

## Oxgangs Primary School , Summer Works Programme 2018

### Oxgangs Condition Survey

| Item | Category                 | Description   | Owner           | TCD        | Status  |
|------|--------------------------|---|-----------------|------------|---|
| 51   | Roof                     | Area 1, the fixings to the lower roof were found to be mild steel and we would recommend that these are replaced with stainless steel fixings.  | Sub Contractor  | 30/04/2018 | Complete                                      |
| 52   | Roof                     | Area 2, new fixings were installed on Sunday 18th March to secure the flashings.  | Sub Contractor  | 30/04/2018 | Complete                                      |
| 53   | Roof                     | Area 3, the lead was found to be loose and needs to be ragged back into position and sealed to prevent weather penetration.   | Sub Contractor  | 30/04/2018 | Complete                                      |
| 54   | Roof                     | Area 4, open areas of cladding were found to this area which needs to be sealed to prevent weather penetration, there was also evidence of bird nesting in this area.   | Sub Contractor  | 30/04/2018 | Complete                                      |
| 55   | Roof                     | Area 5, the fixings to the cills in this area are mild steel and should be replaced using stainless steel fixings   | Sub Contractor  | 30/04/2018 | Complete                                      |
| 56   | Roof                     | Area 6, the tek screws in this area were found to be defective and should be replaced with stainless steel.   | Sub Contractor  | 30/04/2018 | Complete                                      |
| 57   | Roof                     | Area 7, new tek screws were installed Sunday 18th March to secure the flashings.  | Sub Contractor  | 30/04/2018 | Complete                                      |
| 58   | Roof                     | Area 8, this area is where the missing sections of cladding were identified during a recent visit by Amey and Amey are in the process of having these replaced.   | Sub Contractor  | 30/04/2018 | Complete                                      |
| 59   | Roof                     | Area 9, this area had pilot holes drilled however the tek screws are either missing or were not fitted and stainless steel fixings should be fitted, the few which have been fitted are also defective and should be replaced with stainless steel.   | Sub Contractor  | 30/04/2018 | Complete                                      |
| 60   | Roof                     | Area 10, additional tek screws were fitted to this box section on Sunday 18th March to ensure the area was secure, the majority of the fixing are off mild steel and should be replaced with stainless steel, sealing of the joints is required to ensure the area is weather tight.  | Sub Contractor  | 30/04/2018 | Complete                                      |
| 61   | Roof                     | Area 11, there were a number of open joints in this area and these should be sealed to ensure the area is weather tight.  | Sub Contractor  | 30/04/2018 | Complete                                      |
| 11   | Windows & External doors | The window restrictors were missing from room RG20. Installation required to restrict casement opening distance;  | Tech Services   | 11/05/2018 | Complete                                      |
| 12   | Windows & External doors | Full overhaul of existing window restrictors required to restrict opening distance. At the time of our inspection, the distance measured between 100mm and 140mm;   | Tech Services   | 11/05/2018 | Complete                                      |
| 21   | Internal Areas           | It was noted that numerous door closes throughout the ground and first floor have been disconnected, to allow the doors to remain in the open position. This was also highlighted within the Fire Risk Assessment for the property as a high-risk item, with the recommendation that the closers are reconnected.   | Tech Services   | 11/05/2018 | Complete                                      |
| 35   | Fire Safety              | Fire doors have been wedged open or the self-closers have been disconnected.  | Tech Services   | 11/05/2018 | Complete                                      |
| 37   | Fire Safety              | Fire extinguishers are hidden behind craft work, cupboards and other assorted things.   | Tech Services   | 11/05/2018 | Complete                                      |
| 45   | Mechanical Services      | Emergency manual gas stop fitting to be supplied and fixed next to the Plantroom door in accordance with BB100 3.1.8.   | Tech Services   | 18/05/2018 | Complete                                      |
| 6    | Elevations               | Isolated fixings are missing from the aluminium soffit and flashings / trims above the main entrance door and fire exit door on the west elevation. These elements are currently secure, however as good practice, we recommend that the missing fixings are installed as per the original base build specification.  | Tech Services   | 31/05/2018 | Complete                                      |
| 7    | Elevations               | The mastic sealant forming the movement joints in the facing brickwork and render system has either deteriorated or is friable. We recommend that these areas are raked out and renewed to match the existing specification.  | Tech Services   | 31/05/2018 | Complete                                      |
| 8    | Floors                   | The carpet covering within room RG74 is split / torn and the joints to the vinyl sheet covering within room RG33 are defective to isolated areas. Repair / replacement of the floor coverings are required to these areas as they currently present a trip hazard to staff, pupils and visitors to the property.  | LifeCycle       | 31/05/2018 | Complete                                      |
| 9    | Windows & External doors | The lever handles provided to the opening units are loose to the majority of rooms. A full overhaul is required to properly secure the handles and allow for easier operation of the windows;   | Tech Services   | 31/05/2018 | Complete                                      |
| 10   | Windows & External doors | The black handle wedges installed throughout are missing to areas. Replacement required to ensure that the opening casements close correctly;   | Tech Services   | 31/05/2018 | Complete                                      |
| 14   | Windows & External doors | The high-level windows within the first-floor atrium are very difficult to open and close completely. A full overhaul of the manual winding gear is required to ensure that this issue is rectified.  | Tech Services   | 31/05/2018 | ONGOING                                       |
