



# Building Maintenance

## Buyback Scheme 2018 - 2021

Surrey Schools  
(VC, Community, Foundation, VA & PRU's)



# THE BUYBACK SCHEME

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## Introduction

The County Council is pleased to offer schools the following services as part of the Building Maintenance Buyback Scheme 2018 – 2021.

- **Buyback Works** schools funds are pooled on an indemnity basis whereby payment of a fixed premium secures protection against unexpected maintenance expenditure
- **Buyback Inspections** offering statutory servicing and inspections of building related plant and equipment
- **Buyback Plus** offering a selection of building related services that schools can buy on a pay as you go basis with an administrative fee (15%).
- **Buyback Design** offering a package of full design services for design, CDM, tendering, project management in part or full for a fee. Click on the [link](#) to see project examples carried out by the in-house design team

The new scheme has been developed in conjunction with the Buyback Committee and we hope it meets your needs and that you will make full use of the services offered.

The scheme is available to all state schools in Surrey including Community, Voluntary Controlled, Foundation, Voluntary Aided and PRUs.

The Schedule of Maintenance Responsibilities shows what is included in the scheme. As a rule of thumb capital maintenance expenditure, in excess of £2,000, is funded through the Schools Maintenance Grant. Voluntary Aided schools are responsible for all maintenance works over £2,000. Please note works classified as revenue, such as external decorations, tarpaving and fencing over £2k will be considered as part and parcel of a planned programme of works, subject to budget availability of surplus buyback work funds. These works will be conducted on a need basis, based on condition survey data.

There are many advantages to buying these services from SCC, including being assisted by property professionals who have detailed knowledge of school and will post inspect works, provide practical advice and will ensure works are completed to the required standard and quality.

Participation in the schemes is entirely optional but schools electing not to do so **must** ensure that they have the capacity to manage the work themselves fully complying with the legal requirements for building related works particularly with statutory inspections required under the Health and Safety at Work Act. If a Community or Voluntary Controlled School selects to carry out the services themselves, SCC **will require a copy of all** necessary certification to be sent for our records.

**Please note** that a school cannot use Buyback <sup>Plus</sup> instead of Buyback <sup>Works</sup>, it is a supplement for repair items that under the schedule are the schools responsibility.

## Customer Care

### Our Customer Promise

We are committed to delivering excellent service. To understand what this looks like we consulted with staff, members, and customers. Their feedback was used to create our Customer Promise. The Customer Promise defines what our customers expect from us and what we are committed to delivering.

Our Customer Promise is at the heart of everything we do, driving a customer focused culture and the delivery of customer service excellence. We encourage and empower all staff to take ownership of our Customer Promise, recognising when they deliver excellent customer service. Clear service standards should be developed and used to underpin the principles of the Customer Promise.



#### Treating you in the right way

We will:

- put your needs at the heart of what we do
- listen, be helpful, polite, and treat you fairly and with respect
- be open, upfront and explain our decisions



#### Keeping you informed

We will:

- deal with your request the first time you contact us, or as soon as we can
- tell you what will happen next, and by when
- keep you updated of progress



#### Getting it right

We will:

- do what we say, on time and to the right standard
- provide clear information and advice
- say sorry if we get it wrong and do our best to put it right
- use your feedback to improve how we do things



#### Making it easy

We will:

- ensure our services are accessible and responsive
- make it easier, quicker and more convenient to deal with us

#### In return, we ask you to:

- treat us politely and with respect
- give us your feedback so that we can learn from your experience

If, for whatever reason, the school is dissatisfied with the provision of a particular service(s) under the scheme, it should be notified in writing by emailing [property.helpdesk@surreycc.gov.uk](mailto:property.helpdesk@surreycc.gov.uk), or calling 020 8541 9000 Option 6, within 10 days of the cause of the dissatisfaction arising. A response will be made normally within 5 working days of receipt.

In the event of a failure to resolve any complaint the matter shall be referred to the Buyback Committee for a final decision.

## Buyback Works

Buyback Works is an indemnity cover scheme managed by Property Services. Schools pay an annual premium which provides peace of mind that maintenance requirements falling within the scope of the scheme, foreseen and unforeseen, will be managed within the funds available. This provides indemnity against minor building issues, including the services contained within them, and minimises the administrative and management overheads of dealing with these problems when they occur.

Response times for attending reactive maintenance works are as directed by the Property Helpdesk and fall into the following categories:

<b>Priority 1</b>	Attend school within 1 hour to make safe – only to be used in the case of emergency
<b>Priority 2</b>	Attend school within 4 hours and make safe
<b>Priority 3</b>	Attend school within 24 hours and make safe
<b>Priority 4</b>	Attend school within 7 days and complete any works within 14 days
<b>Priority 5</b>	Not currently used
<b>Priority 6</b>	Attend school within 28 days and complete any works within this period

The Premiums for each aspect of the scheme will be calculated by formula or fixed cost as set out in the accompanying schedules. The premium will be reviewed at the end of each financial year by the Buyback Committee. Rates may be subject to change depending upon the overall financial position at the time and the need to make an appropriate allowance for annual inflation.

**Please note** that a school cannot use Buyback Plus instead of Buyback Works, it is a supplement for repairs items that under the schedule are the schools, responsibility.

## **Schedule of Maintenance Responsibilities April 2018 – March 2021**

The Authority is responsible for all Community (County and Controlled) school capital maintenance work that flows from the Authority's condition survey or as a result of a reactive maintenance repair that would be considered capital maintenance. The school is responsible for funding recurrent repairs and maintenance either directly or through participation in the Buyback scheme.

The attached schedule identifies the division of responsibilities and is intended to cover the maintenance of all existing buildings on the school site provided by the Authority including caretakers' and staff housing (special schools only) and school kitchen accommodation. It excludes buildings that are not used for direct delivery of the curriculum such as separate store huts, sheds, after school clubs, private nurseries or privately rented accommodation (such as caretaker's houses now rented out by the school to private individuals or teaching staff).

### **Capital Maintenance**

Works of a capital nature are normally identified through the school's condition survey. Funded from County Council capital allocations or school Devolved Formula Capital (or a combination of both) at Community, Voluntary Controlled and Foundation Schools. Governor's responsibility at Voluntary Aided Schools in conjunction with DCSF grant aid. Academy schools receive funding direct from Government.

### **County Council Capital**

Work that is only likely to be undertaken as part of a County Council funded capital improvement scheme at Community, Voluntary Controlled and Foundation Schools.

### **Buyback<sup>Works</sup>**

Work which will be undertaken under the provisions of the Buyback<sup>Works</sup> scheme at participating schools. Otherwise school's responsibility.

