

THE SECRETARY OF STATE FOR JUSTICE

ASHFORD PRISON SERVICES LIMITED

**SCHEDULES TO THE CONDITIONS OF
CONTRACT**
for the Design, Construction, Management
and Financing of a Custodial Service at
HMP Bronzefield

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SCHEDULE A

Part 1 - Design and Construction Specification

Part 2 - Design and Construction Specification - Houseblock Works

PREAMBLE

General

This Part 2 of Schedule A (**Specifications**) indicates the design intent for the construction of the structures, services and security systems of the Houseblock.

Houseblock Planting, Completion Works and Lock Works

- (a) The Contractor will obtain the necessary planning approval for the Houseblock Works. The Contractor will ensure that the whole of the Houseblock Works are designed and constructed in full compliance with the approved plans, documents and conditions included in the Increased Capacity Permission. Planning documents will take precedence over other Part 2 Schedule A (**Specifications**) documents unless otherwise agreed through the provisions of Schedule M (**Compliance Monitoring**).
- (b) Without prejudice to any of the rights of the Authority which arise if the Contractor fails to complete or undertake the Houseblock Works in accordance with any permission and/or clearance referred to in Clause 12A (**Planning Approval - Increased Capacity**), the failure by the Contractor to commence or complete the Houseblock Planting, Completion Works and/or Lock Works shall not:
 - (i) preclude the Contractor giving a notice in writing to the Authority or the Independent Engineer in accordance with Clause 26A.2 (**Engineer's Houseblock Declaration**);
 - (ii) entitle the Independent Engineer to refuse to issue the Engineer's Houseblock Declaration in accordance with Clause 26A (**Engineer's Houseblock Declaration**); and
 - (iii) affect the issue, or timing of the issue, of the Engineer's Houseblock Declaration under Clause 26A.3 (**Engineer's Houseblock Declaration**).

The completion of the Houseblock Planting, Completion Works and Lock Works will be the subject of separate certificates by the Independent Engineer (the "**Engineer's Houseblock Planting Certificate**", "**Engineer's Completion Works Certificate**" and "**Engineer's Lock Works Certificate**" respectively) and the provisions relating to the issue of the Engineer's Houseblock Planting Certificate, Engineer's Completion Works Certificate and Engineer's Lock Works Certificate will be as set out in Clause 26A (**Engineer's Houseblock Declaration**) mutatis mutandis.



**Ministry of
JUSTICE**



**National Offender
Management Service**

Working together to reduce re-offending

HMP BRONZEFIELD

EXTENSION

SCHEDULE A

DESIGN AND CONSTRUCTION SPECIFICATION

CONTENTS

1	General
2	New Residential Accommodation
3	External Works (Inside the Prison Boundary)
4	Security
5	Mechanical and Electrical Services
6	Appendix A
7	Appendix B

1 GENERAL

1.1 DRAWINGS

The following drawings have been issued to supplement the text of this Schedule:-

HLM

Drawing Number		Title
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[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------

[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------

[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------

[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------

[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------

[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------

Overall Site

[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------

[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------

[REDACTED]	[REDACTED]	Layout
------------	------------	--------

[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------

[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------

[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------

[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------

[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------

[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------

[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------

[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------

[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------

[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------

[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------

1.2 DESIGN LIFE

The primary structures will be designed for a minimum life of 60 years. Primary structures are foundations, frames, floors and load bearing walls.

1.3 STANDARDS

The design and construction will be in accordance with all relevant British Standards and codes of practice current at time of Contract signature. A list of particular standards and codes is appended for guidance.

1.4 MATERIALS

1.4.1 Generally

All materials are to be used and installed in accordance with the manufacturers' current recommendations.

1.4.2 Concrete

Concrete will generally fall into the following categories:

Mass concrete (foundations)

Structural concrete

Pre-cast concrete

1.4.3 Structural Steelwork

Structural steelwork will be grade [REDACTED] in accordance with BS 5950:2000.

Protective coatings (e.g. galvanised, epoxy, 2-pack primer etc.) will be applied to prevent corrosion in accordance with the degree of exposure, accessibility, and the agreed maintenance regime.

Systems of fire protection (boarding, intumescent paint, etc.) will be applied, in accordance with the fire strategy and building regulations, to suit the occupancy of each area and its accessibility for maintenance.

1.4.4 Timber Doors

Timber doors will generally be [REDACTED]

Fire doors will be designated and located in accordance with the fire strategy.

The requirement for steel faced / cored doors and steel / timber frames will be assessed following a security / operational review.

1.4.5 Roofing

Roofing will be a built up insulated system. [REDACTED]

The insulation will be non-combustible.

The sheeting will, where possible match the existing for colour, profile and meet the requisite Building regulations

1.4.6 Cubicles

Cubicles in Prisoner areas will be constructed from solid grade laminate panels.

1.4.7 Glazing Generally

Glazing units (e.g. rooflights, Cell windows, office windows, curtain walling, internal screens, door vision panels etc.) will be variously of:-

- Polycarbonate
- Toughened double glazed units (inc. toughened to one pane)
- Georgian wired glazing
- Profiled translucent sheets

1.4.8 Serveries

Servery openings will be closed by shutters fire rated in accordance with the Fire Officer's and CFIG's requirements.

1.4.9 Cupboard Units Generally

Sink units will be stainless steel. Base units, worktops, and cupboards will typically be constructed from laminated chipboard appropriate to their area of use.

In inmate areas, sinks will be inset into laminated worktops supported on base units or metal framework

1.5 Disabled Access

Disabled access and facilities throughout the House Block shall be provided in accordance with Building Regulations, with due consideration to the nature of the Prison.

Where necessary, ramps, kerbs and / or handrails will be provided to principal accesses.

Cells designated as 'Disabled' will have grab rails switches etc and be generally fitted out for a physically disabled prisoner by the Operating Sub-contractor in accordance with actual need.

Sight and hearing disabilities will be accommodated by operational management

Notwithstanding the requirements of Building Regulations, and in accordance with the Operating Sub-contractor's instructions, there will be no disabled access provided or required to:

- House Block First Floor (balconies)
- Any area solely for use by inmate supervisory Staff or maintenance Staff.

1.6 Acoustic Measures

Consideration will be given to the acoustic characteristics of sensitive areas, e.g. House Block association areas, worship rooms, offices and interview rooms.

1.7 Schedule B - Furniture, Fittings and Equipment (FFE)

All FFE, as identified in Schedule B, will be compliant and compatible with the requirements of the specifications contained in this Schedule A.

1.8 Not used

1.9 DEFINITIONS

Where rooms, areas or other spaces located within the Prison and (identified/referred to) in this Schedule A as capitalised terms which are not specifically defined within this Contract or Appendix B (Definitions) to this Schedule A, then their extent, configuration and purpose can be established by reference to the appropriate drawings listed in part 1 of this Schedule A together with any other subsequent drawings (which supersede and clarify or enhance the information provided in the listed drawings).

1.10 Common Minimum Standards

The design and construction will take account of the requirements of the COMMON MINIMUM STANDARDS for the procurement of built environments in the public sector, as published by the Office of Government and Commerce insofar as they relate to the works.

The design and build of the new facilities will generally take account of the philosophy of the Ministry of Justice Physical and Special Security Guides Nos 1 to 7, but will not be limited to comply fully with the guidance contained therein.

This Schedule, and its accompanying drawings, describes the facilities that will be provided. It is not intended that the standards of the new facilities will be an enhancement to those originally provided, which will be adopted as a minimum baseline standard.

If considered inappropriate and the Special Security Guide is ignored it will be at the Operator's Risk and with the MoJ's acceptance of this operating philosophy.

1.11 BREEAM Assessment

The BREEAM rating to be achieved is very good. based on the BREEAM August 2006 standards.

1.12 Design Quality Indicators

A methodology such as the Design Quality Indicators (DQI's) will be used following operation of the new facility to assess the project's success in respect of design quality

1.13 Health and Safety

Health and safety reporting throughout the construction period will form an integral part of the Contractor's Monthly Site Progress Report, giving hours worked together with details of any incidents or accidents

It will provide performance data in the form of monthly records indicating the success or otherwise of the implementation of the Construction Stage Health & Safety Plan measures which are designed for zero accidents, incidents and near misses on site.

All site personnel will be required to attend a site Health and Safety Induction Course before entering on to the actual site of the works.

All personnel working on site will be CSCS registered and all unregistered visitors will be accompanied by registered personnel.

1.14 Sustainability

An Environmental Management Plan is to be produced for the project incorporating issues such as sustainability and site environmental issues during construction that are not necessarily included in the BREEAM assessment e.g. site waste management and water population management.

1.15 Timber

All timber used on the project will be procured from sustainable sources which meets the principles of the Ministry of Justice timber procurement requirements.

This includes specifying in orders and contracts that suppliers provide documentary evidence (which is independently verified) that the timber has been lawfully obtained from forests and plantations, which meet the following criteria. The forests and plantations must be managed to sustain biodiversity, productivity and vitality, and to prevent harm to other ecosystems and any indigenous or forest people.

1.16 Planning

The Contractor shall be responsible for all construction matters relating to the “Town and Country Planning Act 1990” in respect of obtaining Statutory consent. Where the planning authority reserves its position, the Contractors final agreement with the planning authority shall take precedence over Schedule A as representative of the Contractors intention. Where such agreement constitutes a change from Schedule A, the Contractor shall submit a formal notice of change in accordance with Clause 9.1 of this Contract, approval of which shall not be unreasonably withheld.

1.17 Statutory Consents

The Contractor shall provide copies of all necessary approvals and consents issued by statutory and other regulatory authorities in connection with the Works to the Independent Engineer to demonstrate compliance with this document.

1.18 Commissioning

Testing and commissioning of the works for the New Houseblock leading up to the Engineers New Houseblock Declaration shall be programmed to meet the requirements of the Contract. During the construction phases of the Contract, the Contractor shall prepare a testing and commissioning programme for each part of the works for witnessing by the Independent Engineer and the operators agent. The programme shall be issued to the Independent Engineer and the operator’s agent at least 28 days prior to commissioning of the first building.

1.19 Completion

Practical completion of the Works is achieved when the Engineers Declaration is granted confirming that the Works are substantially in accordance with this Schedule A (as amended in accordance with the Contract).

To enable the process of practical completion to be efficiently achieved, a procedure of “shadow sign-off” is adopted. This process enables sequential and progressive inspection of areas of buildings by the Independent Engineer, or his agent, with a view to identifying outstanding items of work to be completed for a final inspection prior to Engineers Declaration.

During the construction phase of the contract, the Contractor shall propose and notify to the Independent Engineer the anticipated programme, at least 28 days prior to initial inspection. Seven days notice will be given of any change of sequence or timetable.

Immediately prior to the “shadow sign-off” inspection, the Contractor shall prepare a draft schedule of outstanding or incomplete activities or elements of the Works. Following inspection, the actual schedule of outstanding items / elements of the Works will be agreed with the Independent Engineer, and confirmed in writing. This schedule will be used as the basis for final inspection, and so enable the “Engineers Declaration” to be achieved in a timely manner.

Cell certification will follow the Engineer’s Declaration for the Houseblock but prior to prisoner occupation of the Houseblock, an Engineer’s Declaration will need to have been provided with respect to the reinstatement of the perimeter wall and other security measures directly related to the Houseblock and its secure operation.

1.20 Errors and Omissions

Where drawing layouts or other documentation conflict, the architect’s drawings and architect’s schedules shall take precedence and be representative of the Contractors intentions.

1.21 Named Materials and Suppliers

Where any product or manufacturer or supplier or material type is referred to, the Contractor reserves the right to change to a manufacturer or supplier of an equivalent materials, type or product. Such changes are at the discretion of the Contractor and shall not be subject to the change procedures.

1.22 Materials and Work Generally

Materials and work generally shall not necessarily be to Home Office practice or specification.

Materials arising from excavations will be removed from site as necessary. Surplus material shall be incorporated into the developed landscape scheme. Contaminated materials shall be dealt with in accordance with the Contractors statutory obligations.

GENERAL QUALITY OF PRODUCTS : Generally, particular products may be obtained from a choice of manufactures or source of supply. However, whenever practicable, the whole quantity required to complete the work must be of the same type, manufacture and / or source.

Products and materials shall be procured in accordance with the Contractors quality management system.

Ensure the whole quantity of each product required to complete the work is of consistent kind, size, quality and overall appearance.

Where consistency of appearance is desirable, reasonably ensure consistency of supply from the same source. Avoid different colour batches where they can be seen together.

If products are prone to deterioration or have a limited shelf life, order in suitable quantities to a programme and use in appropriate sequence. Do not use if there are signs of deterioration, setting or other unsatisfactory condition.

PROPRIETARY PRODUCTS: Handle, store, prepare and use or fix each product in accordance with its manufacturer's current recommendations / instructions.

Where British Board of Agreement certified products are used, comply with the limitations, recommendations and requirements of the relevant valid certificates.

GENERAL QUALITY OF WORKMANSHIP : Operatives must be appropriately skilled and experienced for the type and quality of work.

Where not specified otherwise, select fixing and jointing methods and types, sizes and spacing of fastenings, in compliance with relevant British Standards. Fixings accessible to inmates shall be tamper-proof and suitable for their application throughout.

Adjust location and fixing of components and products so that joints which are to be finished with mortar or sealant or otherwise left open to view are even and regular.

Ensure that all moving parts operate properly and freely.

BS8000 : BASIC WORKMANSHIP : Where compliance with BS8000 is specified, this is only to the extent that the recommendations therein define the quality of the finished work.

If there is any conflict or discrepancy between the recommendations of BS8000 and the project documents, the British Standard will prevail.

SAMPLES: Where approval of products is required for statutory consent, obtain samples, data sheets or other evidence of suitability. Retain approved samples in good, clean condition of site for comparison with products used in the Works. Remove when no longer required.

SAMPLES: Where samples of finished work are required for statutory consent, approved samples should be retained in good, clean condition on site for comparison with the works. Remove samples which are not part of the finished Works when no longer required.

APPROVALS: Where approvals are required in respect of statutory consent, written confirmation of acceptance should be obtained and included in the hand-over documentation package.

1.23 Accuracy / Setting Out Generally

SETTING OUT : Check the levels and dimensions of the site against those shown on the drawings and record the results on a copy of the drawings.

APPEARANCE AND FIT : Arrange the setting out, erection, juxtaposition of components and application of finishes, to ensure that there is satisfactory fit at junctions, that there are not practically or visually unacceptable changes in plane, line or level and that the finished work has a true and regular appearance.

Without prejudice to the above and unless specified otherwise, tolerances will (where applicable) be no greater than those given in BS5608, Tables 1 and 2.

RECORD DRAWINGS : Record and retain on site throughout the Contract, details of all grid lines, setting out stations, bench marks and profiles on the site setting out drawing.

SUPERVISION : In addition to the constant management and supervision of the work provided by the Sub-contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.

TIMING OF TESTS AND INSPECTIONS : To be carried out in accordance with the Contractor inspection and test plan.

TEST CERTIFICATES : Keep copies of all certificates on site available for inspection. Provide copies for the Operating Sub-contractor at handover.

2.0 NEW RESIDENTIAL ACCOMMODATION

2.1 GENERAL LAYOUT

There will be one, two storey houseblock, holding a total of 77 Prisoners, [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

2.2 SUBSTRUCTURE

The foundations for the houseblock wings will comprise simple trench fill foundations upon which the pre-cast concrete cell units and perimeter block work walls will bear.

The ground floor slabs in the cells will be an integral part of the pre-cast cell units. In the association space the ground floor will have pre-cast floor beams spanning between cell units and bearing onto the foundations.

The foundations for the houseblock hub will be a combination of simple trench fill foundations for the perimeter wall and un-reinforced concrete pad foundations under internal precast walls and columns. The foundations will link to those for the houseblock wings.

2.3 SUPERSTRUCTURE

2.3.1 General

The wings will be constructed from modular pre-cast cell units at levels one and two, together with a steel framed roof structure.

The hub will be formed from an insitu concrete ground slab with concrete walls from level one to level two. An in-situ concrete slab forms level two with a steel frame forming the structure from level two to the roof.

The ground floor insulation will meet building regulation requirements.

2.3.2 Cell Units

The cells will be prefabricated reinforced concrete, with [REDACTED] generally. Party walls will be [REDACTED]. Each single occupancy cell will have a minimum floor area, excluding sanitary space, of approximately 6.8m², each double occupancy cell will have a minimum floor area of approximately 9.1m² excluding sanitary space, and the disabled cell will have an area of approximately 16.4m² including the sanitary area. The floor to ceiling height will be approximately 2.475m. The single and double cells will have an integral wc/ shower unit.

The design intent for a Cell will include consideration of the following:

- Ligature points
- Fixed furniture arrangements to allow ease of searching

- Modesty screening
- Supervision viewing

2.3.3 External Envelope

The outer skin of the external walls will principally be masonry. The wall will be insulated to meet the 'U' value requirements of Building Control as a minimum.

The gable end elevations will include glazing, using toughened safety glass in aluminium polyester powder coated framing with composite metal panel construction over.

The roofing will be a built up insulated cladding system to achieve the 'U' value requirements of Building Control and will incorporate polycarbonate glazed rooflights and smoke ventilation. Fixed rooflights will be protected by weldmesh (galvanised or painted A152), opening rooflights will be protected by security grilles. The roof will be supported on a structural steel frame with purlins. The roof will be pitched to approximately 20° with a 900mm wide overhang at the eaves. Concealed gutters will discharge rainwater to anti-climb downpipes fixed tight to the outside wall.

2.3.4 Internal Arrangements

The internal layout of the houseblock units will be as shown on the accompanying set of drawings. Within the new houseblock unit, the upper landing cells will be accessed by a concrete walkway with balustrading. The steel balustrade will be approximately [REDACTED]. The walkway will be served by one steel staircase, with balustrades both sides, rising from the association area. The staircase will be located at the end of the unit.

The hub structure of the houseblock will comprise pre-cast concrete frame to level 1 with level 2 and roof structure to be a steel framed with lightweight partition infill, independently stable from the main houseblocks. Floors to be cast in-situ concrete floors supported off the structure. Columns will be located so as not to restrict sight lines into the wings of the houseblocks.

The accommodation within the hub of the houseblocks at level 1 will be laundry, night staff base, staff WC, triage room, dispensary, lobby, voluntary testing, group rooms, and Listen and Multifunctional rooms. The stub wing accommodates a staff kitchen, two interview rooms and an office. At level 2 the accommodation will be a group room, two classrooms, office, store, staff WC and plantroom.

2.3.5 Doors, Gates and Windows

At the external door positions there will be a single width outward opening steel grille gate with [REDACTED] and an external quality timber door with a [REDACTED]

All cells will have Home Office standard cell doors complete with anti ligature strips, secure frame, [REDACTED] nominal opening width. A privacy lock for Prisoner use will be incorporated. The double cell will have a wider door to facilitate access for the disabled.

Plant room access doors off circulation spaces will be steel faced timber with a [REDACTED] lock and steel grille with a [REDACTED] lock, this includes the door to the duct on Wing C which provides access to the plantroom. Access to roof spaces will be from the secure plant room in the central core.

