the Education Act 2002.
<http://www.legislation.gov.uk/ukpga/2002/32/contents>

Local authorities, school governing bodies, foundation bodies, and, in certain circumstances, trustees now need to obtain the Secretary of State's consent before they dispose, or change the use, of school playing fields.

If you are planning to change the use of the school's playing field i.e., construct additional parking facilities on playing fields, schools and local authorities must seek Section 77 and Schedule 35A consent from the Department for Education. Community schools should contact Built Assets in the first instance if they are considering such a development. Further advice and guidance can be found on the GOV.UK website by following this link:

[School land and property: protection, transfer, and disposal - GOV.UK](#)

7. CONDITION DATA COLLECTION (CDC)

The key assessment that makes up the bulk of premises data held by Milton Keynes City Council are the condition data collections undertaken by the DfE.

Assessments are undertaken for every school and the data is held in an AMP management database by the Built Assets Team. Other premises data is also held – site area, addresses, age of building etc. and condition.

7.1 Condition

The CDC is a data collection programme; it is not a full condition survey of the school (a specific condition survey may be commissioned locally by responsible bodies). A standardised assessment of the physical condition of the buildings and school site is undertaken in line with DfE guidelines. These reports are currently conducted by EFA and are issued out to school and Local Authorities. These can contain elements as:

- Ceilings
- Electrical Services
- External Walls, Windows, and Doors
- Fixed Furniture and Fittings
- Floors and Stairs
- Internal Walls and Doors
- Mechanical Services
- Redecorations
- Roofs
- Sanitary Services
- External Areas

The CDC reports will be undertaken approx. every three to five years. Standardised condition and priority grading is applied to every piece of work as follows:

Condition Grading

Grade	Condition	Description
A	Good	Performing as intended
B	Satisfactory	Performing as intended, but exhibiting minor deterioration
C	Poor	Exhibiting major defects and/or not operating as intended
D	Bad	Life expired and/or serious risk of imminent failure

Priority Grading

Priority	Time Frame	Description
4	> 5 Years	More than 5 years before remedial action required. All condition 'Grade As' will be priority rating 4 by default
3	3 - 5 Years	Between 3 and 5 years before remedial action is required
2	1 - 2 Years	Between 1 and 2 years before remedial action required
1	0 Years	Immediate remedial action or replacement required (default priority rating for condition grade D)

An element graded Condition D will not always warrant Priority 1. There may be instances where an element is in poor condition, but for which maintenance work is not a high priority. The reverse may also be the case.

Condition and Priority grading may range from A4 (being in good condition) to D1 (in bad condition and urgent work required).

Examples of:

Priority 1

- Unsafe premises, or parts of premises, which are cordoned off or shored up and require urgent attention; accommodation already out of use or likely to be soon out of use.
- Ground problems, such as mine shafts, wells, major faults in ground; premises shored up; external areas cordoned off; accommodation already out of use or likely to be soon out of use.
- Condemned temporary premises already out of use or likely to be soon out of use.
- Obsolete heating boilers that have failed or which are likely to fail and for which no components are available.
- Presence of friable asbestos.
- Presence of legionella bacteria in the water system above the action level on 100cfm in 100ml of water.

Priority 2

- Roof repairs where patching is no longer possible; windows, doors and curtain walling that are prone to severe water penetration and have severe rot, decay or rusting.

- Less urgent problems with the mechanical and electrical services e.g., Lead drinking water pipework; corroded water tanks, electrical installation with vulcanised India rubber cabling; unearthed systems where test period has been reduced because of previous failures (one year or less). Work will require an engineer's or Health and Safety inspector's report as evidence of risk.
- Playgrounds that pose health and safety risks, especially at primary schools; defective floor finishes in high-risk areas such as gymnasias or staircases.

Priority 3

- Defective mechanical and electrical services e.g., inefficient boilers towards the end of their expected lives; replacement of old lighting circuits that are no longer suitable and provide poor task lighting; works to resolve fire alarm deficiencies.
- Repairs within the life of the Plan, including works to defective playgrounds, tennis courts and floor finishes that may remain a health and safety issue.

Priority 4

- Minor re-pointing works to masonry or where there is limited erosion to the face of brickwork that is unlikely to deteriorate further over the life of the Plan.
- Minor damage or decay to timber and metal surfaces. Repairs and decorations that are likely to be conducted beyond the timescale of the Plan, the priority and condition of which will be considered at the review dates.

At present the CDC reports do not include a cost estimate. Data collected during the CDC can be useful for schools and as such schools are advised to use their CDC data as a working document to prioritise their own repairs and maintenance programme. CDC data can be accessed through the online CDC portal.

Schools are obliged to report any works to the Project Lead (AMP) Support Officer will collect data from schools regarding any work that has been completed that was identified in their CDC report. This is to ensure that the Council's Education AMP can be updated accordingly.

7.2 Milton Keynes City Council's Education Asset Management Plan

Milton Keynes City Council's Education AMP is made up of the following elements:

- a) Premises data collected via historic condition surveys and CDC reports.
- b) Annual programme of capital works determined by applying locally agreed prioritisation methods to our total data set.

7.3 School Asset Management Plan (AMP)

Schools should list their major premises priorities and outline the proposed solution, estimated cost and funding source (if known). Priorities can also be linked to the School Improvement Plan and are also likely to be linked to the school's condition report, suitability assessment and net capacity assessment.

For example, a school may state that their highest priority on their AMP is to build a central resource area. They proposed to build a large walk-in cupboard with shelving off a cloakroom area. The cost has not yet been assessed but they wish to use some of their DFC allocation to fund the project. It is felt that the project is considered a priority because curriculum resources are currently stored in several small stores and not used frequently because of their inaccessibility. This issue has been noted on their School Improvement Plan. The completed project will impact on the day-to-day management and organisation of the school. The school's resources for curriculum areas will be centralised, suitably stored and readily accessible. Staff will also have more awareness of the resources available to them.

This may be in conflict with those priorities highlighted within the CDC survey.

8. FUNDING ARRANGEMENTS

There are a number of funding streams available to maintain and improve school premises, either devolved or delegated directly to schools or managed centrally by Milton Keynes City Council. For further information on this please refer to section 7 in the Asset Management Planning guide.