### **Buyback<sup>Inspections</sup>**

Inspections which will be undertaken as part of the Buyback<sup>Inspections</sup> scheme at participating schools. Otherwise it will be the school's responsibility.

### **School's Responsibility / Buyback<sup>Plus</sup>**

Is for any maintenance work not falling within the provisions of Buyback<sup>Works</sup>.

1. Building Structure		
1.1	<b>Foundations</b> - All structural work to walls or wall supports below and including DPCs, underpinning, propping, piles, ground beams, piers, bases and brick or concrete footings.	Capital Maintenance
1.2	<b>Frames</b> - All works to structural members in steel, timber, or concrete frames including ties, bracings, bolts, base plates and wedgings.	Capital Maintenance
1.3	<b>Floors</b> - Substantial renewal of floor structures and ducting. See also 1.7 and 2.2.	Capital Maintenance
1.4	<b>Flat and pitched roofs</b> - Significant or substantial renewals on planned or emergency basis of roof structures, finishes and verandas, including top floor ceiling timbers, eaves and verge finishings and catwalks. Redesign of roof or roof details. Excludes glazing and ceiling finishes.	Capital Maintenance
	All repairs, including minor replacements on localised basis.	Buyback <sup>Works</sup>
1.5	<b>Rainwater goods</b> - Substantial renewal of all rainwater goods including rainwater tanks, butts, parapet outlets and perimeter gutters including joints, couplings and gullies.	Capital Maintenance
	Repairs and renewals on a localised basis.	Buyback <sup>Works</sup>
	Cleaning out of gutters, downpipes and associated gullies.	Buyback <sup>Inspections</sup>
1.6	<b>Skylights and roof lights</b> - Significant renewal of roof lights, skylights, lay lights with frames, casings, kerbs, beading and ironmongery.	Capital Maintenance
	Localised replacement of frames and parts of frames.	Buyback <sup>Works</sup>
	Repairs and replacement to roof light glazing; excludes minor cracking or replacement of plastic roof lights subject to UV deterioration.	Capital Maintenance
1.7	<b>Staircases</b> – Internal staircases, ramps and landing structures. Excludes ceiling finishes, screeds, nosings and similar finishes.	Capital Maintenance
	Balustrades, handrails, finishes and screeds to internal staircases, external access steps, ramps and landings.	Buyback <sup>Works</sup>
1.8	<b>External walls and chimneys</b> - Significant repair or renewal of load bearing, structural, framed, panelled and curtain walls, including tile hanging and wall cladding, and brick or concrete chimneys.	Capital Maintenance
	Repairs or renewals on localised basis (usually included in external redecoration) including replacement of chimney pots and renewal/refixing of flashings.	Buyback <sup>Works</sup>
1.9	<b>Internal walls and partitions</b> - Complete replacement of internal walls and fixed partitions (excluding applied finishes and glazing).	Capital Maintenance
	Repairs or renewals on localised basis excluding finishes (see 2.1 on internal wall finishes).	Buyback <sup>Works</sup>
1.10	<b>Windows and fittings</b> - Significant renewal of windows, borrowed lights with frame casings, architraves etc.	Capital Maintenance
	Localised repair or replacement of frames and parts of frames, including repairs to electrically operated windows and the fixed wiring.	Buyback <sup>Works</sup>
	Ease and adjust of windows, replace sash cords and fittings and internal window boards and repair and replacement of ironmongery including winding gear (see 2.7 on blinds/curtains).	Buyback <sup>Works</sup>
1.11	<b>Doors and fittings</b> - Significant renewal of external doors and casings.	Capital Maintenance

Repairs to external doors to include localised replacement of frame or parts of frame and repairs to electric doors and its fixed wiring, but excluding ease and adjustment and ironmongery (see below).	Buyback <sup>Works</sup>
Ease and adjust of external doors, repair or replacement of ironmongery, locks, door closers, glazing, etc. Excluding replacement keys.	Buyback <sup>Works</sup>
Any repair and renewal of internal doors, screens and casings. Excluding sliding/folding partitions.	Buyback <sup>Works</sup>
Any repair and renewal of sliding/folding partitions.	School Responsibility / Buyback <sup>Plus</sup>
1.12 <b>Glazing</b> – Where part of roof structure (including roof lights).	Buyback <sup>Works</sup>
All other glazing throughout (i.e. windows, doors, verandas, window walls, etc).	School Responsibility
1.13 <b>Ceilings</b> – Substantial renewal of structural ceilings.	Capital Maintenance
Repairs and localised renewals to ceiling structures. Renewal of suspended ceiling systems. See also 2.3 for ceiling finishes.	Buyback <sup>Works</sup>
1.14 <b>Timber preservation</b> - All work on structural members associated with the treatment, prevention or eradication of wood rot or beetle (except through school maintenance default).	Capital Maintenance
1.15 <b>External decoration</b> - External redecorations and minor repairs to include individual repair or localised replacement of frames or parts of frames, small areas of repointing and general minor repairs to external fabric.	Buyback <sup>Works</sup>
1.16 <b>Internal decoration</b> - Cleaning down, preparing and decorating to walls, ceiling and all internal wood and metal work usually painted or stained, including stopping and filling done by the decorator.	School Responsibility / Buyback <sup>Plus</sup>

<b>2. Finishings, Furniture and Fittings</b>	
2.1 <b>Internal wall finishes</b> - Plaster, tiles or sheet wall finishes including welding or grouting of joints, including mastic sealing (sealants).	School Responsibility / Buyback <sup>Plus</sup>
2.2 Coverings and finishes to floors, steps, stairs and ramps - See also 1.3 and 1.7.	School Responsibility / Buyback <sup>Plus</sup>
Repair or renewal of floor finishes including screeds, except as detailed below.	Buyback <sup>Works</sup>
All floor step, stair and ramp coverings including skirtings, nosings, etc, of carpet, lino, PVC sheeting, vinyl tiles, quarry tiles, ceramic tiles, granwood tiles, cover and expansion strips. Minor repairs and sanding and sealing of timber boarded and timber block floors.	School Responsibility / Buyback <sup>Plus</sup>
2.3 <b>Ceiling finishes</b> - Plaster, tiles or sheet finishes, including suspended ceiling finishes and systems.	School Responsibility / Buyback <sup>Plus</sup>
2.4 <b>Internal joinery fixtures</b> - Kitchen units, lockers, cupboards, shelving, picture rails, coat rails, movable partitions or screens, notice or display boards, fixed benches and handrails (timber or metal), toilet cubicle screens.	School Responsibility / Buyback <sup>Plus</sup>

