

AFTERCARE PLAN

P23012 Wingates Bolton

**CONTRACT NAME**

Wingates Bolton

CONTRACT ADDRESS

Unit 3 / Panattoni Park
45 Great Bank Road
Wingates Industrial Estate
Bolton
BL5 3XU

CONTRACT NUMBER

P23012

**CONTRACT DOCUMENT
REF****REVISION**

D

DATE PRODUCED

28-05-2024



APPROVED BY			
PROJECT MANAGER	Ben Childs	DATE	28/05/24
REVISION NUMBER	-	DATE	28/05/24

General

This Aftercare Plan has been produced to assist the client/ tenant with the day-to-day management of building.

In this document you will find high level guidance for dealing with regular maintenance requirements and the reporting of any post completion defects.

The building occupier is reminded that full technical details of the building operation is contained with the Building Manuals handed over at Practical Completion of the building and as such should always be referred to for specific information.

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This plan (ref) is directly linked to, and should be completed in conjunction with:

- **Procedures of Project Delivery + Management**

1.0 Introduction

Total Client satisfaction is a major part of Winvic Construction Ltd. culture and business philosophy. Defining our Values. Respect, Loyalty, Honesty, Challenging/Questioning, Pasion, Pride, Drive.

This document has been produced with the understanding that this commitment and support will continue after the successful completion of the project construction phase.

The benefit of this document is to effectively communicate all relevant post completion issues. This will enable Winvic Construction Ltd and Client to resolve any issues with the utmost efficiency through the process.

The Aim of the Aftercare Plan is to allow our client to be able to report any defects that occur through this format and ensure each defect is tracked and managed with a Master(Notification of Damaged or Defective) NODD Schedule issued every month to update the Client on defects process.

2.0 Description of Project and Contract

2.1 Project Description

The works comprise the design and construction of a single storey warehouse/production unit of 46,940 square feet total gross internal area (comprising warehouse of 43,810 square feet gross internal area, having a clear height to underside of haunch of 12 metres, first floor office accommodation of 3,130 square feet gross internal area). The works include all associated site and external works including hardstandings, car parking, hard and soft landscaping, services and drainage

2.2 Contract Description

JCT 2016 D&B

JCT 2011 Design and Build Contract, amended in accordance with the agreed schedule of amendments

3.0 Objectives

The aim of this document is to outline the services and care Winvic Construction Ltd consider essential during the defects liability period to ensure complete satisfaction for the Employers Agent and the client.

During the months after handover, defects may become apparent in varying forms, which can and will be promptly attended to in line with the contract. This is undertaken by our dedicated team who will take corrective action to maintain the specification and quality of works carried out during the construction period. The company operates a detailed QA Procedure for all departments, and this ensures the Company to provide clients with a quality product second to none.

In the first instance all defects must be recorded on the NODD form in the Aftercare Plan and then emailed to the Senior Aftercare Manager (Process: Form filled in by Client /Tennant. Location description, and photos attached. This is then issued in Email form to Contractors, or on Procore system. Once Confirmed date received and RAMS. (Aftercare check). Then issued to our client for approval and access to site. We then inform Contractors to attend.

These services center on the resolving of defects and project snags outstanding from handover (as detailed in the Project Master Snag List Completed/ Defects period NODD List in a timely and efficient manner to which our statement of services is directed.

The following benefits can also be offered using our experience of the project and surrounding facilities:

- Advice on specification and queries
- Budget Preparation
- Consultation with the various design disciplines and specialist contractors
- Organize and carry out additional works or term maintenance.
- Ensure O+M Manual/ H+S File is updated with any changes made.

At 6 weeks from end of defects date the Aftercare Manager will arrange a final defect inspection together with Client Team and member of our dedicated Aftercare team. This gives the Client / Tennant a final walk around for any defects left to carry out and completed by defects end date.

This document is not meant to replace or substitute the comprehensive issue of operation and maintenance manuals or building literature and specification issued under the Contract.

A copy of the complete Aftercare Plan is to be held by:

1. Winvic construction Ltd
2. Barings Core Fund Bolton S.A.R.L / Panattoni UK Development Ltd

4.0 Statement of Services

Winvic Construction Ltd will implement the following processes to ensure timely and efficient services regarding defects during the defect's liability period.

The Company firmly believes that for clients and end users to be completely satisfied with any project, they must be given a thoroughly professional, effective, and speedy service during the defects liability period.

4.1 Single Point of Contact

WINVIC CONSTRUCTION LTD			
NAME	Clive Wheeler Senior Aftercare Manager	Mobile	07518298276
	Edmond Simoni Aftercare Manager		07885218385
	Alistair Gray Aftercare Manager		07885218338
	Winvic construction Ltd Brampton House 19 Tenter Road Moulton Park Northampton	CONTACT	
		TEL. NO.	01604 678960
		FAX NO.	01604 671021
POSTCODE	NN3 6PZ	EMAIL	clivewheeler@winvic.co.uk

CLIENT POINT OF CONTACT			
NAME	Owen Follett - Project Delivery Director		
ADDRESS		CONTACT	07399 186080
		TEL. NO.	
		FAX NO.	
POSTCODE		EMAIL	ofollett@panattoni.com

4.2 Defects

4.2.1 Definition

Items arising from neglect or default by the contractor, his agent or sub-contractor regarding materials or workmanship and Maintenance, which form part of the contract works.

Defects are not making good vandalism, damage or misuse, loss of components or additional works and normal attendance as required. However, such items can be addressed at the client's request/ instruction.

4.2.2 Reporting Process

The Client/ Tennant is asked to complete a Notification of Damaged or Defective (NODD) Work form and issue a copy to the Senior Aftercare Manager if he becomes aware of any defects. When an end user or tenant takes occupation, the Client/ Tennant will appraise any items notified to him and complete the above form held in this Aftercare Plan.(Client can also issue defect on the Winvic Aftercare E-Mail address if needed.

Both parties or representatives can inspect the items and agree the extent of remedial works and program if needed for completion and status i.e., defect, vandalism etc.

4.2.3 Inspections

Individual Items

Inspections are on a pre-planned on monthly basis as report sheets are submitted dependent on the nature and status of each individual item. These are re-inspected on completion and signed as such.

Inspections will be carried out by our Senior Aftercare Manager or member of the Aftercare Team in conjunction with the Clients representative.

Emergencies

In the event of an emergency Winvic will take reasonable, immediate action if it is deemed their responsibility. The single point of contact or any Aftercare Manager noted on the attached list should be contacted.

General

Interim visits by our Senior Aftercare Manager/ Winvic Manager will occur periodically as required during the 12 months' defects liability period. At these visits the site observations, e.g., lack of maintenance, will be highlighted to the Client.

Winvic Construction Ltd do not have an Aftercare Manager to supervise works under a week duration. The contractor will have all Competences to carry out these works. The end user will direct them to the defect with their NODD Sheet and marked up drawing if needed to carry out the works. They will carry out all site inductions by Tennant of the building before work commences. Aftercare will issue a monthly Master NODD Schedule to our Client for an update on completed defects through the defects period.

A formal inspection is required 6 weeks prior to the end of defects liability period for the project to enable all defects to be completed before the 12 months sign off date.

This is to be booked with the Client team by the Project and Aftercare Manager to attend.

A further formal inspection is required at the end of the defect's liability period for the whole building elements to be signed off. (Master NODD Schedule completed and issued).

DEFECTS AND LIABILITY PERIOD COMPLETION DATE: 01/07/2025

5.0 Winvic Construction Ltd Project Team Directory

Snr After Care Manager	Clive Wheeler	clivewheeler@winvic.co.uk	07518 298276
Aftercare Manager	Alistair Gray	alistairgray@winvic.co.uk	07885218338
Aftercare Manager	Edmond Simons	edmondsimoni@winvic.co.uk	07885218385
Construction Director	James Mandley	jamesmadley@winvic.co.uk	07976052940
M&E Manager	Kane Fowler	kanefowler@winvic.co.uk	07526178145
Operation Manager	Sam Vickers	samvickers@winvic.co.uk	07802878553
Design Manager	Roy Langstaff	roylangstaff@winvic.co.uk	07776242259
Design Co-Ordinator	Jodie Simpson	jodiesimpson@winvic.co.uk	07749432966
Quantity Surveyor	Jonny Nottingham	jonnynottingham@winvic.co.uk	07716241420
Technical Manager	Andrew McKenzie	andrewmckenzie@winvic.co.uk	07394419452
Technical Manager	Lee Evans	leeevans@winvic.co.uk	07730764047
Construction Manager	Ben Childs	benchilds@winvic.co.uk	07519325532