9. PROPERTY MANAGEMENT – A PRACTICAL GUIDE FOR SCHOOLS

This section of the handbook offers practical advice and guidance to schools on a range of Asset Management Planning and property related issues. Topics covered include purchasing professional advice, managing building project and letting contracts.

9.1 Purchasing Professional Advice

As Head teachers and Governors have increasing responsibility for school building, it is important that they seek professional advice. If required schools can purchase either an annual support package or advice on an ad-hoc, project by project basis from a suitably qualified consultant.

9.2 Self Help Schemes- Guide on Managing Your Own Building Projects

The Self-Help Scheme (under current review) has been established to give guidance and help to those schools that wish to manage their own building projects. It applies to all schemes that affect the structure or services of school buildings owned by Milton Keynes City Council.

The purpose of this section is to draw to the attention of Governors and school managers some of the issues that they need to be aware of before arranging to have building works undertaken at schools. In particular, this involves the issues inherent in self-help schemes taken on by schools.

Self Help Schemes

Are you planning to:

- Extend a classroom?
- Build a covered way?
- Convert a space such as a former kitchen for specialist use?
- Build an environmental area?
- Undertake any other major alteration, extension, or adaptation to school?
- Buildings or grounds?

Are you intending to fund the work through:

- Your delegated budget?
- Devolved Capital?
- Funds raised privately by the school or the PTA?

You are advised to read this section carefully and follow the procedures indicated to ensure that you comply with national and local Regulations concerning:

- Planning and Building Control
- Health and Safety
- [Regulatory Reform \(Fire Safety\) Order 2005.](#)

Whilst these procedures only relate to larger scale projects, much of the advice in this guidance note is equally applicable to smaller schemes commissioned by schools. It is suggested that these principles should be adopted in all cases.

Schools are asked to complete the 'Self Help Scheme' application. If you are unable to access these, please contact a member of the Built Assets Team who will forward copies to you. Completion of these forms is necessary for school managed projects that affect the structure and/or services of a school.

If in any doubt about whether it is necessary to complete the forms please contact the [Built Assets Team](#) for confirmation.

Any project which involves carrying out work in areas identified as having any asbestos present, (please consult the most recent Asbestos Log for your property) the [Council's Health and Safety Team](#) **must** be notified.

At this stage, the Head teacher can proceed to obtain competitive quotes unless this has already been done. You must follow the Council's Regulations with regard to contract procedures, as set out in the LMS Handbook. (See "Things to Consider" below).

Insurance

In the case of any works being conducted on school sites, the head teacher must insist that the parties undertaking the works hold current Public Liability Insurance cover to provide protection in the event of injuries to staff, pupils and third parties and damage to the buildings or contents.

Schools are also advised to notify their own insurers of the proposed works.

Should an insurance claim need to be made it is the schools' responsibility to submit the claim.

Health and Safety

You are also reminded of your obligations under the Health and Safety at Work Act 1974. A useful summary of H&S issues can be found on the Health & Safety Executive website at

www.hse.gov.uk. The guidance is entitled 'Workplace Regulations 1992 Guidance for the Education Sector'. Information regarding 'Contractors in Schools,' giving more guidance can also be found on this website.

You can also contact the Council's [Health and Safety Team](#), for further advice and guidance. Please also see the schools H&S Premise Management Manual for further details.

Building Regulations

The most common route for Building Regulation approval is by use of the Local Authority Building Control department (LABC) of Milton Keynes City Council. In this case a Full Plans application is made to the LABC who will check the application and pass or reject the plans. The Building Control Officer will inspect the work at set stages during construction to ensure compliance.

At the Full Plans application stage, the LABC will consult any appropriate authority, including the fire service. It is therefore not necessary for schools to consult the fire service separately from the Building Regulations Approval application. There may be circumstances where it is appropriate to consult the fire service where Building Regulation approval is not required.

The LABC will make a charge for the plan's application and for the site inspections. The charges are on a sliding scale according to the value of the work. Details of charges and application forms can be obtained from Milton Keynes [Council's Building Control Department](#).

Support and assistance are also available from Building Control for fire risk assessments and fire safety training. There is also a provision for an annual service agreement that includes an annual review of the fire risk assessment and technical support. Details of charges and application forms can be obtained from Milton Keynes City Council's Building Control Department.

Much more advice and guidance regarding building control can be found on the Intranet, click on the Environment link and then on Building Control. Enquiries can also be made via email to the [Planning Department](#).

Things to Consider

At various times during the project, there will be points that need to be considered. Here are some things to consider that you may not have thought about, but which are important:

- Are you following the correct Financial Procedures?
- Do you know that the chosen builder is technically and able to conduct the work? Is the builder complying with relevant legislation? (e.g., The Health & Safety at Work Act, COSHH regulations and local codes of practice).
- Are you following the Construction (Design and Management) Regulations 2015 (CDM) <http://www.hse.gov.uk/construction/cdm/2015/summary.htm>
- Are you insured or indemnified against all risks in relation to building works? (See "Notes for Guidance ~ Insurance")
Have all statutory notices been given, and approvals received?
- Have you considered access for the disabled? Does the planned project consider the needs of the disabled, or will it mean that disabled people cannot access areas of the school or the grounds?
- Have you alerted your neighbours to any potential disruption and ensured they will be kept aware of timescales?
- Have you set up an agreed procedure for communications with the contractor?
- Are you sure that the security of the site is not compromised?
- Have you clarified the working area for the project, the use of services and facilities by the contractor? Have you clarified the expected conduct of contractor's employees? (For example, as regarding smoking on school premises).
- Are you sure that planned fittings comply with regulations? (For example, carpets need to meet minimum specifications of fire resistance, as do other fittings to ensure that the Council's insurance is not prejudiced).

9.3 Letting Contracts, Authorisation and Reporting Levels

The purpose and objectives of procurement are to achieve the appropriate balance of cost and quality. The procurement of works, goods and services is a key part in securing best value. All contracts for works, goods and services entered into by the Council, must comply with the council's standing orders and financial regulations.

Schools should always follow the current versions of the financial and contractual regulations. Please contact your finance support section for clarifications.