| 16   | Internal Areas           | A number of defects were identified including support wires for the ceiling being incorrectly fitted, no support wires to light fittings, damage support wires to light fittings, loose areas of metal suspended grid and damaged/bowing ceiling tiles.   | Tech Services   | 31/05/2018 | Complete                                      |
| 17   | Internal Areas           | Water staining was noted to numerous mineral fibre ceiling tiles throughout the ground and first floors, which was also identified within the Summers Inman report. We recommend that further investigations are undertaken to establish if the staining is historic or current, as a result of potential water ingress or leaking services above the suspended ceiling. The damaged tiles should be replaced for aesthetic purposes if the staining is historic.   | Tech Services   | 31/05/2018 | Complete                                      |
| 22   | Internal Areas           | Minor impact damage was noted to the plasterboard lined partition walls to rooms RF16 (cloak area) and RF15 (male toilet). We recommend that the damage is repaired in the short term to prevent potential injury to staff or students.   | Tech Services   | 31/05/2018 | Complete                                      |
| 23   | Internal Areas           | The movement joint to the north elevation of the gym hall is deteriorated at low level. We recommend that any remains are removed and replaced to match the original specification.   | Tech Services   | 31/05/2018 | Complete                                      |
| 24   | Internal Areas           | The door to room RF27 (disabled wc), was noted to be very heavy and difficult to open. We recommend that an automatic door opener is installed to provide easier access to the facility for disabled users.   | Tech Services   | 31/05/2018 | Complete                                      |
| 30   | Fire Safety              | There is no evidence of fire warden training on site. Therefore, there are no suitably trained fire wardens.  | Account Manager | 31/05/2018 | Action for CoEC                               |
| 34   | Fire Safety              | The fire doors have been subject in some cases to decoration which camouflages the door with the wall and make the exit harder to see.  | Tech Services   | 31/05/2018 | Complete                                      |
| 36   | Fire Safety              | Fire extinguishers are correctly installed, however no CO2 extinguishers available in the server room (G032). The CO2 in the nursery kitchen is also installed too high.  | Tech Services   | 31/05/2018 | Complete                                      |
| 38   | Mechanical Services      | Boiler No.2 fault to be rectified and boiler to be made safe and operational  | Tech Services   | 31/05/2018 | Complete                                      |
| 40   | Mechanical Services      | Pipework Leaks around pump sets within the Plantroom to be made good.   | Tech Services   | 31/05/2018 | Complete                                      |
| 41   | Mechanical Services      | Pipework and valves to be checked above ceiling areas where staining is evident to the ceiling tiles. Identified leaks to be fixed accordingly.   | Tech Services   | 31/05/2018 | Complete                                      |
| 43   | Mechanical Services      | Faulty/missing thermostatic valves on the underfloor heating manifolds to be fixed /replaced.   | Tech Services   | 31/05/2018 | Parts ordered                                 |
| 44   | Mechanical Services      | Capillary control wiring to sports hall radiant heating panels to be fixed flush mounted to the wall.   | Tech Services   | 31/05/2018 | Complete                                      |
| 48   | Water Services           | Within the Kitchen store there is cold water supply that terminates through the external wall within a lockable enclosure. It can be assumed that this is for a commercial bib tap. This system would appear to contravene the Scottish Water Bylaws that require this type of system to have a fluid category 5 protection device fitted to protect the water supply from backflow contamination. This should be addressed to ensure the system is compliant.  | Tech Services   | 31/05/2018 | Complete                                      |
| 49   | Ventilation              | Ductwork to all areas is via galvanised sheet steel connecting to extract grilles. It was noted during our survey that a number of grilles had not been connected affecting the operation of the systems. The maintenance contractor should check all grilles ensuring these are connected as required.   | Tech Services   | 31/05/2018 | Complete                                      |
| 50   | Data                     | There was a damaged data outlet within the ground floor activity space.   | Tech Services   | 31/05/2018 | Complete                                      |
| 3    | Elevations               | Hairline cracking was evident to the render finish in various locations. We are of the opinion that this is a result of natural settlement within the structure due to the sporadic nature. The cracking only occurs above / below window and door openings and there is no indicating that the system is loose or boss. Minor impact damage was also noted at low level adjacent to the bellcast detail. We recommend that repairs are undertaken in the short term to prevent potential water ingress issues or premature deterioration of the render system. | Tech Services   | 30/06/2018 |   |
| 20   | Internal Areas           | Vertical blinds are provided to windows throughout which vary in term of condition. It was noted that the opening / closing cords are currently loose and in our opinion present a health and safety risk in term of choking. We recommend that suitable measures are adopted to ensure the blinds are fitted with child safety devices to remove this risk.  | Tech Services   | 30/06/2018 |   |
| 31   | Fire Safety              | There is an abundance of combustibles stored in the electrical switch room. There is also a large quantity of shredding complete with a fan heater located directly next to it. COSHH items to be removed and stored correctly.   | Tech Services   | 30/06/2018 |   |
| 39   | Mechanical Services      | Damaged casing to one of the boilers to be replaced.  | Tech Services   | 30/06/2018 | New Casing placed on order . 5 week lead time |
|      |                          | Incorrect fire escape signage has been installed within the building. Some signs are maintained operation (illuminated) and others non-maintained operation (only illuminated under local circuit power failure). The signs used across the building should be consistent in their operation and arrow direction. We would note that the arrow direction on the escape route signs within the building generally do not comply with the guidance contained within   | Tech Services   | 30/06/2018 |   |