Ref	Pre fix	Project Role	Company	Address	Contact Name	Tele Number	Mobile	Email	Correspondence
		Architecture & Lead Consultant	AEW Architects Designers Limited	Floor 7 Trinity Court 16 John Dalton Street Manchester M2 6HY	Tom Fantom- Claire	0161 2144370	07845892800	tfantom@aewarchitects.com	
		Principal Designer (CDM)	Curran Webb Limited	De Montfort House, Enterprise Way Vale Park Evesham WR11 1GS	Jim Curran	01386 765189	07974688191	jim@curranwebb.co.uk	
0115		Structural & Civil Engineering	BWB Consulting (Notts)	5th Floor, Waterfront House, Station Street, Nottingham, NG2 3DQ	Peter Davies	0115 9241100	07970282604	peter.davies@bwiconsulting.com	
		Highways/ Infrastructure Engineering	N/A						
0125		Site Investigation	Applebridge Geo- Environmental	3 Siskin Drive Coventry CV3 4FJ	Anthony Owen	0247 6880452	07851720095	anthony.owen@applebridge.com	
0140		Services Consultant							
0145		Planning Consultant	Lichfields	Ship Canal House 98 King Street Manchester M2 4WU	Steve Rowe	0161 8376130	07764905994	Steve.rowe@lichfields.co.uk	

Ref	Pre fix	Project Role	Company	Address	Contact Name	Tele Number	Mobile	Email	Correspondence
0155		Fire Strategy Consultant (including Fire Engineering)							
0160		Part L Consultant (SBEM/ BRUKL/EPC including renewables, thermal comfort, CFD, daylight calculations etc)	Nulla Carbo	Low Moor Mills Albert Road Morley Leeds LS27 8LD	Nathan Evans	0800 0122219	07850967425	nathanevans@nullacarbo.com	
0165		BREEAM	Winvic		Blyth Jopling		07518295566	blythejopling@winvic.co.uk	
0170		Ecology							
0175		Acoustics							
0180		Independent Inspections (including floor slabs, cladding, siphonic, etc)	ABS Brymar	Unit 40 Drumhead Road Chorley North Industrial Park Chorley PR6 7BX	David McCann	0161 972 5000	07415108811	David.McCann@absbrymarfloors. co.uk	
0180		Independent Inspections (including floor slabs, cladding, siphonic, etc)	Charnwood Associates	33 Desford Road, Newbold Verdon, Leics LE9 9LG	Spencer Jones		07875516989	info@charnwoodroofing.com	

Ref	Pre fix	Project Role	Company	Address	Contact Name	Tele Number	Mobile	Email	Correspondence
0190		General Arrangements	Plowman Craven	Plowman Craven House 2 Lea Business Park Lower Luton Road, Harpenden Hertfordshire AL5 5EQ	Danny Lewis	01582 765566	07709520017	djlewis@plowmancraven.co.uk	
0195		Specifications							
0210		Demolition							
0220		Remediation							
0230		Earthworks	Collins	Whiteley Road, Ripley, Derbyshire, DE5 3QL	Jamie Dobson		07712653576	jamie@collinsearthworks.co.uk	
0310		Ground Engineering (vibro compaction/ dynamic compaction/ lanpack/ HEIC)	Vibro Menard Ltd	Henderson House Langley Place Higgins Lane, Burscough, Lancashire L40 8JS	Chris Fletcher	01704 891039		chris.fletcher@vibromenard.co.uk	
0320		Piling	N/A						
0330		Attenuation Tank	Collins	Whiteley Road, Ripley, Derbyshire, DE5 3QL	Jamie Dobson		07712653576	jamie@collinsearthworks.co.uk	

Ref	Pre fix	Project Role	Company	Address	Contact Name	Tele Number	Mobile	Email	Correspondence
0350		Waterproofing	N/A						
0360		Specialist Gas Barrier System (active/ passive)	ABS Brymar	Unit 40 Drumhead Road, Chorley North Industrial Park, Chorley, PR6 7BX	David McCann	0161 972 5000	07415108811	David.McCann@absbrymarfloors. co.uk	
0370		Ground Floor Slab	ABS Brymar	Unit 40 Drumhead Road, Chorley North Industrial Park, Chorley, PR6 7BX	David McCann	0161 972 5000	07415108 811	David.McCann@absbrymarfloors. co.uk	
0380		N/A							
0390		N/A							
0410		Structural Steelwork	Compass Engineering	Whaley Rd, Barnsley S75 1HT	Dan Dockerty	0122629 8388		dan.dockerty@compasseng.co.uk	
0420		Concrete Frame (PCC/ insitu)	N/A						
0430		Lightweight Framing (steel/ timber)	N/A						

Ref	Pre fix	Project Role	Company	Address	Contact Name	Tele Number	Mobile	Email	Correspondence
0450		Precast Concrete (floor planks /walls/docks/ lift shafts/ retaining structures/ terracing	Concast	Hazelhatch, Newcastle, Co. Dublin, D22 HH22, Ireland	Trevor Sharratt	01283 553340	07860955808	trevor@concastprecast.co.uk	
0455		Precast Stairs	Concast	Hazelhatch, Newcastle, Co. Dublin, D22 HH22, Ireland	Trevor Sharratt	01283 553340	07860 55808	trevor@concastprecast.co.uk	
0470		Masonry	N/A						
0480		Composite Walling	N/A						
0490		Fire Protection	GA Fire	Unit J2, Valley Way Market Harborough LE16 7PS	Ross Hayhoe	01858 432222	07572468476	ross@ga-group.com	
0505		Roofing/ Cladding	CA Group	Evenwood Industrial Estate, Copeland Lane Evenwood, Bishop Auckland DL14 9SF	Simon Butler	01388 834242	07557910313	simon.butler@cagroup.co.uk	
0515		Siphonic Drainage	Siphonix Worldwide Limited		Kevin Wright		07903627628	kevin@siphonix.com	
0525		Timber Cladding							

Ref	Pre fix	Project Role	Company	Address	Contact Name	Tele Number	Mobile	Email	Correspondence
0530		Fenestration (curtain walling/ Windows// glazed doors)	Ardent Glazing	Pro Active House, Doncaster DN4 5NU	Peter Hurst	01302 492240	07742145181	peterhurst@ardentglazing.co.uk	
0535		Structural / Planar Glazing	N/A						
0540		Canopies	N/A						
0545		Brise Soleil	N/A						
0550		Render	N/A						
0555		Louvres	CA Group	Evenwood Industrial Estate, Copeland Ln, Evenwood, Bishop Auckland DL14 9SF	Simon Butler	01388 834242	0755710313	simon.butler@cagroup.co.uk	
0560		Fall Arrest System	CA Group	Evenwood Industrial Estate, Copeland Ln, Evenwood, Bishop Auckland DL14 9SF	Simon Butler	01388 834242	07557910313	simon.butler@cagroup.co.uk	
0565		Dock Levellers	Hormann	Gee Road, Coalville, Leics LE67 4JW	Richard Ward	01530 516810	0771719310	r.ward.lei@hormann.co.uk	

Ref	Pre fix	Project Role	Company	Address	Contact Name	Tele Number	Mobile	Email	Correspondence
0575		Personnel Doors	Hormann	Gee Road, Coalville, Leics LE67 4JW	Richard Ward	01530 516810	07714719310	r.ward.lei@hormann.co.uk	
0620		Lifts & Escalators	Schindler	400 Dashwood Lang Road Bourne Business Park Addlestone, Surrey KT15 2HJ	Don Summers		07703803736	don.summers@schindler.com	
0630		Sprinklers & Hydrants	N/A						
0660		Mechanical Services	GAC	Chancel House East Street Bingham, Nottingham NG13 8DS	David Minns	01949 837531	07785623603	david.minns@gacenvironmental.com	
0665		Electrical Services	EBM	11 Medlicott Close Corby Northampton shire NN18 9NF	Ryan Molyneux	01538 407373	07415818526	rm@ebmelec.com	
0670		BWIC							
0680		Kitchen Equipment	N/A						
0705		Metalwork	MR Industrial	16 Brunel Road, Corby, Northants, NN17 4JW	Pete Goddard	01536 204510	07706356638	petegoddard@mrindustrialservices.co.uk	

Ref	Pre fix	Project Role	Company	Address	Contact Name	Tele Number	Mobile	Email	Correspondence
0710		Prefabricated Modules (pods)	N/A						
0715		Floor Screed	DMD Floor Screeds Ltd		Elaine Dewsbury	01543 502851	07815929431	elaine@dmdfloorscreeds.com	
0720		Ceilings & Wall Linings	Bespoke	Bespoke Constructio Services Limited Merlin House Halesfield 19, Telford, Shropshire T F7 4QT	Steve Trice	01952 588816	07583608469	steve.trice@bespokeconstruction. co.uk	
0725		Glazed Partitions	N/A						
0730		Sliding/Folding Partitions	N/A						
0735		Raised Access Floor	Accsys Projects Ltd	Unit 11 Insight Park, Welsh Road East, Southam CV47 1NE		01926 633355			
0740		WC Cubicles & IPS Vanity Units	TLS	Southern Area (Head Office) 11 Nimrod Way East Dorset Trade Park Wimborne Dorset BH21 7S	Darren Davis	01202 877600		ddavis@total-laminate.co.uk	

