

## RESPONSIBILITY FOR REPAIRS AND MAINTENANCE

ITEM	LEA RESPONSIBILITY	SCHOOL RESPONSIBILITY	AIDED SCHOOL RESPONSIBILITY
------	-----------------------	--------------------------	--------------------------------

**1 SCHOOL BUILDINGS****1.1 Foundations**

Ducts and duct covers		*	*
Foundations to external walls, dpc's	*		*
Foundations to internal walls, dpc's	*		
Ground floors, floor slabs, hardcore filling	*		
Retaining walls and dpc's (supporting the buildings)	*		*
Waterproof membranes to floor slabs	*		

**1.2 External Walls**

Access ramps and steps to external doorways		*	*
Bin screens (other than to kitchens)		*	*
Chimney stacks (above roof level), flashings	*		*
Copings		*	*
Damp proof rendering applied externally	*		*
External walls, dpc's, cavity trays, cavity ties	*		*
Graffiti/moss removal		*	*
Insulation (cavity)		*	*
LPG and oil tank enclosures		*	*
Pointing	*		*
Rainwater pipes and soil stacks (external)	*		*
Rainwater pipes and soil stacks (internal)	*	*	

**1.3 External Windows and Doors**

Bolts, door closures, panic bolts - internal		*	*
Double glazing		*	*
Draught proofing to windows and doors		*	*
Emergency exit and fire escape doors	*		*
Glass upgrading and safety film		*	*
Linings, beads and casement stays - internal		*	
Locks, bolts, floor springs, etc.		*	*
Roller shutters to windows, external doors		*	*
Secondary glazing		*	*
Cills and Lintels	*		*
Window guards, steel sheet coverings to doors		*	*
Windows and doors (external)	*		*
Window winding gear - internal		*	*

#### **1.4 Internal Walls, Partitions and Doors**

Brick, block, studded, chimney breasts and flues	*		*
Damp proof rendering applied internally		*	*
Fire screens, glazed partitions, internal windows		*	*
Glass upgrading and safety film		*	*
Internal doors, floor springs, door closures, locks, bolts etc.		*	*
Sliding/folding screens		*	*
Steel sheet coverings to doors (secure stores)		*	*
WC Lavatory, toilets, partitions/cubicles		*	*

#### **1.5 Roofs**

Covered links, verandas, porches, etc.	*		*
Covered play areas (part of school building)	*		*
Deck and beams, rafters, trussed rafters, purlins	*		*
Eaves, fascias, soffit boarding, gutters	*		*
Insulation (at roof level)		*	*
Lightning conductors	*		*
Rainwater pipes - fixed internally		*	*
Rainwater pipes, outlets set in flat roofs	*		*
Reflective paint, white stone chippings (i.e. on roofs)		*	*
Roof edge protection and anti-scaling devices		*	*
Rooflights, tank housings	*		*
Roofs - (coverings, bargeboards, flashings)	*		*
snow and gutter boards	*		*
Trusses (not trussed rafters)		*	*
Ventilation equipment (above roof level)		*	*

#### **1.6 Floors and Staircases - & see Foundations (1.1)**

Fire escapes - external - not enclosed		*	*
Staircases, handrails and balustrades		*	*
Suspended floors and sleeper walls	*		

#### **1.7 Suspended Ceilings**

Fire stops		*	*
Insulation		*	*
Structure		*	*

#### **1.8 Internal Finishes - Floors**

Carpets stuck down on sub-floors		*	*
Door mats, loose and fitted carpets		*	*
Matwells, nosings		*	*
Wood strip, wood block, vinyl, linoleum, tiled		*	*

#### **1.9 Internal Finishes - Walls**

Boarded		*	*
Brick Pointing		*	*
Plastered, dry lined		*	*
Skirtings, chair and dado rails		*	*
Tiled, including splashbacks to sinks		*	*

### 1.10 Internal Finishes - Ceilings

Hardwood or softwood boarded		*	*
Plaster		*	*
Suspended (grid system)		*	*
Upgrading for fire rating		*	*

