

**Asset Management Responsibilities Matrix**

**Provision of Leisure Management Services**

**Southwark Council**

This draft Matrix dated 24 June 2015 is being issued with the OJEU Notice and PQQ. The Authority reserves the right to add to or amend this Matrix prior to publishing the Invitation to Tender. These changes may emerge, by way of example, from the Authority’s further and on-going consultations and approvals processes. The Authority will not amend the documentation or strategy with the intention of favouring or disfavouring any Supplier.

24th June 2015

|  |  | **Maintain** | **Repair** | **Replace** |
| --- | --- | --- | --- | --- |
|  | **STRUCTURE AND FINISHES** |  |  |  |
|  | **Foundations** |  |  |  |
|  | All structural work to walls or wall supports below and including DPCs, underpinning, propping, piles, ground beams, piers, bases and brick or concrete footings. | AUTH | AUTH | AUTH |
|  | **Frames** |  |  |  |
|  | All work to structural members in steel, timber or concrete frame, including ties, bracings, bolts and base plates. | AUTH | AUTH | AUTH |
|  | **Flat and Pitched Roof Areas** |  |  |  |
|  | Flat and pitched roofs | LC | LC | AUTH |
|  | Finishes and verandas including top floor/external ceiling timbers, eaves and verge finishings, catwalks, flashings, fixed gantry systems and fixed ladders, etc | LC | LC | LC |
|  | All eyebolts, running lines, gantries, hand rails, etc to fall arrest systems. | LC | LC | LC |
|  | **Rainwater Goods** |  |  |  |
|  | All work & cleaning to rainwater goods relating to the structure including rainwater tanks, butts and parapet outlets. | LC | LC | LC |
|  | Perimeter and concealed gutters and down pipes. | LC | LC | LC |
|  | **Skylights and Roof Lights** |  |  |  |
|  | Roof lights, skylights, roof glazing, sunshade louvres, lay lights with frames, casings, kerbs, beading, ironmongery and sealants (excluding glazing). | LC | LC | AUTH |
|  | **Internal and External Structural Walls** |  |  |  |
|  | Load bearing, structural and/or framed panelling, glazing, curtain wall, translucent blocks/panels, cladding, masonry, stonework, heads, sills, strings, steps, chimneystacks/flues and insulation. | LC | LC | AUTH |
|  | **External Surfaces** |  |  |  |
|  | Applied surface finishes, including renderings, tile pointing, claddings and expansion joints. | LC | LC | LC |
|  | **Insulation** |  |  |  |
|  | Structural insulation to roofs, walls, floors, etc. | LC | AUTH | AUTH |
|  | **Floor Structures** |  |  |  |
|  | All work to sub floor structures including ducting, below and excluding boards and screeds. | LC | AUTH | AUTH |
|  | **Staircases** |  |  |  |
|  | Staircases in pool areas | LC | LC | LC |
|  | All other staircases and landing structures, including balustrades, handrails and all domestic communal fire escapes, internal and external. | LC | LC | LC |
|  | **Non Structural Internal Walls and Partitions** |  |  |  |
|  | Internal walls and partitions | LC | LC | LC |
|  | Internal finishes (including tile, sheet, panelling and other finishes, etc.) to walls including plaster work, grouting, glazing to internal partitions and specialist walls (e.g. squash courts, mirrors, etc.). | LC | LC | LC |
|  | All court, activity and other wall markings. | LC | LC | LC |
|  | **Ceilings** |  |  |  |
|  | Ceiling structures (underside of structural slab and roof soffits). | LC | AUTH | AUTH |
|  | Suspended ceiling structures, including grids, ceiling tiles, fixed plasterboard ceilings and decorative finishes to ceilings. | LC | LC | LC |
|  | Exposed ceilings and steel/glulam beams. | LC | LC | AUTH |
|  | **Floors** |  |  |  |
|  | All floor coverings including screeds, carpets, lino, PVC sheeting/tiles, clay/ceramic finishes, etc, with skirtings, nosings, cover and expansion strips, etc. sanding and sealing boards. | LC | LC | LC |
|  | All tiling and grouting to floors, expansion joints, etc in wet areas (including shower areas). | LC | LC | LC |
|  | All court and other floor markings. | LC | LC | LC |
|  | **Window Frames and Fittings** |  |  |  |
|  | Window frames, borrowed lights with frame casings and architraves. | LC | LC | LC |
