



# Management CIRCULAR No.

25b

**January 2010**  
**Management Circular No. 25b**

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

To **Heads of all PPP Establishments**

Dear Colleague

## **Maintenance and Repairs**

All maintenance and repairs to Education Services' properties which are included in the Private Public Partnership (PPP) project are included in the project agreement.

Repairs should be requested through the helpdesk freephone number **0800 316 6112**.

There are however works which are outwith the agreement e.g. school's own equipment testing, adaptations or vandalism which have to be instructed through the Council Change Request (CCR) system. Funding for such work will come from the school's own budget or, if agreed by Education Services headquarters, from central project funding.

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 our PPP partners to refer calls for works in excess of the schools 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.

Although the responsibility for maintenance and maintaining the building lies with our PPP partners there is a duty on the building users to alert our PPP partners to any damage to the building fabric that could give rise to the disturbance of asbestos.

All works within the school whatever the reason e.g. maintenance, schools own projects or for Education Services projects must go through either the helpdesk or the CCR systems in order that the necessary health and safety checks can be undertaken.

**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