### 1.11 Electrical Installations

see note

Cabling for computer networking		*	*
Class change systems		*	*
Display lighting, shades etc.		*	*
Drama and stage lighting (for school purposes only)		*	*
Electric current protection, RCD units		*	*
Emergency lighting		*	*
External lighting fixed to external walls		*	*
Extractor fans, in external wall, in, or on roof		*	*
Extractor fans - internal		*	*
Fire alarms - smoke detectors		*	*
Hand dryers, hygiene equipment		*	*
Internal lighting, light fittings (not shades)		*	*
Mains distribution form meter		*	*
Portable fans		*	*
Power points and sockets including low voltage		*	*
Power sockets on wall benches and computer		*	*
Public address and sound amplification systems		*	*
Radio/TV aerials, cabling and sockets		*	*
Telephone extensions and equipment		*	*
Telephone installation and first socket		*	*
Trunking for telephones, computer networks, etc.		*	*
Ventilation ducting for dust and fume extraction		*	*
Water heaters (non-teaching purposes)		*	*
Water heaters (teaching purposes)		*	*
Wiring connections to teaching equipment		*	*
Periodic inspection and testing		*	*

### 1.12 Heating Systems

Boiler plant, wiring, controls		*	*
Chimney stacks and flues - external	*		*
Chimney stacks and flues - internal		*	*
Fixed electric or gas heaters		*	*
LP gas and oil tanks		*	*
Pipework distribution, valves		*	*
Radiators, convectors		*	*
Thermostatic valves		*	*

Note: Electrical installations and heating systems would be replaced at the end of their useful life when they would be the responsibility of the Local Education Authority

### **1.13 Furniture and Fittings**

Blackboards (roller type) and retractable projection		*	*
Blackboards, whiteboards and projection screens-wall mounted		*	*
Changing room benches, kit lockers, coat hooks		*	*
Cloakroom fittings i.e. lockers, coat hooks etc		*	*
Cloakroom security gates		*	*
Curtain rails and curtains		*	*
Display boards and display shelving		*	*
Fire extinguishers, blankets etc		*	*
Fixed fume cupboards and extract flue		*	*
Fixed library shelving		*	*
Fixed seating to reception areas, common rooms		*	*
Fixed stages		*	*
Fixed storage cupboards and general shelving		*	*
Fixed wall benches, including services therein in laboratories, craft rooms, etc. (gas, electricity, water)		*	*
Free standing library shelving		*	*
Hand dryers, wall mirrors		*	*
Hose reels		*	*
Kilns		*	*
Lockers for pupils belongings		*	*
Name boards and signs ( free-standing - external)		*	*
Notice boards, name boards and signs (exterior attached to external walls)		*	*
Notice boards, name boards and signs (internal)		*	*
PE (Gym equipment)		*	*
Pelmets		*	*
Portable Fume cupboards		*	*
Portable stages, platforms		*	*
Reception hatch/counter		*	*
Retractable seating to lecture rooms, sports halls		*	*
Shower curtains		*	*
Solar film and sun blinds		*	*
Stage curtains and drapes		*	*
Statues, memorials, commemorative plaques		*	*
Toilet roll holders, hygiene equipment		*	*
Wall safes		*	*
Periodic inspection and testing of fume cupboards		*	*

### **1.14 Sanitary Ware & Sinks (including connections to services, waste pipes to main soil stacks)**

Cleaning/caretakers sinks		*	*
Drinking fountains (external) fixed to school Buildings		*	*
Incinerators		*	*
Laboratory and classroom sinks (teaching)		*	*
Sink in room used for medical inspections		*	*
Staffroom sink units (tea/coffee making)		*	*
Toilets, urinals, basins, showers, drinking fountains		*	*

**1.15 Plumbing and Gas Services - & see section 1.14**

Gas connections to teaching equipment		*	*
Hot and cold water and gas services to convenient points for connections to sanitary ware and equipment		*	*
Mixer valves (cloakroom/showers only)		*	
Rainwater outlets in flat roofs	*		*
Soil stacks and rainwater pipes - external	*		*
Soil stacks and rainwater pipes - internal		*	*
Water and gas connections, and waste pipes to main soil stack, for sinks and wall benches		*	*
Water sprinkler system (i.e. fire)		*	*
Water storage tanks and calorifiers		*	*
Periodic inspection and testing		*	*