At Level 1 the divisions between the accommodation areas and the central hub will be a glazed screen comprising toughened Georgian wired glass mounted in a steel frame. The wing door will be a [REDACTED] solid core door, mounted in a steel frame and fitted with a [REDACTED]. At Level 2 the divisions between the accommodation areas and the central hub will be by a Secure Line wall access through which on A Wing will be via a steel grille gate with [REDACTED] and on Wings B and C via a steel grille gate with [REDACTED] and timber door with a [REDACTED] 2 lock to reduce the wing noise into the classrooms.

All other doors will be internal quality timber doors, fire rated to satisfy the Fire Officer and operational requirements and incorporating vision panels as appropriate, with [REDACTED]

The cell windows will comprise the 2005 safer style window with opening lights on the outside of the vertical ventilators located either side of the window to the security grille. The window will comprise, double glazed glass to the outside of the bars in aluminium polyester powder coated frames incorporating adjustable vents either side of the security grille and fixed tight to the window security grille and single skin polycarbonate [REDACTED] to the inside of the bars. Similar windows with opening lights will be provided in Staff areas.

Internal windows will have timber frames with fixed lights glazed with polycarbonate, [REDACTED]

2.4 FINISHES SCHEDULE RESIDENTIAL ACCOMMODATION

Room Name	No. Of Rooms	Floor	Ceiling	Wall	Skirting	Furniture
Ground Floor						
Staff/WS	3	F3	C6	W9	SK2	
Staff Toilets	1	F8	C3	W3 + W6	SK6	
Staff kitchen	1	F8	C3	W3 + W6	SK6	
Night staff base	1	F3	C3	W2	SK2	
Office	1	F4	C3	W9	SK2	
Interview Room	2	F4	C3	W9	SK2	
Listen	1	F3	C6	W9	SK6	
Voluntary Testing WC	1	F3	C6	W9	SK6	
Disabled Cell	1	F3/F8	C6	W9	SK1	
Single Cells	28	F3/F8	C6	W9	SK1	FN02/FN03
Double Cells	3	F3/F8	C6	W9	SK1	FN02/FN03
D.P Bathroom	1	F7	C6 / C7	W7	SK6	
Servery	3	F8	C6	W7	SK6	
Store	2	F3	C6	W9	SK6	
Group Room	2	F3	C6	W9	SK6	
Laundry	1	F3	C6	W9	SK6	
Dispensary	1	F3	C6	W9	SK2	
Triage Room	1	F3	C6	W9	SK2	
Lobby	1	F3	C6	W9	SK4	
Multifunctional rooms	1	F3	C6	W9	SK4	
First Floor						
Single Cells	30	F3/F8	C6	W9	SK1	FN02/FN03
Double Cells	6	F3/F8	C6	W9	SK1	FN02/FN03
Bathroom	2	F8	C3	W13	SK6	
Association Space	12	F3	C6	W9	SK1	
Store	6	F3	C3	W9	SK4	
Group Room	1	F3	C3	W3	SK4	
Office	1	F4	C3	W13	SK2	
Classroom	2	F3	C3	W13	SK4	

2.5 MECHANICAL AND ELECTRICAL SERVICES

2.5.1 Mechanical Services

2.5.2 Heating

The new houseblock will be provided with a minimum of two high efficiency gas-fired LTHW boilers serving plate heat-exchangers to transfer energy from the primary heating circuit to the secondary heating circuits. Each plate heat exchanger will be selected to provide 50% of the calculated design heating load for the houseblock. The sub-distribution circuits will supply LTHW to the cells and all other space heating systems in the building. Primary heating circulation pumps will be individual end suction centrifugal pumps; secondary circulation pumps will be twin-headed pipeline mounted pumps, all providing run/standby and auto-changeover facilities. Each pump will be fitted with an inverter speed controller to facilitate commissioning and / or provide variable pumping control.

The LTHW system will be pressurised by a packaged pressurisation unit.

The cells and other vulnerable areas will be heated utilising steel, vandal-resistant, anti-ligature, rectangular-tube heat emitters operating at a maximum surface temperature of 65°C. Other rooms on the perimeter of the building will be heated using radiators with secure fixings or standard commercial radiators, depending on their location.

The central association spaces will be provided with temperature controlled heated air from the ventilation systems.

2.5.3 General Ventilation with Heat Recovery

The supply air-handling units and associated extract ventilation fans for the houseblock wings will be located in the upper level plant room of the houseblock hub. The ventilation plant will be fitted with thermal wheel heat-recovery devices. This equipment will recover waste heat from the extract ventilation systems, which will be used to pre-heat the incoming fresh air in the supply air-handling units: thermal wheels have been selected because of their high energy recovery efficiency and low maintenance requirements.

The cells, and other designated rooms on the perimeter of the building, will have centralised mechanical extract ventilation systems with duplicate extract fans. Extract from the cells will be via a secure grille extracting from the WC / shower area. Make-up air will be induced from the central association space via gaps around the cell doors. The cell windows will have manually operable trickle vents for individual ventilation control.

A fire-engineered fire strategy will be developed for the houseblocks and, subject to the outcome of the fire strategy, it is not the intention to provide fire or smoke control dampers within the ducting connections to the individual cells.

The central association spaces will be ventilated by a temperature-controlled 100% fresh air supply ventilation system which will also provide make-up air to the cell shower room extract ventilation system, this air entering the cell around the perimeter of the cell door as described above. The ancillary rooms, such as the staff WCs and serveries, will also have mechanical extraction, with the association space supply air providing make-up air to these areas. The offices and other staff occupied rooms, where exposed to external facades, will be naturally ventilated using opening windows.

Serveries and certain group rooms will be ventilated using local extract fans switched from the areas being served.

Ventilation rates will be based on non-smoking environments with the exception of the cells which, for the purposes of the non-smoking legislation, will be treated as 'domestic' environments. The mechanical extract ventilation rates for the cells will be increased by 50% over the conventional value to 24litres/second per cell, supplemented by the natural ventilation through the trickle ventilators in the windows. It should be recognised that this level of mechanical ventilation, despite being increased by 50% above the norm, does not provide protection against smoking induced

illnesses, nor does it produce a smoke-free atmosphere for smokers and non-smokers, nor does it provide the level of ventilation suggested in some available guidance. The approach taken is a compromise of prisoner comfort against the extra cost and energy usage of a higher mechanical ventilation rate and will be compliant with current Building Regulations and NOMS' Guidance when coupled to an enhanced window ventilator performance

2.5.4 Smoke and Natural Environmental Ventilation

Natural smoke ventilators will be installed in the roof of the houseblock wings, over the association space, primarily for smoke extract. The vents will have a fail-safe open position in the event of a power failure. The vents may also be operated in an environmental mode, with rain sensor protection, to provide background natural ventilation. Replenishment air for the vented smoke will be provided from the corresponding smoke ventilators in adjoining wings or by creating two smoke reservoirs in each wing with a down-stand smoke curtain between the two.

To improve summer time ventilation of the houseblock, auxiliary natural ventilation in the vertical external gable ends of the House Block will be provided to supplement the roof-top ventilators and to induce air movement during the day and provide a degree of night-time pre-cooling of the structure in the summer months.

2.5.5 Public Health

Mains cold water will be provided from the existing site-wide water distribution system, stored and boosted locally in the houseblock hub at Level 3.

The new houseblock will be provided with two separate high-efficiency plate heat-exchangers to transfer energy from the primary heating circuit to the secondary domestic hot water circuit. Each plate heat exchanger will be selected to provide 100% of the calculated design domestic hot water circuit load for the houseblock. Domestic hot water will be provided from indirect hot water buffer storage located in the hub plant area. The hot water temperature will be regulated to between 60 - 65°C for generation and distribution and blended at grouped points of use to 43°C. The blending valves will incorporate an automatic supply cut out system in the event of a cold water supply failure. A pumped re-circulation circuit will be provided ensuring that supply and return temperatures are high enough to minimise any possibility of Legionella.

The cell wash hand basins, shower trays and WC's will be of solid surface material, as described previously, incorporating integral waste pipes and push button controls. The taps and the toilet cistern will all be operated by simple recessed pneumatic push buttons, which, in the case of the taps, will be time controlled to reduce water wastage.

Sanitary-ware in all other areas of the houseblock will be vitreous china.

No provision will be made for wash-hand basins in the Laundry area.

2.5.6 Electrical Services

2.5.7 Lighting

Cell lighting will generally be by cornice mounted vandal-resistant, safer cell fluorescent luminaires with a night light facility. An IP65 rated luminaire will be provided in the cell shower cubicle. Individual, vandal resistant, surface mounted luminaires will be provided in the association areas to provide the lighting levels given on the Services Data Schedules. Local switching will be provided to the cells and individual rooms.

Emergency lighting will be by means of self-contained emergency luminaires. Emergency lighting will not be provided in the cells.

Each cell will be provided with a local light switch to control both the main room and shower light. Externally a switch will be provided for the control of the night light within each cell. The association area lighting will be automatically controlled to save energy and have facilities for manual and automatic over-ride.

The lighting to the cells will be protected by double pole residual current circuit breakers located in the services riser duct.

2.5.8 Cell Call Units

Each Cell will be provided with a Cell call intercom facility.

2.5.9 Power

Each cell will be provided with two 230volt un-switched twin socket outlet with a flat stainless steel face plate.

Power supplies to the cells will be controlled via a miniature circuit breaker in the services riser duct. RCD protection will also be provided for power supplies to the cells. Cell lighting will be grouped on common circuits with the ability to isolate individual power circuits to each cell.

No provision has been made for power sockets adjacent to the wash-hand basins.

2.5.10 Prisoner Telephones

Power supplies for telephones for prisoner use (PIN 'phones) will be provided in the Association area of the House Block unit. The telephones will be supplied and fitted by BT; two per wing, one at each level

2.5.11 TV

Provision will be made for the relevant outlets in all cells and Group Rooms.

2.6 SERVICES SCHEDULE RESIDENTIAL ACCOMMODATION

Room	Equip. Cat	Lighting	Power	Data Points	TV Aerial Points	Telephone Points	General Alarm Points	CCTV Coverage	Door Entry Alarm Points	Hearing Induction Loop	Heating min temps	Heating method	Ventilation	Ventilation method	Public Health	Services noise level (max)	Comments
Hub Level 1																	
Main Entrance	2	200 lux at floor level.	-	-	-	-	-	-	-	-	16°C	Over-door LTHW heater	Mechanical	Part of Hub ventilation system		NR40	
Interview Room 1	2	300 lux on the working plane to LG3. PIR control.	2No. 13amp double socket outlets	1	-	1	-	-	-	-	19°C	Secure LTHW radiator	Natural.	Mechanical supply & extract from high level – 2 ach/hr. Openable windows.	-	NR30	
Interview Room 2	2	300 lux on the working plane to LG3. PIR control.	2No. 13amp double socket outlets	1	-	1	-	-	-	-	19°C	Secure LTHW radiator	Natural.	Mechanical supply & extract from high level – 2 ach/hr. Openable windows.	-	NR30	
Staff Kitchen	3	300 lux on the working plane to LG3. PIR control.	2No 13A double socket outlets. 1No 13A low level socket outlet for fridge 1No 13A spur outlet.	1	-	1	-	-			19°C	LTHW radiator	Mechanical and natural.	Mechanical extract from high level – 2 ach/hr. Openable windows.	Hot and cold water and SVP's to sink	NR40	

Room	Equip. Cat	Lighting	Power	Data Points	TV Aerial Points	Telephone Points	General Alarm Points	CCTV Coverage	Door Entry Alarm Points	Hearing Induction Loop	Heating min temps	Heating method	Ventilation	Ventilation method	Public Health	Services noise level (max)	Comments
Group Rooms (4No.)	2	300 lux on working plane to LG3 with dimming to 50 lux. PIR control	2No 13A double socket outlets	1	1-TV 1- Radio	1	2	-	-	-	19°C	Secure LTHW radiators	Mechanical + natural	Mechanical supply and extract at high level – 2 ach/hr min. – to suit occupancy requirements. Opening windows.	-	NR35	
Laundry	2	Working Plane 300 lux (vapour-proof). PIR control	4No. 13amp double switched sockets. 1No. 13amp fused spur. 2No. 3ph outlets.	-	-	-	1	-	-	-	16°C	Secure LTHW radiator – max surface temp 65°C.	Mechanical	Extract from high level – 4 ac / hr. Make up from adjoining areas. Ducted ventilation from tumble dryer.	Hot and cold water and SVP's to laundry equipment	NR45	
Stairs	2	200 lux at floor level.	12No 13A double socket outlets at each level.	-	-	-	-	-	-	-	16°C	Secure LTHW radiator	Natural	Infiltration from adjoining spaces. Smoke ventilation to head of stairs	-	-	

Comments										
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Note: Ventilation rates are based on non-smoking environments throughout with the sole exceptions of private single and double cells in the House Blocks. In these instances a mechanical extraction rate as listed within these schedules has been used which is supplemented by natural ventilation provided by trickle ventilators located and forming part of the cell windows. It should be noted that ventilation (natural or mechanical) does not guarantee that non-smokers will not be adversely affected by smoke nor does it assist in the prevention of ill-health due the presence of tobacco smoke.

EQUIPMENT LEVELS OF VANDAL RESISTANCE AND SECURITY

The construction of the visible and accessible services elements will fall into three categories of vandal resistance and safety considerations:

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3.0 EXTERNAL WORKS (INSIDE THE PRISON)

3.1 LAYOUT

3.1.1 Exercise Areas

The new House Block will have a dedicated exercise area adjacent to it.

3.1.2 Other Pedestrian Areas

Other pedestrian areas/routes will be hard paved finishes, either concrete or blacktop and edged with kerbs where necessary. Security will be maintained by fence lines and the secure margins of buildings.

3.1.3 Vehicle Access Areas

Areas regularly accessed by vehicles will be paved in reinforced concrete.

3.1.4 Internal Fences

Refer to Security section, in particular 4.1.9.

3.1.5 Landscaping

The landscaping within the Prison will provide controlled external spaces reflecting the functional requirements of the adjacent accommodation. The previous horticulture garden area adjacent to the Mother and Baby Unit will include 2 new volley ball pitches, 1 new netball pitch, a new 5 a-side football pitch, a trim trail and a circuit for exercise.

3.2 DRAINAGE

3.2.1 Manholes

Manhole covers will be heavy duty ductile iron and lockable.

Manholes giving access to large diameter sewers will be located in secure areas and provided with security covers. Sewers will be provided with security grilles where the pipework is of diameter greater than 300mm.

3.2.2 Storm Water Drainage

The surface water will discharge into the existing storm water drainage system.

3.2.3 Foul Water Drainage

All foul water from the houseblock will be collected in a sewerage system that will be pumped into the existing system.

4.0 SECURITY

4.1 GENERAL

[REDACTED]

[REDACTED]

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4.1.3 Locks

Security locks will be incorporated as described in the section for each building.

4.1.4 Window Grilles

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[REDACTED]

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4.1.8 Secure Line

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5.0 MECHANICAL AND ELECTRICAL SERVICES

5.1.1 GENERAL

General site wide provisions are described in this section.

Plant room finishes will generally be fair faced blockwork (W1), painted concrete floors (F2), and exposed soffits (C1 & C5).

5.2 MECHANICAL SERVICES

5.2.1 Scope of Works

Environmental temperatures and ventilation air change rates have been taken from the NOMS' Design Standards, the current Building Regulations (2006 edition) and relevant Chartered Institute of Building Services Engineers (CIBSE) guidance as set out and clarified in this document, including the Services Data Schedules.

NOMS Standards will not be taken as prescriptive but used for guidance purposes only.

5.2.2 General Design Principles

The new House Block will be heated, and domestic hot water will be generated, by a local low temperature hot water (LTHW) heating plant, which will consist of a minimum of two gas-fired high-efficiency gas condensing boilers fitted with low NOX burners, selected to operate at flow and return temperatures commensurate with the systems being served and to optimise the boilers' already high efficiency. If needed to satisfy the carbon emission targets of the current Building Regulations, the gas-fired boilers will be supplemented by a gas fired CHP unit.

Primary hot water, for both heating and domestic hot water services (HWS) heating use, will be distributed from the boiler plant to plate type heat exchangers serving the heating and domestic hot water systems. Plate heat exchangers will be selected to provide 100% standby for the domestic hot water system but with 50%/50% duty/duty operation for the heating plant.

The distribution of heating and ventilation equipment will be designed so as to consider the total energy used, including pump power required for distribution. Sub-circuits will be controlled to enable optimisation of operating times and energy consumption and maximise flexibility of use.

The general philosophy for ventilation will be to restrict the use of mechanically powered systems to only those areas which could not be sensibly ventilated by natural means: usually either because of security reasons or because the rooms do not have access to opening windows. Where mechanical ventilation systems are unavoidable, heat energy that would otherwise be disposed of in main extract ventilation equipment will, wherever practicable, be recuperated using thermal wheels. Frost coils will be provided for all air-handling units, either individually or to groups of units, dependant upon the detailed plant room layout.

External design conditions:

Winter	- 4.0°Cdb
Summer	28.0°Cdb/20°Cwb (applicable to comfort cooled areas only)

Primary filtration to air handling plant will be to EU3 standard, secondary filtration to EU6 standard.

The preferred solution will be to maximise the use of natural ventilation with an intention to limit the internal temperatures in summer to 26°C. This temperature should not be exceeded for more than 2.5% of the year in accordance with NOMS Standard STD/M/SPEC/025. However internal temperatures in both mechanically and naturally ventilated areas will primarily be dependent on the external temperature that prevails, together with the extent of internal heat gains (from occupants, and the like) and solar gain from glazed areas. The design intent will be to minimise the amount by which the room environment exceeds the external conditions through the use of air changes induced by the window/louvre openings, supplemented by mechanical ventilation in

certain designated areas. However, any maximum internal temperature or maximum temperature differential above the external ambient temperature cannot be guaranteed.

Natural ventilation will be based on the use of opening windows, roof lights and /or openable louvres as appropriate. The windows/louvres will be manually controlled and the operational issues relating to security, noise, wind, insects, air-borne contaminants etc will need to be understood by the users.

The detail design of the domestic water services systems will give consideration to minimising the risk of Legionella bacteria contamination of pipe-work systems. This will generally be achieved by ensuring that water used for washing or consumption will not be allowed to remain within the preferred breeding temperature range of the Legionella bacteria.

Water consumption will be minimised by incorporating pneumatic timed operation of taps in areas occupied by prisoners and by percussion taps elsewhere.

Domestic hot water generation will be achieved by taking the primary energy source from the integrated boiler plant which will generate primary hot water to serve both the heating and hot water service systems.

5.2.3 Incoming Supplies

The gas supply will be extended from the existing infrastructure distribution to serve the new houseblock and will be sub-metered to comply with current Building Regulations. An automatic gas shut off valve will be provided at the gas entry into the hub plant area.

The incoming mains water supply will be extended from the existing water distribution system to serve the new houseblock. A dual-compartment potable water storage tank and pumped booster set will be provided in the plant room at Level 3 of the hub. The water storage capacity will be designed to provide 24-hour storage in the event of an incoming mains water failure.

