

### Building and Maintenance – Division of responsibility between LA and Schools.

This is a general division of responsibility as a guide as schools receive devolved capital funding to be used for maintenance and major capital projects. Schools are required to use their devolved capital funding to address maintenance and condition issues to the levels of funds devolved annually, or accumulated devolved capital funding.

The LA prioritises its capital allocations from the DfE, or from the Council's Corporate Capital Programme, to undertake major capital projects across the schools estate for priorities outlined in the School's Condition Survey. Academy Schools and Free Schools receive funding directly from the DfE for major capital projects, therefore, the general list below does not apply to those category of schools.

ITEM		RESPONSIBILITY OF LA	RESPONSIBILITY OF GOVERNORS'
1	<b>STRUCTURE</b> Foundations	Replacement of all or substantial part of existing structure below and including DPCs and rising dampness, underpinning, propping, piles, ground footings.	Repair or replacement of small parts of existing structure including minor repairs to foundations and supports and brickwork foundation walls.
1.2	Structural Frames	Major repairs to structural frame in steel, timber or concrete frame including all components and fixings.	Minor repairs to structural frame and fixings.
1.3	Floors	Replacement of all or a substantial part of floor structures and ducting together with their damp proof membranes, dpm and screeds.	Repair/replacement of small areas of floor structures and ducting, together with their dpm and screeds. All floor finishes and skirtings, nosings, matwells etc. including repair and replacement of screeds, ceramic

			type tiles, or timber boarding. Repairs to ducting.
1.4	Flat roofing	Replacement of all or a substantial part of roof structure.	Repair or replacement of small parts of roof structure including repairs/replacement of rotten/corroded roof members and decking.
1.5	Pitched Roofing	Replacement of all or substantial part of an existing structure including complete trusses. Replacement of substantially all insulation and upgrading to improve effectiveness during refurbishment works.  Replacement of all/substantially all roof coverings/finishes, flashings, trims, fascias, soffits, etc.	Repairs/replacement of rotten or defective rafters, joists, purlins etc in isolated areas.  Repairs/replacement of insulation.  Repair/replacement of roof coverings/finishes, flashings, trims, fascia's soffits etc in small areas.
1.6	Skylights/Rooflights/Verandas	Replacement of all/substantially all roof lights/skylights/lay-lights and their frames, beadings and flashings.	Repairs/replacement of individual roof lights/skylights, lay lights, and their frames, beadings and flashings.
1.7	Rainwater Goods	Replacement of all/substantially all rainwater systems.	Cleaning of rainwater pipes, gutters, hopper heads, etc. Repairs to and replacement of individual rainwater goods, including rainwater tanks, butts, parapet outlets and perimeter gutter.
1.8	Staircase/Landing Structures	Replacement of staircase structure.	Staircases covering and finishes. All stair coverings, including skirtings, nosings, etc including screed repairs, ceramic type tiles, or timber boarding.  Repairs to staircases and landing structures and their screeds including balustrades, and handrails.

1.9	External Walls/Surfaces (Including Insulation)	Repairs or replacement of all/substantially all load bearing, structural, framed panelled and curtain walls, cladding chimneystacks and flues. Example: repointing/recladding work affecting most of a building.	Repairs/replacement of small areas of external walls including internal finishes.  Example: repointing or recladding a proportion of a wall.
1.10	Internal Walls and Partitions	Rebuilding of all/substantially all internal wall.	Repairs to internal wall structure, glazing, frames,casings, architraves, picture rails, skirtings, plaster and all surface finishes to all internal walls.
1.11	Windows and external doors	Window and door frames/doors including glazing as part of a replacement programme.	Repairs to, and replacement of individual, windows/borrowed lights, doors and frames, glazing, ironmongery and fittings.
1.12	Internal Doors and Screens		Repair/replacement doors, frames and screens glazing and ironmongery.
1.13	Glazing: internal and external		All glazing and re-glazing.
1.14	Ceilings	Replacement of all/substantially all supports and ceiling finishes.	Repairs and replacement of plaster and similar ceiling finishes, ceiling tiles, including suspension grid repairs, repairs and minor replacement and structural supports.
1.15	Timber Preservation	Woodworm, wet and dry rot treatment to elements for which the LA has responsibility.	Pest control i.e. insecticidal spraying for wasp, cockroach and rodent control. Dry and wet rot and woodworm preservation to elements for which the Governors have responsibility.