Procurement Procedure Rules - Overview

If you have a requirement to procure goods, works or services, there are value-based processes that need to be followed.

The Corporate Procurement Team must be involved and will provide all relevant guidance and advice on your project.

Procurement Process

Total Contract Values

£0-£5000

A single written (email) quote is required. No requirement for procurement to be involved.

£5001-£25,000

Three (3) written (email) quotes to be obtained where possible. Procurement can assist where required. Officers must seek written approval from Senior Managers/Budget Holders prior to placing any orders.

All contracts awarded over £5000 must be notified to procurement to ensure that they are published on the Council's contract register.

£25,001 and above

A tender process is required to be run via the e-tendering portal. Procurement must be involved in the process.

Public Sector Procurement Regulations

When calculating the estimated value of the contract to determine whether the regulations apply, the contract value estimation should be inclusive of VAT (where applicable).

Suppliers & Services	£214,904
Works	£5,372,609
Light Touch Regime	£663,540
Concessions	£5,372,609

What are Procurement Thresholds?

There is specific procurement governance for contracts that meet the values identified above. The Cabinet Office have produced revised Public Sector Procurement Regulations that dictate the rules that must be followed for such procedures.

Procurement will talk you through all the processes that have to take place.

From October 1st, 2024, the New Procurement Act 2023 will be live and must be followed for all FTS procurement activity.

Framework

Alternatively, the Milton Keynes City Council has established various frameworks to take forward building projects. These cover construction works, project management, cost consultancy, design, and construction (design and management) co-ordinator work. Schools may be able to access services from these frameworks direct.

If further guidance on any matter relating to contracts or tenders is required, please e-mail corporateprocurement@milton-keynes.gov.uk or telephone the Procurement Team.

10. PLANNED PREVENTATIVE MAINTENANCE – what schools need to do

Schools have responsibility for all those elements of building maintenance covered by statute. There is a growing appreciation that buildings are a capital asset and that the school is the 'temporary' custodian of these buildings.

The day-to-day maintenance of buildings can be defined as work undertaken in order to keep, restore or improve the facility, with preventative maintenance being work conducted at pre-determined levels and intended to reduce the possibility of an item not meeting an acceptable standard.

Preventative maintenance, when undertaken in a phased and programmed manner, can reduce the volume of day-to-day and more costly reactive and responsive repairs. By introducing a planned approach to maintenance, the building asset will be preserved, disruption minimised, and a financial benefit achieved by the 'building manager.'

The regular inspection of a building's general condition can, at an early stage, identify defects which left unattended could incur more costly remedial works.

The schedule that is in the Premise Management booklet which has been compiled by the Health & Safety team is to help schools plan and implement a cyclical maintenance programme that can help prolong the durability of buildings, plant and equipment and reduce reactive repairs.

11. BUILDING DEFECTS – Types of problems and remedies

Repairing and maintaining buildings can be an incredibly detailed, complicated, and time-consuming area of a school's responsibilities. A complete summary of every aspect would stretch to several lengthy volumes and would not sit within this document. The following pages go some way to listing some of the common defects found in buildings together with their potential causes.

It is not an exhaustive list and if you are in any doubt about any particular problem, then you should seek specialist advice.

11.1 Ceilings

Defect	Cause	Remedy
Cracks in plasterwork on boards	Straight cracking will follow the edges of the boards and may be due to movement of the supports for the boards	If ceiling is cracked but otherwise sound, it may be enough to repair defects prior to decoration, or apply lining paper.
Loss of adhesion of defective plaster	Seek advice	Remove all defective areas and re-plaster, check adjacent areas of plaster.
Cracks in plasterwork on concrete	If the plaster has fallen off the concrete, this could be caused by a number of reasons: e.g., loss of adhesion; movement of structure; moisture ingress.	Remove all defective areas, clear the surface, apply a bonding agent and re-plaster.
Door slams /fails to close or latch properly	Defective door closer or other fittings.	Check, adjust or replace fittings as appropriate
Door sticks	Door or frame has distorted	Plane or trim to fit. Adjust door stops, replace door.
Fire doors & fire stops	Any fault	Repair or renew immediately

11.2 Floors

Defect	Cause	Remedy
Lifting, curling, and cracking of floor screeds	Seek advice.	Remedial work may involve removal and patching, levelling off areas or total renewal of screed in severe cases.
Defect	Cause	Remedy
Lifting of clay tiles in either large areas or rows	Tiles may sound hollow, be arched or uneven, caused by initial expansion, or shrinkage of the floor screed.	Relaying required incorporating a movement joint
Lifting and deterioration of plastic or thermoplastic floor tiles.	Tiles are loose, edges have lifted and may show a white salt-like substance May be water passing through the concrete base or from excess water in cleaning.	If in isolated areas, renew; however, in larger areas seek specialist advice. Note: Be aware of asbestos possible in flooring material.
Lifting of wood blocks / Granwood flooring	Humid conditions create and increase in moisture content within the blocks causing them to swell. Occasionally	Heating and ventilating the area will reduce the humidity and the blocks can be relayed. The provision of an

	other sources of moisture have the same effect i.e., leaking radiator valves.	expansion joint is recommended. Replace leaking valves.
Lifting of other floor coverings	Could be the result of excess moisture before or during installation, resulting in gaps and curling and the consequent lifting of any covering on the boards	Nail down loose boards and check existing nailing. The boards can be planed or sanded to an overall flat surface. Re-secure any boards that are 'squeaky' by screwing. Renew floor covering.

11.3 Glazing

Defect	Cause	Remedy
Cracking of glass in steel windows	As steel rusts it expands and can exert considerable pressure on the glass. Rusting is often caused by water finding its way down the back edge of glazing putties or by penetrating an unprotected gap between the window and reveal.	If the frame is badly corroded or distorted it will be simpler to replace it. To replace only the cracked pane, strip the putty, take out the glass, remove rust, treat and re-glaze with laminated glass.
Rainwater penetration around glass	This is normally because of age or lack of maintenance; glass may be incorrectly bedded	Assess benefit of new beading/puttying, otherwise re-glaze if necessary.
Glass loose	Check beading and putty.	See advice on wood rot where extensive
Mist in sealed double glazing	This is caused by moisture penetrating into the sealed unit.	The sealed unit cannot be repaired - will need replacement
Leaking through roof lights	Probable causes include old putty, defective lead flashings or rubber seals, cracked glass, or rusting steel sections.	Replace, or overhaul as required.
Condensation to roof light metal upstands	Lack of ventilation, or a cold bridge caused by inadequate ventilation.	Provide ventilation and insulation.