Similarly, the existing fire main will be extended to serve any additional fire hydrants needed and the hose reels within the new houseblock.

5.2.4 Metering

The incoming mains gas and water services will be metered.

Sub-metering will be provided in the following areas in addition to the metering requirements of the Building Regulations:

Gas	Boiler Plant
Water	Houseblock

All metering will be connected to the BAS system to enable simple monitoring and trend logging of gas and water usage.

5.2.5 Automatic Controls / Building Automation System (BAS)

The services installation for the new block will be monitored and controlled by extending the functions of the existing BAS 'head-end' controlling PC that serves the whole site. This element of works will include motor control centres, automatic control devices, power/control cabling and containment systems.

Gas, water and electricity meters will be remotely monitored and logged at the BAS. These will permit the consumption to be monitored on a daily/weekly/monthly basis.

The BAS system will have direct links to the fire alarm system in order to activate or shutdown key items of equipment in the event of an alarm/detection.

It is not the intention to provide facilities or software for PPP monitoring within the BAS. This function will be managed by the Operator using stand-alone software.

5.2.6 Fire Fighting Ring Main System

The existing permanently charged and pressurised site-wide fire fighting ring main system will be extended to provide external hydrant cover to the new building. The extension to the system will be designed in accordance with the relevant British Standards and HM Prison Service document "Fire Standards in Prison Establishments".

Hose reels installed in the houseblock wings will also be fed from the fire ring main.

Cell doors will be provided with an inundation facility, using standard hose reels fitted with inundation nozzles, to provide 'first-aid' fire fighting of a cell fire.

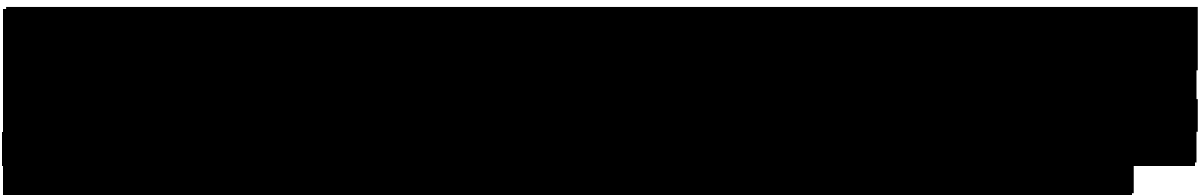
Portable fire extinguishers will generally only be provided in those areas not covered by hose reels or where special precautions are necessary.

No provision will be made for sprinklers or mist inundation systems.

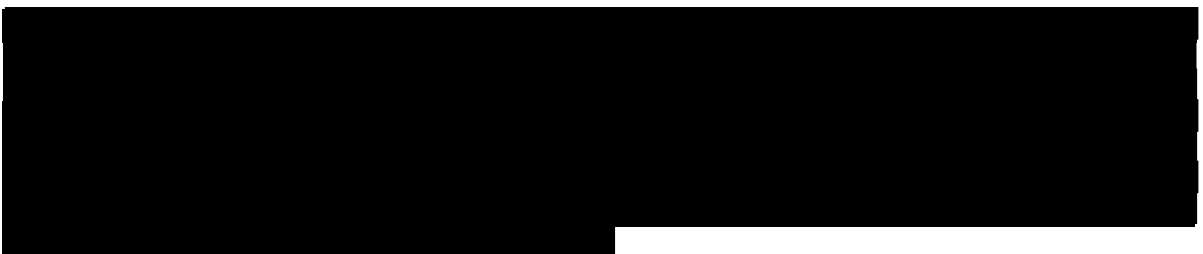
5.2.7 Materials and Routes

The construction of the visible and accessible services elements will fall into three categories of vandal resistance and safety considerations:

1. Prisoner un-accompanied areas, such as cells:



2. Areas where prisoners and prisoners' visitors are accompanied by staff:



3. Areas to which prisoners have no access:

Low resistance to vandalism: Commercial style flat panel radiators; commercial style grilles and diffusers; commercial style luminaires; vitreous china sanitary-ware; exposed conduit and trunking allowed where aesthetically appropriate; standard fixing screws.

Gas pipe routes will be determined taking cognisance of the applicable gas regulations, including the need to ventilate enclosed spaces containing gas pipes.

Indirect water heaters, their primary energy being provided from the combined heating / domestic hot water boilers, will be instantaneous, or instantaneous with a buffer vessel, depending on the final assessment of instantaneous hot water service demand.

Water tanks will be of the Glass Reinforced Plastic (GRP) sectional type. Tanks, including overflows, will be installed in accordance with the Water Supply Regulations.

Dead legs in domestic water systems will be kept as short as practicable.

Thermostatic blending valves will be used on grouped HWS supplies to vulnerable areas (eg cells and showers).

Valving on piping systems will not be accessible to prisoners.

Domestic water services will be distributed in pipe-work constructed from chlorinated polyvinyl chloride (cPVC); polybutylene; high-density cross-linked polyethylene; polypropylene or copper as appropriate for the pipe size, operating pressure and temperature and its location. Crimped joints will be utilised on copper tube except where concealed behind panelling or in services risers where push-fit joints will be used on nominal tube sizes of 15 and 22mm only.

All above ground domestic water services pipe-work will be insulated throughout its length with insulation to comply with the Building Regulations and the British Standard appropriate to the service. Insulation will have a Class 'O' fire rating.

All domestic water services systems will be flushed through and chemically disinfected prior to being put into operation.

The LTHW distribution systems will provide primary LTHW water at a flow circuit temperature of between 80°C and 90°C, the actual design temperature being determined at detail design stage when constraints on boiler performance parameters are known. The LTHW return temperature to the boilers will be depressed to as low a temperature as is practical by careful equipment selection. LTHW will be distributed to the air-handling unit frost and re-heat coil circuits at a flow temperature of 80°C via the secondary duty/standby pumps and to radiator / heat emitter circuits at flow temperatures of either 80°C or, in areas accommodating unaccompanied prisoners at 65°C.

The central wing association areas and the hub circulation areas will be heated via the ventilation supply air ducting systems. This approach frees up floor space normally taken by radiators and ensures there is minimum interference with the heating systems by the prisoners.

LTHW volume flow onto the air-handling units' (AHUs) coils will be controlled by two-port motorised control valves. To facilitate this, the secondary AHU LTHW pumps will be inverter speed controlled to provide variable volume flow to the pipe-work distribution systems. The use of inverter speed control on secondary pumped circuits will assist in minimising energy usage for pumping at part load heating conditions. Other secondary pumps and the primary pumps will also have inverter control to assist with accurate commissioning and to comply with Building Regulations.

Piping material for LTHW circuits will be either polybutylene; high density cross-linked polyethylene; polypropylene, black mild steel or copper as appropriate for the pipe size, operating pressure and temperature and its location. Crimped joints will be utilised on copper tube. Regulating and isolating valves will be provided to facilitate draining down, isolation of circuits and the commissioning of the water services. Thermal movement will be taken into account by incorporating either expansion loops or expansion bellows into the systems as appropriate.

LTHW pipe-work will be insulated throughout its length (except where exposed piping contributes to the heat emitting surface) with insulation to comply with the British Standard appropriate to the service and will have a Class 'O' fire rating. Piping exposed to external weather conditions will be insulated as described previously but clad with polyisobutylene sheeting throughout.

The thermal expansion of the LTHW system's contents will be contained within a sealed vessel pressurisation set.

The LTHW distribution system will be provided with a dosing arrangement to allow the injection of cleaning chemicals and corrosion inhibitors into the system.

The heating pipe-work system will be flushed through and treated with an anti-corrosion agent prior to being put into operation.

The refrigerant utilised in the comfort cooling system will be either R407C or R134A or other equally low ozone-depleting refrigerant.

5.2.8 Cell Sanitary Ware

Cell sanitary-ware will be provided to comply with a “safer” cell standard with a high resistance to vandalism, be non-fragmenting and presenting a minimum opportunity for ligature attachment.

W.C.s

The W.C.s will consist of floor mounted solid-surface, vandal-resistant wash-down pans manufactured from Class ‘O’ fire retardant polymer materials, non-porous, non-fragmenting, stain and chemical resistant. The pans will be complete with integral seats with no separate covers.

Wash Basins

The wash hand basins will consist of wall mounted vandal-resistant basins manufactured from Class ‘O’ fire retardant polymer material, non-porous, non-fragmenting, stain and chemical resistant. The basins will be complete with hot and cold moulded water discharge nozzles, individual anti-ligature push button flow controls and a waste outlet.

Showers

In-cell shower cubicles will be provided in each houseblock cell. The shower trays will be manufactured from Class ‘O’ fire retardant polymer materials, non-porous, non-fragmenting, stain and chemical resistant.

5.3 ELECTRICAL SERVICES

5.3.1 General

The electrical systems will be designed and installed to comply with all current British Standards, in particular, BS7671 - Institute of Electrical Engineers (IEE) Regulations 17th Edition for Electrical Installations in Buildings.

All services distribution will be protected as far as possible by locating plant and cabling outside areas accessible to prisoners, within secure enclosures and by placing out of reach within secure distribution zones or at high level.

Plant and distribution will be minimised in areas where inmates will be unsupervised. In supervised areas all exposed plant and distribution shall be robust and vandal resistant in nature. In non-inmate areas normal commercial standards will apply.

NOMS Standards will not be taken as prescriptive but used for guidance purposes only.

5.3.2 Existing Incoming Electrical Supply

The existing Prison is supplied by an 11kV 3-phase supply derived from the local electricity supply network and is supported by an emergency diesel generator

A new power supply (or supplies depending on the availability of spare ways) will be taken from the existing LV panel to serve the new houseblock.

5.3.3 Sub-Mains Distribution to the New Houseblock

A sub-mains feeder, or feeders, will be taken from an existing isolator(s) within the existing main LV switch-panel within the substation and will be distributed to a new sub-mains distribution panel(s) within the new houseblock. Cabling will generally be XLPE/SWA/PVC buried in the ground, and XLPE/SWA/LSF supported upon cable tray or ladder rack as appropriate.

Main panels and distribution boards within the houseblock will be located either in the plant room or hub control room.

5.3.4 Metering

The incoming mains electricity supply to the new houseblock will be metered.

Sub-metering (kWh and maximum demand) will be provided on all main outgoing feeders to comply with current Building Regulations. kWh and maximum demand meters will be provided on the main LV distribution panels to separately meter lighting and power consumption.

All metering will be connected to the BAS system to enable monitoring and trend logging of energy usage.

5.3.5 Lighting

The lighting installations will be designed to comply with the maintained illumination levels stated in the Services Data Schedules. Appropriate luminaires will be selected with due consideration for energy efficiency, glare control, robustness and aesthetics.

All luminaires and associated accessories in areas accessible to prisoners will be vandal resistant.

Lighting circuits will be supplied via LSF single core cabling contained within PVC or steel trunking and conduit as appropriate. Where appropriate, modular wiring systems will be utilised.

Emergency lighting will be provided throughout the facility to meet the requirements of BS EN 1838. The system will be supplied via self-contained emergency luminaires or normal luminaires with emergency conversion packs as appropriate. The system will be designed to provide the required emergency lighting for three hours duration.

Lighting will be installed both internally and externally to provide illumination for the installed CCTV surveillance system without the need for infrared lighting.

External lighting will be designed to minimise light pollution and will be in accordance with zone E3 requirements of the CIBSE Lighting Design Fact File 7. External recreation areas and the modified site roadways will be illuminated. Lighting columns will be the collapsible type sited more than 8m from the internal perimeter fence. Any wall-mounted luminaires will be positioned at a maximum height and be designed to minimise the opportunities for climbing. No provision has been made for auxiliary lamps to provide illumination during the main lamp re-strike period. The luminaires will be connected on single circuits.

External lighting will be provided to illuminate the recreation areas, the site roadways, and the internal perimeter of the prison to a minimum of 5 lux.

5.3.6 Small Power

Power outlets will be provided throughout the facility for the purposes of general usage and cleaning. Typically, offices will be provided with 1 twin 13 amp switched socket per person, plus 1 twin 13 amp switched socket per room. Refer to the Services Data Schedules for distribution of power outlets.

The supply to the cell socket outlets will be controlled from double pole RCD's mounted in the services riser. The RCD's will also enable the socket outlets to be switched off for discipline purpose. The circuit will be rated for low wattage equipment only: for example, the televisions.

Larger power supplies will be provided direct from sub-mains distribution panels and final circuit distribution boards.

All power supply outlets will be vandal resistant using anti-tamper security screws in areas accessible to prisoners.

Power circuits will be supplied via LSF single core cabling contained within PVC or steel trunking and conduit. Wherever possible, containment systems will be concealed above ceilings, within walls or placed out of reach.

5.3.7 Fire Alarm and Detection

The existing fire alarm and detection system serving the prison will be extended to provide coverage to the new houseblock.

The extension to the system will be designed and installed in accordance with the recommendations of BS5839 with adaptations for use in a prison environment.

Generally, the system will be designed and installed to meet the requirements of Category L1 with amendments as defined in BS5839. An automatic fire detection sensor will be provided in the extract duct to each cell

In areas with sleeping accommodation, a first-stage alarm signal will be raised by the use of xenon beacons in order to alert staff without causing unnecessary concern to prisoners, followed by a second-stage audible alarm if the first-stage is not cancelled within a predetermined time. Similarly, in other areas where prisoners and visitors have access the alarm signal will be raised by the use of xenon beacons in order to alert staff without the second stage audible alarm. Conventional audible alarm sounders will be provided in all other areas where prisoners have no access.

5.3.8 Public Address (PA)

A stand-alone public address system for the transmission of messages to staff and prisoners will be installed in the houseblock. The system will generally be installed in circulation areas and larger rooms where prisoners and staff congregate.

The main transmission facility will be provided from the night staff base within the houseblock.

Each system will have vandal resistant speakers, microphone, amplifier and control switching.

5.3.9 Cell Call

The cell call facilities will be integrated to the main alarm and control system.

All information will be recorded on a server to provide a complete audit trail of all cell calls, the actions taken and by whom.

5.3.10 Lightning Protection and Earthing

A lightning protection system complying with BS6651 will be installed as required under the requirements of the British Standard.

Cell doors will be earth bonded by a dedicated earth cable to the electrical system within the services riser duct.

Electrical surge protective devices will be provided at the main LV switch panel and on all critical electrical and communications feeds serving security and alarm monitoring equipment to the same or better standard than currently exists.

The earthing and bonding installation will be provided in accordance with current British Standards.

The main earthing will be configured as a TN-C-S system.

5.3.11 Testing and Commissioning

The scope of testing and commissioning works for the Prison will be sufficient to meet the agreed requirements of all parties to the Contract but as a minimum will include all equipment, services and security systems

The programme, scope of testing and commissioning works for the new House Block will be agreed in advance to meet the reasonable agreed requirements of the Independent Engineer.

5.4 Information Technology Infrastructure

5.4.1 General

The existing Information Technology (IT) infrastructure covering voice, data, administrative and management applications and television broadcast will be extended to cover the new houseblock.

All main IT systems will be provided with secure supplies providing UPS backup.

All IT equipment and cabling will be located in areas where there is a high level of access control including the server and equipment rooms. The cabling infrastructure will support the operation of future converged networks including voice, data, electronic media and video.

Secure cabling containment systems will be provided throughout the houseblock linking each area. Cable containment and separation will meet the appropriate technical standards.

5.4.2 Data/Voice Cabling

The existing data/voice cabling infrastructure will be extended to serve the new House Block to an equivalent standard to the existing provision.

5.4.3 Voice System

The telephone system will be extended to serve the new House Block to an equivalent standard to the existing provision.

5.4.3 Data Network

The existing data network will be extended to serve the new House Block to an equivalent standard to the existing provision.

5.4.7 Television /Radio Distribution

A digital terrestrial television / radio system will be installed with outlets in common areas and in each Cell. It will not include a central video facility.

5.4.8 Containment for In-cell Telephones

Wire-ways will be installed in each cell for the future provision of in-cell telephones by the Operator. The containment will consist of a cast-in conduit from the telephone point back to the services riser, a suitable back-box and a blank cover plate.

6.0 APPENDIX A

6.1 FINISHES SCHEDULE KEY

The following finishes references are to be used in conjunction with the schedules included in this document:

6.1.1 Wall

W1	Blockwork
W2	Blockwork painted
W3	Plaster painted
W4	Plaster with vinyl wall covering
W5	Glazed tile full wall
W6	Glazed tile splashback
W7	Proprietary smooth waterproof paint finish
W8	Epoxy screed suitable for walls
W9	Concrete painted
W10	Special wall finish - coloured pvc
W11	PVC Wall cladding - kitchen
W12	Rendered wall(s)
W13	Painted proprietary partition
W14	Plasterboard painted

6.1.2 Ceiling

C1	Exposed concrete
C2	Suspended ceiling (fibre) system
C3	Plasterboard ceiling (painted)
C4	Suspended ceiling (metal)
C5	Exposed cladding/sheeting soffit
C6	Painted concrete
C7	Mineral fibre suspended ceiling system

6.1.3 Floors

F1	Concrete with surface hardener
F2	Concrete - painted
F3	Flexible sheet flooring
F4	Carpet
F5	Impervious carpet
F6	Sports Hall floor
F7	Epoxy screed (non structural)
F8	Slip-Reducing vinyl
F9	Barefoot slip-reducing vinyl
F10	Rubber sheet
F11	Rubber stair tread and riser
F12	Entrance barrier matting
F13	PVC tiles to fitness training area

6.1.4 Skirtings

SK1	Epoxy fillet to floor
SK2	Timber: softwood
SK3	Preformed vinyl welded to floor
SK4	Painted line gloss & epoxy fillet
SK5	Epoxy screed, self cove
SK6	Self cove vinyl

6.1.5 Fitted Furniture

- FN01 Laminated Timber IPS +/- or cubicle
- FN02 Solid Core laminate fitted - Cells
- FN03 Metal pan beds

6.2 DESIGN STANDARDS

The design is to be in accordance with the following particular standards, where appropriate, but not limited to this list:-

6.2.1 Structural

BS 8110:1997 - Structural Use of Concrete
BS 5950:2000 - Structural Use of Steelwork in Building
BS 8004:1986 - Foundations
BS 6399:1988 - Loading for Buildings - Part 1 Code of Practice for dead and imposed loads
BS 6399:1988 - Loading for Buildings - Part 3 Code of Practice for imposed roof loads
BS 6399 - Loading for Buildings Part 2(1997) - CP for Wind Loads
BS 5628 - Parts 1(1992), 2(1995) and 3(1985) - Use of Masonry
BS 8007:1987 - Design of Concrete Structures for Retaining Aqueous Liquids
BS 8301 - Building Drainage
HD/14/93 - Structural Design of New Pavements
TRRL Research Report 87 - Thickness of Concrete Roads, Road Note 29
BACMI Information Sheet 1, 1994 - Construction and Surfacing of Parking Areas
BRE Digest 363

6.2.2 Mechanical Services

CIBSE Guides A, B, C and D as clarified herein and in the Services Data Schedules
CIBSE Technical Memorandum TM13 - Minimising the Risk of Legionella Disease
BSRIA Application Guides and Guidance Notes as appropriate
HTM 2040 - Health Technical Memorandum Control of Legionella
BS 6700 - Water Services
HSE(G) 70 - Water Services
Water Supply (Water Fittings) Regulations 1999
Institute of Plumbing Guides
British Gas Safety Regulation (eg IM21, IM25, etc)
Gas Regulations
CIBSE Commissioning Codes:

- A Air Distribution Systems
- B Boiler Plant
- C Automatic Controls
- M Commissioning Management
- R Refrigeration Systems
- W Water Distribution Systems

Ductwork design in accordance with HVCA DW 144, DW 171 & TR17

6.2.3 Electrical Services

CIBSE Lighting Guides for Interior Lighting
BS 7671 - Requirements for Electrical Installations (IEE Wiring Regulations - 16th Edition with latest amendments)
BS 5266 - Emergency Lighting
BS 5839 - Fire Alarms
BS 6651 - Lightning Protection
Electricity Supply Regulations
Electricity at Work Regulations
Electrical Equipment (Safety) Regulations
Provision and Use of Work Equipment Regulations
Electromagnetic Compatibility Regulations

6.2.4 Security



6.2.5 NOMS Design Standards

NOMS Design Standards will be used as general guidance, including the Physical and Special Security Guide (PSSG)

6.3 OUTLINE FIRE STRATEGY

6.3.1 Introduction

This section outlines the approach to be taken by the Design Team. This outline will be supplemented by detailed documents and drawings. Security issues will over-ride all aspects of the building design and clearly conflicts can arise. The fire strategy will need to broadly meet statutory requirements and will be referred to on structural, services and architectural drawings as appropriate.