| 47Electrical Services |                          | BS 5499-4:2013.   |               |            |   |
|-----------------------|--------------------------|---|---------------|------------|---|
| 1                     | Roofs                    | Isolated leaks were noted to the gutters on the east and west elevation of the two-storey wing, indicating a failure of the membrane lining. Given that the property is 13 years old, we are of the opinion that any warranties or guarantees for the gutters will have now expired given the standard term is 12 years. The areas of the leaks do not appear to have been identified within the specialist roofing report; therefore, we recommend that further investigations are undertaken to establish the exact cause of the leaks and allow for appropriate remedial measures to be implemented. | Tech Services | 31/07/2018 |   |
| 2                     | Roofs                    | The external face of the gutters is soiled throughout. We recommend that a professional clean is undertaken in accordance with the manufacturer's instructions as part of a cyclical maintenance programme to prevent premature deterioration of the polyester powder coating surface finish.   | Tech Services | 31/07/2018 |   |
| 4                     | Elevations               | Heavy soiling was noted to the brickwork throughout all elevations at low level which has resulted in some algae staining and moss growth to mortar joints in the worst effected areas. We recommend that these areas are professionally cleaned in the short term for general aesthetic purposes and also to prevent premature deterioration of the brickwork and render finish.   | Tech Services | 31/07/2018 |   |
| 5                     | Elevations               | The mortar pointing to the facing brickwork has deteriorated and is defective at low level, which is most likely a result of the water splashback which has resulted in the aforementioned surface soiling. We recommend that the mortar to these areas is raked out and renewed to ensure the property remains wind and watertight.  | LifeCycle     | 31/07/2018 | Complete                                  |
| 13                    | Windows & External doors | The rubber gaskets are damaged / torn in a number of areas adjacent to the window handles as a result of wear and tear through operation of the windows. Replacement required to prevent further deterioration;   | Tech Services | 31/07/2018 |   |
| 15                    | Internal Areas           | The new doors installed to the protected zones did not appear to be installed with any intumescent strips or smoke seals. A copy of the certification for the doors should be requested from the contractor to ensure that they are fully compliant.  | Projects      | 31/07/2018 | Completion as per Fire Stopping Programme |
| 18                    | Internal Areas           | Historic water staining was noted to the plasterboard bulkhead on the first floor above room RF13. The area in question is directly underneath a window and therefore could potentially be a result of wind driven rain while the window was opened for an extended period. We recommend that this area is closely monitored to ensure that it was an isolated incident.  | Tech Services | 31/07/2018 | Complete                                  |
| 19                    | Internal Areas           | Vertical and horizontal hairline cracking was noted to the non load-bearing plasterboard lined stud partitions in various locations throughout the first floor and above the door opening to room RG25. The cracking appears to either follow the joints of the individual plasterboard sheets or is a result of natural settlement relating back to the base build. The cracking is non-structural in nature and should be suitable filled prior to redecoration as part of the cyclical redecoration programme.   | Tech Services | 31/07/2018 | Complete                                  |
| 25                    | Fire Stopping            | A general overview of the fire stopping is recommended particularly to the first-floor classrooms and activity area. The intumescent mastic is generally tardy in appearance throughout, however was noted to be missing in isolated areas, including room RF11. It would also appear that a section of the fire batt is missing within the activity area above the entrance to room RF11.  | Projects      | 31/07/2018 | Completion as per Fire Stopping Programme |
| 26                    | External Areas           | The paint finish to the pedestrian and vehicle gates is suffering from general wear and tear and should be decorated in the short term as part of a routine cyclical maintenance programme.   | LifeCycle     | 31/07/2018 |   |
| 27                    | External Areas           | The thermoplastic line markings are suffering from general wear and tear and we recommend that these are burned off and renewed as part of an ongoing cyclical maintenance programme to ensure that they remain in good condition.  | LifeCycle     | 31/07/2018 |   |
| 28                    | External Areas           | Isolated concrete kerbs to the service road were displaced presenting a trip hazard. The defective kerb stones should be uplifted and rebbed in the short term for health and safety purposes.  | Tech Services | 31/07/2018 |   |
| 29                    | External Areas           | Numerous concrete paving slabs were noted to be cracked / damaged. We recommend that these are replaced in the short term to remove any potential trip hazard for staff, student and visitors to the school.  | LifeCycle     | 31/07/2018 |   |
| 32                    | Fire Safety              | Significant breaches noted in fire compartmentation.  | Projects      | 31/07/2018 | Completion as per Fire Stopping Programme |
| 33                    | Fire Safety              | The fire stopping around services is in need of repair or installation.   | Projects      | 31/07/2018 | Completion as per Fire Stopping Programme |
| 42                    | Mechanical Services      | Pipework penetrations to the plantroom wall to be investigated to ensure the adequate fire stopping measures are in place to maintain the fire integrity of the compartment.  | Projects      | 31/07/2018 | Completion as per Fire Stopping Programme |
| 46                    | Mechanical Services      | A condensate pump located within the Hub room (RG32) is located in close proximity to the communications equipment positioned below the pump. We would recommend relocating the condensate pump to mitigate the risk of water damage to the communication equipment in the event of a pump failure.   | Tech Services | 31/07/2018 |   |