11.4 Roofs: Flat Felt

Defect	Cause	Remedy
Ponding	Generally caused by deflection in the roof decking preventing surface water getting to the outlets, by blockage of the outlets or because outlets are fixed proud of the decking. Persistent ponding at the same place causes a gradual deterioration of the bitumen felt, especially if it is old and based on organic fibres	Ponded areas that do not leak can be left until it is convenient to conduct remedial work but should be inspected at regular intervals. The material causing the blockage will have to be removed by rodding or jetting. If the roof outlet was blocked consideration should be given to a guard to prevent debris from entering. It may be necessary to re-position height of the outlet.

11.5 Roofs: Flat Asphalt

Defect	Cause	Remedy
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Blistering	If unbroken they only affect the appearance of the roof, but if they are broken, they may allow water to pass into the roof structure. Blistering is caused by pressure from water vapour forcing up the asphalt, particularly during hot weather. Penetration of water through asphalt is unlikely	If the blister has not split it can be left, though it should be inspected periodically, especially if there is any foot traffic on the roof. If the blister has split it should be opened and repaired by a specialist firm, first drying out the structure. If the cause is interstitial condensation a vapour barrier or check should be provided
Defect	Cause	Remedy
Splits or cracks in the asphalt, usually straight, causing leakage of water into the building.	Asphalt seldom cracks or splits of its own accord, though this may happen if the asphalt is old and near the end of its useful life or if, in order to reduce solar heat gain, it has been painted with a wrong type of paint. The most common cause is movement of the base on which the asphalt has been laid. This movement may be the result of shrinkage of the base or of thermal movement of the roof	If the asphalt has perished or has been damaged by the use of the wrong paint it must be replaced. If the cracking is due to roof movements and this is likely to continue, then convert the crack or split into a movement joint. If free movement between the asphalt and the base is restricted the restriction must be removed. Solar heat gain should be minimised by an appropriate treatment

11.6 Roofs: Pitched Tile

Defect	Cause	Remedy
Delaminated or spalled tiles	This defect is due to frost action, on clay tiles. When a few tiles fail from this cause it is likely that the majority will similarly fail in time. The defect is more common on shallow roofs and is different from the occasional weathered tile due to under-firing	Replace damaged tiles with frost resistant tiles.
Slipping	Disintegration of nibs results from crystallisation of salts transferred by water from the exposed part of the tile. Usually happens when the tiles have been under-fired. This condition may also lead to a low frost resistance and damage the remainder of the tile fixings.	The examination of the roof will have indicated whether the defect is general or confined to a few tiles, especially if it has been possible to examine the underside of the roof tiles still in position. If only a few tiles are affected they can be replaced, but otherwise it may be preferable to replace all of them.
	Inappropriate or deteriorated nails or other mechanical fixings.	Renew with noncorrosive fixings.

11.7 Roofs: Pitched Slate

Defect	Cause	Remedy
Delaminated slates	The principal cause of this defect is attack by polluted air. Most British slates are very resistant to such attack,	Confirmation of the condition may be obtained by assessing a sample of slates removed from the roof. If only a

	but some slates of continental origin contain calcium carbonate as an impurity. There is a possibility that the slates have been damaged by frost, but such slates would be of inadequate quality.	few slates are affected, they may be replaced until a greater number are involved. It is likely that the slates will deteriorate further in the course of time.
Slipping	If nail-holes are broken it is likely that the slates are deteriorating and unable to resist the chafing action of the nails when disturbed by wind. This condition may be aggravated or influenced by corrosion of nails	Strip the roof, replace with new slates.
Asbestos based materials	Asbestos can be found in various locations, e.g., as roof coverings, rainwater goods, wall cladding, boiler house door linings, window panels, as insulation boards and ceiling and floor tiles.	Prior to any works being undertaken, always check through the Property Services Team, if asbestos is evident. See Who to Contact for details.

11.8 Staircase

Defect	Cause	Remedy
Extensive wear to granolithic finish, cracks, or hollows	Damage from structural movement could indicate a lack of movement joints	Defective areas need cutting out and replacing by specialist. Special advice recommended.
Nosing's cracked or Missing	Loss of adhesion or rough usage	Specialist repair recommended immediately
Worn nosings, treads, balusters, handrails, loose newel posts.	Cracked treads occur as a result of lack of angle blocks between treads and risers (timber construction)	Install extra angle blocks, as necessary. Other faults require carpentry and joinery operations to make them safe
Handrails loose, balusters loose in their bases	Pay careful attention required to all bolted or welded joints in steelwork (metal construction).	Regular checks necessary to ensure safety. Re-fix all components, tighten bolts. Rake out and re-grout sockets.

11.9 Walling

Defect	Cause	Remedy
Damp masonry	Leaking gutters or rainwater pipes, defective overflows, defective flashings or detailing. Penetrating damp, rising damp, condensation, leaking appliances or plumbing, poor detailing, weathered movement joints.	Check for defects and attend, as necessary. If no improvement, seek specialist advice to determine nature of dampness by appropriate tests.
Cracking	Components, differential settlement overloading, instability wall tie failure, render mixes too strong, weak bricks, frost attack, hygroscopic salts, defective mortar or pointing.	Check for defects and seek specialist advice. Glass strips 'tell tales' can be fixed over cracking to determine if movement is still occurring. A structural engineer can establish cause.

	Cracks may be long and fine after new work dries out, commonly at junctions of floors, walls, and ceilings. May correspond with joints in plasterboard or blockwork, caused by shrinkage during drying out process.	
Discoloration or blistered wall finishes	These are due normally to presence of moisture, chemical reaction, or mould growth.	Remedy dampness and re-decorate after drying out. May need special products for mould growth treatment.
Wall tiles loose or fallen	Hollowness may occur after fixing due to lack of adhesive or incorrect adhesive in wet area, or tile expansion.	Re-fix tiles after cleaning using flexible or waterproof adhesive if relevant. If problem persists, seek specialist advice.