2.5	<b>Fixed seating</b> – All permanent internal fixed seating together with its coverings.	School Responsibility / Buyback <sup>Plus</sup>
2.6	<b>Gymnasium equipment</b> – Safety inspections, repairs and replacement of all fixed sports and gym equipment including court markings in Sports Halls, etc.	School Responsibility
2.7	<b>Blinds, nameplates, curtains, etc</b> – Cleaning and repair and replacement of all internal signs, blinds, curtains and nameplates including supports.	School Responsibility / Buyback <sup>Plus</sup>
2.8	<b>Enclosed fires and fireplaces</b> - Includes fire grating, cheeks, hearth and surrounds.	School Responsibility / Buyback <sup>Plus</sup>

<b>3. Cold Water Services</b>		
3.1	<b>Water supply and distribution systems</b> - Major refurbishment or renewal of all internal and external service pipework, water storage tanks, cylinders and cisterns and water booster pumps.	Capital Maintenance
	Minor repairs and localised renewals of pipework, ball valves and thermostatic mixing valves.	Buyback <sup>Works</sup>
	<b>Water hygiene</b> – Routine testing and monitoring of water temperatures within the school, including quarterly shower head cleaning, annual tap scale cleaning and readily accessible cold water tanks.	Buyback <sup>Inspections</sup>
	<b>For hot water services see under 7.8 (electric) or 8.1 (gas/oil).</b>	
3.2	<b>Sanitary fittings</b> - Major refurbishment and replacement.	Capital Maintenance
	Cleansing, repair and localised replacement of sinks and drainers, drinking fountains, baths, washbasins, shower trays and enclosures, urinal slabs and bowls, WC pans and connecting flush equipment.	School Responsibility / Buyback <sup>Plus</sup>
	Repair and localised replacement of taps and fittings, stands, brackets and bath panels in connection with the foregoing items including connection to service and waste pipes.	School Responsibility / Buyback <sup>Plus</sup>
	Remaking or regrouting of joints.	School Responsibility / Buyback <sup>Plus</sup>
3.3	<b>Waste pipework</b> - Major renewal (internally and externally).	Capital Maintenance
	Repairs and renewals on a localised basis.	Buyback <sup>Works</sup>
	Cleansing of traps, waste pipes, soil and vent pipes, anti-syphonage pipes, wire balloon guards, sleeves and flashings to pipes.	School Responsibility / Buyback <sup>Plus</sup>

<b>4. External Works</b>		
4.1	<b>Demolition</b> - Taking down, removal and clearance of buildings or sites, including sealing off all drains and services. Excludes 4.9 and 4.10.	County Council Capital
4.2	<b>Roads, playgrounds, carparks and paths</b> - Paths, courts, patios, drying areas, steps, ramps, fire escapes and fire appliance hard standings, car standings, playgrounds, garage approaches, roads and driveways, including kerbing. Remarking of lines, designs and figures only if part of tarpaving scheme, otherwise school's responsibility.	Buyback <sup>Works</sup>
	All repairs to traffic calming humps, bollards and control barrier arms.	Buyback <sup>Works</sup>
	Minor repairs to and releveling of paving slabs and remarking of lines, repairs to potholes etc.	Buyback <sup>Works</sup>
	Line Marking	School Responsibility / Buyback <sup>Plus</sup>
4.3	<b>External perimeter walls, piers, gates and retaining walls</b> - Major rebuilding of retaining walls.	Capital Maintenance
	Repairs or renewals of perimeter or boundary walls, piers, gates and retaining walls.	Buyback <sup>Works</sup>
	Minor repairs.	School Responsibility / Buyback <sup>Plus</sup>
4.4	<b>Fencing</b> – Renewal and major repairs of all fencings and gates including screens to bin or kitchen areas, tennis courts, safety barriers, nursery areas, playgrounds etc.	Buyback <sup>Works</sup>
	Minor repairs.	Buyback <sup>Works</sup>
4.5	<b>External Joinery Fixtures</b> – All sign boards, notices, names plates, flag poles and other external joinery fixtures, e.g. seats.	School Responsibility / Buyback <sup>Plus</sup>
4.6	<b>Bins, refuse containers, clothes line posts etc</b> - Upkeep and maintenance of refuse containers, litter bins, dustbins, etc.	School Responsibility
4.7	<b>Pest control</b> - special works carried out to the fabric of a building solely through the need for disinfection (e.g. insecticidal spraying, wasp, rodent and vermin control).	School Responsibility / Buyback <sup>Plus</sup>
4.8	<b>Drainage</b> - Major renewal of drains, soakaways, manholes, gullies etc.	Capital Maintenance
	Localised repairs or replacement to drains, gullies, inspection chambers, gratings, channels etc, including initial investigation for diagnosis and removal of root growth.	Buyback <sup>Works</sup>
	General cleaning/maintenance, including clearance of blockages and silt removal	School's Responsibility / Buyback <sup>Plus</sup>
4.9	<b>Cycle sheds</b> – Repair, renewal or removal, including sealing of any access points and making good.	School Responsibility / Buyback <sup>Plus</sup>
4.10	<b>Air raid shelters</b> - Repair or renewal or removal, including sealing of any access points and making good.	School Responsibility / Buyback <sup>Design</sup>

<b>5. Temporary Buildings</b>	
Planned replacement or renewal of movable classrooms required for educational or statutory purposes.	County Council Capital
Servicing, maintenance and repairs to temporary buildings required for educational or statutory purposes - responsibilities are as for permanent buildings in accordance with the relevant sections of this schedule.	
Temporary buildings of a non-statutory nature or not required for educational purposes.	School Responsibility/ Buyback <sup>Plus</sup>

<b>6. Asbestos</b>	
Testing and specialist removal and treatment associated with County Council funded capital maintenance scheme.	Capital Maintenance
Testing and specialist removal or treatment at a VA School unless in association with Buyback <sup>Works</sup> (see below).	VA School Responsibility
Testing and specialist removal and treatment associated with maintenance work carried out under the Buyback scheme (including VA schools subscribing to Buyback <sup>Works</sup> ).	Buyback <sup>Works</sup>
Testing and specialist removal and treatment associated with school funded capital scheme.	School Responsibility / Buyback <sup>Plus</sup>
Specialist removal and treatment due to damage or deterioration of existing asbestos containing materials, where the cost of the works is greater than £2,000.	Capital Maintenance
Specialist removal and treatment due to damage or deterioration of existing asbestos containing materials, where the cost of the works is below £2,000.	Buyback <sup>Works</sup>
Annual re-inspection of asbestos containing materials	Buyback <sup>Inspections</sup>
Management of risks associated with asbestos on a day to day basis	School Responsibility / Buyback <sup>Plus</sup>

