

STRATEGIC PLANNING & PLACE BUILDING CONTRACT DIRECTIVE

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REFERENCE

THE USE OF ON SITE SERVICES BY CONTRACTORS AND THE CLEANING OF OCCUPIED PREMISES AFFECTED BY BUILDING OPERATIONS

1. **Purpose of the directive:**

Under the Local Management of Schools provisions schools are responsible for administering their own financial affairs and part of that responsibility relates to the payment for electricity, gas and water used by the school. The school is also responsible for meeting the cost of cleaning their premises. Where works are carried out at a school under a building or engineering contract which provides for the use of electricity, gas and water by the contractor, the schools' budgeting for these elements will be adversely affected. Similarly any extra cost of cleaning arising from the building works will affect the schools' budget. These factors penalise the school in terms of available resources and therefore it is necessary to make provision in works contracts for the reimbursement to the school of expenditure incurred by reason of the building or engineering works.

2. **Scope of the directive:**

This directive relates to the reimbursement of schools, but not other establishments, for expenditure arising from works carried out at their premises by building and engineering contractors. The reimbursement is only with respect to expenditure on:

Electricity, gas and water services provided via existing on site supplies to contractors for the purposes of construction or major maintenance works.

Cleaning necessary both during construction and at completion as a result of the building works, not only in the areas of operations but also in any other areas affected.

As a general rule the provision of services to contractors is only applicable to maintenance and alterations or extensions to existing buildings where it would not be appropriate to require the contractor to provide separate supplies at his own expense either from independent sources or by means of separately metered supplies for which he makes payment.

It should be noted that the provisions of this directive relating to cleaning in no way relieves contractors of their obligations regarding cleaning under contracts and Consultants must take steps to ensure that contractors do not seek to avoid their responsibilities for cleaning.

NOTE:

THIS DIRECTIVE IS APPLICABLE TO THE MAJORITY OF SCHEMES BUT IT WILL NOT NECESSARILY BE APPROPRIATE TO ALL WORKS AND THEREFORE ON EACH SCHEME IT WILL BE NECESSARY TO CHECK THE SPECIFIC REQUIREMENTS.

3. **Provision in tender documents for reimbursement of services cost:**

Without the provision of separate metering solely for the works it will not be possible to establish the true cost of electricity, gas and water used as a basis for reimbursement of the school.

Tender documents are to include a provision where the Employer's mains may be used for the works that the Contractor is to make arrangements for the supply to be metered, and to pay all costs and charges in connection and use. Also that the Employer will not be held responsible for the effects of any failure or restriction in supply.

NOTE:- In practice the Contractor may by direct agreement with the school, opt to pay a lump sum and thus avoid the need for a meter.

4. **Meter Readings:**

Where meters are installed and charges for service supplies need to be apportioned ensure that meter readings are taken by relevant authority at possession and/or completion as appropriate. Ensure that copies of readings are supplied to interested parties.

5. **Allowances in contracts for reimbursement: for cleaning:**

The amount of cleaning that will be required on each and any contract cannot be predetermined and because the amounts involved are usually relatively minor no separate provision is to be made in contracts for them.

Cleaning costs is to be met out of the contingency sum included in each contract.

6. **Amounts of reimbursement for cleaning upon completion of the contract:**

Where cleaning costs are involved it will be for the school to make an application via Strategic Planning & Place who will be responsible for determining the amount of reimbursement and authorising payment. The Consultant will need to liaise with the Cleaning Services Officer in order to establish whether any of the costs have arisen because of failure by the Contractor to meet his responsibilities under the contract. If he is of the opinion that costs have been incurred for this reason he must ensure that these are recovered from any amounts due to the Contractor.

7. **Arranging the credit of amounts to the premises:**

When the amounts of reimbursement have been established, if necessary following discussion with the Project Manager, the Consultant will consult with Strategic Planning & Place in order that the Council's Financial Services and the school can be advised of the amount of credit to which the school is entitled. The finance code relating to the contract is to be quoted on the notification to the Financial Services by the Project Manager who will affect the transfer of credit to the school and charge the cost to the contract.

CONCLUSION