

Building maintenance guide



Building maintenance guide

This document is intended to be a quick reference guide to the efficient operation of your building and the type of maintenance contracts you may need to put into place in order to ensure the safety of your staff and visitors to the building. The responsibility for the various areas of maintenance is outlined in your lease and the building maintenance checklist (which can be found in the PDF library on the MedicX Manage website) can be used as an aide-memoir.

The MedicX Manage team will be pleased to assist should you have any queries regarding maintenance.

External areas

Car park and grounds maintenance

The car park and grounds need to be kept free of any debris and picked for litter every week. The car park should also be checked once a month for any trip hazards, pot holes etc.

With respect to the grounds, any grass should be mown every 2 weeks in the summer and as and when required during the winter but we would recommend at least once a month. Pruning and weeding should also be carried out as appropriate to the season. Normally, a local gardener or maintenance contractor can be employed to carry out these jobs.

Building maintenance

A regular inspection of the gutters, down pipes, gullies and air vents needs to be undertaken to make sure that there are no blockages or build up of debris. The contractor undertaking the maintenance of the landscaping should be able to do this for you. However, it is always worth ensuring that they have been appropriately trained for the work they are about to undertake particularly with reference to the statutory rules regarding working at height.

External decoration

This is normally the responsibility of MedicX and, subject to the terms of your lease, carried out every 5 years.

External doors

If you have automatic doors, a regular service contract will be required. This can be obtained from the manufacturer of the doors or from a specialist company.

External lighting

This will require a service and maintenance contract from a local electrician to ensure that it remains in good working order. Again, it will be necessary to check that he has been appropriately trained especially with respect to the working at height regulations.

Fall arrest systems

Not all of our buildings have a fall arrest system but where one is in place it should be checked in accordance with the statutory regulations. Please contact a member of the MedicX Manage team if you require further information.

Pest control

In the unfortunate event of a pest infestation, we would recommend that you contact the Pest Department at your local council or a specialist company. MedicX Manage can arrange this for you if required.

Structural maintenance

Usually this is the responsibility of MedicX and no work to the exterior or interior structure should be undertaken without our consent. If you have a problem with the exterior structure, please contact the help desk or a member of the MedicX Manage team.

Waste management

All our properties have a dedicated area for waste storage and removal. Please refer to your lease regarding responsibility for removal. Where clinical waste is concerned the PCT will have responsibility for its safe removal.



Window cleaning

The number of times the windows are cleaned may be outlined in your lease however, as a general rule, we would recommend that this is done every 6-8 weeks. Please remember that it is your legal responsibility to ensure that any contractor complies with the statutory rules regarding working at height.

Window frames and mechanisms

The window frames will need regular cleaning which should be done in conjunction with the cleaning of the glass. Where the mechanisms and handles are concerned we would recommend that these are checked once a year.

Internal maintenance

Access controls

These might need ad-hoc repair and maintenance. Please call the help desk should you require assistance.

Automatic doors

Please refer to our comments above.

Boilers and heating

A regular servicing and maintenance contract will need to be taken out for the boilers and heating systems, which should also cover any pumps, pressurisation vessels, air handling units and calorifiers. We recommend that the servicing should take place once every 6 months by a GAS SAFE registered engineer.

During the first year, the maintenance and servicing of the systems may be covered by the company who installed them. However, if this is not the case, we would still recommend that a servicing and maintenance contract is taken out with the original installer for the first year. After that, you can choose a different contractor and a comprehensive or basic level of cover.

Whoever you choose, will require access to the O&M Manuals which will give them the details of the electrical and mechanical plant which needs servicing so that they can comply with the manufacturers instructions and recommendations. You should have a hard copy of these manuals to hand but, if not, a copy can be found in 'My MedicX'.

Please remember to keep the details of any servicing, warranties and replacement of parts. These details can also be safely stored under your dedicated area in 'My MedicX'.

CCTV

CCTV should be covered by your annual security servicing contract. You will need to ensure that you comply with all statutory regulations regarding appropriate signage and the control of recorded images under the Data Protection Act.

Cleaning

It is entirely at your discretion who you choose to carry out the cleaning of your premises. However, please refer to your O&M Manual which may contain manufacturers recommendations regarding the cleaning products to use on various surfaces and the floor. These will have to be brought to your cleaners attention.

Decoration

Depending on the terms of your lease, the redecoration of the internal walls and joinery will be required every 3 or 5 years.