<b>7. Electrical Engineering</b>	
<b>7.1 Electrical testing</b> - 5 year fixed wire testing.	Buyback <sup>Inspections</sup>
All operational electrical testing by Premises Staff.	School Responsibility / Buyback <sup>Plus</sup>
Electrical testing of equipment (i.e. Portable Appliance Testing).	School Responsibility / Buyback <sup>Plus</sup>
<b>7.2 Fixed internal and external lighting</b> - Major replacement of internal and external lighting including associated wiring.	Capital Maintenance
Repairs and replacement of complete internal and external light fittings including time switches, photoelectric cells, light switches and sockets.	Buyback <sup>Works</sup>

Lamp and diffuser replacement	School Responsibility / Buyback <sup>Plus</sup>
Significant renewal of street lighting.	Capital Maintenance
Repairs and localised replacement of external lighting columns, illuminated bollards and street lighting.	Buyback <sup>Works</sup>
<b>7.3 General electrical installation</b> - Major replacement of electrical wiring installations.	Capital Maintenance
General repairs of all electrical isolation panels and inter-connecting cables, protective conduits and trunkings and fixings including labels and circuit lists. See 1.11 on electric doors.	Buyback <sup>Works</sup>
<b>7.4 Fire alarms and detection system</b> - Major replacement including replacement of wiring.	Capital Maintenance
Repairs and replacement including control panels, class change equipment, alarms, automatic fire detectors, door controls and associated battery units, whether integral or not.	Buyback <sup>Works</sup>
Periodic inspection and testing.	Buyback <sup>Inspections</sup>
Testing of alarms on a weekly basis.	School Responsibility
<b>7.5 Intruder alarm and security systems</b> - Servicing, repairs and replacement.	School Responsibility / Buyback <sup>Plus</sup>
<b>7.6 Emergency lighting</b> - Major replacement.	Capital Maintenance
Repairs and localised replacement of complete units.	Buyback <sup>Works</sup>
Periodic testing.	Buyback <sup>Inspections</sup>
Testing of emergency lighting system on a daily/monthly basis and replacement lamps and diffusers.	School Responsibility
Lamp and diffuser replacement	School Responsibility / Buyback <sup>Plus</sup>
<b>7.7 Clocks, master clock systems and call bells</b> - Major replacement.	School Responsibility / Buyback <sup>Plus</sup>
Clock repair and replacement, setting and adjusting in accordance with school timetable, summer/winter time alterations etc.	School Responsibility / Buyback <sup>Plus</sup>
<b>7.8 Heating, hot water and ventilation</b>	
<b>Fan convectors</b> - Major replacements.	Capital Maintenance
Individual replacement of fan convectors, repairs to internal wiring, fans and motors. Repairs/replacement of flexes from spur outlet, isolators, time switches, wall mounted remote thermostats and other external controls.	Buyback <sup>Works</sup>
Periodic cleaning of fan convector elements and casings and the cleaning or replacement of air filter screen.	School Responsibility / Buyback <sup>Plus</sup>

<b>Electrical storage and instantaneous water heaters and shower units - Major replacements.</b>	Capital Maintenance
Individual replacement, repairs/replacement of time switches, isolators, thermostats and flexible cable connections.	Buyback <sup>Works</sup>
<b>Off peak heating e.g. Electricaire storage units - Major replacements.</b>	Capital Maintenance
Individual replacements and repairs to internal components including: elements, internal fans, refractory blocks, thermal insulation, grilles and casings. Repairs and replacements to external components including: controls, time switches, final wiring from spur.	Buyback <sup>Works</sup>
Repairs and replacements to fixed guards.	School Responsibility / Buyback <sup>Plus</sup>
<b>Electric 'on peak' heating, i.e. wall fixed convector heaters, infra-red heaters, blower heaters, panel heaters and tubular heaters - Major replacements.</b>	Capital Maintenance
Individual or localised replacement.	Buyback <sup>Works</sup>
Repairs including isolators, time switches, thermostats and final wiring connections.	Buyback <sup>Works</sup>
General repairs including elements, wiring, controls, isolators and thermostats.	Buyback <sup>Works</sup>
<b>Electric incinerators and macerators - Repairs to fixed wiring.</b>	Buyback <sup>Works</sup>
Replacement of individual units (including installation or reconnection of fixed wiring).	School Responsibility / Buyback <sup>Plus</sup>
Wall and roof mounted electric fans and extractors - All replacement and repairs to fans, extract ductwork, flat traps, hoods and grilles. External repairs including isolators, wiring from spur and connections. See 12 for works associated with school kitchens.	Buyback <sup>Works</sup>
Testing, repair and replacement of portable fans.	School Responsibility
<b>7.9 Passenger and goods lifts (electrical and hydraulic) - Replacement/major refurbishment of lift.</b>	Capital Maintenance
Periodic inspections, testing and servicing.	Buyback <sup>Inspections</sup>
Repairs and replacements, including rewires, doors and controls, motor gearbox, pulleys, cables, safety equipment, lift car finishings, main control panels.	Buyback <sup>Works</sup>
Daily testing of installation.	School Responsibility
<b>7.10 Lightning protection installation - Major replacement.</b>	Capital Maintenance
Inspection and testing.	Buyback <sup>Inspections</sup>
General repairs and maintenance.	Buyback <sup>Works</sup>
<b>7.11 Aerials systems - All repairs and replacements including masts, amplifiers, outlets and cabling systems.</b>	School Responsibility
<b>7.12 Stage lighting – Repairs to fixed wiring, time switches, photoelectric cells, light switches and sockets.</b>	Buyback <sup>Works</sup>