Ref	Pre fix	Project Role	Company	Address	Contact Name	Tele Number	Mobile	Email	Correspondence
0750		Doors & Joinery	Bespoke	Bespoke Co nstruction Services Limited, Merlin House Halesfield 19 Telford Shropshire, TF7 4QT	Steve Trice	01952 588816	07583608469	Steve.Trice@bespokeconstruction .co.uk	
0755		Specialist Joinery	Bespoke	Bespoke Co nstruction Services Limited, Merlin House Halesfield 19 Telford Shropshire, TF7 4QT	Steve Trice	01952 588816	07583608469	Steve.Trice@bespokeconstruction .co.uk	
0760		Blinds	N/A						
0765		Internal Protection	A&A Lambs	Walton New Road, Upper Brunting thorpe, Leics LE17 5RD	Josh Murgatroyd	01162 478396	07547114502	Josh@lambfencing.co.uk	
0770		Ceramic Tiling	STC Tiles & Bathrooms	Unit 4 Outgang Lane Dinnington, Sheffield S25 3QZ	Kev McGahern		07966197590	kev@stctiling.co.uk	
0775		Painting & Decorating	Central Decoration	Unit 1, Central Drive Bloxwich West Midlands WS3 2QJ	Jack Cant	0800 6696604	0781 316971	Jack@centralcontractors.co.uk	

Ref	Pre fix	Project Role	Company	Address	Contact Name	Tele Number	Mobile	Email	Correspondence
0780		Floor Finishes	The Commercial Flooring Company	The Coach House, Dovecote Court, Pingle Lane Potters Marston, LE9 3JR	Oli Wilkins	01455 320 435	07754056955	Oli@commercialflooring.uk.net	
0785		Internal Signage (including wayfinding)							
0790		FF&E (including mirrors, lockers, furniture, white goods, etc)	Bespoke	Bespoke Construction Services Limited Merlin House Halesfield 19 Telford Shropshire TF7 4QT	Steve Trice	01952 588816	07583608469	Steve.Trice@bespokeconstruction .co.uk	
0795		Mastic	Phoenix Sealants	Forge Trading Estate, Halesowen B63 4DH	Danny McCauley	01384 566882	07305236721	danny@phoenixsealants.com	
0805		Section Agreement Works							
0810		Retaining Structures (precast/gabi ons/cr ib walls)	Concast	Hazelhatch, Newcastle, Co. Dublin, D22 HH22, Ireland	Trevor Sharratt	01283 553340	07860955808	trevor@concastprecast.co.uk	

Ref	Pre fix	Project Role	Company	Address	Contact Name	Tele Number	Mobile	Email	Correspondence
0820		Concrete Slabs	Fortel	Diversity Drive Walsall West Midlands WS2 8DS	Sunil Malik	01902 603409	07534474524	sunil@fortel.co.uk	
0825		Tarmac	Huyton Asphalt	2 Collins Industrial Estate Merton Bank Road Saint Helens WA9 1HY		0151 559 0860			
0830		Paving	JO						
0835		Prefabricated Units (gatehouse/ other)							
0840		Fencing & Gates	A&A Lambs	Walton New Road Upper Brunting thorpe Leics LE17 5RD	Josh Murgatroyd	01162 478396	07547114502	Josh@lambfencing.co.uk	
0845		Operable Barriers (including bollards/rising kerbs/ turnstiles)	A&A Lambs	Walton New Road, Upper Brunting thorpe, Leics LE17 5RD	Josh Murgatroyd	01162 478396	07547114502	Josh@lambfencing.co.uk	

Ref	Pre fix	Project Role	Company	Address	Contact Name	Tele Number	Mobile	Email	Correspondence
0855		Street Furniture (bins, benches, cycle hoops, etc)	A&A Lambs	Walton New Road Upper Brunting thorpe, Leics LE17 5RD	Josh Murgatroyd	01162 478396	07547114502	Josh@lambfencing.co.uk	
0630		Shelters	N/A						
0865		Soft Landscapings	Whitings	Wildmoor Lane Bromsgrove B61 0RJ	Richard Spear	01527 836292	07970524460	rspear@whitinglandscape.co.uk	
0870		Sports Pitches	N/A						
0875		Sports Seating	N/A						
0880		Line Marking							
0885		Fuel Island	N/A						
0890		Vehicle Wash	N/A						
0895		TBA							
0910		Site Security							
0920		Temporary Electrics							
0930		Scaffolding	Astro Access Services	13 Ryehill Court Lodge Farm Industrial Estate Northampton NN5 7EU	Andy Bough	01604 753322	07976330297	andybaugh51261@gmail.com	
0940		Temporary Works	N/A						

Ref	Pre fix	Project Role	Company	Address	Contact Name	Tele Number	Mobile	Email	Correspondence
0950		Thrust Boring / Directional Drilling	N/A						
0960		Air Permeability Testing	Stroma	6 Silkwood Business Park, Fryer's Way Wakefield WF5 9TJ	Matthew Clayton	0330 124 9680		Matthew.Clayton@stroma.com	
0970		Thermo graphic Testing	N/A						
0980		Builders Clean	Sterling	Sterling House Caddick Road Liverpool L34 9HP	Chris Male		07538867095	chris.male@sterlingservices.uk. com	
0990	MHD	Operation & Maintenance Manuals	Winvic		Zoe Stanton	01604 678960		ZoeStanton@winvic.co.uk	



6.0 Main Maintenance sheets to be carried out from O&M Manuals.

The Building Occupier is to refer to section 1.8 of the H&S File- Volume 1 of the building Manuals for details, recommendations, and Frequency of the required maintenance of the building components.

Frequency of Maintenance Information

Trade	Subcontractor	Pages(s)
Roofing and Cladding	CA Roofing	1-2
Siphonic Drainage	Siphonix	3
Windows & Curtain Walling	Ardent Glazing	4-5
Level Access, Dock Levellers & Personnel Doors	Hormann	6
Raised Access Flooring	Accsys	7
Dry Lining, Partitioning & Ironmongery	Bespoke Construction Ltd	8
Passive Fire Protection	G&A	9
Stainless Steel Staircases & Balustrades	MR Industrial	10-11
IPS Vanity Units & Toilet Cubicles	Total Laminate Systems Ltd	12
Internal Floor Finishes	Commercial Flooring	13
Decorating	Central Contractors	14
Wall & Floor Tiling	STC	15
Landscaping	Whiting Landscaping Ltd	16-17
White Lining	Gilvar	18
Structural Steelwork	Compass	19
Precast Concrete Walls, Stairs & Lift Shaft	Concast	20
Warehouse Concrete Floor	ABS	21
External Service Yard	Fortel Services Ltd	22-23
Entrance Gates, Fencing & Barriers	A&A Lamb Ltd	24-25
Lifts	Schindler	26-27
Mechanical Works	GAC	28-35
Electrical Works	EBM Electrical	36-43
PV Panels	Mtec	44-46



Maintenance Regimes

This maintenance schedule for **P23012 Wingates Plot 3** to be followed from PC date **01/07/2024** year on year to ensure all plant and equipment is kept within warranty.

Please keep a log of these inspections so that records can be checked should an issue arise.

Code; ✓ Blue – Recommended ✓ Red – To Maintain Warranty

Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Caskade Premier®							✓	✓		<p>Inspection frequency is – Building handover + 12 month after handover. Following the 12 months inspection, the frequency for all future inspection and cleaning is to be determined based on the local topography. This this is compulsory to maintain the guarantee.</p> <p>Following the establishment of the cleaning regime based on the topography all dirt and detritus should be removed from the gutter using soft bristled brushes and plastic shovels, bagged and removed from the roof</p>
Twin-Therm® Roof							✓	✓		<p>Inspection frequency is – Building Handover, 12 months post-handover, 48 months post-handover, subsequently (3-5years). Note an inspection should be carried out following a significant weather event. This this is compulsory to maintain the guarantee.</p> <p>Heavy deposits and areas not washed by rain action should be cleaned by hose, soft bristled brush and fresh water, for heavier deposits a mild detergents should be used and rinsed thoroughly. And surface damage or disturbed connections should rectified in line with recommendations</p>

Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Twin-Therm® Wall							✓	✓		<p>Inspection frequency is – Building Handover, 12 months post-handover, 48 months post-handover, subsequently (3-5years). Note an inspection should be carried out following a significant weather event</p> <p>Heavy deposits and areas not washed by rain action should be cleaned by hose, soft bristled brush and fresh water, for heavier deposits a mild detergents should be used and rinsed thoroughly. And surface damage or disturbed connections should rectified in line with recommendations</p>
Tata Trimapanel® System							✓			<p>Inspection frequency is – every 12 months</p> <p>Heavy deposits and areas not washed by rain action should be cleaned by hose, soft bristled brush and fresh water, for heavier deposits a mild detergents should be used and rinsed thoroughly. And surface damage or disturbed connections should rectified in line with recommendations</p>
PPC aluminium Portico Flashings				✓						<p>Inspection frequency is – every 3 months</p> <p>The surface of the PPC Aluminium is to be cleaned with warm water, a mild detergent and a soft cloth and washed off with copious amounts of water and dried off with a cloth. This this is compulsory to maintain the guarantee.</p>

Date completed: 4th April 2024

Completed by: Simon Mawson



Cleaning and Maintenance Regimes

This maintenance schedule for **P23-012 Wingates, Plot 3, Bolton** to be followed from PC date **01/07/2024** year on year to ensure all plant and equipment is kept within warranty.

