

CAPITAL & INFRASTRUCTURE BUILDING CONTRACT DIRECTIVE

DATE: August 2015

Copyright Reserved

REFERENCE

SOFT LANDINGS AND WSCC FACILITIES MANAGEMENT INVOLVEMENT ON CAPITAL PROJECTS

It is important that WSCC Facilities Management (FM) has an involvement at an early stage and throughout the life of a building project to ensure a smooth hand over on completion. The following actions should be followed.

1. At briefing stage, Consultants are to be reminded of all maintenance and FM requirements in Construction Guide.
2. An M&E Consultation meeting to be arranged involving WSCC FM and Project designers to check compliance with Construction Guide and Employer's Requirements.
3. WSCC FM to be invited to design team meetings and site progress meetings.
4. Pre hand over walk round meeting to be held involving WSCC FM Engineers and Building Surveyors where any comments are to be forwarded to the contractor and design team and responded to. On all corporate sites the Area Facilities Manager to be involved as well.
5. WSCC FM to be invited to demonstration days.
6. WSCC FM to be informed of hand over meetings by using the central e-mail address - CTD PTS Handover <pts.handovers@westsussex.gov.uk>.
7. A Maintenance and servicing plan to be produced and issued to users and WSCC FM confirming maintenance responsibilities on significant plant and equipment
8. WSCC to directly employ an M&E client's representative on larger projects to be involved in preparing ERs and evaluating CPs on Design and Build projects (Scope of services attached).
9. **Seasonal commissioning** to be included on appropriate projects and maintenance of plant to be included in the contract for rectification periods on all projects.
10. A maintenance handover meeting to be held at the end of the 12 months rectification period to confirm transfer of maintenance responsibility to WSCC FM, involving the Area Engineer, Area Surveyor and Area Facilities Manager. FM representation must be available and minimum of 2 weeks notice of the meeting must be provided.

[Scope of Services](#)

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.

Note – WSCC Project Manager’s hand book also requires that FM team including Area Facilities Manager, Area Building Surveyor and Area Engineer are informed of hand over date, and it is stated that it is good practice that FM team has –

- An invitation to early design meetings.
- A copy of contract documents at tender stage.
- An invitation to training days (if deemed appropriate).
- An invitation to hand over & snagging meetings.
- An invitation to making good defects inspection.
- An invitation to view engineering installation prior to internal concealment works (plasterboarding / ceilings etc).
- An opportunity to view (electronically) O&M documentation prior to final issue and acceptance.
- A copy of all warranty documents, such as third party insurance policy guarantees.

CONCLUSION