Repairs and replacement to individual lights, including lamps, chokes, starters and diffusers.	School Responsibility / Buyback <sup>Plus</sup>
<b>8. Mechanical Engineering</b>	
8.1 <b>Boilers, heaters, and domestic hot water plant and equipment</b> - Major replacement of all heating and domestic hot water appliances inclusive of direct fixed water heaters and calorifiers and storage cylinders, replacement of leaking boiler sections, welding repairs and re bricking refractories.	Capital Maintenance
All servicing and testing of boilers and domestic hot water plant.	Buyback <sup>Inspections</sup>
Emergency call-outs and minor repairs.	Buyback <sup>Works</sup>
<b>Direct fired water heater and calorifiers</b> – Annual Legionella test.	Buyback <sup>Inspections</sup>
<b>Oil and gas burners</b> - Replacement of complete forced draught gas and pressure jet oil burners inclusive of associated controls, fuel pumps and refractory lining associated with burner.	Buyback <sup>Works</sup>
Heat pumps (where used as primary heat source within school) – Major replacement.	Capital Maintenance
<b>Heat pumps</b> (where used as primary heat source) – Minor repairs.	Buyback <sup>Works</sup>
<b>Control panels for main boiler and heating distribution</b> - Replacement of complete control panels.	Capital Maintenance
Repairs to the main boiler control panel and controls, including the individual replacement of boiler controllers, optimisers, zone valves, prolong timers, motorised valves and temperature sensors.	Buyback <sup>Works</sup>
<b>Boiler ancillary equipment</b> – Inspection of heating and hot water circulating pumps, valves, thermal insulation and pipework associated within boiler house.	Buyback <sup>Inspections</sup>
Emergency call-outs and minor repairs.	Buyback <sup>Works</sup>
<b>Underfloor heating systems</b> – Inspection and servicing.	Buyback <sup>Inspections</sup>
Minor repairs.	Buyback <sup>Works</sup>
8.2 <b>Chimneys</b> – Major structural renewals to metal chimneys. (For brick or concrete chimneys see 1.8). Replacement of flue liners.	Capital Maintenance
General repairs, repointing, terminals and cowls, guy ropes securement, draught stabilisers, fan dilution motors etc.	Buyback <sup>Works</sup>
Cleaning of boiler flue ways and flue pipework up to chimney.	Buyback <sup>Works</sup>
Periodic cleaning of chimney including access doors and condensate drain points.	Buyback <sup>Inspections</sup>
8.3 <b>Pipework distribution systems, and ancillaries for heating, domestic hot water and gas services</b> - Planned and major pipework replacements including all internal and external service, piping and thermal insulation. Renewal of feed and expansion tanks including cold feed and expansion pipes and water booster pumps, pressurisation units and descaling equipment.	Capital Maintenance
Pressure testing of gas pipework.	Buyback <sup>Inspections</sup>
Localised repairs to leaking pipework not requiring extensive replacement.	Buyback <sup>Works</sup>
Repair or replacements of thermostatic mixing valves including shower mixing valves.	Buyback <sup>Works</sup>

Inspection of oil tanks and associated pipework and fittings including the servicing of oil tank gauges.	Buyback <sup>Inspections</sup>
Repairs to oil tanks and associated pipework and fittings.	Buyback <sup>Works</sup>
Inspection and testing of pressurisation units serving boilers and hot water heaters, including any necessary safety valve replacement required as part of a written scheme of examination.	Buyback <sup>Inspections</sup>
Repairs to pressurisation units serving boilers and hot water heaters.	Buyback <sup>Works</sup>
<b>8.4 Fan convectors and radiators</b> - Major replacement involving a number of units.	Capital Maintenance
Individual replacement of fan convectors, repairs to internal wiring, fans and motors. Repairs/replacement of flexes from spur outlet, isolators, time switches, wall mounted remote thermostats and other external controls. Individual replacement of radiators.	Buyback <sup>Works</sup>
Periodic cleaning of fan convector elements and casings and the cleaning or replacement of air filter screen.	School Responsibility / Buyback <sup>Plus</sup>
<b>8.5 Domestic hot water terminals</b> - Major renewal.	Capital Maintenance
The repair and replacement of thermostatic shower units and tap blending valves on a localised basis.	Buyback <sup>Works</sup>
Repair and localised replacement of taps and shower heads.	School Responsibility / Buyback <sup>Plus</sup>
<b>8.6 Sewage pumps</b> – Replacement.	Capital Maintenance
Repair and service of pumps, chambers, control gear etc.	Buyback <sup>Works</sup>
Cleaning and emptying sewage chambers.	Buyback <sup>Inspections</sup>

<b>9. Swimming Pools</b>	
9.1 All servicing, repairs, replacement and renewals, including pool structure, surrounds, enclosure and dedicated heating, ventilation and filtration equipment.	School Responsibility / Buyback <sup>Plus</sup>
9.2 <b>Hydrotherapy pools (Special Schools)</b> - Major replacement or upgrading of the pool and structure including the roof and cladding and major replacement of heating, water treatment and filtration plant, controls, pipework and ancillaries.	Capital Maintenance
Service contracts including emergency call-outs and minor repairs to plant and equipment including repairs to pipework within the plantroom, replacement of defective parts and consumables, repair and replacement of pool covers and associated equipment, routine cleaning, dosing and day to day maintenance of pool.	School Responsibility / Buyback <sup>Plus</sup>
Internal wall finishes including plaster, tiles or sheet wall finishes including welding or grouting of joints and internal decoration of pool enclosures.	School Responsibility / Buyback <sup>Plus</sup>
Coverings and finishes to floors, steps, stairs and ramps including sheeting, tiles and slabs together with skirtings, nosings, etc.	School Responsibility / Buyback <sup>Plus</sup>

<b>10. Fire Fighting Equipment</b>	
Servicing, repair and replacement of portable carbon dioxide, water and foam extinguishers, fire blankets and their containers, fixed hose reels, auto rewind mechanisms and nozzles.	School Responsibility / Buyback <sup>Plus</sup>

<b>11. Laboratory Equipment</b>	
11.1 Fume cupboards - Major replacement or upgrading.	School Responsibility / Buyback <sup>Plus</sup>
Servicing and repairs of: - electric fans, motors, electrical safety devices, warning signs and test labels and gas/water services. Repairs to all ductwork, terminals and testing of air flows.	School Responsibility / Buyback <sup>Plus</sup>
11.2 Laboratory bench cocks, taps etc - Major refurbishment and upgrading.	School Responsibility / Buyback <sup>Plus</sup>
Minor repairs and replacement, testing and safety inspections.	School Responsibility / Buyback <sup>Plus</sup>
11.3 Sintacel booms and columns - Major refurbishment and upgrading.	School Responsibility / Buyback <sup>Plus</sup>
Minor repairs and replacement.	School Responsibility / Buyback <sup>Plus</sup>

<b>12. Kitchens</b>	
Major refurbishment or upgrading of school kitchen.	Capital Maintenance
Servicing of gas cooking equipment.	Buyback <sup>Inspections</sup>
Repair and replacement of gas and electric cooking equipment, steriliser sinks, dishwashers etc.	School Responsibility / Buyback <sup>Plus</sup>
Repairs to pipework and fixed wiring to cooking equipment etc, and repairs and replacement on a localised basis to fans and ductwork.	Buyback <sup>Works</sup>
Replacement of complete ventilation system.	Capital Maintenance
Cleaning of ventilation ductwork upstream of grease filters.	Buyback <sup>Inspections</sup>
Cleaning and replacement of grease filters.	School Responsibility / Buyback <sup>Plus</sup>

## Buyback Inspections

Buyback Inspections are statutory building inspections carried out on school's behalf by specialist contractors who are managed by Property Services.

