



Management CIRCULAR No.

27

January 2010
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Glasgow City Council
Education Services
Wheatley House
25 Cochrane Street
Merchant City
GLASGOW
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To **Heads of all Educational Establishments**

Dear Colleague

Modifications to Buildings

From time to time proposals are made by schools to modify their buildings with the purpose of improving the facilities available within them. Most proposals are of a major nature and are financed, planned and executed by various Glasgow City Council departments. On occasions, however, the proposals envisaged are of a very minor nature and for educational reasons the Head of Establishment may feel that the project can be undertaken by children and young people, parents/carers, members of staff and/or City Building (Glasgow) LLP trainees/apprentices.

It is important that the feasibility of such projects are studied by the appropriate officers of Glasgow City Council who have responsibility for property. Consequently details of the proposals, including the purpose of the project, the methods by which it will be carried out, the materials which will be used and the ways in which it will be financed, must be sent to the Head of Performance and Assets Management section **IN ADVANCE** of any work being started. Necessary discussions with other interested parties will be undertaken by Education Services and if the proposal is a reasonable and acceptable one the Head of Establishment and staff will receive every encouragement.

It is essential that all necessary asbestos checks are undertaken at the project inception stage. It is Council policy that asbestos is managed in situ and only removed when necessary. The risks and costs associated with treatment or removal of asbestos need to be considered with every project.

The purpose of this Management Circular is not to stifle local initiative but to ensure that any work undertaken conforms to the necessary building standards, local bye-laws which exist and to offer schools appropriate help in the preparation of drawings and submission of documents which may be required.

This Management Circular should be read in conjunction with Management Circular No. 25a, 25b, 52, 74 and the relevant Master Safety File(s).

Yours sincerely

Maureen McKenna
Service Director: Education