<b>2.</b>	<b>DECORATION</b>		
2.1	Decoration		All external and internal decoration including preparation.
<b>3.</b>	<b>WATER AND DRAINAGE SERVICES</b>		
3.1	Internal Water Supply Services	Replacement/refurbishment of all/substantially all pipework, including pumps, tanks, cylinders and insulation during refurbishment works only.	Repair and local replacement of Internal cold water supply services including pumps, tanks, cylinders and insulation and water heaters, including leaks and burst pipes.
3.2	Replacement and Repair of Sanitary Fixtures and Fittings	Replacement as part of large-scale refurbishment.	Repair and localised replacement of damaged sanitary ware and fittings, including all waste pipes/traps.
3.3	Waste and Soil Drainage Systems	Replacement or major refurbishment of all/substantially all of drainage system.	Cleaning, unblocking, repair and local replacement of drainage system including waste and soil pipes and fittings, gratings and access covers.
<b>4.</b>	<b>ELECTRICAL SERVICES</b>		
4.1	General	Replacement of Main switchgear and distribution in major projects.  Replacement of all/substantially all obsolete and dangerous wiring systems, including	Testing/replacement of distribution boards. The repair and maintenance of all switchgear and interconnecting cables including that in temporary buildings.  All testing, earthing and bonding to meet Health &

		distribution boards and fittings.	Safety. All routine replacements and servicing.
4.2	Electricity Mains	Renewal	Repairs and replacement and servicing.
4.3	Intruder Alarms, CCTV and Time Systems		Repairs and replacement and servicing.
4.4	Fire Alarms/detection systems	Replacement of all/substantially all of the system.	Repairs and replacement and servicing.
4.5	Lifts	Replacement of lifts	Repairs and replacement and servicing.
4.6	Hoists, Barriers, Electric Doors		Repairs and replacement and servicing.
4.7	Lighting protection		Repair, maintenance and replacement of lightning conductors.
4.8	Communication Systems		Repairs, replacement and servicing including radio/TV, call, telephone, data transmission, IT door access systems.
4.9	Heating and Ventilating (Electrical)	<p>Planned replacement of all/substantially all on peak or electrical storage, instantaneous water heating and shower units.</p> <p>Replacement of all/substantially all under floor heating cables, ceiling heating systems, including isolators, thermostats.</p>	<p>Portable electric heaters.</p> <p>Repair and Maintenance of, and replacement of isolated electrical storage, instantaneous water heating and shower units. Including immersion heaters in cylinders. Element controls, time switches, isolators and final flexible connections.</p> <p>Repairs and maintenance of underfloor or ceiling heating systems. Repairs to and maintenance and</p>

			replacement of electric incinerators and macerators. Repair, maintenance, servicing and replacement of extractor fans including canopies, fan apertures, filters and ducts.
4.10	Domestic Equipment		Repair and replacement of fixed washing machines, tumble dryers, spin dryers, hydro extractors, rotary irons, all domestic equipment.  Repair and replacement of all kitchen equipment in Home economics (inc. laundry equipment).
4.11	School Meals Kitchens	For schools that are part of any Council managed Grouped Schools Meals Contract, subject to the terms of that contract, repairs, maintenance and replacement of equipment may form part of that contract.	repair and replacement of fixed cooking equipment, oven ranges, fryers, boilers, boiling pans, steamers, roasting ovens, grills and mixers. Portable heated trolleys. Refrigerator, freezers walk-in old rooms complete. Fixed water boilers, sterilising sink heaters and controls.
4.12	Portable appliances		All repairs, maintenance, testing and renewal.
<b>5.</b>	<b>HEATING SERVICES</b>		
5.1	Main Services – heating, gas and water	Renewal	Repair and maintenance.
5.2	Boilers	Replacement.  Replacement of oil storage tank and bunds. Provision/replacement of automatic coal fired stokers, including controls	Repairs, maintenance and servicing of plant and equipment including flues. Replacement of defective parts. Repairs and maintenance of oil storage tanks and bunds.  Repairs, and maintenance and servicing of automatic