|  | Ease and adjust windows and fittings, ironmongery and draft stripping and glazing. | LC | LC | LC |
|  | **Doors and Fittings** |  |  |  |
|  | Internal doors and ironmongery, glazing in doors, cutting keys, draught stripping and protectors, including self-closing mechanisms and fire/safety glazing. | LC | LC | LC |
|  | External doors and ironmongery, glazing in doors, cutting keys, draught stripping and protectors, including self-closing mechanisms and fire/safety glazing. | LC | LC | LC |
|  | **Glazing** |  |  |  |
|  | To include all other glazing (i.e. non-roof glazing) throughout i.e. windows, doors, mirrors, borrowed lights, verandas, partitions and glass block walls. | LC | LC | LC |
|  | **Decoration and Protection of External Fabric** |  |  |  |
|  | Cleaning down, preparing and decorating including stopping, filling and priming. | LC | LC | n/a |
|  | **Internal Decoration** |  |  |  |
|  | Cleaning down, preparing and decorating walls, ceilings and all internal wood and metal work usually painted, including plaster repairs, stopping, filling and priming. Washing down, scrubbing and cleaning tiling and other internal finishes requiring maintenance. Redecoration following any repairs or vandalism. | LC | LC | n/a |
|  | All internal surfaces (for which responsible in accordance with this matrix) to be decorated to a high standard in accordance with the Service Specification. | LC | LC | n/a |
|  | **Timber Preservation and Replacement** |  |  |  |
|  | All work associated with the prevention or eradication of wood rot or beetle. | AUTH | AUTH | AUTH |
|  | **Pest Control** |  |  |  |
|  | Special works carried out to the fabric of a building solely through the need for disinfection (e.g. insecticide spraying, wasp and rodent control). | LC | n/a | n/a |
|  | **MECHANICAL SERVICES** |  |  |  |
|  | **Mechanical Services** |  |  |  |
|  | All work of testing, adjustment, repair and replacement including cyclical maintenance service contracts of all mechanical plant and equipment as defined below. | LC | LC | n/a |
|  | **Boilers and Burners** |  |  |  |
|  | Whole boiler replacement. | n/a | n/a | AUTH |
|  | LP and MPHW heating and HWS boilers including cleaning access doors, door seals, hinges, fasteners, boiler casing and flue clean brushes. Chimney and flues including dampers, explosion relief doors, draught diverters, flue stabilisers and annual cleaning. | LC | LC | LC |
|  | Forced draught and atmospheric gas fired heating and HWS burners including burner train, flame failure controls, thermostats, gas booster sets & refractories. | LC | LC | LC |
|  | **Boiler House Ancillary Equipment** |  |  |  |
|  | Heating circulating pumps, HWS primary and secondary pumps and sump pumps. HWS storage cylinders and calorifiers, isolating valves, pipe work and fittings, thermal insulation, temperature/altitude and oil tank contents gauges. Valves and thermal linkages, heating elements, control panel, thermostats and detectors. | LC | LC | LC/AUTH |
|  | **Automatic Controls and Boiler House and Plant Room Electrics** |  |  |  |
|  | Heating and HWS heating controls, including zone controls, optimum start controls, energy management/pump controls, control panels, detectors, motorised valves and actuators. | LC | LC | LC |
|  | Smoke density alarms, including sensors and controls panels. Gas detectors, including sensors, control panels, thermal safety devices, thermal links, emergency stop switches and solenoid valves. Mains signalling systems controlling heating and HWS system. General mains power, low voltage and lighting in plant room. | LC | LC | LC |
|  | **Heating, HWS and General Service Distribution Systems** |  |  |  |
|  | LP and MPHW heating, HWS, cold water and gas distribution services including mild steel, copper, polyethylene, ABS and PVC pipe work, valves and fittings at tap, appliance, or service point. Feed expansion tanks, cold-water storage tanks, remote HWS storage cylinders and calorifiers, thermal insulation, radiators, natural convector emitters, pipe coils. All external mains distribution services. | LC | LC | LC/AUTH |
|  | **Sanitary Fittings** |  |  |  |
