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Minerva Learning TRust

MINERVA LEARNING TRUST

Boiler Servicing Specification

Reference MLT-Boiler-Servicing

Version 2020/1

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# BACKGROUND

Minerva Learning Trust is a Multi Academy Trust that operates mainly in the Sheffield are. At the time of writing this specification we sponsor 4 large secondary schools and 1 post 16 provider.

Each school previously would have organized the BOILER SERVICING for their school separately and potentially with different suppliers and no specification on what the school really wanted from that work.

This specification has been developed with our schools and Premises team to enable the contract to cover all schools in the trust with one supplier.

# LEGISLATION

Legislation covered in this Specification includes but is not limited to

* Health & Safety at Work Act of 1974
* Gas Safety (Installation & Use) Regulations 1998
* Provision and Use of Work Equipment regulations of 1998 & Amendment 2018
* Management of Health and Safety at Work regulations of 1999

All Boiler work is to be carried out in relation to the latest British Standards relevant to the type of boiler been worked on

# DEFINITIONS

MLT – Minerva Learning Trust

MAT – Multi Academy Trust

TBM – Trust Business Manager

TIM – Trust Infrastructure Manager

BSM – Business Support Manager

H&SAWA – Health & Safety at Work Act 1974

GSR – Gas Safety Regulations

# SCOPE

The provision of the service will be carried out at the following establishments

|  |
| --- |
| **Minerva Central Offices, 7 Shay House Lane, Sheffield S36 1FD** |
| Appliance | Make & Model | Location | Kw |
| Boiler | Glowworm Flexi combi | Central Office |  |
| Hob | Lamona | Central Office | 7.8 |
| Oven | Belling | Central Office | 3 |

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| **Stocksbridge High School, Shay House Lane, Sheffield S36 1FD** |
| Appliance | Make & Model | Location | Kw |
| Boiler | Remeha 310Eco | North Block | ? |
| Boiler | Remeha 310Eco | North Block | ? |
| Boiler | CR Remeha Quinta Pro 65 | Sports Hall | 20.5 |
| Boiler | CR Remeha Quinta Pro 65 | Sports Hall | 20.5 |
| Boiler | CR Remeha Quinta Pro 65 | Gym | 20.5 |
| Calorifiers  | Cylinders | North Block | ? |
| Calorifiers  | Cylinders | North Block | ? |
| Calorifier | Eco Shield Lochinvar 60 | Kitchen | 21.5 |
| Calorifier | Eco Shield Lochinvar 60 | Sports Hall | ? |
| Calorifier | Eco Shield Lochinvar 60 | Gym | 21.5 |
| Ambi-Rads | Space Ray ADL25HD | Sports Hall | 20 |
| Ambi-Rads | Space Ray ADL25HD | Sports Hall | 20 |
| Ambi-Rads | Space Ray ADL25HD | Sports Hall | 20 |
| Ambi-Rads | Space Ray ADL25HD | Sports Hall | 20 |
| Wall Heaters  | Winterwarm XR20 | Gym | 22 |
| Wall Heaters  | Winterwarm XR20 | Gym | 22 |
| Gas Guards  |  | North Block |  |
| Gas Guards  |  | North Block |  |
| Gas Guards  |  | North Block |  |
| Gas Guards  |  | North Block |  |
| Gas Guards  |  | North Block |  |
| Gas Guards  |  | North Block |  |
| Gas Guards  |  | North Block |  |
| Gas Guards |  | Kitchen |  |
| Gas Guards  |  | South Block |  |
| Gas Guards  |  | South Block |  |
| Gas Guards  |  | South Block |  |
| Gas Hobs  | Hotpoint G6405w | North Block |  |
| Gas Hobs  | Hotpoint G6405w | North Block |  |
| Gas Hobs  | Hotpoint G6405w | North Block |  |
| Gas Hobs  | Hotpoint G6405w | North Block |  |
| Gas Hobs  | Hotpoint G6405w | North Block |  |
| Gas Hobs  | Hotpoint G6405w | North Block |  |
| Gas Hobs  | Hotpoint G6405w | North Block |  |
| Gas Hobs  | Hotpoint G6405w | North Block |  |
| Gas Hobs  | Hotpoint G6405w | North Block |  |
| Gas Ovens  | New World NW701G | North Block |  |
| Gas Ovens  | New World NW701G | North Block |  |
| Gas Ovens  | New World NW701G | North Block |  |
| Gas Ovens  | New World NW701G | North Block |  |
| Gas Ovens  | New World NW701G | North Block |  |
| Gas Ovens  | New World NW701G | North Block |  |
| Gas Ovens  | New World NW701G | North Block |  |
| Gas Ovens  | New World NW701G | North Block |  |
| Gas Ovens  | New World NW701G | North Block |  |
| Brazing Hearth |  | North Block |  |

