



Service Level Agreement 2016/17

Background Information

With many schools now converting to Academy status, or forming part of a schools trust or federation, having friendly expert building surveying advice and premises H&S support available whenever you need it is crucial when maintaining and managing a safe efficient school.

Project Design Consultancy have a wealth of experience covering all areas of building maintenance, refurbishment and improvements, as well as statutory premises legislation compliance. As qualified building surveyors we have worked with schools and their buildings for nearly 20 years, and have an excellent working knowledge of the building types and their construction details. From investigating and arranging an effective roof repair, to designing and project managing a large school refurbishment... we do it all!

We also have longstanding working relationships with numerous competent local building, mechanical & electrical contractors and consultants to make sure your buildings are cost effectively maintained, refurbished or extended.

In addition to this we have also been heavily involved in premises H&S legislation compliance, with qualifications and experience in Asbestos Surveying (BOHS P402), Water Quality Management (ACoP L8 - Legionella Control), NEBOSH Fire Safety and Risk Management, NEBOSH National General Certificate in Occupational Safety and Health as well as other related Health & Safety legislation. This will help us make sure your school is safe for all staff, pupils and visitors and fully compliant should you be audited by Ofsted, the Local Authority, the Fire Service or any other enforcement agency.

Growing in popularity, we are now supporting an increasing number of primary and secondary schools in Plymouth and Cornwall, offering them invaluable advice and support when cost effectively maintaining their buildings and ensuring compliance with all relevant premises legislation.

Please see our website for further service details and testimonials;

<http://www.projectdesignconsultancy.com/>

Service Details

Project Design Consultancy are well placed to provide your school management team with comprehensive help and support, offering a 'one-stop shop' for all your building and compliance related requirements.

Therefore to guarantee help and advice is always available, Project Design Consultancy offer a service agreement whereby schools can be confident of a reliable, responsive, cost effective service, tailored to meet their individual needs. By meeting regularly with our clients, we are able to make sure all legislation requirements are covered together with discussing any building related issues or improvements.

Service includes:

- Procurement and performance management of Mechanical, Electrical and Water Quality Service Contractors to ensure running costs stay low.
- Comprehensive support and guidance to help schools undertake and demonstrate current statutory legislation compliance(Including; RRFSo 2006 - Fire Safety Regs, Legionella Control ACoP 2015, L8/HSG 274, the Control of Asbestos Regs 2012, Electricity at Work Regs 1989, Radon... etc).
- Regular half termly site meetings to discuss any building related queries and to ensure legislation compliance. (Minimum 6 per year - usually more).
- Access to website document library, containing all H&S risk assessments, policies and guidance notes.
- Free Building surveyor call out service for urgent building defects.
- General building and compliance support service contactable 5 days a week (8am - 5pm).
- Competent local contractor database.
- Regular updates and reviews of new or revised legislation.
- Staff training library - Courses arranged at convenient locations at competitive rates.
- Managed School database to ensure all compliance items are kept up to date.

Annual fees: 1st April 2016 - 31st March 2017

Schools with 0 - 50 children.....	£550.00
Schools with 51 - 100 children.....	£675.00
Schools with 101 - 200 children.....	£800.00
Schools with 201 - 300 children.....	£900.00
Schools with 301 – 600 children.....	£999.00
School with 601 plus children.....	£1,375.00

As well as helping to ensure all relevant premises legislation compliance is correctly undertaken and implemented, we are confident that the above fee will be largely offset against maintenance savings obtained when competitively tendering services from local Mechanical, Electrical, Water Quality and Building contractors.

Should you wish to discuss any variations according to your own requirements please contact us.

Discounted fees available for groups of Federated or School Trusts.

Other Services available for an additional fee

- Project & Contract Management of all maintenance, refurbishments and improvement schemes. (Including all design drawings, works specification, tender process, contract administration and site supervision). Typically 7% of contract figure. (Liaison with specialist consultants as required. E.g. Structural Engineers, Mechanical & Electrical Engineers).
- Building Condition Surveys and 5 year maintenance programs.

For more details on all our services please visit our website: <http://www.projectdesignconsultancy.com/>

Email: office@projectdesignconsultancy.com





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Schools with 301 - 600 children.....	£999.00	<input type="checkbox"/>
Schools with 600 plus children.....	£1399.00	<input type="checkbox"/>

Your Details

Name of School

Head Teacher

Business Manager

Governor

Date

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