|  | All sinks, drainers, washbasins, WC suites, urinals, drinking fountains, taps and fittings and pipe work, stands, and brackets in connection with foregoing items, up to final isolation point including all associated control systems. | LC | LC | LC |
|  | Manual and thermostatically controlled shower mixing valves and all associated controls, blenders including strainers, check valves, showerheads and their isolating valves. | LC | LC | LC |
|  | **Waste Pipe work** |  |  |  |
|  | Traps, waste pipes, soil and vent pipes, anti-syphonage pipes, wire balloon guards, including repairs and cleaning blockages (externally and internally). | LC | LC | LC |
|  | **Direct Fired Hot Water Units** |  |  |  |
|  | Direct gas fired hot water heating units including flues where appropriate. | LC | LC | AUTH |
|  | **Direct Fired Room Heaters** |  |  |  |
|  | Direct gas/oil fired heater units including guards, flues, controls, thermostats, dedicated oil storage tanks, oil contents gauges, oil pipe work services and fittings. | LC | LC | LC |
|  | **Fan Convector Heaters** |  |  |  |
|  | Fan convector heater casings, grilles, heat exchangers, isolating valves and fittings, remote thermostats. | LC | LC | LC |
|  | All internal wiring, external flexes and connections, isolators and switches, and controls, filter elements, fans and motors and cleaning of heat emitting batteries. | LC | LC | LC |
|  | **Air-Conditioning and Ventilation Equipment** |  |  |  |
|  | Air-handling units including cabinets, heating / cooling coils, heat recovery units, fans, motors, filters, dampers, quadrants damper motors and linkages, ductwork and thermal insulation and acoustic materials. Condensing units, compressors, pipe work and fittings. Control panels and associated automatic controls. Ventilation fans, controllers, controls, grilles and extract grilles, louvers dampers and ductwork and grease filters. | LC | LC | LC/AUTH |
|  | **Special Pump Sets** |  |  |  |
|  | Including sewage pumps, sump pumps, water booster pump sets, fixed pump lifting gear, cleaning or emptying of sewage chambers. | LC | LC | AUTH |
|  | **Chimneys / Flues** |  |  |  |
|  | Main chimney structure | LC | LC | AUTH |
|  | Bases, guy ropes, holding down bolts, flanges webs and gussets, cladding and insulation, trims and cowls, cleaning access doors and condense drain points and external protective finishes. | LC | LC | LC |
|  | **ELECTRICAL SERVICES** |  |  |  |
|  | **Electrical Services** |  |  |  |
|  | All work of testing adjustment, repair and replacement including cyclical maintenance service contracts of all electrical plant and equipment as defined below. | LC | LC | LC |
|  | **Electrical Installation (General)** |  |  |  |
|  | All switchgear and interconnecting cables, protective conduits and trunking and fixings, including labels and circuit lists. Fixed sub-circuit wiring and conduit, trunking or other means of mechanical protection including fixings, wiring accessories, distribution boards, conduit boxes, power sockets, luminaires and light fittings. | LC | LC | LC |
|  | All external lighting including columns, floodlights, interconnecting wiring and control equipment, time switches, and photoelectrical cells. | LC | LC | LC |
|  | Central monitoring system satellite/cable TV systems, PA/VA systems, ASB systems, BMS, intruder alarm system and electric doors. Including aerial array and coaxial cabling. Replacing lamps, tubes and starter motors. | LC | LC | LC |
|  | Fixed wiring supplying heaters including wall mounted remote thermostats and external controls, isolators and time switches. | LC | LC | LC |
|  | **Minor Electrical Equipment** |  |  |  |
|  | Electrical storage and instantaneous water heating units and shower units, wall or floor mounting including immersion heaters in cylinders. Elements, thermostats, controls, time switches, isolators and final flexible connection to heater. | LC | LC | LC |
|  | Off peak heating units, including electric-air type units, elements, thermostats cut-out controls, internal fans, wiring, refractory blocks, internal thermal insulation, grilles, casings, external controls, thermostats, time switches and final connection to heater units. Fixed wire guards protecting heaters. | LC | LC | LC |