11.10 Woodwork – Windows, Doors, and External Joinery

Defect	Cause	Remedy
Woodwork soft and friable	Decay due to wood rotting fungi, usually wet rot. Check for structural integrity	Seek specialist advice if extensive.
Distorted joinery and consequent gaps, poor fitting, and draughts	Woodwork unevenly or not regularly painted is subject to varying moisture contents, causing expansion and contraction. Out of square usually results from a combination of dry conditions and poorly made joints	Plane off the area that is binding. Repaint the planed area. In extreme cases replace affected parts For loose joints fill with epoxy resin adhesive to make more rigid. Some gaps can be remedied by draught stripping.
Wet and dry rot	There are two main types of wood rotting fungi found in buildings, wet and dry rot. It is not necessary to distinguish between the many species of wet rot	Successful remedial treatment of dry rot may require more elaborate and sometimes expensive measures. It is therefore essential to establish whether dry rot or wet rot is present by seeking specialist advice.
Wood boring insects	Many insects use wood as a food source and some of them can cause considerable damage to building timbers. These insects all have fairly similar life cycles, although there are variations on the length of each stage, the type of wood attacked, and extent of damage caused.	The presence of damage caused by wood boring insects does not always indicate a need for remedial treatment. Correct identification is essential if the right treatment is to be selected. Seek specialist advice.

11.11 Decoration

Defect	Cause	Remedy
Adhesion failure	Application to damp or dirty substrates or subsequent entry of moisture. Omission of suitable primer. Application to powdery or friable substrates.	Flaking, peeling or poorly adhering material should be removed. If moisture is the cause, eradicate the source. Prepare surfaces prior to redecoration.

Blistering	Blistering is usually indicative of liquid or vapours beneath the coating. On woodwork, resinous material may be responsible	Preparation may be confined to removal of isolated blisters if the extent is slight. Where moisture is the cause, time should be allowed for drying out. Prepare /seal knots prior to redecoration.
Colour defects, fading, staining, bleeding or other discolouration	Due to age, exposure to sunlight and poor workmanship.	Seek specialist advice prior to arranging for redecoration.
Cracking, other than due to structural movement	Usually indicative of stresses within the coating film, caused by applying hard drying over soft coatings. May also be initial stage of adhesion failure? Cracks may be confined to the finishing coat or extend through the thickness of the film.	If cracking is slight and confined to the finishing coat, rubbing down may provide a satisfactory base for re-coating. If cracking is severe or extends through the thickness of the film, complete removal may be necessary.
Damage to coating	Mechanical damage e.g., by abrasion, impact or vigorous cleaning	Where surfaces are subject to hardware, specialist coatings or a different material may be required. Consider a protective barrier.
Reduced gloss	Refer to section on colour defects.	Prepare as normal for redecoration. If in doubt, seek specialist advice
Organic growths, i.e. moulds, algae, lichen, moss	Usually, the result of an unfavourable environment for painted surfaces.	Consider modification of design or environment to eliminate or reduce causes of failure.
Rust-spotting or rust-staining on painted iron	Paint system is too thin to provide protection to peaks and edges. May result from application of an inadequate system. A further cause is failure to use a rust-inhibiting primer.	Treatment may range from manual cleaning and priming of localised areas to removal of the coating and treatment as for new iron and steel.

11.12 Plumbing and Above Ground Drainage Systems

Defect	Cause	Remedy
Dripping tap	Split/damaged washer or worn seating. Wear and tear of moving parts	Change washer with washer of same type. Should tap not stop dripping, top may require reseating or renewing.
Defective WC cistern / does not flush	Defective flushing mechanism. Water level set too low	Fit new mechanism or complete siphon unit, adjust float arm.
Overflows running	Passing water	Replace washer, clean out foreign bodies, or renew ball valve.
Water slows to run away from sink	Trap under sink is blocked	Remove trap, clean and refit. If the trap appears clear the waste pipe may be blocked or corroded.

11.13 Drainage – Below Ground

Defect	Cause	Remedy
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Drainage system blocked	Silting and build-up of debris. It may be considered that specialist advice is sought before works ordered or undertaken. Ground movement. Back-falls created, allowing debris to build up	Rod or jet drains to clear debris. Establish defects using CCTV and undertake work required to allow proper operation of the pipe work system
	Tree root action.	Roots to be cut out from within drain. Leaking joints to be repaired. Drain to be surrounded in concrete to prevent further attack.
	Loading from buildings.	Redesign and re-lay system. Load to be taken off drain by underpinning
	Collapsed render from utility access hole.	Clear blockage, re-render utility access hole. Renew collapsed or broken section of drain. Check remainder of run by use of CCTV survey.
	Wholesale deterioration of system.	Renew or re-line system.
	Broken or cracked utility access hole covers.	Replace with correct duty cover for situation and location.

11.14 Electrics

NB. Always ensure that all electrical works are undertaken by a competent and qualified electrician and that the works completed are certified.

Defect	Cause	Remedy
No power or lighting to building	Possible external fault on supply cable to building.	Assess whether neighbouring buildings are suffering similarly. Contact local supply authority to establish if fault is general. Contact N.I.C.E.I.C. qualified electrical contractor.
No power and lighting to part of the building	One of three phases out of circuit. Possibly one of the main supply fuses serving the local distribution board has blown.	Seek specialist advice, as above.
No power to socket outlets	Blown fuse or tripped circuit breaker.	Seek specialist advice, as above.
No lights working in an area (incl. emergency lighting compliance)	If the lighting fittings are not working in a small area there is every possibility that the local lighting control fuse or circuit breaker protecting that circuit has tripped or ruptured	Seek specialist advice, as above. Test as per regulations.
Light fitting not Working	Broken or expired lamp.	Replace lamp. If fault persists, then call qualified electrician.
Fluorescent lighting fitting keeps flashing	Expired fitting or faulty starter.	Replace lamp or starter switch if starter switch is fitted. If fault still persists, call qualified electrician.