6.3.2 Assumption

A series of principles will be itemised defining operation and construction of the block from likely events, compartmentation regimes, materials to be used, smoke control strategy, storage of material, water pressure, insurers requirements and on site smoking policy.

6.3.3 Documents

The principal documents to which the Fire Strategy will refer are as follows:

Fire Safety Design Guide for Custodial Property - February 2008

Approved Document B April 2007: The Building Regulations 1991 - FIRE SAFETY
Approved Document K : The Building Regulations 1991 - STAIRS, RAMPS & GUARDS

Fire Precautions in the Workplace
1997

British Standards

6.3.4 Statutory Control

Statutory Approval under the Building Regulations will be achieved. Due consideration will need to be given to the effect of the Regulatory Reform Order in relation to Fire Strategy that came into force in April 2006. Liaison will be undertaken with the Home Office and / or CPIG department as appropriate. A close working relationship will develop to achieve a satisfactory all encompassing strategy.

6.3.5 Fire Hazards in Prison Establishments - A Risk Assessment

Generally, the risk of accidental fire outbreak in prison buildings is low, due to the constant level of supervision and control. However, the serious consequence of such events, however rare, must be anticipated and controlled. Individual buildings and the site as a whole will be assessed for risk.

6.3.6 Relationship with Security Requirements

Bronzefield is a Category B Prison, and as such movement is, by necessity, restricted and doors to all buildings are kept locked. The Operating Sub-contractor has well established procedures for door management. The particular regime for Bronzefield will be developed in the operating procedures.

6.3.7 Compartmentation and Fire Separation

The buildings will comply with Document B: The Building Regulations. This indicates that the building will comply in all areas to the limits for compartments and does not require a sprinkler system.

The construction and materials will carry relevant fire ratings or form of construction. Columns and beams will generally have 60 minute protection and either be encased in board, masonry or painted with intumescent paint.

Fire stopping in cavities will follow guidance in Document B on type and location. Dispensations in various locations, for example, within the houseblock wall cavities will be necessary because of the precast cell units.

6.3.8 Safety of Occupants - Means of Escape

The management of means of escape during a fire within the Prison is governed by prison procedure for safe and secure management of its inmates.

Detail strategy with escape routes, muster points, minimum dimensions and procedural information will be defined on drawings.

6.3.9 Automatic Fire Detection and Alarm System

Details of the fire alarm and detection system are given in section 5.3.7

6.3.10 Ventilation and Smoke Control Methods

Detailed strategy of smoke evacuation will be developed by Arup Fire and built into the construction.

6.3.11 Fire Fighting Equipment and Water Supplies

The fire fighting ring main system is described in section 5.2.6

6.3.12 Access and Facilities for Fire Fighting

A vehicle will be able to approach to within 18m of all entrances.

7.0 APPENDIX B

In this Schedule A, the following words and expressions shall, except where the context otherwise requires, have the meanings set out below:

Words and expressions relating to the extent, configuration and purpose of all rooms, areas and other spaces within the Prison that are capitalised but not otherwise defined in this Appendix C, can be established by reference to the appropriate drawings listed in part 1 of this Schedule A together with any other subsequent drawings which supersede, clarify or enhance the information provided in the listed drawings.

Building Control means the certification procedure conducted by the City of Salford (Development Services), or other such accredited party, in conjunction with the appropriate fire brigade and HMPS fire officer as necessary to ensure compliance with the Building Regulations;

Building Regulations means any regulations made under the Building Act 1984 and any Act of a similar nature with respect to the design and construction of buildings and the provision of services, fittings and equipment in or in connection with buildings;

British Standards means those standards produced by the British Standards Institution of 389 Chiswick High Road, London, United Kingdom;

Category B Prison means a Prison which in accordance with the security classifications as they exist as at the date of this Contract is classified by the Authority as such or, in the event that the categorisation of the Prison changes, would be so classified;

Cell and Cells mean Prison Cell, Double Prison Cell or Single Prison Cell as appropriate;

C & R spaces means control and restraint areas identified on the appropriate drawings;

10/100BaseT Ethernet means a computer network connection the capacity of which is 10 to 100 megabits per second (Mbps) in unshielded twisted pair (UTP) cable in conjunction with switches, network co-axial type (BNC) cable and network card;

HMPS means Her Majesty's Prison Service;

Home Office means the government department having jurisdiction over the standards governing the design and construction of certain components within the Prison;

LTHW means low temperature hot water;

Operating Sub-contractor has the meaning ascribed to it in the Conditions of Contract;

ISDN means integrated services digital network;

PABX means private automatic branch exchange;

Physical and Special Security Guide (PSSG) means the standards contained within the Physical and Special Security Guides Nos 1, 2, and 4 to 7 (as appropriate).

RC means reinforced concrete;

UPS means uninterruptible power supply;

Water Supply Regulations means the Water Supply (Water Fittings) Regulations 1999;

XLPE/SWA/PVC means Cross linked polyethylene/steel wired armoured/polyvinyl chloride;

XLPE/SWA/LSF means Cross linked polyethylene/steel wired armoured/low smoke and fume;



PROJECT TITLE:
Bronzefield Expansion

FOR:
KALYX / MoJ

PROGRAMME:
CONTRACT PROGRAMME

Signing 16-10-08

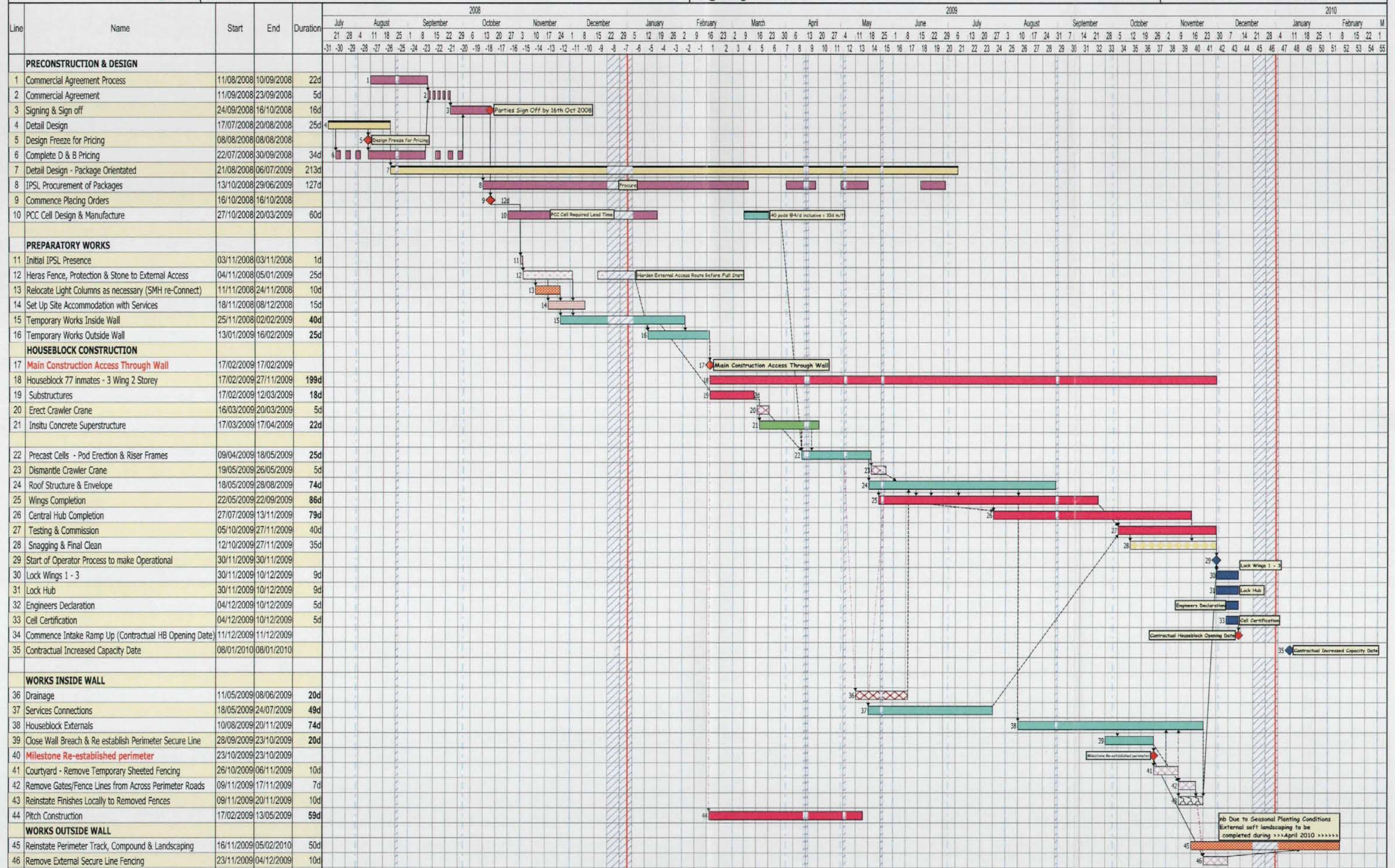
Programme No.: T1415 - DB - P1

Date: 15/04/2008

Drawn: PS

Revision: g

Rev Date: 10/10/2008



SCHEDULE B

Part 1

Equipment

Introduction

This Schedule will contain full details of the equipment to be supplied by the Contractor throughout the Contract Term. The Schedule will list fixtures, fittings, chattels and other equipment required at the Prison to enable the Contractor to comply with the requirements of the Contract and the Contractor's operational procedures.

It is acknowledged by both the Authority and the Contractor that a draft furniture, fixtures, fitting & equipment schedule (**FF&E Schedule**) by room has been reviewed by the Authority and the Contractor prior to the date hereof for the purposes of identification and an indicative list of the equipment referred to above and is subject to changes post Contract signature as outlined below.

No later than twelve months prior to Estimated Opening Date the Contractor will supply further information to the Authority on the equipment to be installed in the Prison in the Room Data Sheet format (as set out below, or as otherwise agreed with the Authority). At such time the Authority and the Contractor shall agree an amendment of this Schedule B, so that such information is incorporated into this Schedule B, Part 1.

FF&E - Room Data Sheets

These will list the fixtures, fittings, furnishings and, in certain cases, the linen and soft furnishings, scalings to be provided by the Contractor in respect of each room, identified by building, wing, floor, room type and room number.

The Authority and the Contractor recognise that the design development and procurement process may result in certain items not being required at Actual Opening Date and/or other items being required to be added. Accordingly, the Contractor will provide, amended FF&E - Room Data Sheets detailing the fixtures, fittings, chattels and other equipment required at the Prison, at least 3 months prior to the Estimated Opening Date. The items listed shall be substantially the same as those referred to in the FF&E Schedule by room mentioned above unless the Authority agrees (such agreement will not be unreasonably withheld) to any additions or deletions which are reasonably necessary in order for the Contractor to perform the Custodial Service according to the requirements of the Contract and the Contractor's operational procedures.

Wherever detailed specifications are set out for any items listed in this Schedule or listed in other documents referred to in this Schedule, and/or specific manufacturers are named for major items, the Contractor shall be entitled to provide alternative items of comparable specification, having regard to factors including, but not limited to, the availability, product quality and price of the items specified and of such alternative items.

Part 2

The Inmate Related System(s)

Requirements

The Authority, as a strategic objective, wishes to allow private prison contractors the flexibility to use their own inmate management application(s). To enable this the Authority or its agents will at a future date specify the data and technical interfaces which must be met by private contractors. Such interfaces will include the requirements for data to be provided to the Authority and all necessary security measures to protect the Authority's networks and data.

It is not yet possible to meet this strategic objective and until such time as it can be met private prison contractors will be required to operate the Authority's inmate management system. Access to this system must be physically separated from any networks or other systems used by the private contractor. The Authority or its agents will specify the technical requirements of the system at the time of its installation and will provide the inmate management application. The current inmate management application is LIDS (Local Inmate Database System). The current technical specification is:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Wide Area Network connectivity (x.25 or from Global Crossing Managed Service)

36 WYSE 160 terminals (in addition to console) and 12 dot matrix printers, together with a single laser printer for license prints.

Part 3

Leased Assets

The Contractor may lease the following equipment:

Motor vehicles

Photocopier machines

Fax equipment

Franking machinery

Female sanitation units

Part 4

Fixtures, Fittings and Equipment for the Houseblock

UKDS OP ID	LOCATION	LEVEL	AREA	DESCRIPTION	QTY
HB3-1-HUB	RESIDENTIAL	1	INTERVIEW ROOM ONE	TABLE	1
	RESIDENTIAL	1	INTERVIEW ROOM ONE	CHAIR-STUDENT	2
	RESIDENTIAL	1	STAFF KITCHEN	WORK SURFACE, WITH CUPBOARDS UNDERNEATH	1
	RESIDENTIAL	1	STAFF KITCHEN	SINK AND DRAINER	1
	RESIDENTIAL	1	STAFF KITCHEN	FRIDGE	1
	RESIDENTIAL	1	STAFF KITCHEN	KETTLE	1
	RESIDENTIAL	1	STAFF KITCHEN	TOASTER	1
	RESIDENTIAL	1	STAFF KITCHEN	MICROWAVE	1
	RESIDENTIAL	1	STAFF KITCHEN	NOTICE BOARD	1
	RESIDENTIAL	1	STAFF KITCHEN	SWING BIN	1
	RESIDENTIAL	1	STAFF KITCHEN	FIRST AID KIT	1
	RESIDENTIAL	1	STAFF KITCHEN	FIRE BLANKET	1
	RESIDENTIAL	1	GROUP ROOM ONE	NOTICE BOARD	1
	RESIDENTIAL	1	GROUP ROOM ONE	BIN	1
	RESIDENTIAL	1	GROUP ROOM ONE	CHAIR-STUDENT	11
	RESIDENTIAL	1	GROUP ROOM ONE	DRY WIPE BOARD	1
	RESIDENTIAL	1	GROUP ROOM ONE	TABLE-STUDENT	11
	RESIDENTIAL	1	GROUP ROOM TWO	NOTICE BOARD	1
	RESIDENTIAL	1	GROUP ROOM TWO	BIN	1
	RESIDENTIAL	1	GROUP ROOM TWO	CHAIR-STUDENT	11
	RESIDENTIAL	1	GROUP ROOM TWO	DRY WIPE BOARD	1
	RESIDENTIAL	1	GROUP ROOM TWO	TABLE	2
	RESIDENTIAL	1	LAUNDRY	COUNTER OVER MACHINES	1
	RESIDENTIAL	1	LAUNDRY	WASHING MACHINE	1
	RESIDENTIAL	1	LAUNDRY	TUMBLE DRYER	1
	RESIDENTIAL	1	LAUNDRY	BIN	1
	RESIDENTIAL	1	LAUNDRY	METAL RACKING	1
	RESIDENTIAL	1	LAUNDRY	SINK AND DRAINER	1
	RESIDENTIAL	1	NIGHT STAFF BASE	GLAZED COUNTER WITH SHELVES UNDERNEATH	1
	RESIDENTIAL	1	NIGHT STAFF BASE	2 DRAWER FILING CABINET	1
	RESIDENTIAL	1	NIGHT STAFF BASE	CHAIR-OPERATOR	1
	RESIDENTIAL	1	NIGHT STAFF BASE	DRY WIPE BOARD	1
	RESIDENTIAL	1	NIGHT STAFF BASE	BIN	1

UKDS OP ID	LOCATION	LEVEL	AREA	DESCRIPTION	QTY
	RESIDENTIAL	1	STAFF W/C	TOILET	1
	RESIDENTIAL	1	STAFF W/C	WASH HAND BASIN	1
	RESIDENTIAL	1	STAFF W/C	TOILET BRUSH, BIN, DISPENSERS	1
	RESIDENTIAL	1	LISTEN	CHAIR-EASY	6
	RESIDENTIAL	1	LISTEN	NOTICE BOARD	1
	RESIDENTIAL	1	LISTEN	DRY WIPE BOARD	1
	RESIDENTIAL	1	LISTEN	BIN	1
	RESIDENTIAL	1	MULTIFUNCTIONAL ROOM ONE	MOVEABLE FLOOR TO CEILING SCREEN	1
	RESIDENTIAL	1	MULTIFUNCTIONAL ROOM ONE	NOTICE BOARD	1
	RESIDENTIAL	1	MULTIFUNCTIONAL ROOM ONE	DRY WIPE BOARD	1
	RESIDENTIAL	1	MULTIFUNCTIONAL ROOM ONE	BIN	1
	RESIDENTIAL	1	MULTIFUNCTIONAL ROOM ONE	CHAIR-EASY	11
	RESIDENTIAL	1	MULTIFUNCTIONAL ROOM TWO	NOTICE BOARD	1
	RESIDENTIAL	1	MULTIFUNCTIONAL ROOM TWO	DRY WIPE BOARD	1
	RESIDENTIAL	1	MULTIFUNCTIONAL ROOM TWO	BIN	1
	RESIDENTIAL	1	MULTIFUNCTIONAL ROOM TWO	CHAIR-STUDENT	11
	RESIDENTIAL	1	MULTIFUNCTIONAL ROOM TWO	TABLE-STUDENT	11
	RESIDENTIAL	1	VOLUNTARY TESTING	COUNTER	1
	RESIDENTIAL	1	VOLUNTARY TESTING	NOTICE BOARD	1
	RESIDENTIAL	1	VOLUNTARY TESTING	CLINICAL WASTE BIN	1
	RESIDENTIAL	1	LOBBY	NOTICE BOARD	1
	RESIDENTIAL	1	DISPENSARY	BASE AND WALL MOUNTED CUPBOARDS	1
	RESIDENTIAL	1	DISPENSARY	SINK WITH ELBOW CONTROLS	1
	RESIDENTIAL	1	DISPENSARY	PHARMACY FRIDGE	1
	RESIDENTIAL	1	DISPENSARY	ALARMED DRUGS CABINET	1
	RESIDENTIAL	1	DISPENSARY	CLINICAL WASTE BIN	1
	RESIDENTIAL	1	DISPENSARY	NOTICE BOARD	1
	RESIDENTIAL	1	TRIAGE ROOM	WORK SURFACE WITH CUPBOARDS	1