**1.16 Decorations**

External painting		*	
Internal painting, sprayed finishes to toilets etc.		*	*
Murals, painted insignia, and other art work		*	*
Wallpapering or other applied finishes		*	*

**1.17 Drainage (from school buildings - see 4.4)**

Manholes and inspection covers - external		*	
Manholes and inspection covers - internal		*	*
Underground pipes - external	*		*
Underground pipes - internal		*	*

**1.18 Incoming services to point of entry into school buildings**

Electric	*		*
Gas	*		*
Water	*		*

**1.19 Mobile Classrooms**

as main buildings

as main buildings

as main/other buildings

## 2 SCHOOL BUILDINGS NON-STATUTORY

### 2.1 Swimming Pool

Governors provided		*	*
LEA provided	n/a	n/a	n/a

### 2.2 Youth Club

Governors provided		*	*
LEA provided	n/a	n/a	n/a

### 2.3 Chapel, Parish Kitchen, Stores etc.

Governors provided		*	*
LEA provided	n/a	n/a	n/a

### 2.4 Parents Room

Governors provided		*	*
LEA provided	n/a	n/a	n/a

### 2.5 Garage

For School mini bus		*	*
For teaching purposes	<b>as main buildings</b>	<b>as main buildings</b>	<b>as main buildings</b>

## 3 OTHER BUILDINGS

### 3.1 School Meals Kitchen

School meals kitchen, including drains therefrom to junction with other drains, kitchen yard and bin screens, servery and storage for dining furniture	*		
--	---	--	--

### 3.2 Dining Hall

Dining Hall (not also used for teaching)	*		
--	---	--	--

### 3.3 Medical Inspection Room

Medical Inspection room/facilities		*	*
------------------------------------	--	---	---

### 3.4 Caretaker's House

Caretaker's house or flat including drains therefrom to junction with other drains		*	*
--	--	---	---

### 3.5 Outside Games and Groundsman's Stores

Outside games and groundsman's stores		*	*
---------------------------------------	--	---	---

## **4 SCHOOL SITES**

### **4.1 Land Purchase**

n/a

n/a

n/a

### **4.2 Site Preparation**

Culverts, field drains, silt chambers, etc. to take ground or surface water		*	*
Demolition and site clearance (non-school buildings e.g. air raid shelter)		n/a	n/a
Demolition and site clearance (Part of school buildings)	n/a	n/a	n/a
Draining and filling ditches, ponds, etc.	n/a	n/a	n/a
Ducting etc. for extraction of underground deposits of radon/methane gas etc.	*		*
Reinstatement of site after demolition	n/a	n/a	n/a
Removal of contaminated fill (building area)	n/a	n/a	n/a
Removal of contaminated fill (site works)	n/a	n/a	n/a
Removal of non-contaminated fill, peat (building area)	n/a	n/a	n/a
Removal of non-contaminated fill, peat (site works)	n/a	n/a	n/a
Tree felling, pruning and surgery		*	*

### **4.3 Site Development**

Access roads, paths and paved areas, retaining wall thereto		*	*
Boundary walls, perimeter fencing and gates and retaining walls thereto		*	*
Bus parking and turning areas, fencing and gates		*	*
Car parking, retaining walls thereto		*	*
Covered play areas (not part of school building)		*	*
Electric main cable, meter to inside of school buildings		*	*
Fire Hydrants		*	*
Free-standing/fixed safety rails		*	*
Gas main and meter to inside of school buildings		*	*
Kitchen access roads	*		
Kitchen yards, bin areas, screen walls	*		
Nursery play area, fencing and gates		*	*
Painting of fencing, gates, railings, etc.		*	*
Playground and play court fencing (school site only)		*	*
Playground and play courts, markings for games		*	*
Playgrounds, play courts, retaining walls thereto		*	*
Pointing to boundary walls, retaining walls etc.		*	*
Steps and ramps within site		*	*
Trees, shrubs and plants		*	*
Turfing and grass seeding		*	*
Underground ducts and duct covers - for services between school buildings		*	*
Underground ducts - services within ducts between school buildings		*	*
Water main to inside of school building		*	*