Please keep a log of these inspections so that records can be checked should an issue arise.

Code; ✓ Blue – Recommended ✓ Red – To Maintain Warranty

Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Siphonic Roof Drainage				✓						Inspection to be carried out 4 times a year to ensure no build up of debris/leaf fall to ensure the Outlets /Baffles are kept clean.



Cleaning and Maintenance Regimes

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Please keep a log of these inspections so that records can be checked should an issue arise.

Code; ✓ Blue – Best Practice ✓ Red – Compulsory

Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Alutech F50 Curtain Wall							✓			<p>Annually: At least once a year, clean the elements of the aluminium structures and glass outside. Do not use gasoline, nitro solvents or cleaning agents containing acid, corrosive substances, powder (abrasives) as after their application the surface loses its shine and becomes rough. For the maintenance of gaskets, use silicone-containing substances. It can help not only clean the gasket rubber from dirt but also restore its elasticity and give water-repellent properties. In the absence of special products clean the gaskets using a soap solution, then wipe dry after removing the dirt in this manner. <i>Alutech F50 Curtain Wall Maintenance Manual</i>.</p>
Alutech W72E Windows					✓		✓			<p>Clean all surfaces of the aluminium structures and all mechanisms of the furniture on a regular basis. In combination with water, dirt accumulated on a component can damage the surface. Do not use aggressive agents, solvents or detergents. Use neutral soap and water. Do not use hard abrasive materials, use plastic/wooden scrapers, soft rags, brushes or a vacuum cleaner.</p> <p>6 Monthly: With the vacuum cleaner, remove dust/dirt from the area between the sealing and external frame carrier. Clean the drainage channel with a cotton bud.</p> <p>Annually: Wipe the gaskets with soap solution without aggressive detergents, this will keep the gaskets elastic and prevent sticking. <i>Alutech Windows & Doors Maintenance Manual</i></p>
Dual Seal Glass		✓					✓			<p>Weekly: Recommended low concentration of cleaning liquids can be used to remove visible dirt and prevent accumulation of dirt from bonding to or attacking the surface using a soft cloth. Rinse with clean water.</p> <p>Annually: Use low concentrate cleaning solution to remove visible dirt using a soft cloth. Rinse with clean water. <i>Dual Seal Appendix 1 Unit Maintenance</i></p>

Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Portal UK				✓						<p>3 Monthly: The best way to remove dirt from the EMSW is to use a soft cloth or a sponge. A gentle detergent may be used. To maintain the quality of the enamel layer, the surface should be cleaned once/four months period. The cleaning should be documented. To avoid damages to the profiles the brushes/weather stripping must be vacuum-cleaned weekly.</p>

Senior
Architectural
Systems - Doors



Monthly: Clean frames with mild detergent and warm water, remove stubborn dirt with non-Abrasive proprietary. Clean seals with warm soapy water.
Clean the internal glazing with window cleaner and dry lint free cloth, clean external glazing using a soft sponge/cloth with a mild detergent and warm water.
Senior Architectural System O & M Manual



Cleaning and Maintenance Regimes

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Code; ✓ Blue – Recommended ✓ Red – To Maintain Warranty

Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Dock levellers					y					1.Instructions for Operation, Maintenance HLS-2/HTL-2 (section 10)
Sectional door				y	y					2.Instructions for Operation, Maintenance series 60 Ind Sectional Doors (section 5 & 6)
Steel doorset					y					3. Fitting Operating & Maintenance STS STU (section 8 & 9)



Cleaning and Maintenance Regimes

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Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	When Required	Certificates	Regime
Raised Access Flooring							✓			Walk across floor / check lipping, gaps, loose panels. Dry mopping only

Cleaning and Maintenance Regimes

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Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Ironmongery					✓					Regular cleaning with warm soapy water.
Doors on Escape routes or smoke control					✓					Can be wiped down with a soft duster to remove any duster marks.
Mastic/Silicone sealants gaskets				✓						A mild detergent & water solution.
Walls & Ceilings Finishes							✓			Clean with a moist cloth with no detergent / a moist cloth with mild detergent diluted in warm water.
Kitchen Units							✓			A solution of warm water and a mild household detergent.
Mirrors		✓								Clean with non-abrasive products.



Cleaning and Maintenance Regimes

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Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	10 Yearly	Regime
Intumescent Paint							✓	✓	The Intumescent paint we apply is usually 10 years to first maintenance (And isn't accessible except In the case of on fire boundaries). The only time we would expect it to be remediated/ to have maintenance done is if there's damage to i.e., through impact. Therefore, an inspection of paint condition where possible should potentially be done annually.
Whitewall				✓				✓	With Whitewall, usually for lifetime of building, the only maintenance being when / if there are any spills or impacts to the wall.
Fire-Curtains				✓				✓	Fire curtains should be surveyed / maintained wherever there is maintenance work on above ceiling mechanical and electrical services to ensure no damage has been caused.

Cleaning and Maintenance Regimes

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Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Entrance Stair Balustrades and Wall Rail					✓		✓			Stainless Steel infill balustrade and wall rail – Satin Finish <ul style="list-style-type: none"> • Clean stainless steel when it is cool to the touch. • Use a distilled vinegar solution of 50% distilled vinegar and 50% tap water, or dilute (1%) ammonia solution in warm water. • Use clean water. • Wipe down with a clean sponge or cloth. • Use clean rinsing water to avoid water marks. • Dry with disposable wipes or an air blower.
Escape Stair					✓		✓			Mild Steel Staircase – Galvanised finish <ul style="list-style-type: none"> • Galvanizing may be cleaned using a water-based emulsifier, alkaline-based cleaners with a pH of 12 or lower or organic solvents. Then rinse the area with fresh water and simply wipe clean with a soft cloth.

Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Ships Ladder					✓		✓			<p>Mild Steel Ships Ladder – Galvanised finish</p> <ul style="list-style-type: none"> Galvanizing may be cleaned using a water-based emulsifier, alkaline-based cleaners with a pH of 12 or lower or organic solvents. Then rinse the area with fresh water and simply wipe clean with a soft cloth.
Plant Deck Balustrade					✓		✓			<p>Mild Steel Balustrade – Galvanised finish</p> <ul style="list-style-type: none"> Galvanizing may be cleaned using a water-based emulsifier, alkaline-based cleaners with a pH of 12 or lower or organic solvents. Then rinse the area with fresh water and simply wipe clean with a soft cloth.



Cleaning and Maintenance Regimes

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Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
DAPS1 and Vanities	✓									<p>Laminate surfaces are best kept clean by using water and mild detergent. Persistent marks can be removed by using a mild abrasive cleaner. On no account, however, should scouring pads or harsh abrasive cleaning agents be used. Non-scratch liquids, creams or pastes, such as “CIF”, “FLASH” or “AJAX” are recommended, as they will not alter the surface appearance. In a more industrial context where the surface has become discoloured by long term exposure to tobacco smoke or industrial grime, cream cleaners containing mild abrasives are very effective, but should be carefully used.</p> <p>The above cleaners will also be found useful in removal of ball pen marks and indelible felt pen inks. A few drops of methylated spirits on a clean cloth will also assist greatly in the removal of ink markings.</p>

Cleaning and Maintenance Regimes

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Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Forbo Nuway Tuftiguard Classic – Entrance Matting	✓									Sweep/Vacuum - dependent of foot flow See full Cleaning and Maintenance Guide
Interface - Carpet Tiles	✓									Vacuum - dependent of foot flow See full Cleaning and Maintenance Guide
							✓			Deep Clean - dependent of foot flow See full Cleaning and Maintenance Guide
Quantum Z Range			✓							Scotch pad and soap-less detergent - dependent of foot flow See full Cleaning and Maintenance Guide



Cleaning and Maintenance Regimes

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Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Walls									✓ Blue	When required only (When dirty Marks appear), wipe with a damp cloth and warm soapy water



Cleaning and Maintenance Regimes

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Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Wall Tiles		✓								General Clean – Warm soapy water
Floor Tiles		✓								. General Clean – Warm soapy water

Cleaning and Maintenance Regimes

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Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Shrubs			✓							Apply fertiliser as per manufacturer's instructions
			✓							Edge up planted areas
							✓			Prune to remove dead/diseased wood and to keep in shape. Make cuts above and sloping away from an outward facing healthy bud, angled so that water will not collect on cut area
Trees							✓			Check tree ties and adjust if necessary.
										Refirm after frost heave or strong winds
							✓			Prune by making cuts above and sloping away from an outward facing healthy bud, angled so that water will not collect on cut area
Native Hedge				✓						Check and repair damage to rabbit protection
Grass										One grass cut March to Mid April / Three grass cuts mid April to mid May / 13 grass cuts mid May to September / Two grass cuts October November
										Shape grass edges at each cut
				✓						Apply fertiliser / herbicide
							✓			Early September cut down to 200mm

Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
										Spot treat aggressive perennial weeds in wildflower areas as necessary
Bark mulch							✓			Top up bark



Cleaning and Maintenance Regimes

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Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Car Park Markings – Thermoplastic								✓	N/A	Thermoplastic externally in areas of highest wear should be overlaid 2-3 year intervals. Areas receiving less traffic, i.e. car spaces may give up to 10 years maintenance free use. Thermoplastic is generally self-cleaning due to traffic, however in areas where traffic use is negligible, markings maybe cleaned using a high powered warm jet wash with manufacturer’s recommended cleaning fluid appropriate to the area being cleaned.