UKDS OP ID	LOCATION	LEVEL	AREA	DESCRIPTION	QTY
				UNDERNEATH	
	RESIDENTIAL	1	TRIAGE ROOM	EXAMINATION COUCH	1
	RESIDENTIAL	1	TRIAGE ROOM	CLINICAL WASTE BIN	1
	RESIDENTIAL	1	TRIAGE ROOM	TABLE	1
	RESIDENTIAL	1	TRIAGE ROOM	CHAIR-OPERATOR	1
	RESIDENTIAL	1	TRIAGE ROOM	NOTICE BOARD	1
	RESIDENTIAL	1	TRIAGE ROOM	DRY WIPE BOARD	1
	RESIDENTIAL	1	TRIAGE ROOM	WASH HAND BASIN WITH ELBOW CONTROLS	1
	RESIDENTIAL	1	OFFICE	DESK AND PEDESTAL	1
	RESIDENTIAL	1	OFFICE	CHAIR-OPERATOR	1
	RESIDENTIAL	1	OFFICE	BIN	1
	RESIDENTIAL	1	OFFICE	BOOKCASE	1
	RESIDENTIAL	1	OFFICE	FOUR DRAWER FILING CABINET	1
	RESIDENTIAL	1	OFFICE	NOTICE BOARD	1
	RESIDENTIAL	1	OFFICE	DRY WIPE BOARD	1
	RESIDENTIAL	1	INTERVIEW ROOM TWO	TABLE	1
	RESIDENTIAL	1	INTERVIEW ROOM TWO	CHAIR-STUDENT	2
HB3A-1-	RESIDENTIAL	1	STAFF WORK STATION	WOODEN SHELVING, FLOOR TO CEILING	1
	RESIDENTIAL	1	SERVERY	SERVERY COUNTER	1
	RESIDENTIAL	1	SERVERY	WATER BOILER	1
	RESIDENTIAL	1	SERVERY	DISHWASHER	1
	RESIDENTIAL	1	SERVERY	ROTARY TOASTER	1
	RESIDENTIAL	1	SERVERY	FRIDGE	1
	RESIDENTIAL	1	SERVERY	FIRST AID KIT	1
	RESIDENTIAL	1	SERVERY	FIRE BLANKET	1
	RESIDENTIAL	1	SINGLE CELL X 10	SAFE CELL FURNITURE	10
	RESIDENTIAL	1	SINGLE CELL X 10	TV	10
	RESIDENTIAL	1	SINGLE CELL X 10	CHAIR-CELL	10
	RESIDENTIAL	1	SINGLE CELL X 10	CURTAINS	10
	RESIDENTIAL	1	SINGLE CELL X 10	BIN	10
	RESIDENTIAL	1	DOUBLE CELL	SAFE CELL FURNITURE	1
	RESIDENTIAL	1	DOUBLE CELL	TV	1
	RESIDENTIAL	1	DOUBLE CELL	CHAIR-CELL	2
	RESIDENTIAL	1	DOUBLE CELL	CURTAINS	1
	RESIDENTIAL	1	DOUBLE CELL	BIN	2

UKDS OP ID	LOCATION	LEVEL	AREA	DESCRIPTION	QTY
	RESIDENTIAL	1	ASSOCIATION	SNOOKER TABLE	1
	RESIDENTIAL	1	ASSOCIATION	TABLE	3
	RESIDENTIAL	1	ASSOCIATION	CHAIR-STUDENT	12
HB3B-1-	RESIDENTIAL	1	STAFF WORK STATION	WOODEN SHELVING, FLOOR TO CEILING	1
	RESIDENTIAL	1	SERVERY	SERVERY COUNTER	1
	RESIDENTIAL	1	SERVERY	WATER BOILER	1
	RESIDENTIAL	1	SERVERY	DISHWASHER	1
	RESIDENTIAL	1	SERVERY	ROTARY TOASTER	1
	RESIDENTIAL	1	SERVERY	FRIDGE	1
	RESIDENTIAL	1	SERVERY	FIRST AID KIT	1
	RESIDENTIAL	1	SERVERY	FIRE BLANKET	1
	RESIDENTIAL	1	SINGLE CELL X 10	SAFE CELL FURNITURE	10
	RESIDENTIAL	1	SINGLE CELL X 10	TV	10
	RESIDENTIAL	1	SINGLE CELL X 10	CHAIR-CELL	10
	RESIDENTIAL	1	SINGLE CELL X 10	CURTAINS	10
	RESIDENTIAL	1	SINGLE CELL X 10	BIN	10
	RESIDENTIAL	1	DOUBLE CELL	SAFE CELL FURNITURE	1
	RESIDENTIAL	1	DOUBLE CELL	TV	1
	RESIDENTIAL	1	DOUBLE CELL	CHAIR-CELL	2
	RESIDENTIAL	1	DOUBLE CELL	CURTAINS	1
	RESIDENTIAL	1	DOUBLE CELL	BIN	2
	RESIDENTIAL	1	ASSOCIATION	SNOOKER TABLE	1
	RESIDENTIAL	1	ASSOCIATION	TABLE	3
	RESIDENTIAL	1	ASSOCIATION	CHAIR-STUDENT	12
HB3C-1-	RESIDENTIAL	1	STAFF WORK STATION	WOODEN SHELVING, FLOOR TO CEILING	1
	RESIDENTIAL	1	SERVERY	SERVERY COUNTER	1
	RESIDENTIAL	1	SERVERY	WATER BOILER	1
	RESIDENTIAL	1	SERVERY	DISHWASHER	1
	RESIDENTIAL	1	SERVERY	ROTARY TOASTER	1
	RESIDENTIAL	1	SERVERY	FRIDGE	1
	RESIDENTIAL	1	SERVERY	FIRST AID KIT	1
	RESIDENTIAL	1	SERVERY	FIRE BLANKET	1
	RESIDENTIAL	1	SINGLE CELL X 8	SAFE CELL FURNITURE	8
	RESIDENTIAL	1	SINGLE CELL X 8	TV	8
	RESIDENTIAL	1	SINGLE CELL X 8	CHAIR-CELL	8
	RESIDENTIAL	1	SINGLE CELL X 8	CURTAINS	8
	RESIDENTIAL	1	SINGLE CELL X 8	BIN	8

UKDS OP ID	LOCATION	LEVEL	AREA	DESCRIPTION	QTY
	RESIDENTIAL	1	DOUBLE CELL	SAFE CELL FURNITURE	1
	RESIDENTIAL	1	DOUBLE CELL	TV	1
	RESIDENTIAL	1	DOUBLE CELL	CHAIR-CELL	2
	RESIDENTIAL	1	DOUBLE CELL	CURTAINS	1
	RESIDENTIAL	1	DOUBLE CELL	BIN	2
	RESIDENTIAL	1	DISABLED CELL X 2	SAFE CELL FURNITURE	2
	RESIDENTIAL	1	DISABLED CELL X 2	TV	2
	RESIDENTIAL	1	DISABLED CELL X 2	CHAIR-CELL	2
	RESIDENTIAL	1	DISABLED CELL X 2	CURTAINS	2
	RESIDENTIAL	1	DISABLED CELL X 2	BIN	2
	RESIDENTIAL	1	DISABLED BATHROOM	BATH	1
	RESIDENTIAL	1	DISABLED BATHROOM	WASH HAND BASIN	1
	RESIDENTIAL	1	DISABLED BATHROOM	TOILET	1
	RESIDENTIAL	1	DISABLED BATHROOM	TOILET BRUSH, BIN, DISPENSERS	1
	RESIDENTIAL	1	DISABLED BATHROOM	BATH LIFT	1
	RESIDENTIAL	1	DISABLED BATHROOM	SHOWER	1
	RESIDENTIAL	1	DISABLED BATHROOM	WASH CHAIR	1
	RESIDENTIAL	1	ASSOCIATION	SNOOKER TABLE	1
	RESIDENTIAL	1	ASSOCIATION	TABLE	3
	RESIDENTIAL	1	ASSOCIATION	CHAIR-STUDENT	12
HB3-12-HUB	RESIDENTIAL	2	GROUP ROOM	CHAIR-EASY	6
	RESIDENTIAL	2	GROUP ROOM	BIN	1
	RESIDENTIAL	2	GROUP ROOM	NOTICE BOARD	1
	RESIDENTIAL	2	GROUP ROOM	DRY WIPE BOARD	1
	RESIDENTIAL	2	OFFICE	DESK AND PEDESTAL	2
	RESIDENTIAL	2	OFFICE	CHAIR-OPERATOR	2
	RESIDENTIAL	2	OFFICE	BIN	2
	RESIDENTIAL	2	OFFICE	BOOKCASE	2
	RESIDENTIAL	2	OFFICE	FOUR DRAWER FILING CABINET	2
	RESIDENTIAL	2	OFFICE	NOTICE BOARD	2
	RESIDENTIAL	2	OFFICE	DRY WIPE BOARD	2
	RESIDENTIAL	2	STORE	METAL RACKING	3
	RESIDENTIAL	2	STAFF W/C	TOILET	1
	RESIDENTIAL	2	STAFF W/C	WASH HAND BASIN	1
	RESIDENTIAL	2	STAFF W/C	TOILET BRUSH, BIN, DISPENSERS	1
	RESIDENTIAL	2	CLASSROOM ONE	TABLE	1
	RESIDENTIAL	2	CLASSROOM ONE	CHAIR-OPERATOR	1

UKDS OP ID	LOCATION	LEVEL	AREA	DESCRIPTION	QTY
	RESIDENTIAL	2	CLASSROOM ONE	CHAIR-STUDENT	12
	RESIDENTIAL	2	CLASSROOM ONE	TABLE-STUDENT	12
	RESIDENTIAL	2	CLASSROOM ONE	NOTICE BOARD	1
	RESIDENTIAL	2	CLASSROOM ONE	DRY WIPE BOARD	2
	RESIDENTIAL	2	CLASSROOM ONE	BIN	1
	RESIDENTIAL	2	CLASSROOM ONE	STATIONARY CUPBOARD	3
	RESIDENTIAL	2	CLASSROOM TWO	TABLE	1
	RESIDENTIAL	2	CLASSROOM TWO	CHAIR-OPERATOR	1
	RESIDENTIAL	2	CLASSROOM TWO	CHAIR-STUDENT	20
	RESIDENTIAL	2	CLASSROOM TWO	TABLE-STUDENT	20
	RESIDENTIAL	2	CLASSROOM TWO	NOTICE BOARD	1
	RESIDENTIAL	2	CLASSROOM TWO	DRY WIPE BOARD	2
	RESIDENTIAL	2	CLASSROOM TWO	BIN	1
	RESIDENTIAL	2	CLASSROOM TWO	STATIONARY CUPBOARD	4
HB3A-2-	RESIDENTIAL	2	BATHROOM	BATH	1
	RESIDENTIAL	2	BATHROOM	WASH HAND BASIN	1
	RESIDENTIAL	2	BATHROOM	TOILET	1
	RESIDENTIAL	2	BATHROOM	TOILET BRUSH, BIN, DISPENSERS	1
	RESIDENTIAL	2	BATHROOM	SHOWER	1
	RESIDENTIAL	2	SINGLE CELL X 10	SAFE CELL FURNITURE	10
	RESIDENTIAL	2	SINGLE CELL X 10	TV	10
	RESIDENTIAL	2	SINGLE CELL X 10	CHAIR-CELL	10
	RESIDENTIAL	2	SINGLE CELL X 10	CURTAINS	10
	RESIDENTIAL	2	SINGLE CELL X 10	BIN	10
	RESIDENTIAL	2	DOUBLE CELL X 2	SAFE CELL FURNITURE	2
	RESIDENTIAL	2	DOUBLE CELL X 2	TV	2
	RESIDENTIAL	2	DOUBLE CELL X 2	CHAIR-CELL	4
	RESIDENTIAL	2	DOUBLE CELL X 2	CURTAINS	2
	RESIDENTIAL	2	DOUBLE CELL X 2	BIN	2
HB3B-2-	RESIDENTIAL	2	BATHROOM	BATH	1
	RESIDENTIAL	2	BATHROOM	WASH HAND BASIN	1
	RESIDENTIAL	2	BATHROOM	TOILET	1
	RESIDENTIAL	2	BATHROOM	TOILET BRUSH, BIN, DISPENSERS	1
	RESIDENTIAL	2	BATHROOM	SHOWER	1
	RESIDENTIAL	2	SINGLE CELL X 10	SAFE CELL FURNITURE	10
	RESIDENTIAL	2	SINGLE CELL X 10	TV	10
	RESIDENTIAL	2	SINGLE CELL X 10	CHAIR-CELL	10

UKDS OP ID	LOCATION	LEVEL	AREA	DESCRIPTION	QTY
	RESIDENTIAL	2	SINGLE CELL X 10	CURTAINS	10
	RESIDENTIAL	2	SINGLE CELL X 10	BIN	10
	RESIDENTIAL	2	DOUBLE CELL X 2	SAFE CELL FURNITURE	2
	RESIDENTIAL	2	DOUBLE CELL X 2	TV	2
	RESIDENTIAL	2	DOUBLE CELL X 2	CHAIR-CELL	4
	RESIDENTIAL	2	DOUBLE CELL X 2	CURTAINS	2
	RESIDENTIAL	2	DOUBLE CELL X 2	BIN	2
	RESIDENTIAL	2	STORE	METAL RACKING	1
	RESIDENTIAL	2	STORE	KARAOKE MACHINE	3
HB3C-2-	RESIDENTIAL	2	SINGLE CELL X 10	SAFE CELL FURNITURE	10
	RESIDENTIAL	2	SINGLE CELL X 10	TV	10
	RESIDENTIAL	2	SINGLE CELL X 10	CHAIR-CELL	10
	RESIDENTIAL	2	SINGLE CELL X 10	CURTAINS	10
	RESIDENTIAL	2	SINGLE CELL X 10	BIN	10
	RESIDENTIAL	2	DOUBLE CELL X 2	SAFE CELL FURNITURE	2
	RESIDENTIAL	2	DOUBLE CELL X 2	TV	2
	RESIDENTIAL	2	DOUBLE CELL X 2	CHAIR-CELL	4
	RESIDENTIAL	2	DOUBLE CELL X 2	CURTAINS	2
	RESIDENTIAL	2	DOUBLE CELL X 2	BIN	2

SCHEDULE C

Maintenance Management

For the purposes of this Schedule, the following expressions shall have the meaning set out below:

CDM Regulations means the Construction (Design and Management) Regulations 1994;

Condition Survey has the meaning assigned to it in sub-paragraph 4 of paragraph C;

Design and Construction Specification has the meaning assigned to it in Schedule A;

Environmental Policy Statement means the Contractor's statement of environmental principles and intentions with respect to its environmental performance and which will take into account the Memorandum Of Understanding and includes its environmental objectives and targets and provides a framework for action;

Energy Efficiency Action Plan means the plan of action prepared, utilising the building management system outputs, in relation to the monitoring and controlling of energy consumption and the identification of further measures to achieve energy savings in addition to initial design assumptions and recognised industry targets;

Energy Policy Statement means the Contractor's statement of its principles and intentions with respect to its energy performance and which will include its energy objectives and targets and provides a framework for action;

Forward Maintenance Plan has the meaning assigned to it in paragraph G of Schedule C;

Maintained Assets has the meaning assigned to it in paragraph A;

Maintenance Standards has the meaning assigned to it in paragraph B;

Maintenance Programme means a programme of works as set out in paragraphs B and C;

Memorandum of Understanding means the memorandum of understanding between the Home Office and HM Prison Service dated 5 May 2000 as amended from time to time;

Roads Authority means the local highway authority (for the purposes of the Highway Act 1980 (as amended)) for the applicable area;

PREAMBLE

The Contractor will ensure that the Prison, the Site are kept in good structural and decorative order (subject to fair wear and tear for a prison) during the Contract Term and will ensure that it is fit for the habitation of Prisoners and maintains the design intention to achieve minimum maintenance over the full working life of the Prison (minimum sixty (60) Years).

This Schedule C also sets out the standards (subject to fair wear and tear for a prison) against which the Prison and the equipment are to be judged in any dilapidation survey, including the survey immediately before the expiry or termination of the Contract Term, in accordance with Clause 19 of the Contract.

A. MAINTENANCE MANAGEMENT

1. Without prejudice to **Clauses 17 (Maintenance of Prison), 18 (Maintenance of Authority's Equipment), 19 (Dilapidation Survey), 20 (Preparation for Operation of the Prison) and 52 (Termination Survey)** of the Contract, the Contractor's maintenance obligations are more particularly detailed in this **Schedule C (Maintenance Management)**.
2. The Contractor shall be responsible for all routine inspection, testing, maintenance, repair, refurbishment and replacement services in relation to the Prison, the Site and including without limitation, the equipment, the landscaping, roads, fences, walls, buildings, and all plant, fixtures, fittings, chattels and other associated equipment, including transport and mobile equipment and apparatus (these items described above constituting the agreed **Maintained Assets**).