11.15 Fan Convector

Defect	Cause	Remedy
Fan not rotating	Blown fuse	Switch off unit and replace with correct fuse type. If fault persists, contact qualified electrician
Inadequate heat Output	Blocked or expired filter	Seek specialist advice
Fan convector(s) not blowing	Pipework not hot enough	Seek specialist advice
Fan convector blowing cold air	Faulty or incorrectly set thermostat	Adjust return temperature on thermostat or call electrician

11.16 Electrical Heating and Ventilation Equipment

Defect	Cause	Remedy
Storage heater not charging	Thermal link melted	Ask electrical contractor to replace thermal link
All heaters not working	Faulty or incorrectly set controls	Check time clock and associated controls.
Water heater too hot	Thermostat set too high or faulty	Adjust or replace thermostat. Seek advice from qualified electrician

11.17 Fire Alarms

Defect	Cause	Remedy
Fire bell/sounders ringing	If a false alarm, check for broken glass on manual contact. (Any Fire Detector that operates under a non-fire condition must be investigated to establish the reason for the alarm before re-setting fire alarm system).	Evacuate building, report to emergency services. Check which sensor has been activated. Reset Contact contractor to check through system. Regulatory Reform (Fire Safety) Order 2005.

11.18 Mechanical

Defect	Cause	Remedy
No heating	Boiler burner locked out	Press reset button twice, seek expert advice
	Fuel supply isolated	Seek expert advice
	Heating pump not working	Seek expert advice
	Boiler thermostats have been turned down or in the off position.	Turn boiler thermostat up to approximately 65°C. If boiler does not operate, seek expert advice
	Main control panel locked out	Check if lockout light illuminated, if so, seek expert advice.
Suspected gas escape		Do not switch on or off lighting and electrical appliances. If readily identifiable isolate main gas cock at meter. Contact gas emergency services, seek specialist advice.

High water bills	Suspect mains water leak. Contact Property and Technical Services.	Turn off supply at internal stop cock and inspect meter, if still movement on meter probably external mains water leak – seek advice. If sound, check for excessive flushing of urinals, dripping taps, defective ball valves and roof tanks overflowing.
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12. YOUR LEGAL DUTIES

Please refer to Asset Management Planning guide for information on your legal duties when planning your own projects.

13. APPROVED CONTRACTORS

Milton Keynes City Council does not hold an approved list of contractors, although the Council does use a database that provides names of contractors who have been checked for financial stability and technical ability.

A database called 'Construction Line' can give you access to some recommended suppliers and contractors. Further information regarding this can be found on their website at www.constructionline.co.uk. If the nature of the works is 'specialist' and no suitable category is available on the database, then the client may select the contractor themselves.

Alternatively, the MKCC have established various frameworks to take forward building projects. These cover construction works, project management and cost consultancy. Schools may be able to access services from these frameworks direct as opposed to completing a tendering / quotation process.

14. THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS

Whatever your role in construction, CDM aims to improve health and safety in the industry by helping you to:

- sensibly plan the work so the risks involved are managed from start to finish.
- have the right people for the right job at the right time.
- cooperate and coordinate your work with others.
- have the right information about the risks and how they are being managed.
- communicate this information effectively to those who need to know.
- consult and engage with workers about the risks and how they are being managed.

This means that clients (e.g., schools, governors, and the local authority) are obliged by the regulation to employ “competent principal contractors, designer and construction (design and management) coordinator.” Clients must ensure that such contractors/supervisors have a health and safety policy and that they carry sufficient third-party insurance.

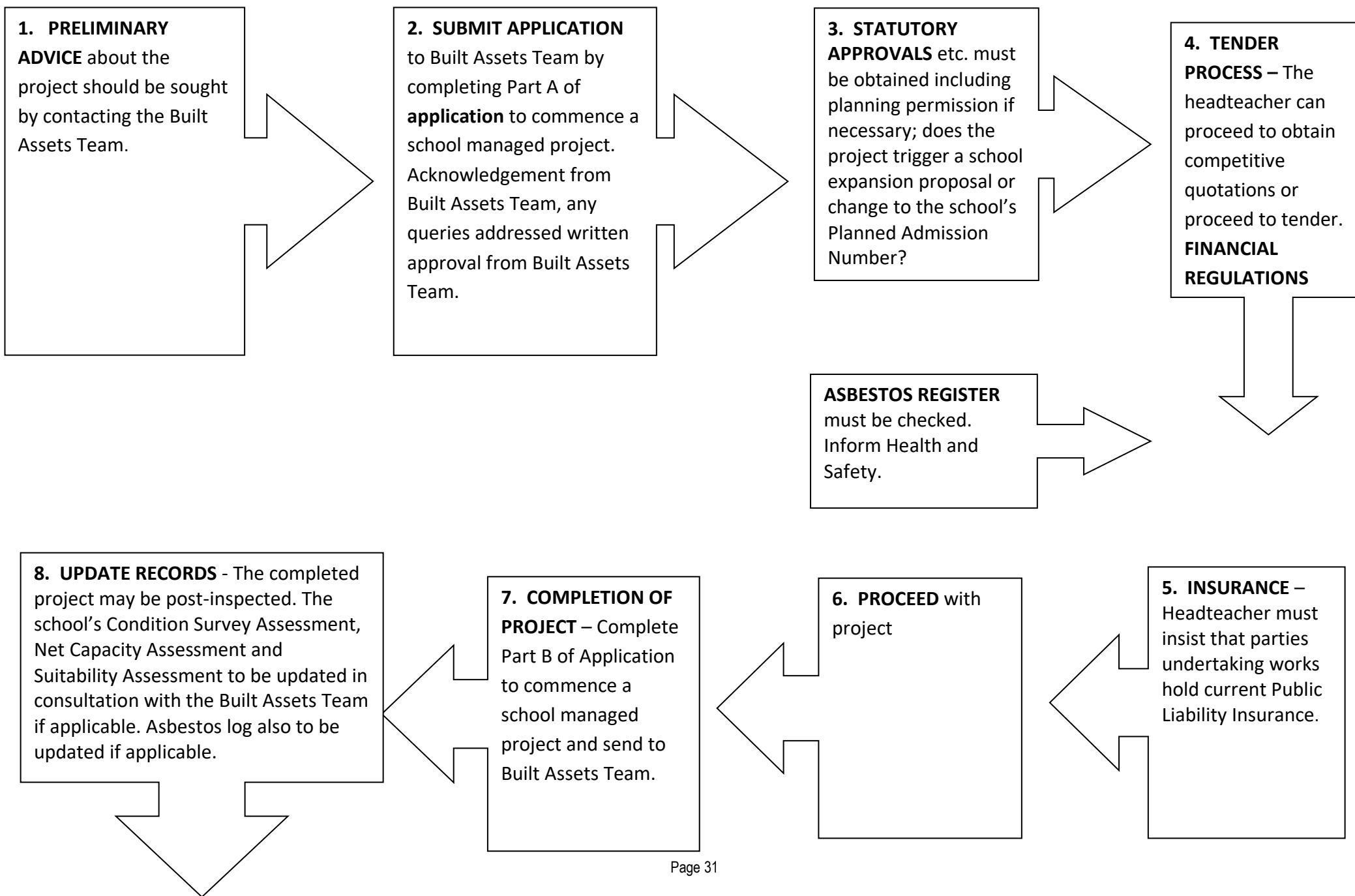
‘Construction work’ as defined by the regulations means the conducting of any building, civil engineering or engineering construction work and includes:

- The construction, alteration, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation and excavation, and the preparation of the site or structure for use of occupation at its conclusion.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of prefabricated elements which, immediately before disassembly, formed a structure.
- The removal of a structure or of any product or waste resulting from demolition or dismantling of a structure or from disassembly or prefabricated elements which immediately before such disassembly formed such a structure.
- The installation, commissioning, maintenance, repair, or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

For electrical and mechanical work governors must always employ suitably qualified contractors.

There are other requirements of the CDM Regulations and further information regarding the construction design and management regulations can be found on the Health and Safety Executive website at <http://www.hse.gov.uk/construction/cdm.htm>

15. THE STAGES OF A SCHOOL MANAGED PROJECT



16. DISCLOSURE & BARRING SERVICE (DBS) CHECKS

The new Ofsted framework does not prescribe specific measures in relation to these matters but given that “the effectiveness of settings and services in taking reasonable steps to ensure that children and learners are safe” is a core safeguarding outcome to be inspected, some inspectors have chosen to focus heavily on physical security measures in school buildings and grounds as well as DBS checks.

DBS checks are required for anyone who is likely, through the normal course of their work, to have unsupervised contact with children. Construction staff would never be expected to be alone with children.

Their work should be contained within a specifically demarcated area of the school to which pupils have no access at any time. Such areas are not 'regulated settings'. Even so, it is good practice to insist that all contractors' sign in on arrival and have clearly visible identification at all times. This should be made clear to the appointed contractor at the pre-contract meeting before any works start on site.

Where contractors need to work in other areas of a school, this must be agreed in advance with the headteacher and managed appropriately and reasonably. Casual visitors that need access to the school should sign a visitors' book, wear an identification badge, and be accompanied by a member of staff for the duration of their visit. Such visitors might include surveyors, utilities representatives, etc.

Further to this, schools may wish to request that the contract site manager, who in effect is responsible for construction site and building works taking place, should be DBS checked. This person can then work with the headteacher in implementing safeguarding measures during the construction project. For a professionally managed scheme contractors should not be anywhere on the school site other than the defined work area and pupils should not, in turn, be anywhere near the construction site. If there is any reason for the contractor to meet with the headteacher or other school representative, this should be undertaken by the Site Manager via pre-agreed arrangements. If this option is to be implemented by the school, this requirement will need to be written into any tender document or quotation request so that contractors allow for this in their submission.

Governors are advised to be clear about these policy areas and the practices they have adopted. This should enable them to provide inspectors with the assurances they require in demonstrating they are "...taking reasonable steps to ensure that children and learners are safe".

17. ASBESTOS

Asbestos is chemically inert and its mere presence in a building **DOES NOT** indicate a hazard to health. Asbestos only poses a risk to health if it is disturbed or becomes unstable and asbestos fibres are released into the air, outside of an asbestos removal-controlled environment. All uncontained asbestos fibre releases **MUST** be reported to the Health and Safety Team immediately.

Before you commission any work, you should check with your asbestos log to determine the probability of encountering asbestos. If the work involves disturbing asbestos, you must seek specialist advice prior to proceeding. Even small-scale building repairs and decoration activities can, if not conducted properly, cause damage to asbestos that may result in widespread contamination. If your current asbestos log has insufficient detail, it may be prudent to commission another survey in the area in question.

What to do if you suspect asbestos has been disturbed during the course of the works:

- Evacuate the area, seal off and prevent entry.
- Report to the head of the establishment.
- Seek advice from a qualified professional to obtain a sample of the suspect material.

Remember that it is not possible to guarantee that all asbestos occurrences have been identified in your register. If you have any doubts regarding any material on your premises, you **MUST** presume that it contains asbestos unless there is robust evidence to suggest otherwise.

For further advice & guidance please check out the HSE website below:

<http://www.hse.gov.uk/asbestos/index.htm>.

The legislations:

- [Health and Safety at Work etc. Act 1974](#)
- [Control of Asbestos Regulations 2012](#)
- [Construction \(Design & Management\) Regulations \(CDM\) 2015](#)
- [The Management of Health & Safety at Work Regulations 1999](#)

Schools constructed after 1999 will not have asbestos present and as such will not have an asbestos register.

18. BUILDING REGULATIONS

The most common route for building regulation approval is by use of the Local Authority Building Control Team (LABC) of Milton Keynes City Council. In this case a full plans application is made to the LABC, who will check the application and work with you to ensure that the proposals meet the minimum standards of the building regulations. The works will also be inspected at key stages on site as the works progress by the Milton Keynes Building Control Team to ensure compliance.

Whilst approving the plans, the LABC will also consult any appropriate authority, including the fire service. It is therefore not necessary for schools to consult the fire service separately from the building regulations approval application. However, there may be circumstances where it is appropriate to consult the fire service where building regulation approval is not required.