|  | Electric on-peak heating equipment - wall fixed convector heaters, infra-red heaters, blower heaters, panel heaters, tubular heaters including isolators, hand/hair driers, spindriers, control switches, thermostats and final connections. | LC | LC | LC |
|  | Cleaning of surfaces of canopies and fan apertures. | LC | n/a | n/a |
|  | Under floor heating cables. | LC | LC | LC |
|  | Ceiling heating systems including all elements, wiring, controls, isolators and thermostats. | LC | LC | LC |
|  | Electric incinerators and macerators including elements, combustion lining, controls, casing, switches and isolator. | LC | LC | LC |
|  | **Hoists, Barriers, Lifting Aids** |  |  |  |
|  | Hoist, barrier and passenger or goods lift installation including wiring, controls, doors, guides, motor, gearbox, pulleys, cables, safety equipment and lift car finishes. Electrically operated doors including motors, controls, and wiring. | LC | LC | LC |
|  | Whole passenger lift replacement | n/a | n/a | AUTH |
|  | **Specialist Equipment** |  |  |  |
|  | Telephony and computer systems | LC | LC | LC |
|  | Structure, earthing and lightning protection systems. | LC | LC | AUTH |
|  | Specialist event audio, video and all lighting equipment including stage lighting rigs, with supporting equipment, controls, cabling, server/communications racks etc. | LC | LC | LC |
|  | Television and communication aerials, amplifiers outlets and cabling systems, including computer & telecommunications cables and outlets (including aerial array and coaxial cabling). | LC | LC | LC |
|  | **Alarm, Emergency, Time and Public Address Systems** |  |  |  |
|  | Intruder alarms, pool warning or other similar systems including time controls and time clocks. | LC | LC | LC |
|  | All intruder alarm system detectors, sounders, alarm lights, control panels, electric override switches and wiring, including CCTV installations, cameras, digital video recorders (DVR’s), monitors. All door access systems including pushes, power supply, electric door releases and wiring. | LC | LC | LC |
|  | All fire detection and alarm system automatic detectors (heat or smoke), sounders, control and indicator panels, electromagnetic door holders (but excluding door closers). All call bell systems including pushes, reset units, meter and indicator boards, sounders, relays, hand sets. | LC | LC | LC |
|  | Fire alarm call points and emergency door overrides | LC | LC | LC |
|  | All battery units including batteries, interconnections, cabinets and control equipment used for emergency lighting and alarm systems. All wiring systems associated with these systems including low voltage types. All emergency lighting luminaires including self contained types, operating relays and associated controls. | LC | LC | LC |
|  | **SWIMMING POOL,  SAUNA ,PLANT AND EQUIPMENT** |  |  |  |
|  | **Water Heating and Treatment Plant** |  |  |  |
|  | Dedicated heating boilers and burners including storage tanks and associated fittings, heat exchangers all dedicated heating, humidity and ventilation control, ventilation fans, heat recovery units and associated controls. | LC | LC | LC/AUTH |
|  | Filtration plant (specific items listed below), circulation pumps and controls, water treatment (including softeners) and chemical dosing equipment including but not limited to pipework, injectors, pumps, valves and regulators, bulk and day storage tanks, pumps and associated equipment, all distribution pipe work including vacuum lines and including UV and ozone systems where applicable. | LC | LC | LC/AUTH |
|  | Chlorine Gas disinfection system including but not limited to vacuum lines, venturi systems, dosing units and regulators, injectors, boosters pumps, sprinkler systems and alarms. | LC | LC | LC |
|  | Filters Chamber | LC | LC | AUTH |
|  | Filter media, filter linings, laterals and associated components. | LC | LC | LC |
|  | Auto top up systems | LC | LC | LC |
|  | **Pool Tank** |  |  |  |
|  | All pool and poolside tiling, including grouting and grilles. | LC | LC | LC |
|  | **Pool Specialist Equipment** |  |  |  |