Electrical

The main electrical installations were fully tested and inspected before you took occupation of the building. By law, these will need to be tested and inspected once every 5 years.

With respect to portable electrical appliances, these will need to be tested before they are installed in the building and again, once every twelve months. This process is commonly known as PAT testing. An electrical contractor will give you a performance data sheet for every appliance which has been tested, this will state whether the appliance has a clean bill of health or if it is damaged or faulty. Details of the PAT testing certificates can be kept within the electrical testing folder in 'My MedicX'.



Emergency lighting

All maintained luminaries should be checked that they are operational on a daily basis and that the control equipment is indicating normal operation. The results should be recorded in the fire log book. Maintained luminaries can be identified by the presence of a red or green LED in the fitting.

Once a month, a mains failure should be simulated to check that all emergency/exit lights are working.

The batteries on all the emergency lights should also be fully discharged as part of the annual service undertaken by your fire maintenance service contractor or electrician. Again, the results should be recorded in the fire log book.

Every 3 years the entire installation should be checked for compliance with the design code.

Fire alarms and extinguishers

The fire alarm system will need to be tested weekly at different zones around the building. The results need to be recorded in the fire log book as this log book could be checked by the Local Fire Authority.

With respect to the annual servicing and emergency call outs, we recommend that a contract should be taken out with the original installer for the first twelve months. After that, cover can be taken out with any reputable local or national supplier.

All fire extinguishers will need an annual servicing and maintenance contract. A written record showing the date of the last maintenance is normally displayed in the form of a sticker on the side of the extinguisher. In addition to the annual maintenance, regular checks should be carried out to ensure:

- The extinguisher is still in the correct location and on it's bracket
- There is an instructional sign above the extinguisher
- The tamper seal is in place
- The extinguisher is accessible
- There are no obvious defects

All checks will need to be recorded in the fire log book.

All staff will need to be made aware of your fire safety procedures and regular fire drills should be undertaken. Fire action signs must be displayed around the building and be clearly visible. The Local Fire Safety Officer is always happy to help should you require any further information or instruction.

Lift(s) maintenance

A thorough examination and inspection of the lifts and lifting equipment should be undertaken every 6 months. As this a very specialised area, it should only be undertaken by a qualified lift engineer. We recommend that the lift maintenance contract should be taken out with the original installer for the first twelve months, after that, with a reputable local or national company.

Please note that, by law, the annual Lift Inspection Certificate cannot be undertaken by the maintenance contractor and has to be done by an independent third party.

Lightning conductors

Not all of our buildings have a lightning conductor system; the O&M Manuals will be able to tell you if one is in place.

The lightning conductor system will require an annual inspection by a specialist contractor who will provide the certificate. This must be kept in a safe place and we recommend that a copy is uploaded onto your dedicated area.

Radiators and pipe work

These should be kept in good working order and it is worth checking that there are no leaks on the system once a month. Any problems should be addressed as soon as possible.

Security alarms

These should be covered by an annual maintenance and servicing contract. We recommend that for the first twelve months this is undertaken by the installing contractor after which time any reputable local or national supplier can be used.



Ventilation

Air conditioning units, air handling systems and extractor fans should be serviced every six months. The service contract should also include motors and belts to ensure the smooth running of the system. From January 2009, all air conditioning units larger than 12kW will be subject to an inspection every 5 years.

Water testing and legionella risk assessment

A risk assessment will need to be undertaken on the water system within the building to prevent the occurrence of Legionnaires disease. The L8 Regulations (as they are commonly known) recommends routine testing for Legionella bacteria at least quarterly in wet cooling systems and more frequently if a system is being commissioned or if the bacteria has been identified on a previous occasion. Infrequently run taps should be run at least once a week and the temperatures of hot water outlets tested. We recommend that a specialist company is employed to carry this work who will be able to advise you on this matter. They will provide you with a report which will state any remedial actions which need to be undertaken.

General notes

Any maintenance work carried out on a building will have some degree of risk attached to it, therefore, always check that your contractor carries adequate insurance including employer and public liability. Method statements and risk assessments should be provided for specific works and permits to work will be required for 'high risk' activities such as hot works, working at height, confined spaces etc.

Copyright and disclaimer

Every attempt has been made to present up to date information in this guide which should be used for reference purposes only. For more information [click here](#).