Cleaning and Maintenance Regimes

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Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Intumescent paint coatings								✓		Inspect for integrity, signs of damage or deterioration.
Corrosive protection Paint coatings								✓		Inspect for integrity, signs of damage or deterioration.
Bolt connections								✓		Visual inspection of random bolts, checking for tightness and condition of the protective treatment.
Bracings							✓			Visual inspection, then see Bolt Connections above on a 5-year period.



Cleaning and Maintenance Regimes

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Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Precast Panels							✓	✓		Annual Inspection Power Washing recommended every 4-5 years Remove any stains with fibre brush and mild detergent and water
Caulked Joints							✓			Look for signs of deterioration, may need re-sealing depending on weather exposure



Cleaning and Maintenance Regimes

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Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
General cleaning Brush/mopping	✓									Local cleaning of loose /spilled materials liquids etc.
Mechanical cleaning		✓								Thorough cleaning with mechanical cleaning equipment, (nonabrasive) .
General inspection		✓								General inspection of floor slabs, joints, cracks & joint sealant. Repair as necessary.
Thorough inspection				✓						Full inspection of floor slab, attention to high trafficked areas, repair as necessary.
Sacrificial sealant replacement							✓			ABS recommend any initial joint sealant is treated as sacrificial and should be raked out and replaced once all initial slab shrinkage has occurred.



Cleaning and Maintenance Regimes

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Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Cleaning	✓									Regular Cleaning is essential to stop dust and dirt building up, as increased surface wear or susceptibility to slips can results if a floor is not clean and dry. Frequency of cleaning will largely depend on the type of contamination. For maximum effectiveness the floor should be cleaned with a mechanical vacuum scrubber drier at least once per week. Care should be taken when using cleaning material especially if used in the wrong concentration, giving rise to etching or wear.
Spillage	✓									These should be wiped up or absorbed and removed as quickly as possible. Once removed the floor should be cleaned thoroughly.
Joint Inspection	✓									Joints should be regularly inspected for sign of wear and damage. Any arris damage that has occurred should be quickly repaired as deterioration will be accelerate once it has started. Any defective joint sealant in trafficked areas should be replaced.
Inspection and Action	✓									Cleaning regime to remove dust, dirt and debris
	✓									Use floor scrubber or vacuum scrubber dryer
				✓						General and visual inspection of trafficked areas.
				✓						Repairs any spalling or raveling of joints edges and replace joints sealant (as required)

Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
							✓			Full inspection of floors condition
							✓			Replace sealant in floor joints if de-bonded or split due to movement.
								✓		Thoroughly clean the slab floor

Cleaning and Maintenance Regimes

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Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Vmex Mesh Fencing & Gates							✓		N/A	Annually - Best practise to visually check for cracks, damage and overall maintenance Clean using lukewarm water when necessary.
Armco Barrier							✓		N/A	Annually - Best practise to visually check for cracks, damage and overall maintenance Clean using lukewarm water when necessary.
Timber Fence & Gates							✓		N/A	Annually - Best practise to visually check for cracks, damage and overall maintenance Clean using lukewarm water when necessary.
Cycle Shelters							✓		N/A	Annually - Best practise to visually check for cracks, damage and overall maintenance Clean using lukewarm water when necessary.
Steel Bollards							✓		N/A	Annually - Best practise to visually check for cracks, damage and overall maintenance Clean using lukewarm water when necessary.
Manual rising arm barriers							✓		N/A	Annually - Best practise to visually check for cracks, damage and overall maintenance Clean using lukewarm water when necessary.
Acoustic Fencing							✓		N/A	Annually - Best practise to visually check for cracks, damage and overall maintenance Clean using lukewarm water when necessary.



Lift Services Cleaning and Maintenance Regimes

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Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	2 Yearly	5 Yearly	Certificates	Regime
Lift Maintenance Contract							✓			Handover Certificate DOC	The Client must legally have a maintenance package running on the lift to ensure building Insurance and Lift Compliance are valid. Lift must undergo statutory Thorough Examination every 6 months
Owner Maintenance											<p>In addition to those examinations and tests which the owner of the installation entrusts to the maintenance organization, the owner needs to carry out the following checks periodically:</p> <ul style="list-style-type: none"> • correct functioning of landing doors and landing door tracks • stopping accuracy • correct functioning of indicators • landing push buttons • car push buttons • two-way means of communication in the car which provide permanent contact with a rescue service • normal car light • door reversal devices • safety signs / pictograms

Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	2 Yearly	5 Yearly	Certificates	Regime
Cleaning	✓									N/A	The areas to be cleaned are the inside of the car, the landing doors and door frames, push-buttons and indicator plates and the car and landing door sills.

Cleaning and Maintenance Regimes

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Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Above Ground Drainage	✓				✓				Above Ground Drainage Pipework Certificate	Inspect drainage pipework for leaks
Radiators	✓						✓		LTHW Pipework Test Certificate	<p>Daily visual check for correct operation & condition</p> <p>The only maintenance which may be required by the operator is: Keeping the radiator clean by means of a duster, Soap, water, a bucket & sponge, Radiator brush, Vacuum cleaner. Before commencing cleaning, turn off the radiator and allow it to cool.</p> <p>Do not use abrasive cleaning powders or furniture polish, as this can damage the surface finish</p> <p>To clean the radiator valves only clean with a soft, damp cloth</p> <p>Do not use bleaches, detergents, abrasive polish etc.</p>

Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Ceiling Radiant Panel Heater	✓						✓		LTHW Pipework Test Certificate	<p>Daily visual check for satisfactory operation</p> <p>The only maintenance which may be required by the operator is: The Modula panel should be cleaned periodically. The frequency of cleaning depends on the indoor climate of the environment which the panel is installed. Dust and marks are best removed from the surface of the panel with a damp cloth. More stubborn stains can be removed with a mild detergent. Before commencing cleaning, turn off the panel heater and allow it to cool.</p>
Air Handling Unit	✓				✓		✓		General Ventilation Air Balance Test sheet	<p>Maintenance should only be carried out by suitably qualified personnel 6 Months – Interim Service Annually – Full Service</p> <p>The only maintenance which may be required by the operator is: Daily</p> <ul style="list-style-type: none"> Visual check for satisfactory operation of the unit Inspect the external louvres and roof cowl for build-up of duct, pollution etc. Clean, if necessary, Suitable access equipment to be used

Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Ground & First Floor Toilet Extract Fan	✓				✓		✓		WC Extract Air Balance Sheet	<p>Maintenance should only be carried out by suitably qualified personnel</p> <p>6 Months – Interim Service</p> <p>Annually – Full Service</p> <p>The fan should be cleaned, when necessary, at least 1/year to avoid imbalance and unnecessary damage to the bearings.</p> <p>The only maintenance which may be required by the operator is:</p> <p>Daily</p> <ul style="list-style-type: none"> • Visual check for satisfactory operation of the unit • Inspect the unit for deterioration • Inspect the external roof cowl for build-up of duct, pollution etc. Clean, if necessary, Suitable access equipment to be used
VRV Air Conditioning Units	✓				✓		✓		Air Conditioning Air Balance Sheet	<p>Daily</p> <ul style="list-style-type: none"> • Inspection of controller for satisfactory operation of units & any alarms or faults • Monitor for water or refrigerant leaks <p>Maintenance should only be carried out by suitably qualified personnel</p> <p>6 Months – Interim Service</p> <p>Annually – Full Service</p> <p>An alarm will be triggered on the control panel to indicate that the air filter requires replacement. The alarm should be reset only when the filter has been cleaned or changed by suitably qualified personnel</p> <p>The only maintenance which may be required by the operator is:</p> <p>As required</p> <ul style="list-style-type: none"> • Visual inspection of the units • Keeping the individual controllers & Central controller clean by means of a soft cloth soaked in a diluted neutral detergent & wrung sufficiently

Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Condenser Unit	✓				✓		✓		Air Conditioning Air Balance Sheet	<p>Maintenance should only be carried out by suitably qualified personnel</p> <p>6 Months – Interim Service</p> <p>Annually – Full Service</p> <p>The only maintenance which may be required by the operator is:</p> <p>Daily</p> <ul style="list-style-type: none"> • Visual inspection of the unit • Satisfactory operation of the unit • Inspect the unit for water or refrigerant leaks • Inspect condition of pipework insulation • Remove any debris from around the unit <p>As required</p> <ul style="list-style-type: none"> • Keeping the individual controllers & Central controller clean by means of a soft cloth soaked in a diluted neutral detergent & wrung sufficiently
Air Terminals Swirl Diffusers, & Air Valves		✓	✓	✓	✓		✓		General Ventilation Air Balance Test sheet Air Conditioning Air Balance Sheet	<p>Visual inspection to check air terminals are clean and not smutting surrounding surfaces</p> <p>Care must be taken not to damage the powder coating to avoid corrosion in the future.</p> <p>Clean with a mild non-abrasive detergent used sparingly</p> <p>Suitable access equipment should be used</p>
External Louvres / Roof Cowl		✓	✓	✓	✓		✓		General Ventilation Air Balance Test sheet	<p>Visual inspection to check for build-up of duct, pollution etc</p> <p>If cleaning is desired, it is recommended that all accessible faces are cleaned with warm soapy water.</p> <p>Suitable access equipment should be used</p>

Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Dampers (VCD's & Fire)					✓		✓		General Ventilation Air Balance Test sheet Fire Damper Test Sheet	Maintenance should only be carried out by suitably qualified personnel 6 Months – Interim Service Annually – Full Service & Test Suitable access equipment should be used
Water Management Procedure	✓				✓		✓		TMV Test Sheet	<p>Daily</p> <ul style="list-style-type: none"> Visual inspection to check for leaks <p>Please refer to the following HSE document: Legionnaires' disease. The control of legionella bacteria in water systems. Approved Code of Practice¹</p> <p>The ACOP requires those who control the premises to carry out the following</p> <ul style="list-style-type: none"> Carry out a Risk Assessment Appoint a competent person to be known as the 'responsible person / duty holder. This could be a trained member of staff or a specialist contracting company. Develop and install a 'Water Management System' Review control measures. <p>The details listed below are a sample for information purposes only to give an example of what could be required after a risk Assessment has been carried out.</p> <ul style="list-style-type: none"> Take temperature readings of identified Hot & Cold-water outlets Take water samples for testing Clean water storage tanks Clean and disinfect shower heads <p>The frequencies will be dependent on the outcome of the Risk Assessment which should detail the steps required to be taken to ensure compliance</p>

Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Thermostatic Mixing Valves	✓				✓		✓		TMV Test Sheet	<p>Daily</p> <ul style="list-style-type: none"> Inspect the unit for water leaks <p>Maintenance should only be carried out by suitably qualified personnel</p> <p>In Service Testing – Between 6 & 12 months (Refer to manufacturers literature) The only maintenance which may be required by the operator is:</p> <ul style="list-style-type: none"> Cleaning Strainers
Rainwater Harvesting System	✓				✓		✓		RWH Pipework Test Certificate Rainwater Harvesting Commissioning Sheets	<p>Maintenance should only be carried out by suitably qualified personnel</p> <p>Refer to Section 3 of the Manufacturers Literature for full details</p> <p>6 Months – Interim Service</p> <p>Annually – Full Service & Test</p> <p>The only maintenance which may be required by the operator is:</p> <p>Daily</p> <ul style="list-style-type: none"> Visual inspection of the unit Satisfactory operation of the unit Inspect the unit for water leaks Inspect condition of pipework & insulation
LTHW Pressurisation Unit & Expansion Vessel	✓				✓		✓		MCW Pipework Test Certificate	<p>Maintenance should only be carried out by suitably qualified personnel</p> <p>Daily -</p> <p>6 Months – Interim Service</p> <p>Annually – Full Service & Test</p> <p>The only maintenance which may be required by the operator is:</p> <p>Daily</p> <ul style="list-style-type: none"> Visual inspection of the unit Inspection of controller for satisfactory operation of unit & any alarms or faults Inspect the unit for water leaks Inspect condition of pipework & insulation

Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Hydrobox Air to Water Unit	✓				✓		✓		HWS Pipework Test Certificate Solar Hot Water Commissioning Certificates	Maintenance should only be carried out by suitably qualified personnel 6 Months – Interim Service Annually – Full Service The only maintenance which may be required by the operator is: Daily <ul style="list-style-type: none"> • Visual inspection of the unit • Inspection of controller for satisfactory operation of unit & any alarms or faults • Monitor for water or refrigerant leaks As Required <ul style="list-style-type: none"> • Keeping the controller clean by means of a soft cloth soaked in a diluted neutral detergent & wrung sufficiently
Solar Hot Water Heating System	✓		✓		✓		✓		HWS Pipework Test Certificates Solar Hot Water Commissioning Certificate	Maintenance should only be carried out by suitably qualified personnel 6 Months – Service Annually – Service The only maintenance which may be required by the operator is: Daily <ul style="list-style-type: none"> • Visual inspection of control panel for alarms & faults • Monitor for water leaks Monthly <ul style="list-style-type: none"> • Checks of the hot water temperature and regular flushing of low use outlets. As Required <ul style="list-style-type: none"> • Visual check of solar thermal collectors – clean as required • Suitable access equipment should be used

Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Building Management & Energy Monitoring System	✓				✓		✓		Energy Monitoring System Test Certificate	<p>Maintenance should only be carried out by suitably qualified personnel</p> <p>6 Months – Full Service</p> <p>Annually – Full Service</p> <p>The only maintenance which may be required by the operator is:</p> <p>Daily</p> <ul style="list-style-type: none"> • Visual inspection of control panel for alarms & faults • Keeping the control panel clean by means of a soft damp cloth and then dried



Electrical Services Cleaning and Maintenance Regimes

This maintenance schedule for **P23012 Wingates Plot 3** to be followed from PC date **01/07/2024** year on year to ensure all plant and equipment is kept within warranty

Please keep a log of these inspections so that records can be checked should an issue arise.

Code; ✓ Blue – Recommended ✓ Red – To Maintain Warranty

Item		Daily	Weekly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
Earthing and Bonding										
			✓							Check security of connections to main earth bar and tighten as necessary.
				✓						Check the integrity of all bonding connections and ensure they remain secure and tight.
				✓						Check that all new pipework, ductwork, and equipment installed since last inspection is adequately bonded. Report any need for additional
Distribution systems boards										
		✓								Visually check all incoming and outgoing MCB's/fuses and/or isolators for signs of arcing/burning or overheating. Carry out repairs as necessary.

Test Certs & references to be added upon completion where

		✓							Test all/any RCD's connected, both incoming and outgoing by use of their integral test mechanism
		✓							Note: check with building facilities manager before switching off any MCB's or RCD's
		✓							Check all/any contactors for noisy operation and correct any noisy ones
		✓							Check and ensure that any/all time clocks are correctly set for time and operation, adjusting for BST/GMT as appropriate
		✓							Check the operation of all breakers, isolators, and RCD's etc, ensuring mechanisms are in sound working order. Correct any defaults
		✓							Check security of all electrical terminations and connections and tighten as necessary
		✓							Check contactors for correct operation via remote actuators etc, correcting any defects
		✓							Check that all barriers and guards are in place and secure
		✓							Clean out dust and debris from the individual items of equipment with the aid of a vacuum cleaner
		✓							Check all exposed cable insulation for signs of damage in the enclosure and terminal chamber. Correct any defects
		✓							
Isolators (fused & non fused)		✓							Manually operate isolator and check operation including that of any door interlock mechanism
		✓							Check security and condition of arc guards
		✓							Visually check isolator contacts for signs of arcing/burning. Clean and renew as appropriate
		✓							Check all fuse links, carriers and bridges for signs of arcing. Check that correct grade of fuse is fitted. Correct any defects

Test Certs & references to be added upon completion where applicable

						✓				Clean out dust and dirt from the individual items of equipment with the aid of a vacuum cleaner
						✓				Check all exposed cable insulation for signs of damage and/or any overheating or arcing within the enclosures. Correct any defects
						✓				Check and tighten all cable terminations and earth connections
						✓				Examine fuse bases and carriers for signs of damage and renew where necessary
						✓				Lubricate operating mechanism including any door-locking device
						✓				Check enclosures for paintwork condition and signs of corrosion. Correct any defects
						✓				Check that all trunking conduit and cable gland terminations associated with the panel are secure and adjust accordingly
						✓				Check that the screws or closing device fitted can securely close doors. If a lock is provided, check that it functions correctly
						✓				Ensure the 415 Volt and other warning labels are in position where applicable
						✓				Check that the labels giving the Isolator references are securely fixed to the enclosure door, replacing any missing item
Lightning protection										
						✓				Note: on no account must more than one rod be disconnected at one time whilst carrying out these tasks
						✓				The earth tapes are to be removed from the rods one by one and an individual test applied to each rod in accordance with BS 6651, 1990 Code of Practice No. CP1013. The resistance values are to be compared with previous readings. The value of 10 ohms resistance to any rod must not be exceeded. The tapes are to be replaced and the clamps tightened
						✓				Treat dissimilar metal joints at test clamps with oxide resisting jelly or paste where necessary

Test Certs & references to be added upon completion where applicable

						✓			Examine for corrosion and check all roof connections for signs of corrosion and treat with Denso tape where necessary
						✓			Clean out all inspection pits and ensure lids fit correctly
						✓			Inspect roof and vertical conductors/earth termination positions, ensuring that conductor tapes are securely fixed to the structure and that all joints including those to structural and services steelwork are mechanically and electrically sound
LV switchboard									
		✓							Visually check isolator contacts for signs of arcing/burning where possible to do so without interrupting the supply to essential plant
		✓							Visually check all fuse bridges and carriers for any signs of arcing and/or overheating, where possible to do so, without interrupting the supply to essential plant
		✓							Check all instruments are functioning correctly. Note readings and compare with those taken previously
				✓					Check operation of all breakers, fuse switches, isolators etc and ensure mechanisms are in sound working order. Correct any defects. Remove all dust and debris with the aid of a vacuum cleaner
				✓					Check for fuse links, carriers and bridges for signs of arcing. Ensure that correct grade of fuse is fitted. Correct any defects
				✓					Clean and lubricate the shutter mechanism and carriage slides where required to manufacturers' recommendations
				✓					Check voltage on busbars with independent instruments on restoration of supply
						✓			Check security of switch fuse terminals, fuse fixings, nuts and slide bearing screws and grub screws in coupling collar and tighten as necessary
						✓			Inspect switch fuse contacts for evidence of arcing on the current carrying faces, outside the area of the arc boxes. If such arcing is evident, replace the contacts