Failure to comply with health and safety regulations puts the employer at risk of criminal prosecution under the Health and Safety at Work Act. Surrey County Council is the employer for Community and Voluntary Controlled schools, although the individual school can be prosecuted if it was shown they had failed in its duty to manage the risk appropriately. For all other categories of school the Governing Body / Trust is the employer and are responsible for complying with health and safety law. Inspections and servicing covered under the scheme includes:

5 year fixed wiring	Kitchen ductwork cleaning
Fire alarms	Sewage pumps
Emergency lighting	Cold water tank
Gas boilers, water heaters and space heaters	Thermostatic mixing valves
Oil boilers and associated tanks and gauges	Legionella risk assessments
Lifts	Monthly legionella temperature checks
Lightning protection	Asbestos re-inspections
Gas fired catering equipment	Gutter clearing
Air conditioning	Fire risk assessments
Display Energy Certificates	TM44

Applications to use the Buyback Inspection service can be made via the schools services portal, [servicesforschools.scc.gov.uk](http://servicesforschools.scc.gov.uk), or email [property.buyback@surreycc.gov.uk](mailto:property.buyback@surreycc.gov.uk). Applications can be made at any time within the financial year.

## Buyback <sup>Plus</sup>

Buyback <sup>Plus</sup> allows schools to buy ad-hoc building related professional services and reactive maintenance services on a pay as you go basis. This is intended to assist schools manage their premises by making it easy for them to access all maintenance services quickly knowing that contractors meet necessary checks such as DBS and health and safety requirements. Having already gone through a procurement process via Surrey Procurement Standing Orders it is useful to know that these contracts are fully compliant with EU procurement rules.

Any day to day maintenance repairs are arranged through the Property Helpdesk utilising the council's term maintenance contractors or a specialist contractor as required. Works Orders are placed on our Property Asset Management System (PAMS), and issued to the contractor accordingly.

Schools will be required to make contact with the Property Helpdesk by telephone in case of emergencies. Used for non-emergencies schools can use the Services for Schools Portal, email [property.helpdesk@surreycc.gov.uk](mailto:property.helpdesk@surreycc.gov.uk) or telephone 020 8541 9000 Option 6.

Response times for attending reactive maintenance works fall into the following categories:

<b>Priority 1</b>	Attend school within 1 hour to make safe – only to be used in the case of emergency
<b>Priority 2</b>	Attend school within 4 hour and make safe
<b>Priority 3</b>	Attend school within 24 hours and make safe
<b>Priority 4</b>	Attend school within 7 days and complete any works within 14 days
<b>Priority 5</b>	Not currently used
<b>Priority 6</b>	Attend school within 28 days and complete any works within this period

All payments to the contractor are made by the council in the first instance and the contractual relationship is between the council and the contractor.

Schools are invoiced for Buyback <sup>Plus</sup> services by the council in arrears on a quarterly basis and includes an administrative fee of 15% to cover the council's costs for providing professional advice and facilitating any maintenance works undertaken.

When placing an order the school will be asked to commit to spend within a band which is based on historical average order values for the type of repair undertaken. The council will endeavour to let the school know if any repairs ordered are likely to exceed the banding before works are undertaken, although this may not be practicable in the case of emergencies.

Band A < £350	Band B < £500	Band C < £750	Band D <£1,000
Sanitary Fittings	Internal Doors	Pools	Fences and Gates
Blinds and Curtains	Guttering	Internal walls	Flooding remediation works
Handrails	Fly Tipping		
Handy Person Service (per day)			
Pest Control			
Security			
Signage			

Other Services available through Buyback <sup>Plus</sup> include:

Condition surveys
Soft FM contracts (not covered by Babcock)
Statutory Inspection advice (if you do not buyback for this service under Buyback <sup>Inspections</sup> )
Energy management advice
Construction Design and Management Regulations (CDM) advice (school led / financed projects)
Asbestos advice (if you do not buyback for this service under Buyback <sup>Inspections</sup> )
Legionella advice (if you do not buyback for this service under Buyback <sup>Inspections</sup> )
Access audits and or advice to meet the Equalities Act
Structural advice
CAD drawing services
Property advice for new School Business Managers, such as statutory testing guidance
Fire Risk Assessments and advice
Measured Surveys
Planning Permissions
Listed Building / Conservation Area Applications
Building Control Applications
Construction and building Health and Safety advice

Costs for these services are on a quote basis.

Please contact our Property Help Desk on 020 8541 9000 Option 6 who will be happy to take your query and pass it to the relevant member of the maintenance management team. If there is a service you require that is not mentioned above please call Property Help Desk who will make the necessary enquires on your behalf, or email [property.helpdesk@surreycc.gov.uk](mailto:property.helpdesk@surreycc.gov.uk).

## Buyback Design

We wish to maintain strong partnerships with our schools and are offering a Buyback Design service allowing schools to access a high quality professional design service from a team that know schools, how they operate and provide a value for money service. Buyback Design offers this service for those projects that the school may be funding themselves.

The service is provided by an in house professional team, all DBS checked, with a lead named Surveyor or Engineer, who will act as the single point of contact for the duration of the project. The team will provide a robust service for competitive fees.

As part of the overall service we can also carry out CIF bids to the Education Skills and Funding Agency (ESFA) for new projects. The initial bid will be carried out free of charge. If the bid is successful a fee will be accordingly applied to undertake the design, tender and project management.

The services which can be purchased in part or whole, are:-

- Feasibility Reports to include
  - Costings
  - Tendering options appraisal
  - Planning, Building Regulation etc., requirements
  - Programme development and management
- Measured Surveys
- Full Design, including where applicable
  - Planning Permission
  - Listed Building Consents
  - Building Regulations
  - Conservation Area Consents etc.,
- Tendering
  - Tender analysis
  - Client sign off
- Project Management
  - Pre-start meetings
  - Construction site meetings
  - CDM
  - Handover

An offer letter will be sent confirming fees and a Memorandum of Understanding will be issued for signature.

One of the many advantages of using the Buyback <sup>Design</sup> service is that once a project is completed we will be on hand to sort out issues during the defects stage and afterwards should there be any issues.

Please contact our Property Help Desk on 020 8541 9000 Option 6 who will be happy to take your query and pass it to the relevant member of the Maintenance Management Team or email [property.helpdesk@surreycc.gov.uk](mailto:property.helpdesk@surreycc.gov.uk).