			coal fired stokers, including controls. Repair, maintenance and replacement of pumps, valves, pipework, insulation, temperature/altitude gauges, storage cylinders, fuel tanks, safety devices and solid fuel bunkers.
5.3	Asbestos insulation	Renewal of asbestos insulation to boilers and pipework where risk to health and safety	
5.4	Central Heading and hot and cold Systems	Replacement of all/substantially all systems	<p>Repair, maintenance, servicing and replacement of component parts of the systems including tanks, overflow pipes, cold water supply mains, pipework, valves, cylinders, calorifiers, radiators and show heater.</p> <p>Repair, maintenance, servicing and replacement of convector heaters and fan assisted convector heaters.</p> <p>Cleaning servicing of cold water tanks.</p>
5.5	Gas Distribution Systems	Replacement as part of major refurbishment.	Repairs maintenance and servicing annual gas test.
5.6	Air Conditioning	Replacement of all/substantially all air conditioning system.	Repair, maintenance, servicing and replacement of component parts of air conditioning systems.
5.7	Fans		Repair maintenance and servicing, renewal of window, wall or roof fans.
5.8	Swimming Pools		Repairs maintenance, servicing and replacement of pools, plant and equipment including filtration plant pumps, pipes and boiler parts. Chemical dosing, cleaning and maintenance of poolside equipment

			including replacement pool covers.
5.9	Fume Cupboards		Maintenance and replacement of fume cupboards, including extractor fans and ductwork.
5.10	Pressure Vessels	Replacement	Repairs and maintenance.
5.11	Steel Chimneys	Replacement	Repairs and maintenance.
<b>6.</b>	<b>FURNITURE &amp; FITTINGS</b>		
6.1	Internal furniture fixtures and fittings.		Repairs, replacement and maintenance.
6.2	Workshop equipment		Repair and replacement of all workshop benches.
6.3	PE Equipment (fixed and loose)		Repairs, replacement and maintenance.
<b>7.</b>	<b>EXTERNAL WORKS</b>		
7.1	Demolition	Demolition of buildings and clearance of sites; capping of drains and services.	
7.2	Hard Play Surfaces, Drives and Footpaths	Renewal of all/substantially all.	Repair and maintenance including lines and markings.
7.3	Walls, Fencing and Gates		Replacement of all substantially all boundary walls/fencing.  Repair/rebuilding and localised replacement of walls



			and fencing. Repair and replacement of gate.
7.4	External Fixtures and Equipment	Replacement of all substantially all boundary walls/fencing.	External signs, notice boards, flagpoles and other external joinery fixtures and structures. Refuse containers, bins, clotheslines and posts.
7.5	Grounds		Upkeep and maintenance of grounds, playing fields, amenities, land, landscape areas and boundary hedges; (including mature trees) pitch and court markings, nets, posts, sports field, land drainage systems.
7.6	Drainage	Major refurbishment/replacement of draining including systems	Repair and maintenance of drainage systems including gullies, grease traps and manhole clearing blockages.
7.7	Ancillary Buildings	Temporary buildings and ancillary buildings constructed by LA or joint LA/School funded.	Maintenance responsibilities as for main buildings and ancillary buildings erected at school, including greenhouses – all maintenance.
<b>8.</b>	<b>MISCELLANEOUS</b>		
8.1	Fire Equipment		Cleaning, servicing and refilling portable fire fighting appliances; extinguishers, fire blankets, hose reels etc.
8.2	Asbestos	Specialist removal and replacement of asbestos based materials as part of major capital project underway.	Inspection, air testing. Applying sealant coats to asbestos surfaces for protection.
8.3	Vandalism		Repairs to vandalism and malicious/other damage.

8.4	Playground Equipment and Sandpits		Provision repair, maintenance and disposal.
8.5	Building Cleaning		All school building cleaning.
8.6	Window Cleaning		All window cleaning.
8.7	Disabled Facilities	Major provision of disabled facilities and accessibility for pupils with Education Health Care Plans / Statements.	Provision of disabled facilities and specialist facilities related to pupils with Education Health Care Plans / Statements.