#### **4.4 Site Fitments**

Cycle shed, racks and blocks		*	*
Free-standing drinking fountains		*	*
Free-standing flag poles		*	*
Free-standing lightning standards		*	*
Free-standing school name board and directional signing		*	*
Greenhouses for teaching purposes		*	*
Rubbish bins		*	*
Sculptures, fountains and other site "features"		*	*

#### **4.5 Drains**

Drains from "Other Buildings" (e.g. school kitchen) to point of connection with other drains	*		
Drains from school buildings (including manholes and intercepting chambers)		*	*
Ground and surface water pumps and chambers		*	*
Land drainage and culverts		*	*
Sewage pumps and pump chambers		*	*
Sewage treatment plant		*	*
Storm water drains from roads, paths, playgrounds to point of connection with other		*	*

#### **4.6 Outside of School Sites**

Access road		*	*
Bus lay-by and turning areas		*	*
Electrical sub stations		*	*
Gas and electricity connection charges		*	*
Pavement crossings		*	*
Sewage connections		*	*
Street works		*	*

#### **5. SECURITY MEASURES**

Security gates and grills to entrance exits - attached to school buildings		*	*
Security locks (external windows and doors)		*	*
Security locks (internal windows and doors)		*	*
Burglar alarms and panic buttons		*	*
Entry phones		*	*
Security lighting fixed to external walls		*	*
Video surveillance system		*	*
Security fencing (around school buildings not site)		*	*
Security lighting - free standing		*	*



## 6. HABITAT AREAS

Drainage		*	*
Fencing		*	*
Land purchase	n/a	n/a	n/a
Paths and paved areas		*	*
Planting		*	*
Preparation	n/a	n/a	n/a
Water supply		*	*

## 7. PLAYING FIELDS

Court fencing, netting etc.		*	*
Electric lighting standards		*	*
Games equipment and groundsmen's store		*	*
Hard porous pitches, tennis courts		*	*
Land purchases		n/a	n/a
Pavilion, changing rooms and toilets	<b>as main building</b>	<b>as main building</b>	<b>as main building</b>
Perimeter fencing and gates		*	*
Preparation	n/a	n/a	n/a

## 8. SUNDRIES

Air conditioning		*	*
Anti-vandal paint to exterior of school buildings		*	*
Archaeological "digs"	n/a	n/a	n/a
Asbestos removal	*		
Barrier free access ramps, lifts etc - internal		*	*
Barrier free access ramps within school site		*	*
Barrier free toilet		*	*
Bell/clock towers-part of the original school building		*	*
Bell/clock towers-not part of the original school building		*	*
Clearing graffiti and moss from the school buildings		*	*
Conversion of "Other buildings" (e.g. kitchen) to teaching accommodation		*	*
Disabled access ramps, lifts etc. internal		*	*
Disabled access ramps within school sites		*	*
Disabled toilet		*	*
Door safety device		*	*
Dry rot irrigation treatment to external walls	n/a	n/a	n/a
Dry rot irrigation treatment to internal walls	n/a	n/a	n/a
Fireplaces, stoves		*	*
Flagpoles attached to the buildings-part of the original school building		*	*
Flagpoles attached to the buildings-not part of the original school building		*	*
Induction loop (i.e. for hearing impaired persons)		*	*
Lifts, stair lifts and hoists		*	*
Painted white lines for the partially sighted		*	*
Rodding drains		*	*
Rodent and insect infestation measures		*	*
Roof playground - finish and fencing		*	*
Sound proofing		*	*
Spraying for beetle, woodworm infestation		*	*
Staff smoking areas		*	*
Stained glass windows - part of original school building		*	*
Stained glass windows - not part of original school building		*	*
Teachers' houses - part of the original school building		<b>as main building</b>	*
Teachers' houses - not part of the original school building		*	*
Weather vane - part of the original school building		*	*
Weather vane - not part of the original school building		*	*