



KCC Schools Facilities Management Services

The purpose of this paper is to provide guidance to those schools for which KCC is the responsible body and provide guidance and reassurance regarding the on-going facilities management arrangements that KCC have in place to support schools given the recent developments with COVID-19.

Schools closed on the 23rd March 2020 following direction from the Government to the general school population but are continuing to remain open to pupils of parents and carers of 'key critical workers' and vulnerable children.

This paper is a live document and will continue to be updated as the situation develops.

It is recognised that these are challenging times for Schools and that schools during this period will be operating with reduced staffing and pupil numbers

KCC currently provide key statutory inspections and testing service to schools for which it is the responsible body and the council have made arrangements with our suppliers to ensure that we are able to continue with the necessary inspections that fall due during this period. This will include:

- 1. Boiler Servicing**
- 2. Lift Servicing**
- 3. Fire Alarm and Emergency Lighting Servicing**
- 4. Five year electrical testing and resultant works within the Category C1 and C2.**
- 5. Gas Catering Equipment and Kitchen Gas Testing**
- 6. Water Hygiene Risk Assessments**
- 7. Asbestos Management Surveys**

Any resultant works arising out of the above inspections shall continue to be assessed on the basis of whether they fall in the scope of Classcare Packages or school funded orders. Dependent on the classification of the resultant work, TFM Contractors shall continue to quote for and carry out the works and invoice the school / KCC in accordance with the agreed procedures.

8. Classcare Packages

The 3 Classcare packages provided by TFM Contractors to the school will continue as normal. The TFM helpdesk will be available to log reactive requests. Response times for reactive tasks may be longer than usual as available TFM resources may need to be prioritised. A summary of the classcare packages on offer is included as per Table 1 below

Table 1 – Classcare Packages

Package 1 Academy / VA / Nurseries	Health & Safety maintenance items are addressed to ensure your school remains open and operational. Please see Classcare
Package 2 – VC/ Community / Foundation	Ring Fenced Pot of money - School can choose what they wish to spend this money on regarding existing maintenance issues
Package 2a	Academies /VA Ring Fenced Pot – as above. This also covers condition survey / net cap / statutory compliance works
Package 3	Statutory Compliance Surveys – for sites where KCC is not the responsible body ie employer such as Academies / Voluntary Aided Schools / Nurseries etc. This does not include works required, this would have to be purchased through Package 2A

Notes & Guidance for Schools

1. TFM Contractors provide essential services to ensure Schools meet essential statutory regulations and remain compliant. Please therefore continue to provide access to TFM staff and their approved sub-contractors during this period.
2. Please ensure any changes to contact details of key holders logged with the TFM Helpdesks and Area Education Officers. This will avoid delayed maintenance inspections and abortive visits
3. TFM Contractors will aim to notify the school 1 month in advance of the maintenance visit and a further follow up to 3 days prior to the inspections to check the status of the school and ensure access will be provided. Social distancing measures will be adhered to by anyone undertaking works at a school. Although TFM contractors will be equipped with appropriate PPE where necessary, it is important to allow access to enable them to wash their hands with soap and water.
4. In the event of a school closure or reduced occupancy it is still necessary to complete some statutory maintenance and inspections to ensure the safety of the environment and users. Table 2 below provides guidance on key compliance activities usually delivered by the schools and those that are required when the school is open with reduced occupancy or a closed site. We understand that your normal staff numbers may be impacted and help is available from KCC if assistance is needed with essential tasks. Please contact your regional TFM helpdesk who will consult with KCC on the assistance which can be provided. The helpdesk contact details are

Amey	Mid Kent	Maidstone, Tonbridge & Malling, Folkestone & Hythe and Ashford	midkenthelpdesk@amey.co.uk 01622 624 003
Skanska	West Kent	Dartford, Gravesham, Sevenoaks and Tunbridge Wells	westkenthelpdesk@skanska.co.uk 0800 901 2464
Skanska	East Kent	Thanet, Dover, Canterbury and Swale	eastkenthelpdesk@skanska.co.uk 0800 285 1084

Table 2 – Compliance Task to be Carried out by Schools

Compliance Task	School Open (including open with reduced occupancy)	School Closed	Supporting Comments
Fire Risk Assessments and resultant works	Yes	No	An up to date FRA will be required prior to reopening
Weekly Fire Alarm Test	Yes	No	
Monthly Emergency light testing	Yes	No	
Asbestos visual inspections	Yes	No	
Water Management Tasks: Note, see addendum below table for updated advice.			
Flushing low use outlets	Yes	Yes	<p>If school is closed please flush both hot and cold supplies from furthest sentinels for minimum of 20 minutes every week to ensure circulation of water in the system. No action required if full drain down has taken place.</p> <p>Please see updated advice in Addendum below table.</p>
Monthly temperature monitoring	Yes	No	Please see updated advice in addendum below table.
Clean and disinfection of shower heads quarterly	Yes	No	
Cold Water Main Storage Tank Inspection and Monthly Temperature Monitoring six monthly	Yes	Yes	
Servicing of Thermostatic Mixer Valves (TMV's)	Yes	No	Will have to be carried out if task was due during closure before reoccupation

Addendum - Updated Water Hygiene Guidance for Schools which are open (including open with reduced occupancy)

Due to the complex nature of the water system installed at Schools and the potential issues which may be encountered with recommissioning, KCC has agreed not to drain down any school at this stage. Schools are therefore requested to continue with the water management tasks. Set out below is a guide to help and assist you with this task, under the current circumstances.

Weekly flushing of low use outlets

Due to the various occupancy levels in schools the advice is as follows.

- Where an area of the school has been occupied for **five days continuously**, only outlets that have **not** been used will require flushing for a period of **5 minutes** and recorded in the site Water Log Book.
- Any areas / buildings that have **not** been occupied for **five days continuously** will require to be flushed from the **furthest hot and cold sentinel outlets for a minimum of 10 minutes**, ensuring a complete turnover of water from the cold water main or the cold water main storage tank and drain the tails to all outlets in this area. All work to be recorded in site Water Log Book.

Each site is going to vary but they must ensure each week that they have completely refreshed the hot and cold domestic systems with fresh water, to try and eliminate any stagnant water and control of any potential proliferation of Legionella bacteria.

Monthly temperature monitoring.

All schools need to continue carrying out temperature monitoring to flow and returns on the hot water supply. Sentinels on hot and cold outlets and random outlets on both the hot and cold supplies.

Quarterly clean and disinfection of showers.

All schools, where appropriate are required to continue to clean and disinfect all showers including kitchen outlets that have a shower head (pot wash)

Six-monthly Cold-water tank inspections

Inspect cold water storage tank (where fitted) Check temperature

Six monthly / Annually (Task to be carried out by contractor)

Service all Thermostatic mixer valves

Annually (Task to be carried out by contractor)

Descale, blow down / purge calorifiers.

Flush all expansion vessels