B. SCOPE OF MAINTENANCE

1. The Contractor will keep the Maintained Assets (subject to fair wear and tear for a prison) in good, and serviceable condition throughout the Contract Term and, where applicable, in accordance with the maintenance standards set out in Appendix A to this **Schedule C (Maintenance Management)** (hereinafter referred to as the "Maintenance Standards") and to be set out in the Maintenance Programme referred to in Section C below.
2. The Contractor's general maintenance obligations in respect of the Maintained Assets shall comprise:
 - (i) rectification of deficiencies in equipment, services and repairs to accommodation and other areas of the Prison, the Site within forty eight (48) hours of being reported where practicable, i.e. to accommodate parts being flown from abroad, or where a specialist sub-contractor specifies a date to repair in excess of forty eight (48) hours, which is accepted as reasonable. The Contractor will be responsible for operating a suitable recording and reporting system to demonstrate compliance with this requirement;
 - (ii) routine, periodic and visual inspection and routine and periodic testing of the Maintained Assets;
 - (iii) routine and periodic testing of the security systems at the Prison;
 - (iv) planned and emergency maintenance and repair services;
 - (v) replacement and refurbishment, according to inspection requirements and within the agreed indicative Refit and Replacement Schedule, as Appendix B to this **Schedule C (Maintenance Management)**, of the Maintained Assets;
 - (vi) provision of tools, equipment (including any computer equipment) and supplies required to perform the Contractor's maintenance obligations; and
 - (vii) quality assurance and quality control programmes.
3. The general maintenance obligations referred to in paragraph 2 of this Part B shall be satisfied by implementing the procedures set out below and such other procedures as may be reasonably necessary to achieve the Maintenance Standards:
 - (a) Day-to-Day maintenance, including repairing damage howsoever caused;
 - (b) inspection required by statute:

- (c) planned preventative maintenance;
- (d) planned inspection of buildings;
- (e) all maintenance and repairs found to be necessary to comply with the Maintenance Standards as a result of the planned inspection of buildings;
- (f) maintenance of all painted surfaces to a reasonable standard;
- (g) re-decoration of all internal and external painted surfaces as required by inspection within the maintenance timetable;
- (h) pest control;
- (i) industrial cleaning of kitchen, wash-up areas, serveries, kitchen equipment and laundry and launderette areas;
- (j) potable water quality assurance;
- (k) grounds maintenance, including repair of the exercise and games areas, internal roadways and access roads to the nearest public road adopted and maintained by the appropriate Roads Authority; and clearance of snow and dirt within the Land boundary;
- (l) fixed plant remedial work in the event of damage or failure;
- (m) maintenance of the air conditioning, heating systems and mechanical and electrical (M&E) systems such that the environment within the buildings is maintained to the levels of temperature and ventilation, as set out in **Schedule A (Specifications)**;
- (n) maintenance of all security systems;
- (o) arrangements at the discretion of the contractor for the supply, or the retention on site, of spare parts for plant machinery or other items to expedite the re-instatement of services in line with the measurement of this Schedule;
- (p) maintenance of all lighting, including street lighting, for all roadways and car parks within the Site boundary, whether inside or outside the secure perimeter;
- (q) maintenance of hard and soft landscaping (including plantings within the Site) according to Appendix C to this **Schedule C (Maintenance Management)**;
- (r) all maintenance and repairs found to be necessary to comply with the Maintenance Standards for the Prison other than those arising from the planned inspection of buildings;
- (s) keeping of accurate records of maintenance and repairs.

C. MAINTENANCE PROGRAMME

1. The Contractor will ensure the preparation and performance of a Maintenance Programme. The fundamental aims of that Maintenance Programme will be to ensure that:
 - (a) the Prison is operational and available at all times; and
 - (b) the condition of the Prison and its assets at the end of the Contract Period or on termination will be commensurate with the general requirements of the Contract and the Preamble to this Schedule.

Three months prior to the Contractual Opening Date, the Contractor will deliver an outline Maintenance Programme to the Authority. Within one month following the Actual Opening Date, the Contractor will deliver a full Maintenance Programme to the Authority.

2. The Maintenance Programme shall include:
 - 2.1 the details to more fully describe the obligations and activities set out in paragraphs 2 and 3 of Part B of this **Schedule C (Maintenance Management)**; and
 - 2.2 the Maintenance Standards to be applied to the Maintained Assets including, for the avoidance of doubt, maintenance standards for all items referred to in the Design and Construction Specification and other items specified in **Schedule A (Specifications)** of the Contract where reasonably required by the Authority, which Maintenance Standards shall, where relevant, be in accordance with the Maintenance Standards set out in this **Schedule C (Maintenance Management)**, unless otherwise agreed by the Authority and the Contractor;
 - 2.3 an indicative refit and replacement Maintenance Programme and timetable (Appendix B and Annex to Appendix B to this Schedule C (**Maintenance Management**) refer); and
 - 2.4 an indicative maintenance timetable (Appendix C to this Schedule C (**Maintenance Management**) refers).
3. The Maintenance Programme shall meet all of the maintenance requirements of the Contract.
4. A survey of the Maintained Assets will be undertaken by the Contractor (at its own expense) on the fifth anniversary of the date of signature of this Contract and thereafter every three (3) Years to determine the condition of the Maintained Assets (each referred to as a "Condition Survey"). In addition, the Contractor will attend any dilapidation survey carried out by the Authority under **Clause 19 (Dilapidation Survey)** of the Contract.
 - 4.1 The Condition Surveys will be undertaken by the Contractor. Each Condition Survey will entail a physical survey of the Prison and the Site and a review of the maintenance records, in order to ensure that the Prison and the Site are being maintained in accordance with the Maintenance Standards.
 - 4.2 A copy of the Condition Survey results will be provided to the Authority, within one month of completing the survey.
 - 4.3 The Condition Survey results will be used to implement such repairs and maintenance identified as necessary and to revise the Maintenance Programme. Any proposed revisions shall be subject to approval by the Authority, such approval not to be unreasonably withheld.
5. All of the Maintained Assets will be individually recorded noting physical location, areas served etc. Accurate records will be kept of:
 - (a) forward maintenance planning;
 - (b) performance and historical maintenance requirements; and
 - (c) technical details, e.g. pump speeds or the type of oil used as supplied by the prime construction contractor;
6. Detailed work specifications will be developed for the Maintained Assets. The Contractor shall develop these specifications for each Maintained Asset based on:
 - (a) equipment manufacturers' recommendations; and

(b) industry standard specifications

7. The Contractor will ensure that an appropriately qualified facilities manager will be responsible for implementation of the Maintenance Programme. The facilities manager will be an experienced professional who will oversee a team of facility maintenance staff.

8. All Contractors facility maintenance personnel required to supervise prisoners will be PCO trained.

The Contractor will be responsible for ensuring that security of the Prison is not compromised at any time as a result of any maintenance/repair work being undertaken. Prisoners should not be employed on security systems, locking and other associated works.

9. All security systems, including local mechanical key overrides of remotely controlled locks and component parts will be checked at regular intervals to ensure that they are operating at optimum performance and in accordance with manufacturers' requirements.

10. The Contractor shall ensure that all requirements of the Health and Safety Plan (as defined in the CDM Regulations) and risk management are met.

D. ENVIRONMENTAL POLICY

Three months prior to the Contractual Opening Date, the Contractor will provide the Authority with a copy of its Environmental Policy Statement insofar as this impacts on the maintenance management of the Prison and the Land.

E. ENERGY EFFICIENCY

The Contractor will meet all statutory obligations with regard to energy conservation and provide the Authority with a copy of its Energy Policy Statement . Three months prior to the Contractual Opening Date, the Contractor will provide the Authority with a copy of its Energy Efficiency Action Plan (as part of the 'Prison Maintenance' operational procedure to be provided in accordance with paragraph 5.4 of part 1 to **Schedule D (Operational Requirements)**). This Energy Efficiency Action Plan will form an integral part of the operating procedures for the Prison to monitor and control energy consumption using the building management system outputs and other measures and identify further measures to achieve savings over initial design assumptions and recognised industry targets.

The design and construction of the Prison will be developed in accordance with the energy saving measures outlined in the Energy Efficiency Office (EEO) Guide to Best Practice in Prisons, Emergency Buildings and Courts. The current design assumption targets are:

(a) electrical consumption = 106 kWh/sq m/annum; and

(b) fossil fuels:

Gas H.W.S: 56 kWh/sq m/annum

Gas Heating: 123 kWh/sq m/annum

Gas Catering: 19.2 kWh/sq m/annum

total gas consumption = 198.2 kWh/sq m/annum.

F. INFORMATION AVAILABLE

The Contractor will maintain, at minimum, accurate records of the following:

- asset list amendments;
- work order summaries and additional work orders and corrective maintenance summary;
- record of reports of deficiencies in equipment, services and accommodation;
- fire extinguisher inspections;
- risk assessments under Fire Precaution Regulations;
- roof inspections;
- maintenance and repair requisitions;
- record drawing indexes;
- legionella water tests;
- manufacturers' instructions library index;
- emergency generator running log;
- automatic heat and smoke detector test records;
- fire alarm system tests;
- Sub-contractor service logs;
- pressure vessel test reports;
- boiler maintenance records;
- lightning protection inspection and tests;
- potable water quality tests;
- portable electrical appliance tests;
- all other statutory test reports;
- public address and communication system tests;
- security system tests;
- preventative maintenance;
- reactive maintenance;
- Health and Safety File (as defined in the CDM Regulations);
- minor construction
- updated "as fitted" drawings;

updated operating and maintenance manuals;

purchase order records;

valve schedules - charts and logs; as supplied by the prime construction contractor

transportation logs;

roof surveys; and

fire drill reports.

G. COMPLETION SERVICES

Completion/Termination Surveys

The Contractor shall provide to the Authority twelve (12) months prior to the end of the Contract period, or upon notice of termination, a schedule of known future maintenance work required to be carried out over the following twelve (12) months. (The Forward Maintenance Plan).

The Contractor shall ensure or procure that the Authority is provided with the following documents immediately prior to the end of the Contract Period or upon termination of the Contract if earlier:

- (a) copies of all maintenance and operational manuals, including the Health and Safety file;
- (b) all test certificates and calculations;
- (c) all planned preventative maintenance documents for the mechanical and electrical engineering installations;
- (d) all planned inspection of buildings schedules and reports;
- (e) all record drawings similar in material and quality to those provided, in accordance with **Schedule M (Compliance Monitoring)**, following the Actual Opening Date;
- (f) a schedule of spare parts to a normal limit of 10% of replacement requirements based on historical figures held in store;
- (g) all maintenance records;
- (h) the report on any further action required in the contamination management strategy; and
- (i) any other information, records or documents the Authority may reasonably require to plan and conduct future maintenance work.

APPENDIX A TO SCHEDULE C

Maintenance Standards

The Contractor will ensure that the Maintained Assets are maintained where applicable during the Contract Term to the following standards and as defined in the Maintenance Programme:

1. BUILDING ELEMENTS	STANDARD
Sub-Structure Foundations Pits Lifts Cable trenches Ground floor slabs Expansion joints Surface treatments	 Structurally sound and stable. No leaks or dampness. Free from standing water. No movement or rocking, cracks sealed. Joints sealed and no leaks or dampness. Intact and suitable for use.
Frame Structural steelwork & fixings Intumescent coatings Paint Reinforced pre-cast concrete	 Structurally sound and stable. Fire protection intact. Corrosion protection intact. Structurally sound and stable.
Cladding Roof Roof sheeting Flashing Rooflights & glazing Gutters & downpipes	 Weathertight and properly fixed. Weathertight and properly fixed. Weathertight, properly fixed, clean and unbroken. No blockages or leaks.
Sidewalls	

Wall sheeting	Weathertight and properly fixed.
PC spandrel panels	Weathertight and properly fixed.
Curtain wall	Weathertight, properly fixed, clean and unbroken.
Windows & glazing	Weathertight, clean and unbroken.
Louvres/Smoke extract	Weathertight, operational and properly fixed.
External doors	Weathertight, fully operational and secure.
Roller shutters	Operational and properly fixed.
Brickwork/Blockwork	Structurally sound and stable and free from efflorescence, cracks sealed.
Internal Partitions	
Masonry	Structurally sound and stable, cracks made good.
Common/Painting quality	Finishes intact.
Polished	Finishes intact.
Movement joints	Joints sealed.
Stud-Plasterboard faced	Clean, undamaged and finishes intact.
Proprietary WC partitions	Clean and finishes intact.
Screen walls	Clean, undamaged and finished intact.
Internal doors & glazing	Clean and finishes intact.
Metalwork	
Stairs & walkways	Safe and finishes intact.
Balustrades & handrails	Safe and finishes intact.
Access ladders	Safe and finishes intact.
Security screens, gates & grilles	Fully operational and finishes intact.
Ironmongery	
Security locks/latches	Complete and fully operational.
Door furniture	Complete and fully operational.

Windows furniture	Complete and fully operational.
Wall Finishes	Clean and intact.
Floor Finishes	Safe, clean and intact.
Suspended Ceilings	Safe, clean and intact.
Decorations	Clean and intact.
Externals	
Drainage - SW & FW	Free-flowing with no blockages or significant leaks, traps full.
Manholes	Structurally sound, no leaks.
Access & perimeter roads	Safe, serviceable and free from weeds.
Car parks, hardstandings & aprons	Safe, serviceable and free from weeds.
Reinforced grass emergency roads	Safe and serviceable.
Exercise & hard play areas	Safe, serviceable and free from weeds.
Street furniture	Safe and serviceable.
Fencing & gates	Safe, fully operational and secure.
Walls	Safe and secure.
Perimeter wall	Structurally sound and stable.
Landscaping	Clean and tidy and acceptable according to recognised horticultural standards for the environment agreed.
Cable and service ducts, draw pits and inspection chambers	Structurally sound and no significant standing water.
2. SERVICES ELEMENTS	
Plumbing	
Internal	
CW storage tanks	No leaks, operational, hygienic and to design standards.
CW booster sets	No leaks, operational, hygienic and to design standards.
Sanitaryware & fittings, baths and showers	No leaks, operational, hygienic and to design standards.

Gas-fired instantaneous HW	No leaks, operational, hygienic and to design standards.
Boilers	
Pipework, valves & pumps	No leaks, operational, hygienic and to design standards.
Electrical supplies to plumbing services	Operational and to design standards.
External	
Macerator	Operational and to design standards.
Hydrant/Fire water storage pond	Operational and to design standards.
Hydrant/Fire main booster set	No leaks, operational and to design standards.
Fire main & hydrants	No leaks, operational and to design standards.
Pipework, valves & pumps	No leaks, operational and to design standards.
Mechanical	
Internal piped systems	
Boiler modules and flues	No leaks, operational and to design standards.
Sprinkler/Deluge systems	No leaks, operational and to design standards.
Pressurisation sets	No leaks, operational and to design standards.
Duty/Stand-by pump sets	No leaks, operational and to design standards.
Gas-fired unit heaters	No leaks, operational and to design standards.
Air compressors	Fully operational and to design standards.
Fire hose reels	No leaks, operational and to design standards.
Pipework, valve pumps and radiators	No leaks, operational and to design standards.

Electrical supplies to mechanical services	Operational and to design standards.
Internal ventilation system	
Toilet & shower extract ventilation fans	Operational and to design standards.
Heat recovery system	Operational and to design standards.
Water treatment	Operational and to design standards.
Fire barriers	Effective and to design standards.
Area extract ventilation fans	Operational and to design standards.
Area supply ventilation fans	Operational and to design standards.
Area supply AHU's	No leaks, operational and to design standards.
Air conditioning units/DX units	No leaks, operational and to design standards.
Fume, dust/heat extract systems	No leaks, operational and to design standards.
Ductwork dampers, filters grilles and diffusers	Operational and to design standards.
Electrical supplies to ventilation services	Operational and to design standards.
Heater batteries	Operational and to design standards, no leaks.
Electrical - Internal	
HV ring main units	Operational and to design standards.
Transformers	Operational and to design standards.
Main LV switch panel	Operational and to design standards.
Power factor correction equip	Operational and to design standards.
Stand-by diesel generators	Fully operational and to design standards.
Generator control panels	Fully operational and to design standards.

Sub-distribution panels	LV switch	Operational and to design standards.
Lighting systems & luminaires		Operational and to design standards.
Wiring & cables		Operational and to design standards.
Special systems		
Public address		Operational and to design standards.
Perimeter wall alarm		Fully operational and to design standards.
Inner perimeter fence alarm		Fully operational and to design standards.
Telephone and data cabling system		Operational and to design standards.
Smoke detection		Fully operational and to design standards.
Fire alarms, general alarm and tamper alarm		Fully operational and to design standards.
CCTV		Fully operational and to design standards.
TV & radio		Operational and to design standards.
Inmate call		Fully operational and to design standards.
Lifts		Operational and to design standards.
Electrical - External		
Electrical distribution, control and communication cabling		Operational and to design standards.
Security lighting		Operational and to design standards and compatible with external close circuit television lux level requirements.
Perimeter lighting		Operational and to design standards and compatible with external close circuit television lux level requirements.

Road/Path lighting	Operational and to design standards and compatible with external close circuit television lux level requirements.
Lightning protection	Intact, operational and to design standards.
3. SPECIAL EQUIPMENT	
Pneumatic security equipment	Fully operational and to design objectives.
Electronic security equipment	Fully operational and to design objectives.
IT & communications equip	Fully operational and to design objectives.
Laundry equipment	Operational, hygienic and to design standards.
Kitchen, including trolleys	Operational, hygienic and to design standards.
Beverage stations/services	Operational, hygienic and to design standards.
Medical equipment	Operational, hygienic and to design standards.
Maintenance equipment	Safe and operational.
4. GENERAL	
	<p>The Contractor will have a programme for the control of infestation and vermin throughout the Prison.</p> <p>The Prison is to be kept free of damp and decay.</p> <p>All mobile equipment to be operational, securely controlled and stored.</p> <p>All non-mobile plant and equipment is to be operational and securely fixed.</p> <p>Statutory notices are to be displayed as required.</p> <p>Access to services plant rooms at the Prison and the site are to be kept clear at all times.</p>

APPENDIX B TO SCHEDULE C

Refit and Replacement Maintenance

The Contractor shall, within the terms of the overall maintenance requirements of the Prison, arrange for the refit maintenance and the replacement of required items as is found necessary during the implementation of the standard forward and planned preventative Maintenance Programme to ensure the continued effective and economic management of the Maintained Assets.

In setting up and executing the Maintenance Programme, the Contractor shall demonstrate to the satisfaction of the Authority that it, the Contractor, has had due regard to handing back the Maintained Assets to the Authority at the expiry of or termination of the Contract Period, such that either:

- (a) the subsequent average cost incurred by the Authority in maintaining those assets is not significantly greater than that incurred by the Contractor in average over the preceding life of the Contract; or
- (b) such costs are not significantly greater as a result of failure to maintain in accordance with current good industry practice.

NB: in assessing the needs of the Maintenance Programme in this respect, both the Authority and the Contractor shall take into account all relevant factors including making due allowance for indexation of labour and material costs. Any adjustments to the refit and replacement programme necessary to achieve these requirements shall be agreed between the Authority and the Contractor following on from the findings of the final dilapidation survey, and shall be carried out by the Contractor before expiry or termination of the Contract Period.

ANNEX TO APPENDIX B TO SCHEDULE C

Refit Maintenance Timetable

The following provides an indicative refit maintenance programme and timetable. The Contractor will produce complete maintenance schedules for all aspects of the building, its structures and its contents, no later than one (1) month prior to the Contractual Opening Date of the Prison. These arrangements will include all relevant schedules, manufacturers' instructions, recommended maintenance programmes and response times for both in-house and sub-contracted maintenance requirements.