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| **Handsworth Grange Community Sports College, Handsworth Grange Road, Sheffield S13 9HJ** |
| Appliance | Make & Model | Location | KW |
| Boiler | Hamworthy, Fleet F300V | Plant Room 1 | 300 |
| Boiler | Hamworthy, Fleet F300v | Plant Room 1 | 300 |
| Boiler  | Hamworthy, Fleet F300v | Plant Room 1 | 300 |
| Boiler | Hamworthy, Fleet F300v | Plant Room 1 | 300 |
| Boiler | Riello, Condexa pro | Plant Room 2 | 112 |
| Boiler | Riello, Condexa pro | Plant Room 2 | 112 |
| Boiler | Hamworthy, Stratton S240 | Plant Room 3 | 40 |
| Boiler | Hamworthy, Stratton S240 | Plant Room 3 | 40 |
| Boiler | Remeha, Quinta 85 | Sports Centre | 95 |
| Boiler | Vaillant, Ecotec pro 28 | Caretakers House | 28 |
| Hot Water | Lochinvar, shw145-435ce | Plant Room 2 | 132 |
| Hot Water | Lochinvar, shw145-435ce | Plant Room 2 | 132 |
| Calorifier | Hamworthy Dorcehster DR-Fc25 | Plant Room 3 | 31 |
| Calorifier | Lochinvar ce400 auto | Sports Centre | 80 |
| Calorifier | Lochiinvar ce400 auto | Sports Centre |  |
| Calorifier | Lochinvar 382BF-CE | Kitchen | 106 |
| Hob | Indesit P165-c2-02 | Block 2 |  |
| Hob | Indesit P165-c2-02 | Block 2 |  |
| Hob | Indesit P165-c2-02 | Block 2 |  |
| Hob | Indesit P165-c2-02 | Block 2 |  |
| Hob | Indesit P165-c2-02 | Block 2 |  |
| Hob | Indesit P165-c2-02 | Block 2 |  |
| Oven | New world nw601g | Block 2 |  |
| Oven | New world nw601g | Block 2 |  |
| Oven | New world nw601g | Block 2 |  |
| Oven | New world nw601g | Block 2 |  |
| Oven | New world nw601g | Block 2 |  |
| Oven | New world nw601g | Block 2 |  |

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| **High Storrs School, High Storrs Road, Sheffield S11 7LH** |
| Appliance | Make & Model | Location | KW |
| Boiler | Remeha 610 eco | Lower Plant | 610 |
| Boiler | Remeha 610 eco | Lower Plant | 610 |
| Boiler | Remeha 610 eco | Lower Plant | 610 |
| Boiler | Remeha 610 eco | Lower Plant | 610 |
| Boiler | Remeha 610 eco | Lower Plant | 610 |
| Boiler | Remeha 610 eco | Lower Plant | 610 |
| Boiler | Remeha 610 eco | Lower Plant | 610 |
| Boiler | Remeha 610 eco | Lower Plant | 610 |
| Boiler | Remeha 610 eco | ? |  |
| Boiler | Remeha 610 eco | ? |  |
| Calorifier | Lochinvar Eco Force 80 | Lower Plant |  |
| Calorifier | Lochinvar Eco Force 80 | Lower Plant |  |
| Calorifier | Lochinvar ? | Lower Plant |  |
| Calorifier | Andrews EC 230 960 | Lower Plant |  |
| Calorifier | Lochinvar | ? |  |
| Ambi Rads | Roberts Gordon CRT30 | Sports Hall |  |
| Ambi Rads | Roberts Gordon CRT30 | Sports Hall |  |
| Ambi Rads | Roberts Gordon CRT30 | Sports Hall |  |
| Ambi Rads | Roberts Gordon CRT30 | Sports Hall |  |
| Ambi Rads | Roberts Gordon CRT30 | ? |  |