|  | All pool side equipment, including flume traffic light systems, hoists, steps, lane ropes, starter blocks, inflatables, pool covers and operating mechanisms, bleacher seating units etc. | LC | LC | LC |
|  | **Health Suite Equipment** |  |  |  |
|  | All fixed and mobile fixtures, fittings and equipment including cabins, sunbeds, tanks, cubicles, lockers, loose furniture, etc. | LC | LC | LC |
|  | **OUTDOOR SPORTS FACILITIES** |  |  |  |
|  | **Artificial Pitches and Games Areas** |  |  |  |
|  | Pitch and/or court sub-base. | LC | LC | LC |
|  | Pitch and/or court surface, fencing, gates, screens, floodlighting, etc. | LC | LC | LC |
|  | Sports equipment (fixed and loose), etc. | LC | LC | LC |
|  | **GENERAL FIXTURES, FITTINGS AND FURNISHINGS** |  |  |  |
|  | **Internal Joinery Fixtures** |  |  |  |
|  | Kitchen units, cupboards, shelving, picture rails, coat rails, notice and/or display boards, fixed benches and display cabinets. | LC | LC | LC |
|  | **General Furniture** |  |  |  |
|  | All tables, desks, chairs, cupboards, cabinets, racks, shelving, clocks, bins, notice boards, etc. | LC | LC | LC |
|  | **Reception Fittings** |  |  |  |
|  | All reception desks and security screens. | LC | LC | LC |
|  | Turnstiles and user control fittings / fixtures. | LC | LC | LC |
|  | **Fitness Studio and Sports Hall Equipment** |  |  |  |
|  | All sports and gym equipment, including cardiovascular and resistance kit, re-bound boards, goals, mats, nets, etc required for the service. | LC | LC | LC |
|  | **Soft Play Facilities** |  |  |  |
|  | Soft play structures, enclosures and equipment. | LC | LC | LC |
|  | **Scoreboards and Timing Equipment** |  |  |  |
|  | All modules, parts and associated equipment. | LC | LC | LC |
|  | **Changing Area and First Aid Room Fittings** |  |  |  |
|  | All cubicles and lockers (including individual and part replacement). | LC | LC | LC |
|  | All benches, vanity units, baby changing units and handrails. | LC | LC | LC |
|  | All disabled changing facilities including H tracks, disabled beds (mechanical/non mechanical), hoists and alarm systems. | LC | LC | LC |
|  | **Catering and Kitchen Equipment** |  |  |  |
|  | All fixed kitchen equipment, including servery counters and hatches, ovens, ranges, microwave ovens, fryers, boiling pans, steamers, roasting ovens, grilles, refrigerators, freezers, dishwashers, fixed water boilers, sterilising sink heaters, etc., with appropriate specialist floor/wall coverings, ventilation and extract equipment, ductwork, all associated internal controls, heating elements, mixers and water softeners. | LC | LC | LC |
|  | Portable heated trolleys and other moveable equipment. | LC | LC | LC |
|  | All staff-use kitchen and servery furniture, fittings and loose equipment. | LC | LC | LC |
|  | All customer-use catering and bar furniture, fittings and loose equipment. | LC | LC | LC |
|  | **Fire Fighting Equipment** |  |  |  |
|  | Portable gas, water and foam extinguishers fire blankets and their containers | LC | LC | LC |
|  | Fixed hose reels, auto rewind mechanisms and nozzles. | LC | LC | LC |
|  | **Blinds, Curtains and Signs** |  |  |  |
|  | All blinds, curtains (including sports hall) curtain tracks, internal signs and external signs. | LC | LC | LC |
|  | **EXTERNAL WORKS** |  |  |  |
|  | **Roads, Car Parks and Paths.** |  |  |  |
|  | Keep surroundings of centre free of litter. | LC | LC | n/a |
|  | Clearance of snow and ice from access routes to the Facilities. | LC | n/a | n/a |
|  | **Bins, Refuse Containers, etc.** |  |  |  |
|  | Upkeep and maintenance of refuse containers, litterbins, dustbins and their enclosures. | LC | LC | LC |
|  | **External Fixtures** |  |  |  |
|  | Temporary buildings/containers, sign boards, notices, nameplates, flagpoles and other external joinery fixtures. | LC | LC | LC |
|  | **Mains Drainage** |  |  |  |
|  | Petrol interceptors and external drains, up to the first manhole. | LC | LC | LC |
|  | Gullies and grease traps up to first manhole | LC | LC | LC |
|  | All internal floor gratings, channels, and covers. | LC | LC | LC |
|  | Cleansing to the above including clearing blockages. | LC | n/a | n/a |