



Management CIRCULAR No.

25a

January 2010
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Glasgow City Council
Education Services
Wheatley House
25 Cochrane Street
Merchant City
GLASGOW
G1 1HL

To **Heads of all Non-PPP Educational Establishments**

Dear Colleague

Maintenance and Repairs

All maintenance and repairs (with the exception of intruder alarm systems) to Education Services' non-Public Private Partnership properties should be instructed through City Building (Glasgow) LLP.

Intruder alarm maintenance is now undertaken through Glasgow Community Safety Services (GCSS).

It is Glasgow City Council's wish that as much as is possible be devolved to the end users of Glasgow City Council's services. To this end all sites which have devolved management budgets have been allocated their "own" repairs and maintenance budget. Non-DSM sites are treated in the same way although their allocation is a nominal one held by City Building (Glasgow) LLP.

General reactive repairs and minor works are instructed and funded by the school. There remains some works (e.g. insurance inspections, health and safety inspections, etc.) which, by their nature, require to be centrally co-ordinated. Any maintenance works which arise from said inspections should be paid for from the schools own maintenance budget.

City Building (Glasgow) LLP have a dedicated Education Maintenance section located in Darnick Street. Whilst contact can be made directly with the repair team it is preferred that calls should be to City Building (Glasgow) LLPs' freephone, 24 hour callout, number **0800 595 595**. If possible the room reference number should be included when requesting work as this makes it easier to check the asbestos database.

Intruder alarm faults should be reported to GCSS at the 24 hour alarm receiving centre on 0141 287 2525.

Given the ever increasing pressure on Glasgow City Council's budgets and the obvious need for repairs in excess of the funding available it is with regret that only the most urgent repairs can be carried out. Heads of Establishment will require therefore to prioritise works limiting projects to those which they consider to be, in their opinion, essential and urgent.

Education Services has instructed City Building (Glasgow) LLP to refer calls for works in excess of the school's allocation, or which are clearly not essential, back to the Head of Establishment. If, on reflection, the works are still felt to be sufficiently important to the ongoing provision of service then the Head of Establishment should request, in writing, that Education Services review the works.

It is hoped that prudent use of the maintenance budget will, in the later part of the year, enable schools to instruct non-essential works e.g. minor adaptations, painting, etc.

This Management Circular should be read in conjunction with Management Circular No. 27, 52, 74 and Master Safety File 5, 33 and 52.

Yours sincerely

Maureen McKenna
Service Director: Education