The LABC will charge for the application, work, advice, and site inspections. The charges are on a sliding scale according to the value of the work.

Details of charges and application forms can be obtained from the principal building control surveyor in the council's Building Control Team.



Further advice and guidance regarding building control can be found on the Staff Portal click on the environment and planning link and then on 'building control.' Enquiries can also be made via email to building.control@milton-keynes.gov.uk

More information on building regulations is available on the [Planning Portal Website](#) and then follow the links to building regulations.

19. USEFUL INFORMATION

19.1 Key Contacts

Primary Responsibility for education asset management planning rests with Built Assets Team. If anything is unclear or you require guidance or advice on any asset management planning or premises related issue, please do not hesitate to contact us and we will do everything we can to help.

Mark McKinlay, Project Leader:  01908 254138  mark.mckinlay@milton-keynes.gov.uk
Built Assets Team:  01908 254722  Capital.Development@Milton-keynes.gov.uk

19.2 Other Useful Reference Material

Good Estate Management for Schools (GEMS) Published by GOV.UK
Creating Excellent Buildings – A Guide for Clients Published by CABE (Commission for Architecture & the Built Environment)
Joined Up Design for Schools (John and Frances Sorrell) Published by Merrell Publishers.
BB98 Briefing Framework for Secondary School Projects Published by DfE.
BB99 Briefing Framework for Primary School Projects Published by DfE.
BB103 Area guidelines for mainstream schools Published by DfE

APPLICATION TO COMMENCE A SCHOOL MANAGED PROJECT

PART A (Appendix A)

This form **MUST** be completed by all schools proposing to conduct construction work. This is to enable the council to monitor projects undertaken by schools, ensure that schools comply with national and local regulations, update asset management planning information and the asbestos logs/database.

This applies to new buildings, extensions, alterations, some maintenance work projects, demolition and external works. The form is to be submitted prior to the placing of orders/commencement of work and written approval from the Built Assets Team must be obtained before proceeding with a project.

Sample projects will be monitored from an early stage through to completion to enable the council to fulfil its legal obligations and comply with DfE requirements.

1. Establishment details	
School name:	
DfE No:	826/

2. Project description

Provide a brief description of the proposals, including the objective of the proposals. If you are planning to build an extension, include the proposed room use and approximate areas of the planned rooms. Further information may be provided separately if considered necessary to explain the proposals.

Please include a plan of the school with the location of the proposed project indicated.

Plan included (delete as appropriate)	YES / NO
Proposed date of commencement of work:	
Estimated duration of work at premises:	
Approximate value of work:	£

Please note, if the project value is over £25,000.00, schools must contact the Contracts Team for further advice.

3. Project funding

Please provide details of how the school is proposing to fund the project/works:

4. Link to strategic plans

Indicate below how the proposed project/work will contribute to the objectives set out in the Education Development Plan/School Improvement Plan/Asset Management Plan:

4.1. Is the proposed project/work linked to the school’s Accessibility & Health & Safety Plans?

YES / NO – if yes, please indicate below the issues included in the school’s Accessibility Plan that will be addressed:

5. Project details

Tick yes / no as appropriate

5.1 Approvals

Do the proposals require planning approval?

YES

NO

Do the proposals require building regulation approval?	YES	NO
Do the proposals require Section 77 and Schedule 35A consent from the Department of Education? (are you changing the use or disposing of school playing fields?)	YES	NO
Do the proposals fall within the scope of the Party Wall Act 1996? (if in doubt, check the Acts of Parliament website or contact the Built Assets Team)	YES	NO
5.2 Health and safety		
Do the Construction (Design and Management) Regulations apply to the proposed project?	YES	NO
Have you checked the Asbestos Register to determine if asbestos containing materials are likely to be affected by the work?	YES	NO
5.3 Services installations		
Are any service installations included in or affected by the proposed project/work?	YES	NO
If yes, list service installations below:		
Have you checked that existing services can cope with the additional requirements of the proposed project? Tick yes/no as appropriate	YES	NO
5.4 Accommodation changes	Tick yes/no as appropriate	
Will the proposals change the use of any room or space? (e.g., from kitchen to classroom)	YES	NO

If yes, provide details to include room reference number, previous use, and proposed use:		
Will the proposals include changes to sanitary accommodation or sanitary fittings?	YES	NO
5.5 Insurance		
Have you considered that the parties undertaking the proposed projects/works will need to hold current Public Liability Insurance cover.	YES	NO
Signature of headteacher		
Signature of governor		
Date		

Please send this completed form to, [Built Assets Team](#), Built Assets, Milton Keynes City Council, Environment & Property, Civic Offices, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ.

SCHOOL MANAGED PROJECT – NOTIFICATION OF COMPLETION

PART B (Appendix B)

School name			
DfE No.			
Project work/title			
Has a review of the school's Fire Safety Risk Assessment been undertaken?	YES	NO	
<p>The Fire Safety Risk Assessment should be reviewed annually or whenever there are significant changes to the original assessment i.e., following building work/alterations etc.</p>			

The above project/work has now been completed. Details relevant to the school AMP are provided below.

Signature of headteacher			
Signature of governor			
Date			

ASSET MANAGEMENT PLAN INFORMATION

If the proposals affect building elements in the existing building(s) or external elements, identify below the elements affected, their location, and brief technical specification. Use location number and description from the school’s Condition Survey Assessment.

Location Block and room	Element	Specification and work completed
Example: Block 1, Room G34	Example: Structural work	Example: Building extension to G34 in order to extend library

Please send this completed form to [Built Assets Team](#), Built Assets, Milton Keynes City Council, Saxon Court, 502 Avebury Boulevard, Central Milton Keynes, MK9 3HS

You can call us on 01908 691691

Our customer service team are available 9.00am to 5.15pm Monday, Tuesday, Thursday and Friday and 10.00am to 5.15pm on Wednesday

Our website is always available
www.milton-keynes.gov.uk

This booklet provides information on Premises Management for Head teachers, School Governors, and Business Managers/Site team. If you require the information contained in this guide in another format, please contact the Built Assets team.

Booklet Published December 2023

Reviewed Bi-annually