## LIFECYCLE

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|--|--|
| +<br>* <b>Oxgangs Primary School:</b>  |  |
| Decoration to general circulation areas.   |  |
| Replace floor coverings in F001, F029, R002, G003, G017, G019, G020, G039, G073, G075. |  |

## Proposed Contractor

Bell Group  
Kirkton

## PPM

### 2018 - 2019 PPM Schedule - Amey

| School  | Task Category                     | Task Description                   | SFG20 Task Ref                                 | Assignment | Maintenance Category | Jul | 2018 |
|---------|-----------------------------------|------------------------------------|--|------------|----------------------|-----|------|
| Oxgangs | Air Handling/Extract Units        | General                            | SFG-03-01-1m/3m/6m/12m                         | Amey       | Non-Statutory        |     |      |
| Oxgangs | Air Handling/Extract Units        | Heat Exchangers - Heating/cooling  | SFG-29-01-1m/6m/12m                            | Amey       | Non-Statutory        |     |      |
| Oxgangs | Catering                          | Insectocutors                      | SFG-96-13-12m                                  | Amey       | Non-Statutory        |     |      |
| Oxgangs | Control Panels and Controllers    | Electrical Services                | SFG-14-02-12m/36m                              | Amey       | Non-Statutory        |     |      |
| Oxgangs | Control Panels and Controllers    | Lamps, Meters, Alarms etc          | SFG-14-03-3m/6m/12m                            | Amey       | Non-Statutory        |     |      |
| Oxgangs | Hot Water Supply                  | Expansion Vessels                  | L8 HSG 274 Part 2 Water Risk Assessment-3m/12m | Amey       | Statutory            |     |      |
| Oxgangs | Hot Water Supply                  | Hot Water Cylinders                | L8 HSG 274 Part 2 Water Risk Assessment-12m    | Amey       | Statutory            |     |      |
| Oxgangs | Hot Water Supply                  | Monthly Temperature Checks         | L8 HSG 274 Part 2 Water Risk Assessment-1m     | Amey       | Statutory            |     |      |
| Oxgangs | Hot Water Supply                  | Packaged Electric Water Heaters    | L8 HSG 274 Part 2 Water Risk Assessment-12m    | Amey       | Statutory            |     |      |
| Oxgangs | Lighting - Emergency              | Emergency Lighting - Self Containe | BS 5266-1m/12m                                 | Amey       | Statutory            |     |      |
| Oxgangs | Valves                            | Thermostatic Mixing (TMV)          | L8 HSG 274 Part 2 Water Risk Assessment-12m    | Amey       | Statutory            |     |      |
| Oxgangs | Fire Alarm/Protection/Security Sy | Fire Alarm Systems                 | SFG-22-01-w                                    | Amey SSO   | Statutory            |     |      |
| Oxgangs | Hot Water Supply                  | Hot Water Services - Weekly Flush  | L8 HSG 274 Part 2 Water Risk Assessment-w      | Amey SSO   | Statutory            |     |      |