Test Certs & references to be added upon completion where applicable

					✓				Check tightness of all cables and earth connections
					✓				Check cabinets for paintwork condition and signs of corrosion. Correct any defect
					✓				Check all exposed cable insulation for signs of damage. Correct any defects
					✓				Check for signs of any overheating and/or arcing within cabinets. Correct any defects
					✓				Examine circuit charts in distribution panels, ensuring circuit descriptions are accurate. If necessary, update any alterations
					✓				Check the enclosure doors can be securely closed by the retaining devices, replacing any damaged or missing retainers
					✓				Check the phase discs and labels giving distribution board and switchgear references are securely fixed to the enclosure door, replacing any missing items
					✓				Ensure the 415 Volt warning labels are in position where applicable
					✓				Check that all trunking lids, conduit, and cable gland terminations associated with the panel are secure; adjust accordingly
					✓				
LV switchboard – earthing									Check security of connections to main earth bar and tighten as necessary
				✓					Check the integrity of all bonding connections and ensure they remain secure and tight
				✓					Check the integrity of the main neutral/earth connection and ensure it remains tight and secure
					✓				The main earth rod is to be disconnected and a test is to be applied to the rod in accordance with the current edition of the I.E.E. Regulations
					✓				The resistance values are to be recorded. A diary is to be kept and the value of resistance is not to exceed 1-Ohm between the earth test conductor and electrode

Test Certs & references to be added upon completion where applicable

				✓					The tape is to be replaced and the clamp tightened
				✓					Clean out all inspection pits and ensure lids fit correctly
Meters									
		✓							Examine meters and report readings to services manager
				✓					Carry out tasks as detailed for monthly
				✓					Examine all connections for security and carry out necessary repairs
				✓					Ensure meters remain securely fixed to building fabric or cabinet
Small power									
		✓							Check operation of residual current devices to protected socket outlets and/or appliances with their integral test switch. Report on any malfunction and isolate the socket/appliance until repair or replacement can be carried out
				✓					Check security of all electrical connections and tighten as necessary
				✓					Check operation of switches, neon indicators, safety shutters and general condition of all socket outlets and isolator switches and spur units. Correct any damage or defects
				✓					Check operation of residual current devices with their integral test switch
						✓			Check all fused spurs for correct size of fuse to suit appliance served
						✓			Check for security of all isolator switches, socket outlets and spur boxes. Replace any missing or damaged screws
						✓			Check and tighten all cable termination and earth connections associated with the sockets, isolators, etc
						✓			Check operation of residual current devices with an appropriate R.C.D. tester. The test shall be carried out in accordance with the current edition of the I.E.E. Wiring Regulations

Test Certs & references to be added upon completion where applicable

						✓		Test Certs & references to be added upon completion where applicable	Carry out earth loop impedance testing of all socket outlets and record results. Compare results with previous records and with standard data regarding the type of circuit protection device.
									Should the readings obtained show an increase or excessive circuit resistance the cause of such an increase and/or excess should be investigated, and appropriate action taken
Lighting									
		✓							Locate fuseboards serving area covered by tasks; identify all relevant fuse ways and corresponding areas served.
		✓							Simulate mains failure conditions of all self-contained and sustained emergency lighting luminaires by removing the local circuit fuse or operating the test key switch for a short period to ensure correct functioning.
		✓							Correct any defective luminaire immediately.
		✓							Ensure correct operation of indicator lamps and replace faulty lamps as required.
		✓							Check all lighting, replacing any failed lamps.
				✓					Simulate mains failure conditions of all self-contained and emergency lighting luminaires by removing the local circuit fuse, or operating the test key switch, for a continuous period of at least one hour.
				✓					Visually inspect luminaires to ensure that they remain clean. Check all luminaires for proper function and correct any defective ones immediately.
				✓					Examine lamp holder for signs of overheating or defective components. Examine any associated control gear for signs of overheating.
				✓					Correct any defect causing lamp failure; in all fittings replace any lamp having a life of 1,000 hours or less.

				✓				Test Certs & references to be added upon completion where applicable	Check all switches for correct operation and check security of switch grids and plates, correct any defects.
				✓					Check condition of transformer units and control gear on low voltage and uplight luminaires. Check cable and terminal condition. Check fusing is correct. Replace any defective equipment.
						✓			Simulate mains failure conditions of all self-contained and emergency lighting luminaires by removing the local circuit fuse or operating the test key switch for a continuous period of at least 100% of their full rated duration.
						✓			Check security of all luminaire fixings, suspensions and supports etc and correct any defects.
						✓			Remove diffusers, lamp etc; clean down using compatible cleaning agent. Treat all plastic surfaces with an anti-static solution and wipe down reflective surfaces, frames etc, with a damp cloth. Inspect internal components for any signs of overheating.
						✓			Replace any lamps, which are not burning efficiently. Replacement lamp should be of the same size, type, and rating etc. Replace diffusers.
						✓			Examine and report on condition of all luminaires, diffusers and associated wiring and control gear, ensuring security of terminations.
						✓			Test and ensure correct operation of all lighting controls, switches, contactors and timing devices.

Cleaning and Maintenance Regimes

This maintenance schedule for **P23012 Wingates Plot 3** to be followed from PC date **01/07/2024** year on year to ensure all plant and equipment is kept within warranty.

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Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
PV Modules					✓					Clean modules using a professional high-pressure cleaner in combination with a brush attachment or a roller brush and a telescopic lance.
							✓			Check the sealing gel of the modules to ensure it is not cracked or creviced.
							✓			Check the encapsulation of the connectors for discoloration / thermal or UV effects.
				✓						Carry out inspection of all electrical terminations, connectors, cable glands, cable restraints.
							✓			Check DC wiring and junction box connections are secure and contained with no loose cables or connectors.
							✓			Check for misalignment of modules or evidence of slip from module fixings.
							✓			Carry out sample torque testing of mounting fixings.
				✓						Visual check on all fixings are secure and in place.
							✓			Visual check of rusting to support or fixings.
PV Inverter(s)							✓			Check the air inlets and ventilation grids aren't blocked and give the parts a gentle dust.
							✓			Check the operations of the inverter, check the LEDs and displays.
							✓			Checking all connection of cables are in good condition.
							✓			Check there's no evidence of damage or corrosion at the connections and any visible wiring.

Item	Daily	Weekly	Monthly	3 Months	6 Months	9 Months	Annually	5 Yearly	Certificates	Regime
							✓			Check inverter setting are still current and applicable.
AC & DC connection							✓			Operate all DC isolators to ensure correct operation
							✓			Record voltage and current readings of each string (Note all electrical checks should be carried out by suitably qualified personnel)
				✓						Visual check of conductors
				✓						Visual check of electrical connections
				✓						Visual check of enclosures

Winvic Maintenance Standards

MAINTENANCE OF CONCRETE SERVICE YARDS REPLACEMENT OF MASTIC TO JOINTS - 5.03

Instructions for use

Joint Preparation

The joint surfaces must be thoroughly dry, clean and frost free. Remove all dust and laitance by rigorous wire brushing, grinding or grit blasting. Remove all rust, scale and protective lacquers from metal surfaces. Remove any oil or grease with Fosroc Joint Cleaner. Any expansion joint filler must be checked to ensure it is tightly packed and no gaps or voids exist at the base of the sealing slot before positioning a bond breaker.

Note: The use of a bond breaker is not required in expansion joints containing Fosroc Hydrocell XL* ± or Expandafoam* ± cellular polyethylene expansion joint fillers. For construction or contraction joints a bond breaker tape or back-up strip should be used. Where hydrostatic pressure exists, only bond breaking tapes must be used, not foamed back-up strips. Where a particularly neat finish is required, mask the face edges of the joint before priming and remove immediately after tooling is completed.

Priming

Non-porous surfaces

Use Primer 4 on glass, ceramics and metals. The one part chemically active clear liquid is to be applied by brush or pad. One thin coat should be applied and allowed to dry for 2 to 5 minutes prior to sealant application.

Porous surfaces

Primer 7E

It is a two part high performance chemically active non-toxic liquid for brush application to prime all concrete, stone, brickwork, timber and unglazed edges of ceramic tiles.

Add component A of Primer 7E to component B and mix thoroughly until a homogeneous dispersion is achieved. Apply one thin coat using a clean, dry brush, ensuring complete coverage. Avoid over priming resulting in an excess of primer in the base of the joint or application beyond faces. The mixed Thioflex 600 must be applied when the primer is tack free, that is after the evaporation of the solvent but before the primer film has completely reacted. After 6 hour @ 20°C, or 3 hours @ 35°C the surfaces must be re-primed before applying the sealant.