Item	Life Expectancy (Years from Actual Opening Date or replacement)
BMS controls	15
Boiler plant and chimney	15-20
Ventilation systems (where applicable)	15
Electrical final circuits	30
Heating final distribution	25-30
Fire alarm	30-40
Stand-by generator	25-30
Static batteries	15
Lifts (if applicable)	10
Smoke extractors	50
Services pipework	30-40
Accommodation and ancillary buildings fabric	60
Underground drainage services and chambers	60
Underground mechanical and electrical services ducts and chambers	60
Cladding systems	40-50
Roof coverings	25-30
Windows and doors	30
Internal and external re-decoration	Internal - 8 External - 5-6
Floor coverings (Generally)	10-12
Floor coverings (Cells)	5-6
Suspended ceilings (if applicable)	15-20
Security and monitoring equipment	10-15
Kitchen/Catering facilities	15
Fences and gates	25-35
Access roads and external hard surfaced areas	40

APPENDIX C TO SCHEDULE C

Maintenance Schedule

The following provides an indicative Maintenance Schedule and timetable. The Contractor will produce complete draft Maintenance Schedules for all aspects of the building, its structures and its contents, no later than one (1) month prior to the Contractual Opening Date of the Prison, with a final Maintenance Schedule delivered no later than one month after Actual Opening Date. These arrangements will include all relevant schedules, manufacturers' instructions, recommended maintenance programmes and response times for both in-house and sub-contracted maintenance requirements. The actions and frequencies are to be subject to any manufacturers' instructions.

In the table which follows, where the 'Required Action' column indicates the anticipated replacement of any item, this is an indicative replacement frequency only. Actual replacement/refurbishment will be undertaken, as determined at the time of inspection, as being necessary to ensure that the items remain fit for purpose, as described in the Preambles to this Appendix and to this Schedule, in conformance with the standards set out in Appendix A to this Schedule and in accordance with the requirements of Appendix B to this Schedule.

Specification	Required Action	Frequency
FABRIC MAINTENANCE AND RE-DECORATION		
Structural Inspection: Sub-structure; beams; floor slabs; brick, concrete and other load bearing walls; steel framework to sports, medical, education buildings; roof frame; all staircases etc	Structural inspection and report on structural condition and any action needed.	Seven (7) Years
Plant Lifting Beams	Testing and inspection.	Five (5) Years
Roof Covering and Rainwater System Plastisol covered trapezoidal roof sheeting system	Wash down with suitable detergent (access plant aerial platform, safety equipment), recoating where required to maintain operational efficiency.	Six (6) Years (frequency subject to the manufacturers' instructions).
Trough gutters	Clean out and wash (access plant aerial platform) roof clean access plant used on 6th Year.	Two (2) Years
Rainwater downpipes	Rod through and wash out (access plant aerial platform).	Two (2) Years
External Walls		

Walls of facing block	Provide wheeled scaffold tower, inspect, and carry out necessary re-pointing and any associated brick repairs and replace any loose mastic jointing/sealant.	Twenty (20) Years
Internal Walls		
Blockwork	Replace any loose mastic jointing.	Eight (8) Years
RC walls	Contingency for access and repairs.	Twenty (20) Years
Partitions		
Toilet and shower cubicle partitions	Replace cubicles.	Twelve (12) Years
Security Gates		
Pivot hinges, bolts and security locks	Thoroughly inspect and grease hinges.	Four (4) Years
External Security Louvres		
Louvre panel, birdguard and security grille	Inspect and thoroughly clean (access plant aerial platform).	Five (5) Years
External Doors		
Solid doors with W/strip and W/board	Inspect and overhaul: ease service furniture. Replace defective door furniture.	Six (6) Years
Internal Doors		
Solid (some steel faced, some FR)	Inspect and overhaul as external doors (secure areas). Replace defective door furniture.	Five (5) Years
Solid (some steel faced, some FR)	Inspect and overhaul as external doors (other areas). Replace defective door furniture.	Seven (7) Years
Duct and Plant Room Doors		
	Inspect and overhaul as external doors (cell ducts). Replace defective door furniture.	Five (5) Years

	Inspect and overhaul as external doors (cell ducts). Replace defective door furniture.	Ten (10) Years
Roller Shutter Doors		
Industrial galvanisation. Steel slats with manual operating mechanism, padlock and hasp	Inspect and overhaul, service mechanism and lubricate. Replace defective part, e.g. padlock repair. Contingency for replacing defective parts, eg new/damaged slats.	Annual
Cell Doors		
HO pattern, pivot hinges, mechanical lock etc	Inspect and service door, lubricate hinges, replacing defective parts.	Three (3) Years
Cell Windows and Grilles		
Polyester powder coated steel windows. Toughened glazing. internal secure grille	Technical inspection for security, ease vent and clean glazing (internal) and frame.	Two (2) Years
Windows Generally		
As cell windows, but with casements and turn handles	Overhaul, adjust and clean frames.	Five (5) Years
Improved Cell Equipment		
Impact resistant enamel paint to bed/furniture	Inspect for more than cosmetic damage and re-paint as necessary	Annual
Resin composite W.C. pan	Inspect, check and clear traps. Check correct functioning of water supply. Inspect for more than cosmetic scratches/damage to the surface and as necessary abrade & re-polish or repair	Annual
Resin composite hand wash unit	Inspect, check and clear traps. Check correct functioning of water supply. Inspect for more than cosmetic scratches/damage to the surface and as necessary abrade & re-polish or repair	Annual
Rooflights		

Fibreglass	Share access used for roof. Extra for safety.	Six (6) Years
	Replace fibreglass glazing.	Eighteen (18) Years
Floor Finishes		
Linoleum in Housing Blocks and other areas (it is assumed that some areas of lino will be used insufficiently to require replacement during twenty five (25) Years).	Strip and lay new lino as inspection and Health & Safety requirements find necessary.	Five (5), Seven (7), Fifteen (15) Years
Sheet floorings: Sports Hall and Fitness Room	Strip and lay new flooring as necessary	Eight (8) Years
Corridor linoleum, as above.		
Epoxy floor finish in 'Wet' areas: toilets, showers, kitchen and special cells	Renovate/repair.	Three (3) Years
Carpet	Replace carpet.	Ten (10) Years
Wall Finishes		
Epoxy wall system in kit, laundry, showers and toilets	Renovate/repair.	Five (5) Years
Decorative Finishes		
Plastered and painted areas	Wash down paintwork for hygiene reasons in kitchen and medical areas.	Three (3) Years
External Re-decorations		
External doors and gates	Prepare and paint. Wheeled scaffold tower for high level work.	Five (5) Years
Window frames and other powder coated surfaces	Prepare and paint. Wheeled scaffold tower for access.	Five (5) Years
Internal Re-decorations		
Previously painted walls, doors, frames, gates, pipework and ceilings	Prepare and paint (as previously painted). Wheeled scaffold tower for access.	Five (5) Years
Domestic Fittings		

Sink units, worktops and floor units in tea rooms, serveries, kitchenettes etc.	Planned replacement programme: inmate and visitor areas: worktops, units, sink tops and units.	Ten (10) Years
	Staff and other areas: worktops, units, sink tops and units.	Fifteen (15) Years
Staff lockers and those in visit areas	Replacement of worn and broken units.	As Required
Fixed Seating		
Fixed seats in waiting areas	Replacement programme.	Ten (10) Years
Counters, storage shelves etc	Replacement contingency.	Ten (10) Years
Slatted Benches		
Hardwood slats on steel frame	Re-varnish slats. Repair broken and damaged slats.	Five (5) Years
SERVICES MAINTENANCE		
Sanitary Appliances		
Wash basin: stainless steel and ceramic sink tops: taps, traps, plugs and overflow assembly	Inspect, check and clear traps. Replace washers to taps. Larger replacements, eg taps and cracked basins.	Annual
WC suites and urinals: steel and ceramic	Inspect, check and overhaul ball valves and flush mechanisms.	Annual
	Chemical clean and clear traps. Replacements, eg cracked bowls and flush device.	Annual
Showers: shower heads and troughs	Inspect and thoroughly clean heads etc. Contingency for replacement parts.	Quarterly
Drainage Installation		
Inspection chambers and sewers	Lift covers to check chambers and drainage runs. Rod through any obstructions and jet with hose to clear as required. CCTV survey of sewers as required by inspection of chambers.	Twice Yearly
Sewage Disposal Units/ Pumping Stations	Test and service units, including replacement of defective parts.	Annual and to meet manufacturers' requirements

Mechanical Services: Air handling unit in visits and other fans; pumps; pressurisation unit; controls; boilers; controls; HW generators; smoke vents; unit heaters; electric water heaters; radiators; boilers; sterilisation; hose reel booster sets; cold rooms; kitchen equipment and showers	Periodic maintenance for inspection, testing, repairs and maintenance. Include changing filters, re-commissioning, water checks etc. Plant replacement and repairs on-going.	Quarterly
Electrical Services: Sub-station; LV distribution; stand-by generator; sub-mains; lighting; emergency lighting installation; normal; emergency and external luminaries; power installation; fire alarm; public address and TV aerial systems; containment; cell call; security and CCTV and lightning conductor system Services drawpits; inspection chambers and ducts Hand Fire Appliances	Testing and inspection of the electrical services listed in accordance with NECEIC, BS7671 and manufacturers' requirements. Lift covers to check chambers and ductruns for water and vermin; clear as required. Inspection, testing and re-charging.	Periodic Annual Annual
LIFT INSTALLATION		
Lifts	Periodic maintenance and parts replacement.	Monthly
EXTERNAL WORKS		
Grounds Maintenance Soft landscaping consisting almost entirely of Grassed Areas Planted areas	Grass cutting - inside main walls and broad grass strip outside walls. Tidying leaves, litter and applying weedkiller. Inspect, prune and tidy.	10 occasions each Year (or otherwise to maintain grass at agreed levels in Maintenance Programme) Annual

Hard Landscaped Area		
Tarmac roads and paths, hardstanding and Car Parks	Periodic inspection, provision of Tarmac re-surfacing as necessary.	Twelve (12) Years
Concrete paving, kerbing and edging	Periodic inspection, replacement. Repair as necessary.	Twelve (12) Years
Wire mesh fencing (exercise areas and Sports Pitch)	Re-paint and re-new defective fencing.	Seven (7) Years
Visitors' and Staff Car Parks	Re-mark white lined car park bays.	Five (5) Years

SCHEDULE D

Part 1

Operational Requirements

All defined terms in this **Schedule D (Operational Requirements)** will have the meanings assigned to them in Appendix 1 of **Schedule D (Operational Requirements)**, and Part I of the Contract, unless expressly stated otherwise.

Where reference is made in this **Schedule D (Operational Requirements)** to any Authority statements of practice, guidelines, manuals, circulars, procedures, instructions, orders, criteria, methods, requirements, rules, rates, control and restraint levels, grades of prison officer, advice notes, memoranda or documents (including the Prison Rules) the reference extends to the same as they have been amended, supplemented or otherwise varied prior to the date hereof. The reference also extends to the same as they may from time to time be amended, supplemented or otherwise varied to the extent that such amendment, supplement or variation does not result in an increase (except in circumstances where the reference applies to (a) any increase in the rates of discharge grants for Prisoners under the Department of Social Security instructions, or (b) the rates of pay for Prisoners in public sector prisons for participation in education, training and work) or decrease in the cost to the Contractor of the performance of its obligations under the Contract in which case such amendment, supplement or variation shall be treated by the Contractor as if a Notice of Change had been issued by the Authority under **Clause 9 (Change to Services Required)**.

The Contractor shall fully meet and comply with the mandatory requirements of any Authority statements of practice, guidelines, manuals, circulars, procedures, instructions, orders, criteria, methods, requirements, rules, rates, advice notes, memoranda or documents, including the same as they have been amended, supplemented or otherwise varied prior to the date hereof, provided that the Contractor has been informed thereof by the Authority. The Contractor shall fully meet and comply with the mandatory requirements of any new statements of practice, guidelines, manuals, circulars, procedures, instructions, orders, criteria, methods, requirements, rules, rates, advice notes, memoranda or documents issued by the Authority in respect of the Prison, where these are clearly intended for implementation at prisons under private sector operation, to the extent that such implementation does not result in an increase (except in circumstances where the reference applies to (a) any increase in the rates of discharge grants for Prisoners under the Department of Social Security instructions, or (b) the rates of pay for Prisoners in public sector prisons for participation in education, training and work) or decrease in the cost to the Contractor of the performance of its obligations under the Contract, in which case the change shall be treated by the Contractor as if a Notice of Change had been issued by the Authority under **Clause 9 (Change to Services Required)**. The staffing levels in this **Schedule D (Operational Requirements)** are the subject of Performance Measures in **Schedule F (Performance Measures)**. Notwithstanding the staffing levels set out herein, the Contractor will ensure that actual staffing levels will at all times be sufficient to discharge the Contractor's obligations under the Contract.

The Contractor agrees to comply with all of the operational requirements specified or referred to in this **Schedule D, Part 1 (Operational Requirements)** .

Save where otherwise expressly indicated, reference to a particular Staff position (e.g. Security Officer or Gate Officer) is a reference to the person employed by the Contractor for the purpose of performing a particular part of the Services. Both the Staff position and the person employed by the Contractor to fulfil the role of such Staff position will be approved by the Authority in accordance with the Contract. Where this **Schedule D (Operational Requirements)** refers to any such person being under any obligation or having any duty, such obligation shall, for the purposes of the Contract, be an obligation of the Contractor, or a duty owed by the Contractor, to the Authority.

Any reference to a particular part of the Prison (e.g. the Communications Control Room) is a reference to the part of the Prison so referred to in **Schedule A (Specifications)** (or which is otherwise referred to in Schedule A but which performs that function).

Nothing in this **Schedule D (Operational Requirements)** shall reduce, restrict or otherwise diminish the Contractor's obligations to the Authority under **Schedules A (Specifications), B (Equipment)** or **C (Maintenance Management)**.

1. Service Delivery

Service shall be delivered against the Service Delivery Targets, National Offender Management Service (NOMS) targets and Standards, including "all" extant PSOs and PSIs as at 20 December 2002 and subsequent agreed NOC's that are concerned with service provision, monitoring and reporting requirements and the Management Information arrangements, and the NOMS Performance Standards. The service delivered will also contribute to the Regional Offender Manager's (ROM) Reducing Re-offending Delivery Plan (RRDP) and will adopt the partnership approach with other agencies and voluntary sector. As and when changes are made to any of these they shall be implemented within the Contract through the Notice of Change procedure.

The Contractor is under a statutory, general and specific duty to take steps to ensure equality in all aspects in the delivery of its services.

The Contractor should demonstrate that it identifies the differing needs of the Offender communities, enabling appropriate access to regimes and pathway Interventions, works actively towards achieving parity of outcomes and a balanced composition of staff to Offenders.

Where possible Offender Managers (or their representatives) shall attend or chair sentence review boards and the Contractor shall ensure reasonable access to Offenders for the Offender Managers.

1.1. Service Delivery Targets

The performance of the establishment shall contribute to the delivery of NOMS Service Delivery Targets (including National Targets and Offender Management Standards). The Service Delivery Targets and Management Information against which performance shall be measured are as detailed in **Schedule F (Performance Measures)**. Service Delivery Targets will be identified for a one Year period and will be reviewed annually by the Contractor and the ROM's representative.

1.2 Standards

The delivery of the Services by the Contractor shall comply with NOMS Standards and the required actions and key audit baselines of all applicable HMPS Performance Standards, as well as any supporting documents. This shall ensure that agreed policies and procedures are delivered in a consistent way and achieve consistently high levels of performance.

The ROM shall assume compliance with NOMS Standards and HMPS Performance Standards, unless any temporary non-compliance has been proposed by the Contractor and accepted by the ROM. The requirement to achieve compliance may be identified within the Service Progress Plan. All temporary non-compliances and alternative procedures shall be identified within Appendix 1 to the Service Specification.

1.3 Monitoring and Reporting

The ROM and/ or their representative shall have access at all times to the establishment to observe and assure that all material aspects of the Services are being delivered as required under this contract and to help to identify gaps that need to be commissioned.

The Contractor and ROM shall hold Quarterly Review Meetings and subject to the agreement of both parties they shall arrange more regular meetings.

The ROM and/ or their representative and the Contractor shall agree a schedule of meetings within one month of the commencement of this contract for the duration of its term. If required by either party to the contract, a request for additional meetings to be held may be made

A schedule of the reports required to be delivered to the ROM is shown within the table below:

Report	Frequency	Date Required
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Report	Frequency	Date Required
Schedule I/incident reports/lock-up sheet	Daily	Daily
Briefing Sheet	Daily	Daily
IRS Reports	Daily	Daily
Self audit Action Plans	Monthly	In Month
Monthly PSIMOn report	Monthly as per lock-down timetable	As per timetable in PSO 7100, minus 2 Days
Exception reports against HMCIP, IMB , SAU and Ombudsman action plans	Quarterly	10 Business Days prior to QCRM
Riot Risk report	Monthly	Controller/Director Meeting minus 1 Day
QCRM Report	Quarterly	10 Business Days prior to QCRM
Human Resources Report	Monthly	Controller/Director Meeting minus 1 Day
Prison Health Star Ratings/Performance Assessment	Quarterly	As indicated on the request
Searching Plan	Annually	By 1 April each Year
Self – Audit Programme	Annually	By 1 April each Year
Regime Monitoring Report	Weekly	In the following week

2. RUN A SECURE PRISON

- 2.1 The Contractor will have a Local Security Strategy (LSS) that will fully meet the requirements of the Prison Service National Security Framework (NSF) and will contain detailed security procedures.
- 2.2 The Director will appoint a Security Manager of sufficient quality, experience and seniority to maintain the required standard of security arrangements.
- 2.3 The Contractor will install and operate a digital CCTV system monitoring all areas within the visits rooms, throughout domestic visiting times. Evidentiary material will be made available in a digital format for adjudications and also to provide evidence to comply fully with the Police and Criminal Evidence Act 1984.
- 2.4 The Contractor will use a biometric identification system in the visits rooms.
- 2.5 The Contractor will have, maintain and use an integrated security intelligence system that is similar to, and fully compatible with the equivalent system operated by the Prison Service, including an intelligence software system.
- 2.6 Arrangements for searching Prisoners, Visitors, all Staff working in the Prison, Cells and other areas of the Prison (including all vehicles entering or leaving the prison), including frequency of searches and percentages of those searched will be set by the Contractor, who shall inform the Controller. The volume, nature and standards of searching delivered will be as previously advised to the Controller, and commensurate with the obligation to run a safe and secure prison.
- 2.7 The Contractor and the Authority will agree annually Service Delivery Targets to meet the requirements of this section of the Contract (including Performance Measures):

3. RUN A SAFE PRISON

- 3.1 The Contractor will operate an OCA Unit that conforms to the procedures set out in the current PSO.
- 3.3 The Contractor will make available at all times two units (each of fourteen (14) officers) trained in the use of advanced control and restraint techniques. Each unit will contain a commander and a second in command.
- 3.4 Mutual aid procedures will be carried out in accordance with the current PSO.
- 3.5 The Contractor will conduct desktop or live exercises in Incident Management as specified in the SDT.
- 3.6 The Contractor will notify the duty Controller of any reportable incident or emergency immediately. The duty Controller will be invited to attend any subsequent debrief following an incident or emergency. Where possible, the duty Controller will be given twenty four (24) hours notice of such debriefs.
- 3.7 The Contractor will ensure that the Prison Fire Prevention System is managed by an appropriately trained person in compliance with Health & Safety legislation.
- 3.8 The Contractor will ensure that all staff will be trained in the procedures for reporting Prisoners who have allegedly contravened any section of Prison Rule 51 or any section of the Young Offender Institution Rule 50, including the interpretation of the various charges listed in the Prison Rules and the completion of the relevant paperwork., and that the Adjudication process conforms to the procedures set out in the current PSO.
- 3.9 The Contractor will appoint a Public Protection Strategy Team who will meet at least monthly.
- 3.10 The Contractor will appoint appropriate personnel to support and undertake Public Protection Procedures with particular recognition of those procedures relating to children.
- 3.11 The Contractor will install a fully computerised telephone system, which will include a facility to effectively monitor all telephone calls made by Prisoners as identified in the current PSO. Calls made to Samaritans, Citizens Advice Bureau and other support agencies will not be monitored.
- 3.12 The Contractor will ensure that an intelligence recording system is in place to ensure that any intelligence relating to public protection is documented and shared with the appropriate agency.
- 3.13 The Contractor will demonstrate that appropriate measures are in place to manage the risks presented by prisoners being released that: (a) may pose a risk to children, (b) have been convicted of any sexual offence or (c) are identified as potentially dangerous offenders, and conform to the current arrangements in relation to MAPPA.
- 3.14 The Contractor will ensure that all Staff are fully trained to meet the requirements of their jobs.
- 3.15 The Contractor will appoint a full-time Safer Custody Coordinator who is responsible for overseeing the violence reduction, suicide prevention and anti-bullying strategies.
- 3.17 The Contractor will ensure that no member of Staff will carry or use side-arm batons and/or staves in the normal daily operation of the Prison.