## Buyback Committee

The Buyback Committee is a consultative body made up of representatives from Schools and Property Services, meeting once per term allowing for:

### Independent decision making; decision(s) will be binding on both the schools and the Authority

- Consultation with school representatives on the running of the scheme to include
  - General oversight of the Buyback Scheme
  - Review any decision by the Buyback Manager to exclude schools from the schemes and consider and decide upon any appeals
  - Determine any policy issues associated with the scheme which cannot be resolved by the Buyback Manager
  - Agree ongoing changes/modifications to scheme
  - Agree annual premium levels and basis of calculation after the first year
- Allow for schools to influence future developments of the scheme
- Allow for Property Services and/or the Buyback Manager to receive feedback from its member schools

### Constitution

The Committee comprises of the following representatives:

Property Services Representatives	School Representatives:
<b>Angie Cope</b> Maintenance Delivery Manager Contact: <a href="mailto:angela.cope@surreycc.gov.uk">angela.cope@surreycc.gov.uk</a> Tel: 020 8541 8021	<b>Jenny Capindale</b> , Business Manager The Grange Infant School Contact: <a href="mailto:Jenny@grange.surrey.sch.uk">Jenny@grange.surrey.sch.uk</a> Tele: 01932 346113
<b>Nick Layton</b> Compliance Manager, Contact: <a href="mailto:nlayton@surreycc.gov.uk">nlayton@surreycc.gov.uk</a> Tel: 020 8541 9899	<b>Elizabeth Emmett</b> School Business Manager Englefield Green Infant School and Nurseries Contact: <a href="mailto:bursar@englefield-green.surrey.scu.uk">bursar@englefield-green.surrey.scu.uk</a> Tel: 01784 435586
<b>Rachel Bradley</b> Senior Building Surveyor (Maintenance) Contact: <a href="mailto:Rachel.bradley@surreycc.gov.uk">Rachel.bradley@surreycc.gov.uk</a> Tel: 020 8213 2552	<b>Tim Bunn</b> , Site Manager Limpsfield Grange School Contact: <a href="mailto:mr.bunn@limpsfield-grange.surrey.sch.uk">mr.bunn@limpsfield-grange.surrey.sch.uk</a> Tel: 01883 713928
	<b>Annette Hayward</b> Business Manager Ongar Place Primary School Contact: <a href="mailto:info@ongar-place.surrey.sch.uk">info@ongar-place.surrey.sch.uk</a> Tel: 01932 842785

We are looking for representatives from VA schools, Academies and Free Schools to join the committee so please make contact with one of the above if you are interested in finding out more.

## Frequently Asked Questions

**I wish to subscribe to the Buyback <sup>Inspections</sup> scheme but not to the Buyback <sup>Works</sup> scheme. What happens when an Inspection indicates a fault?**

The contractor carrying out the inspection will provide you with a copy of the report and suggested repairs. Anything that is an immediate danger will be either repaired by the inspector or isolated. Property Services will also be forwarded a copy of the report. If you subscribe to the Buyback <sup>Works</sup> scheme then any repairs identified by the specialist contractor that, in the opinion of Property Services is a high priority will be rectified. Works of a lower priority will only be undertaken if resources allow. If you do not subscribe to Buyback <sup>Works</sup> then any remedial repairs will be down to the school via their own contractor or request the works to be carried out via Buyback <sup>Plus</sup>.

**I wish to subscribe to Buyback <sup>Works</sup> but not Buyback <sup>Inspections</sup>. What happens when an Inspection carried out by my own contractor, indicates a fault which requires to be rectified under the Buyback <sup>Works</sup> scheme?**

The report showing the fault should be forwarded to Property Services. If the repair falls within the Buyback <sup>Works</sup> scheme then Property Services will arrange for this work to be carried out subject to its priority and the funds available.

You must ensure that your contractor who reported the fault is a member of a recognised body and is appropriately qualified, see below. If they are not, then Property Services reserves the right, in the case of Community schools, to carry out tests of its own and counter charge the school. The school will be informed of any concerns regarding the standards of inspection and testing.

Those companies carrying out inspections and testing must be members of the following for Property Services to recognise and action, if appropriate, their reports and recommendations:

Inspection & Testing Services	Registered Body
Fixed wiring	<a href="#">NICEIC</a> , <a href="#">ECA</a> or <a href="#">NAPIT</a> for Commercial Installations
Annual water testing	<a href="#">Legionella Control Association</a>
Fire alarm testing	<a href="#">NICEIC</a> , <a href="#">ECA</a> or <a href="#">NAPIT</a> for non-domestic fire alarms
Boiler inspection and testing and gas pipework testing	<a href="#">Gas Safe</a> (or in the case of oil <a href="#">OFTEC</a> )
Lifts	<a href="#">LEIA</a>
Lightning protection	<a href="#">NFMSLCE</a>

**It is unclear whether a maintenance issue at school is covered under the Buyback <sup>Works</sup> scheme. What course of action would I take?**

In the first instance contact the Property Helpdesk for advice. There will always be grey areas within the scheme that require some clarification. Final decisions will be made by Property Services on an individual basis. Issues of policy will be taken to the Buyback Committee for decision.

## **How would I make a claim against the Buyback Works scheme?**

You should contact the Property Helpdesk in the first instance to ensure the item is covered under the scheme. If it is, then the Helpdesk will make arrangements for a contractor to attend and deal with your problem.

## **Will funds from the Buyback Inspections scheme and the Buyback Works scheme be kept separate?**

Yes the two schemes will be treated separately so that schools paying into Buyback Inspections will not be subsidising the Buyback Works scheme and vice versa.

## **How will my premiums be calculated?**

The Buyback Works premium is calculated on a formula basis as set out in the separate schedule accompanying this document.

Buyback Inspections premiums are calculated on the basis of how much actual equipment is contained within your school which needs to be inspected. The current rates are set out in the separate schedule.

## **Is there an administration charge for the schemes?**

Property Services will recover its costs in administering the schemes. This is included in the premiums for Buyback Works and Buyback Inspections.

## **How are repairs dealt with under the Buyback Inspections scheme?**

The inspections scheme will include basic servicing and adjustment but will not include the cost of parts (including labour). These will be provided and fitted under the Buyback Works scheme for subscribing schools and will otherwise be the responsibility of the school.

## **What assurances will I receive that the system inspected in my school under Buyback Inspections meets the minimum statutory standards?**

The contractor carrying out the inspection will provide you with a certificate indicating whether the system inspected meets the required standards. If one is not left contact the Property Helpdesk who will ensure you receive a copy.

## **How do I make payments into the scheme?**

The premium for the scheme is deducted via Journal Transfer usually in late September. If you are a cheque book school we will send an invoice to you.