Steel surfaces

Iron and steel must be protected with an anti-corrosion primer prior to sealing.

Mixing

Gun grade

The base component and curing agent are supplied ready for mixing in a single tin. Mix thoroughly using a low speed drill (300-500 rpm) fitted with a Fosroc Mixing Paddle (MR2) for 5 minutes. Only thorough mixing including material right at the bottom of the tin will result in proper curing. In cold weather, Thioflex 600 mixes more easily if stored overnight at room temperature. Immediately after mixing, load the sealant into a Fosroc 'G' Gun using the follower plate and apply the joint.

Finishing

Thioflex 600 should be tooled to smooth finish. A minimum of surface lubricant such as dilute detergent solution may be used to assist the process. Any masking tape should be removed immediately after tooling.

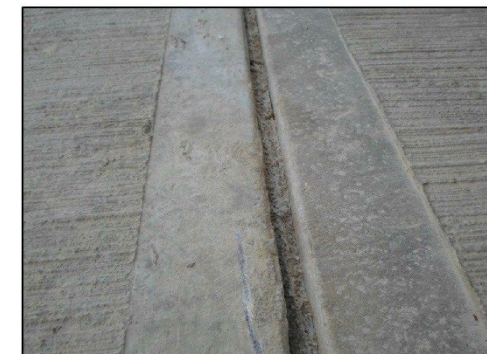


PHOTO 1

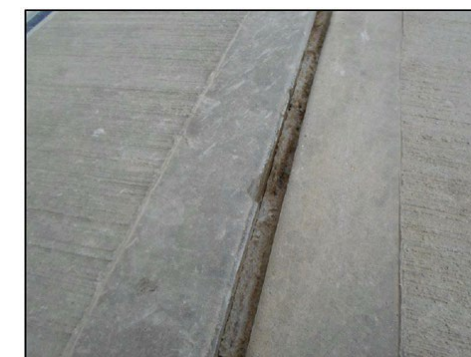


PHOTO 2

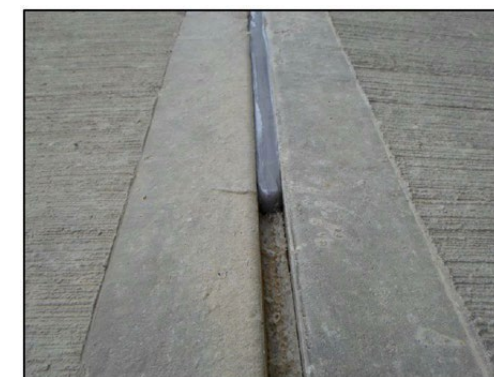


PHOTO 3



PHOTO 4

Winvic Maintenance Standards

MAINTENANCE REQUIREMENTS FOR SIPHONIC DRAINAGE - 5.10

4) System Maintenance

i) Electro Weld Joints:

It is unusual for electro-fusion welded pipework joints to leak.

Where Electro Weld Joints leakage is thought to be the case the following initial checks should be carried out:-

- a) Check for defective roofing/sealing.
- b) Check for defective gutter joints/sealing.
- c) Check for defective seal at sump installation point.

Any defect/leak relating to the above could have the effect of water following, and dripping from, the exterior of the pipework and giving the impression that an electro-fusion joint is faulty when, in fact, this may not be the case.

ii) Suspected Blockages

If the System appears to be blocked and no discharge during rainfall is evident, check that all head inlets/leaf guards are in place at each rainwater outlet point. A missing head inlet/leaf guard may allow debris to enter the system which could result in a blockage. Missing head inlets/leaf guards should be replaced immediately and should be regularly checked to ensure that they are free from obstruction.

Where a head inlet/leaf guard is missing and a blockage seems to have occurred as a result of debris entering the system, the pipework can be rodded from the closest rainwater outlet. When using the rainwater outlet as entry point for rodding purposes CARE MUST BE TAKEN as undue application of force may result in damage to the tailpipe and/or its associated fittings.

After rodding care must be taken to ensure the replacement, or renewal, of all head inlets/leaf guards.

5) Peripheral Maintenance

The efficiency of the System relies upon the access of rainwater draining from the roof area to the gutters and thence into the rainwater outlet. Maintenance of the roof and particularly the gutter areas is, therefore, of prime importance, and is the responsibility of the Owner/Occupier of the building, and is not the responsibility of The Company. If the system is primed or part primed, before any repairs or alterations are undertaken, the primed system must be carefully drained off through the drain-off outlets provided. Depending on the circumstances this operation may require the installation of temporary pipe-work which will require routing through the nearest safe exit.

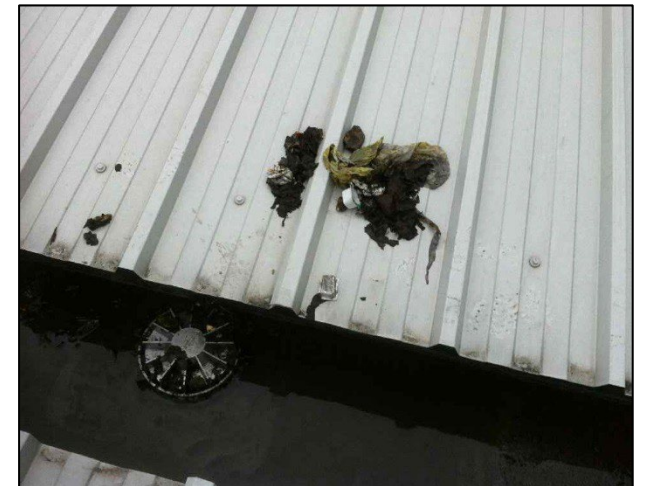
The attention of the Owner/Occupier of the building is, therefore drawn to:-

The British Standard Code of Practice BS EN 12056-3:2000, Part 3 : Roof Drainage, Layout and Calculation:-

NE.5.1 Periodic Inspection and Cleaning

"Gutters, rainwater pipes, outlets and gratings should be inspected and thoroughly cleaned once a year, or more often if the building is in or near an industrial area, or is near to trees, or may be subjected to extremes of temperature. The frequency of inspection and cleaning will need to be based on local experience. Defects should be remedied as soon as possible after being noted."

Sapoflow recommend cleaning and maintenance a 'minimum' of twice annually for gutters and roofs that incorporate siphonic systems with rainwater outlets and downpipes.



Winvic Maintenance Standards

MAINTENANCE REQUIREMENTS FOR SIPHONIC DRAINAGE - 5.11

Maintenance Recommendations

1) Periodic Maintenance

The maintenance recommendations of BS EN 12056-3:2000, for gutters, rainwater pipes, outlets and gratings, are that these items;

"Should be inspected and thoroughly cleaned once a year, or more often if the building is in or near an industrial area or is near to trees or may be subjected to extremes of temperature."

Sapoflow Limited recommends that when utilizing siphonic rainwater goods, gutters, rainwater outlets and gratings, should be inspected and thoroughly cleaned at least twice a year, once at the end of spring and once at the end of autumn.

Note: the twice-annual recommendation is a minimum and consideration should always be given to the building's surrounding environment in order to decide suitable periodic maintenance intervals.

2) Maintenance Method Sequence: Step 1:

Thoroughly clean all debris from roof, gutters, and rainwater outlet gratings.

To ensure that debris does not enter the system it should be cleared away from the rainwater outlets, i.e. build up piles of debris midway between rainwater outlets.

Step 2:

Remove rainwater outlet grating (leaf-guard) and thoroughly clean debris from inside rainwater outlet bowl, care is to be taken to ensure debris does not enter the rainwater outlet orifice and connecting pipework.

(If the system is part or fully primed an internal inspection via rodding of the tailpipe closest to the down-pipe should be undertaken to detect possible silt build up).

Step 3:

inspect rainwater outlet to ensure that all components are present, in good condition, and are fitted correctly; components include grating (leaf-guard), baffle plate, clamping/gravel guard, studs and nuts. Record any missing or damaged components.

Step 4:

Replace any missing or damaged components with new, replace grating, care is to be taken to ensure all rainwater outlet components are fitted correctly and securely.

Step 5:

Repeat steps 2-4 for all rainwater outlets.

Step 6:

Remove all debris from roof and dispose of to a suitable location.



NOTIFICATION OF DAMAGED OR DEFECTIVE (NODD) WORK

This form (Ref) is directly linked to, and should be completed in conjunction with: Winvic

NODD NO.	1	DATE RAISED				
PROJECT						
ORIGINATOR		ORIGINATOR POSITION				
COPIED TO	Winvic					
DESCRIPTION OF DAMAGED/DEFECTIVE WORK/ Photos						
BACK UP DOCUMENTS ATTACHED (List attached photos, reports, drawings etc.)						
CAUSE (If Known)						
STATUS		Urgent	3 DAY	1 WEEK	1 MONTH	ADDITIONAL WORKS
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOCATION		CONTRACTOR/ SUPPLIER RESPONSIBLE				