### PPM Schedule 2018 - 2019 - Subcontractors

| School  | Task Category          | Task Description                  | SFG20 Task Ref                             | Assignment           | Maintenance Category | Jul | 2018 |
|---------|------------------------|-----------------------------------|--|----------------------|----------------------|-----|------|
| Oxgangs | Hot Water Supply       | Pressure System - Maintenance In  | PSSR-12m                                   | Acorn                | Statutory            |     |      |
| Oxgangs | Building Fabric        | Folding Partitions                | Subcontractor Scope of Works-6m            | Almet                | Non-Statutory        |     |      |
| Oxgangs | Building Fabric        | Roller Shutter Doors              | PUWER-6m                                   | Almet                | Statutory            |     |      |
| Oxgangs | Building Fabric        | Fixed Gym Equipment               | Subcontractor Scope of Works-12m           | Alpha Sports         | Non-Statutory        |     |      |
| Oxgangs | Building Fabric        | Movable Gym Equipment (Re-char    | Subcontractor Scope of Works-12m           | Alpha Sports         | Non-Statutory        |     |      |
| Oxgangs | Electrics in Buildings | Floodlights and External Lighting | Subcontractor Scope of Works-12m           | Amey Public Services | Non-Statutory        |     |      |
| Oxgangs | Building Fabric        | Roof Gutter Clean                 | Subcontractor Scope of Works-12m           | APS Safety Systems   | Non-Statutory        |     |      |
| Oxgangs | Building Fabric        | Gully Clean                       | Subcontractor Scope of Works-12m           | Damm                 | Non-Statutory        |     |      |
| Oxgangs | Air Conditioning       | Air Conditioning                  | Subcontractor Scope of Works-3m            | Fisher               | Non-Statutory        |     |      |
| Oxgangs | Water Treatment        | Microbiological Tests             | L8 HSG 274 Part 2 Water Risk Assessment-3m | HBE                  | Statutory            |     |      |

|         |                                   |                              |   |                    |               |  |
|---------|-----------------------------------|------------------------------|---|--------------------|---------------|--|
| Oxgangs | Water Treatment                   | Showerhead Disinfection      | L8 HSG 274 Part 2 Water Risk Assessment-3m  | HBE                | Statutory     |  |
| Oxgangs | Water Treatment                   | Water Risk Assesment Review  | L8 HSG 274 Part 2 Water Risk Assessment-24m | HBE                | Statutory     |  |
| Oxgangs | Fire Alarm/Protection/Security Sy | Fire Extinguishers           | Subcontractor Scope of Works-12m            | HF Fire & Security | Statutory     |  |
| Oxgangs | Fire Alarm/Protection/Security Sy | Fire Hydrants                | Subcontractor Scope of Works-12m            | HF Fire & Security | Statutory     |  |
| Oxgangs | Catering                          | Electrical Equipment Service | Subcontractor Scope of Works-12m            | React              | Non-Statutory |  |
| Oxgangs | Fire Alarm/Protection/Security Sy | Fire Alarm Systems           | BS 5839-1:2017-3m                           | Spie               | Statutory     |  |

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|-----------|
| Key       |
| Weekly    |
| Monthly   |
| Quarterly |
| Bi-Annual |
| Annual    |