## **Can I join and leave the schemes at any time?**

We tend to be fairly flexible about when you can join or leave Buyback<sup>Inspections</sup>, although it does help in the administration of the scheme if you join or leave in April. If you join Buyback<sup>Works</sup> you are committed for the three year period. Whilst you can join Buyback<sup>Works</sup> at any time it probably does not make sense to do so after the second year as the chances of you receiving any benefits in financial terms is low.

## **I subscribe to the existing Buyback<sup>Works</sup> scheme but seem to have contributed much more in financial terms to the scheme than I got out. Do I receive a rebate?**

Buyback<sup>Works</sup> is primarily an indemnity scheme much like your household insurance. There is no guarantee that you receive the equivalent amount of work from the scheme as the amount of monies you put in.

## **Do I arrange my own servicing if I subscribe to the Buyback<sup>Inspections</sup> scheme?**

No this is done on your behalf by the maintenance contractor. If your inspection is overdue contact the Property Helpdesk in the first instance.

## **I have heard of a £2,000 capital deminimus. Does this mean that any repair over £2,000 is automatically covered by County even though we are in the Buyback?**

All items in the Schedule of Maintenance Responsibilities which are identified as Capital Maintenance are normally funded from the County Council capital allocation, school's DFC or in the case of aided schools funded from the LCVAP grant or the school's own funds. If you are a VA school and require more information on the LCVAP grant, please contact your Diocese for more information. Works valued at under £2,000 would be regarded as relevant expenditure and would be met from Buyback<sup>Works</sup>.

## **I have been provided with works through Buyback<sup>Plus</sup>. How will I be charged?**

You will be charged quarterly in arrears. For community schools this will be via your tabs. For 100% cheque book schools and academies this will be by invoice. Once you receive the invoice you will have 30 days to pay.

## **How will I be charged for using Buyback<sup>Design</sup> ?**

You will need to refer to the Memorandum of Agreement you signed as part of the project which will describe how charges are calculated. Any agreed fees will be invoiced.

## **What happens if school becomes an Academy?**

Should you be in Buyback<sup>Works</sup> and become an Academy you will need to leave the scheme. If this is part way through a financial year you will be refunded on a pro rata basis for the number of months left in the financial year but only if you have received less out of the scheme in financial terms than you put in. You will be able to purchase anything covered under Buyback<sup>Works</sup> through Buyback<sup>Plus</sup> once you become an Academy. For any other service obtained through the Buyback it will have no effect.

## Terms & Conditions

The term "Authority" means Surrey County Council.

The Authority shall observe all laws and bylaws including Health & Safety legislation in its performance.

The Authority shall at all times maintain public liability insurance against claims arising from alleged negligence on the part of its servants.

The Schemes are provided for a 3 year period commencing on 1 April 2018.

Community, Foundation, Voluntary Controlled or Voluntary Aided schools will be entitled to join the Buyback <sup>Works</sup>, Buyback <sup>Inspections</sup> and make use of the Buyback <sup>Plus</sup> scheme from 1 April 2018. The Buyback <sup>Design</sup> scheme can be accessed before this time.

The school shall pay the Authority the annual premium(s) assessed for their premises according to the formula and schedules published by Property Services.

Invoices associated with Buyback <sup>Plus</sup> and Buyback <sup>Design</sup> are payable within 30 days of the invoice date. VAT will be included at the prevailing rate where applicable.

Due to the unpredictability of repair and maintenance works and costs and the need to sustain a viable level of subscriptions, there is no automatic right of withdrawal from the Buyback <sup>Works</sup> scheme during the period of the Contract. Withdrawal will be subject to agreement by the Authority in consultation with the Buyback Committee. Buyback <sup>Works</sup> members that become an Academy are automatically removed from the scheme but can make use of Buyback <sup>Plus</sup>.

The Authority will notify Scheme members if there is a need to substantially modify a service or the terms under which it is delivered. If you are not satisfied with the revised service or terms you may withdraw from the agreement for that service by giving one month's notice in writing.

The Authority reserves the right to withdraw the offer to run any or all of the Scheme(s) if the number of schools subscribing makes the Scheme(s) unviable.

Liability will be limited to the size of the Buyback funds. Expenditure from the funds will be limited to those items identified in the Schedule of Maintenance Responsibilities.

The Buyback funds are owned by its member schools and are accounted for separately from the Authority's funds. The funds will be subject to normal audit procedures and the Authority's financial regulations and standing orders.

Professional services relating to expenditure of Buyback funds will be provided by Property Services, these being:

- Responsibility for the overall management of the Schemes in consultation with the Buyback Committee
- Managing term maintenance contracts and statutory inspection contracts
- Telephone advice on building maintenance matters
- Emergency Service (24 hours a day, 7 days a week).
- Certifying payment of invoices and liaison with contractors, ensuring payments are made in line with HM Revenue and Customs statutory obligations.

Buyback <sup>Inspections</sup> - Inspection and testing of services required to meet health and safety legislation, environmental legislation or specific insurance requirements as detailed in the Schedule of Maintenance Responsibilities.

Buyback <sup>Works</sup> - Work undertaken to ensure the school premises and its services do not constitute a health and safety risk and to meet specific insurance requirements as detailed in the Schedule of Maintenance Responsibilities. Work undertaken to keep or restore the fabric of the school premises to an agreed standard determined by the balance between the need or desire and available resources.

Buyback <sup>Plus</sup> and Buyback <sup>Design</sup> - basket of building related services not covered under Buyback <sup>Works</sup>, which schools can make use of on a pay as you go basis and will be subject to an administrative fee.

Schedule of Maintenance Responsibilities - a definitive list of responsibilities which is to be used as a reference in case of any disputes.

School Premises - all rights and liabilities for the premises provided to the school for the delivery of the national curriculum. This may include land and buildings outside the nominal school boundary where it is provided for the benefit of the school and there are legal liabilities for the school to be involved in maintenance. See Schedule of Maintenance Responsibilities for specific items not covered (e.g. swimming pools, air raid shelters etc.)

Financial systems of the Authority will be used to order, monitor and pay for expenditure covered by the Scheme(s).

In order to protect the interests of all scheme members Property Services reserves the right to bring to the attention of the Buyback Committee any school it considers is abusing the provisions of the Buyback Schemes.

Should it be considered by the Buyback Committee that a school is abusing this provision Property Services has the option of writing to the school and withdrawing this provision from that school. The school shall have the right of appeal to the Buyback Committee.

The Buyback Committee is a consultative body made up of representatives from the Schools and Property Services. The Buyback Committee is:

- Independent in its decision making; decisions will be binding on both schools and the Authority
- Established as a forum for consultation with school representatives on the running of the Schemes
- A forum for schools to influence future developments of the Schemes