- 3.18 The Contractor will ensure that Staff training includes approved techniques for use of force on women Prisoners, so as to avoid potential damage to an unborn child or to the breast area.
- 3.19 The Contractor will ensure that mechanical restraints and special accommodation will only be used to prevent a Prisoner causing self-harm, injuring another person, damaging property or causing a disturbance. The use of mechanical restraints and special accommodation will be approved by the Controller, although in an emergency, the Duty Officer may place a Prisoner in these conditions and will seek the approval from the Controller immediately.
- 3.21 The Contractor and the Authority will agree annually Service Delivery Targets to meet the requirements of this section of the Contract.
- 3.22 The Contractor will ensure that appropriately trained Staff are available to undertake specialist duties.

4. PROVIDE DECENT CONDITIONS OF CARE & FAIR TREATMENT

General

- 4.1 The Contractor will ensure that all Prisoner applications made to Staff, whether written or verbal, and for whatever reason are responded to within twenty four (24) hours.
- 4.2 The Contractor will ensure that appropriate resources for all non-English speakers are available in the Relevant Language where appropriate to assist in applications, grievances, requests, and complaints. This may include the use of Language Line.
- 4.3 The Contractor will ensure that a statement of facilities available to Prisoners is published in all residential areas, including the Mother and Baby Unit, and included in the Prisoner's Handbook.

Building Repairs

- 4.4 The Contractor will ensure that all repairs to accommodation are carried out within forty eight (48) hours of a defect being reported, unless otherwise approved by the Controller.
- 4.5 The Contractor will ensure that all deficiencies in cell equipment will be made good within twenty four (24) hours of being reported, unless otherwise approved by the Controller.

Release/Discharge

- 4.6 The Contractor will ensure that all Prisoners due for release will be released on the Day of discharge by no later than 09:30 hours.
- 4.7 The Contractor will ensure that discharge procedures are carried out in line with the current PSO.
- 4.8 The Contractor will ensure that all Prisoners being discharged to court will be available for discharge no later than 07:30 hours each morning.
- 4.9 The Contractor will provide thirty five (35) allocated places in residential units for the purpose of detoxification.
- 4.10 The Contractor will invite community based organisations, (e.g. Narcotics Anonymous, Alcoholics Anonymous and Community Drug and Alcohol Teams) to visit Prisoners whilst in custody and to arrange support following release.

Healthcare

- 4.11 All new reception prisoners will be given a reception health screen before locating.
- 4.12 The Contractor will ensure that a Certificated General Practitioner will see and complete a physical and mental health needs assessment on all new Prisoners within twenty four (24) hours following the Prisoner's first admission to the Prison.
- 4.13 The Contractor will ensure that healthcare cover is available at the appropriate times to conform to the procedures in the current PSO, and as identified in the Health Needs Analysis, and as set out in the Health Delivery Plan.
- 4.14 The Contractor will provide a healthcare centre for female Prisoners requiring in-patient care. Each healthcare centre provision will include an observation room to allow twenty four (24)-

hour observation, and each healthcare facility will have a minimum and maximum number of places to be made available as set out in the current cell certificate.

- 4.15 The Contractor will provide services for Prisoners commensurate with their needs as identified by the Health Needs Analysis and as set out in the Health Delivery Plan.
- 4.16 The Contractor will ensure that appropriate training, and refresher training in mental health issues is provided for all Staff working in the Prison who will or may reasonably be expected to come into contact with Prisoners with mental health issues in the normal course of their duties so that the care of the Prisoners or the operation of the Prison is not compromised.
- 4.17 The Contractor will ensure that all NHS available health care will be provided at no charge to a Prisoner, with the exception of access to a Prisoner's own medical practitioner. The Contractor will provide facilities for a Prisoner to be examined by her or his own medical practitioner, but the Prisoner will be responsible for any costs of her or his own medical practitioner.
- 4.18 The Contractor will ensure that medical reports requested by courts are completed within the required timescale and by appropriately qualified and proficient staff.
- 4.19 The Contractor will ensure that procedures are in place for Prisoners to give birth in a safe, secure environment away from the Prison.
- 4.20 The Contractor will ensure that support services are in place for Prisoners who have recently experienced or go through a process of pregnancy termination or miscarriage whilst in custody.
- 4.21 The Contractor will ensure that mothers and babies held within the prison are treated in line with current NHS standards.
- 4.22 The Contractor will ensure that the paediatric requirements of all babies being cared for in the Prison will be met in full.

Hygiene

- 4.23 The Contractor will ensure that all Prisoners have access to a shower or bath daily, and receive free basic toiletry items that can be exchanged on a one-for-one basis.
- 4.24 The Contractor will ensure that hairdressing facilities are provided to allow Prisoners to have their hair cut.
- 4.25 The Contractor will ensure that hot and cold potable water is freely available for (a) all Prisoners in all accommodation units and (b) will also be provided for Prisoners in other areas of the Prison.

Clothing and Linen

- 4.26 The Contractor will ensure that Prisoners have access to facilities for the cleaning of prisoner's personal clothing.
- 4.27 The Contractor will ensure that all new Prisoners are issued with the appropriate items of clothing.

- 4.28 The Contractor will ensure that Prison issue clothing can be exchanged for clean items on a one for one basis and that those items are laundered on a regular basis to maintain standards of hygiene.
- 4.29 The Contractor will ensure that a selection of maternity wear and baby clothes covering the requirements of children aged up to eighteen (18) months are available for pregnant women and those Prisoners and their children located on the Mother and Baby Unit.
- 4.30 The Contractor will ensure that a linen service is provided and that all new Prisoners are issued with towels and bedding (ordinarily duvets, covers, sheets & pillow cases) which shall be laundered on a regular basis to maintain standards of hygiene.

Legal Services

- 4.30 The Contractor will ensure that a dedicated, trained member of Staff is available each weekday in both the male and female sides to provide legal services and bail information to all relevant Prisoners.
- 4.31 The Contractor will ensure that Bail and Legal Aid Officers attend national training events and will interact with local community-based bail information schemes and bail hostels provided by the Probation Service and others.

Prison Shop

- 4.32 The Contractor will provide a shopping facility that will allow Prisoners to order items at least once a week.
- 4.34 In the event any items are missing from delivered orders, these will be replaced no later than the next Business Day following the reporting of the matter by a Prisoner.
- 4.35 The Contractor will ensure that a Prison Shop welfare fund meeting will be held quarterly and is to be used to review individual cases put forward by the Operating Sub-Contractor or other agencies working within the Prison to obtain additional funding for non-contractual services/resources. Profits delivered through Prison Shop sales will be used solely for the benefit of all Prisoners, in a manner subject to the agreement of the Controller.
- 4.36 The Contractor will ensure that Prison Shop prices will be reviewed monthly by the Prison Shop manager, and at least twice Yearly by the Director, to ensure that the price of goods are in accordance with those contained in the Price Check Guides. The prices will be set at cost price plus a "mark up" plus Value Added Tax (if applicable). The range of goods sold, the "mark-up" and the prices will be subject to the agreement of the Controller.
- 4.37 The Contractor may deduct the cost price of the Prison Shop stock purchased for sale to Prisoners from the revenue generated by sales in the Prison Shop. Any revenue remaining after such deduction shall be profit to be dealt with in accordance with paragraph 4.35.

Post and Parcels

- 4.38 The Contractor will ensure that all incoming letters are distributed to Prisoners within twenty four (24) hours of their arrival at the Prison. Parcels and packages will be distributed within forty eight (48) hours of receipt at the Prison.
- 4.39 The Contractor will ensure that all outgoing mail received by the mail clerk prior to 15:00 hours daily, Monday to Friday, is posted no later than 16:00 hours on the same Day. Mail received after 16:00 hours, or at weekends and public holidays will be posted on the next working Day.

- 4.40 Clothing exchanged on a visit, or sent in for a Prisoner's use, will be issued to such Prisoner within twenty four (24) hours of receipt.

Telephone

- 4.41 The Contractor will ensure that a discrete telephone system will be available at no charge to Prisoners to be able to contact the Samaritans and other support agencies.
- 4.42 The Contractor will provide a ratio of one pay telephone for every twenty (20) Prisoners in all residential areas, including healthcare, segregation and the Mother and Baby Unit. In addition, there will also be pay telephones in the reception area.
- 4.43 The Contractor will ensure that the telephone system will be programmed to allow Prisoners normally resident overseas to have one five minute telephone call home every calendar month at the Contractor's expense, unless the Prisoner has received a domestic visit in the previous month.

Admissions

- 4.44 The Contractor will ensure that upon their first admission to the Prison or during Induction each Prisoner will be provided with their own copy of the Prisoner's Handbook in the Relevant Language.
- 4.45 The Contractor will ensure that the privacy and dignity of all newly received Prisoners will be adequately safeguarded by effective use of the facilities to preserve the rights of the Prisoner. At the points in the procedure where personal information is discussed, Staff will ensure Prisoners are located in rooms that allow for privacy. Searching and showering within the admission process will be conducted with the minimal loss of dignity, and Prisoners will be provided with a gown to assist in this.
- 4.46 During the admission process the Contractor will ensure that all reception Staff will be made aware of the need to deal sensitively with potential survivors of sexual abuse during the admission process and will receive training for dealing with any disclosures. Any disclosures received are to be referred to the appropriate department.
- 4.47 The Contractor and the Authority will agree annually Service Delivery Targets to meet the requirements of this section of the Contract:

5 MANAGE ALL RESOURCES EFFECTIVELY & EFFICIENTLY

- 5.1 The Contractor will ensure that sufficient staff are on duty at any given time to provide the services outlined in the contract and commensurate with the tasks contained therein. All staff on duty are to be competent in the performance of the duties to which they are detailed and specialist training given where applicable.
- 5.2 The Contractor will agree with the Controller a Staff in Post (SIP) figure and have in operation a strategy to address any shortfall in this staffing figures. An action plan to address the deficiencies identified will be produced which shall be agreed and monitored by the Controller.
- 5.3 The Contractor will ensure that, as minimum, twelve (12) staff will be on duty during the night state period including an Orderly Officer and a Senior PCO. A PCO will be based on each Residential Unit during the night state duty.
- 5.4 The Contractor will use the same information system as the Authority, including the LIDS system, or any successor to that system, and systems used as a replacement, upgrade or modification as may be made from time to time.

6. PROVIDE REGIMES TO REDUCE OFFENDING BEHAVIOUR

- 6.1 The Contractor will put in place an agreed Reducing Re-offending Delivery Plan which aligns with and supports the Regional RRDP. The plan will identify the establishment's contribution to the Pathways to Reducing Re-offending and the Contractor will participate in the regional structures organised by the Regional Offender Manager to deliver the Regional RRDP
- 6.2 The Contractor will provide opportunities for work, training and education for all offenders in all areas of the prison, in line with the role of the establishment and the regime in place. Where appropriate the Offender Manager will be consulted about individual prisoner's sentence planning requirements
Work, training and educational activities will;-
- be risk assessed for individuals
 - be similar to that available in the community
 - take into account an individuals medical and physical conditions
 - provide opportunities and maximise potential for offenders to gain accredited qualifications and awards
 - improve offenders knowledge, skills, experience and employability
- 6.3 A library shall be provided with the resources to meet the information, cultural, educational and recreational needs of prisoners. An appropriate range of books and multi media shall be available appropriate to age, gender, ethnicity, language spoken and religion of the prison population. The Contractor will base the service on the specification of the Offender Library, Learning and Information Service.
- 6.4 The Contractor will ensure that offending behaviour programmes and leisure and recreational opportunities will be available to all Prisoners, irrespective of their physical, sensory or mental status
- 6.5 The Contractor will appoint a Drug Strategy Team and Alcohol Resource Team to support the national CARAT Initiative. The work of this team will fully support the RRDP, and involve internal and external providers.
- 6.6 The Contractor will ensure that prisoners are allocated to appropriate interventions where available as identified in the sentence plan in consultation with the Offender Manager.
- 6.7 The Contractor will provide places in residential units for the purpose of voluntary drug testing, that will be available to any Prisoner who requests it.
- 6.8.1 The Contractor will provide allocated places in residential units for the purpose of detoxification.
- 6.9 The Contractor will invite community based organisations, (e.g. Narcotics Anonymous, Alcoholics Anonymous and Community Drug and Alcohol Teams) to visit Prisoners whilst in custody and to arrange support following release.
- 6.10 The Contractor will enable offenders to communicate appropriately with and have visits from those outside, particularly to maintain appropriate relationships with family and friends, while taking account of security needs. The contractor will ensure that prisoners visits operate to current PSO's and will operate with the following in place;-
- Opening times of 13.30 - 20.00 (weekdays) and 13.30 -17.00 (weekends)

- Family visits
 - [REDACTED] before returning to residential location
 - A visitors centre
 - A supervised play area
 - A canteen/shop and vending machine in the main visits hall is open/available throughout visiting hours.
- 6.11 The Contractor will ensure that Prisoners identified by any member of staff as being in need of community contact will be referred to the Chaplain for the Prison Visitors Scheme, or to the Offender Manager.
- 6.12 The contractor will ensure that all new prisoners receive an induction.
- 6.13 The contractor will ensure that all prisoners spend an average of thirty (30) hours per week engaged in Purposeful Activity. The hours must relate to the delivery of activity and not provision.
- 6.14 The Contractor will contribute towards the achievement of the NOMS target of reducing re-offending by 5% by 2007-08, and thereafter in line with each successive Year's targets as identified by NOMS through the operation of the agreed Offender Management system, taking into account the needs, risks and complexity of the Contractor's relevant offender population. The Contractor will operate an annual agreement and a three Year rolling development plan, agreed with the ROM.
- 6.15 The Contractor will ensure that Offender Managers have access to offenders at appropriate times, and there are facilities in place to allow for interviewing offenders in a suitable environment.
- 6.16 The contractor will use OASyS to support the process of offender management
- 6.17 The Contractor and the Authority will agree annually Service Delivery Targets to reduce re-offending:

7. MOTHER AND BABY UNIT

The following requirements apply to the Mother and Baby Unit:

General

- 7.1 The Contractor will provide an environment within the Mother and Baby Unit in which the welfare of the child is at all times paramount.
- 7.2 The Director will have overall management responsibility for the Mother and Baby Unit. A member of the residential middle management team will act as the Mother and Baby Unit Manager and lead the multi-disciplinary team, and assume daily responsibility.
- 7.3 The Contractor will ensure that statistical data will be supplied to the Prison Service as required, including weekly statistical reporting.
- 7.4 The Contractor will ensure that information about the Mother and Baby Unit is available in the following formats:
 - (a) Displays in the reception area highlighting the existence of a Mother and Baby Unit. Medical Staff carrying out initial screening will also discuss with any mother who has a child of eighteen (18) months or under or any pregnant woman that the Mother and Baby Unit is available for their use, including, details of the Mother and Baby Unit and the application process;
 - (b) The Prisoner's Handbook provided during Induction, in the Relevant Language, will include basic information relating to the Mother and Baby Unit. Information will also be presented as a part of Induction; and
 - (c) During the interview element of initial custody/sentence planning within the induction period.
- 7.5 The Contractor will ensure that fully autonomous rooms are provided to allow mothers to care for their babies.
- 7.6 The Contractor will ensure that, within the core Day, mothers will benefit from up to 12.25 hours out of cell per Day regardless of their level of Incentives and Earned Privileges, including weekend Days and Bank holidays.
- 7.7 The Contractor will ensure that appropriate variations in wage and visiting entitlements for mothers with newly born babies are in place. Each case will be assessed individually.
- 7.8 The Contractor will ensure that meal times for the Mother and Baby Unit fit in with the core Day arrangements to allow mothers to prepare food for and spend lunch times with their babies.
- 7.9 A Prisoner feedback questionnaire for Prisoners released from the Mother and Baby Unit on discharge will be used to evaluate custodial provision and improve effectiveness.

2 Recreation

- 7.10 The Contractor will provide quiet external spaces to allow children to spend time in the open air with their mothers during times of play.
- 7.11 The Contractor will ensure that Prisoners located on the Mother and Baby Unit are able to access leisure activities and evening association, which will be available each weekday evening between 18.30-20.45 and additionally during weekends between 08.15-11.45 and 13.45-16.45.

3 Support for Mothers

- 7.12 The Contractor will provide crèche facilities within the Mother and Baby Unit that are concomitant with recognised best practice available for working mothers in society.
- 7.13 The Contractor will liaise and work in partnership with appropriate agencies to seek advice and support for mothers in custody.
- 7.14 The Contractor will ensure that mothers or babies who have special needs (including physical, sensory or learning difficulties) will have access to an appropriate support group or agency in addition to the assistance provided by midwives and Health Visitors.
- 7.15 The Contractor will ensure that the following specialist resources will be in place:
 - (a) Liaison Social Worker (part-time secondment to the Prison);
 - (b) Seconded Probation Officer (as a part of the Probation contract);
 - (c) Nursery Nurses (full-time employment by Sodexo);
 - (d) Midwife (as a part of team midwifery approach from local hospital provider, including the provision of antenatal classes); and
 - (e) Health Visitors.

4 Baby Development

- 7.16 The Contractor will ensure that the Mother and Baby Unit operates in close liaison with family members and external agencies, to accommodate periods where the child may be placed externally.
- 7.17 The Contractor will ensure that facilities within the Mother and Baby Unit allow mother and baby to interact and develop their relationship in a variety of stimulating settings that, and as closely as possible, mirror a household environment. This will include community and family visits appropriate to the individual care plan.
- 7.18 The Contractor will ensure that age specific childcare and recreational and educational resources are provided to meet the developmental needs of children aged 0-18 months.

5 Healthcare