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| **Chapeltown Academy, Hydra Business Park, Nether Lane,Sheffield S35 9ZX**  |
| Appliance | Make & Model | Location | KW |
| Boiler  | Ideal/Evomax 120 | Boiler Room | 120 |
| Boiler  | Ideal/Evomax 120 | Boiler Room | 120 |
| Gas Interlock | Flame fast / Gas Guard | Floor 1 |  |
| Booster Pump | Wilo / Vr- System | Boiler Room |  |
| Pottable | ZILMET / Type 24 | Boiler Room |  |
| Pump Bronze | Grunfoss /UP 20-45 N150 | Boiler Room |  |
| Un-vented Cylinder | Stelflow / Plus 300 Indirect | Boiler Room |  |
| Dosing Pot | Fabricated Products 3.5 Ltr | Boiler Room |  |
| Pressurisation Unit | Flamco/Mini 130p | Boiler Room |  |
| Heating  | Flexcon/140/1.5 | Boiler Room |  |
| Heating  | Flexcon/140/1.5 | Boiler Room |  |
| Circulation | Grunfoss/Magna 1 | Boiler Room |  |
| Circulation  | Grunfoss/Magna 1 | Boiler Room |  |

# REFERENCES TO OTHER DOCUMENTS

* Safeguarding Policy

GENERAL CONDUCT OF THE CONTRACT

* 1. **GENERAL INSTRUCTIONS**
		1. Contractor Registration

All consultants, Contractors and sub-Contractors carrying out work either directly or indirectly for MLT must be approved by Procurement Team. A supplier Questionnaire will be sent to the appointed suppliers, the supplier should notify MLT of any changes to this during the term o the contract.

* + 1. Specification

The Contractor shall comply with all the requirements of this Specification

* + 1. National Standards

The Contractor shall always comply with the requirements of the current issue or relevant British Standards and Codes of Conduct for Boiler servicing and inspection.

* + 1. Access

Access to all areas is by prior arrangement only, by contacting the Site Manager of each establishment. A contacts list will be provided to the contractor.

* 1. **HAZARDS AND RISK ASSESSMENT**
		1. Contractor’s Responsibility

Contractors are always responsible for the safety and wellbeing of their staff when on MLT property. It is the Contractor’s responsibility to ensure that adequate discovery of and understanding of the hazards present in and around the MLT property in which they will be working is achieved. Reference must be made to the relevant UK National Standards relating to Health and Safety. The Contractor is also to take account of the activities of other contractors who may be working in the vicinity of their own work area and to liaise with these contractors. The Contractor shall comply with the requirements of the Trusts Health and Safety guides.

1.2.4 Gas Safety

In carrying out any urgent Remedial Work, the Contractor shall notify the Estates team to seek advice and gain the appropriate authorization to carry out the work.

1.2.5 Fire Precautions

The Contractor shall liaise with the Building Manager and familiarize themself and their staff with all the fire alarm call points, firefighting appliances, and emergency exit routes. The Contractor must keep all emergency escape routes clear throughout the whole contract.

 1.2.6 Warning Signs

The Contractor shall be responsible for ensuring that adequate warning notices are displayed at each entry point, confirming the status of each site area, and prohibiting when appropriate unauthorized personnel from entering.

1.2.7 Access Equipment, Hoisting and Materials Handling

The Contractor shall be responsible for ensuring that all equipment is used in a proper and safe manner and compliance with all codes issued by the Health and Safety Executive.

**1.3 STAFFING**

1.3.1 Personal Identification

All consultants, Contractors and sub-Contractors must carry means of identification (ID) displaying the company name, company telephone number and current photograph of the bearer, the name and title of the bearer. Personnel without appropriate ID will not be allowed to remain on site. MLT will not be liable for any delay, loss or expense occurred as a result.

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

Vulnerable groups of people need to be protected and CRB / DBS checks assist in ensuring that the most suitable people are appointed to roles working with these vulnerable groups.

All contractor and sub-contractors’ staff must have a valid enhanced DBS certificate to work on school sites. The contractor will issue a list of the staff that will work on site and their DBS certificate numbers. These cannot be more than 1 year old.

1.3.2 Sub-Contract or Agency Staff

The Contractor shall not employ agency or subcontract for any part of the works described in this specification, except with the specific prior agreement of the Trust Infrastructure Manager.

1.3.3 Signing in and out of buildings

The Contractor is to ensure that Contractor’s staff follow local school procedures for signing in and out of buildings. Such procedures are essential for the safety of all personnel in the event of fire or other emergency, to establish who might be trapped in a building.

1.3.4 Parking

Parking space is limited at each school site. Vehicles should be parked in marked spaces except where materials and / or equipment is being unloaded and loaded.

# SPECIFICATION

1. To carry out non-domestic gas safety inspections at the academy sites as per the code of conduct and in line with current legislation and to manufacturers guides.
2. To provide servicing safety certificates in order to meet the Trusts Statutory duties.
3. Provide fault finding reports and repair estimates as required. The necessary approval will be required from the academies to authorize any additional works.