

## **Introduction**

Plymouth Marjon University seeks a single provider for the provision of the following services:

1. Electrical Installation Condition Report (EICR)
2. Portable Appliance Testing (PAT)

The contract term will be 5 years, with the campus being divided into five sections for the EICR and PAT being carried out annually on all applicable appliances.

A map of the campus is included as Appendix 1 for your information.

## **Electrical Installation Condition Report**

The works must be completed by a suitably qualified contractor in line with current British Standards such as but not limited to, BS7671 requirements.

The test will include a visual inspection where the electrician will survey the electrical installation before they commence with the electrical testing. The visual inspection will highlight broken or cracked items and those that may have been installed incorrectly or in the wrong location. It will also show if there have been overloading or over heating problems. The isolation examination will use electrical test meters, and will include continuity testing to check if there are any badly connected conductors, insulation resistance testing to make sure that the electrical insulation material surrounding the conductors is intact and polarity tests to check that the connections are connected in the right sequence. Further tests on the live system will include earth fault loop impedance testing to check that if a fault did occur, the system meets the requirements to cause a disconnection of the supply within the time limit specified. In addition, the residual current device testing will ensure that, on modern electrical systems these are fitted and that these devices react to electricity missing from the circuit.

## **Scheduling**

To help reduce any disruption to students and staff a schedule of works will be agreed with the Supplier and the Contract Manager that divides the campus in to five sections, with one section being tested each year, as long as the systems are shown to be in a good state of repair.

Some testing will be required to be completed during non-teaching times. Times of testing for the Sports Centre will be agreed in the year that the EICR is required for that area.

The Supplier will be required to liaise with the Contract Manager to provide a clearly documented plan of action that covers the 5 years.

## **Reporting Requirements**

The Supplier will provide a report for each circuit that records: the date of the inspection; the condition of the circuit; and any recommendations for the circuit.

Circuit reports will be provided within 28 days of the EICR being completed for that section of the campus.

Where a circuit is deemed to be dangerous, the Supplier will contact the Contract Manager or a member of the Estates Team immediately to highlight the concern and advise on action taken or required to make the circuit safe.

## **Works required**

## Specification - Electrical Compliance (EICR, Portable Appliance Testing)

Where a circuit is faulty, the Supplier may provide with their report setting out the fault, a quotation for the works needed to correct the it. The Contract Manager can consider works up to the value of £500 to be awarded to the Supplier without further competition.

### **Portable Appliance Testing**

All Portable Appliances and Microwave Emissions are required to be tested annually, to standards laid down by the IET COP 4<sup>th</sup> Edition annually or the latest version of ISO 9001 Standards.

As of the last report there was a total of 8731 items tested. Please be aware that this number could change from year to year. Any additional items will need to be tested and added to the asset list.

### **Scheduling**

A schedule of works will be required from the Supplier. Tests will need to take place during non-teaching times to ensure minimal disruption to students and staff.

Some testing will be required to be completed during non-teaching times. Times of testing for the Sports Centre will be agreed with the Contract Manager and Sports Centre Manager to minimise disruption.

The Supplier will be required to liaise with the Contract Manager to provide a work plan setting out the times and areas to be tested each year.

### **Reporting**

The supplier will be required to provide an asset list that lists all products tested that can be accessed electronically by the customer and provide a PDF report that satisfies the current and any updated legislation on PAT.

Following the testing, if any items are deemed to be dangerous. Remove the item from use and inform the Estates Facilities Manager or representative as soon as possible. The customer will dispose of all failed items. Certification will need to be provided within 28 days of completion.

### **Generic to Both Services**

#### **Areas to be covered:**

The campus comprises of the following buildings.

- 7 x Student Halls
- 38 x Student Houses
- 7 x Staff Houses
- Sports Centre
- Chapel
- Lecture Theatre
- Campus (offices and classrooms)
- Labs
- PAHC Building
- Theatre/Drama Studio

A campus map is provided as Appendix 1 for your information.

### **Additional Information**

Specification - Electrical Compliance (EICR, Portable Appliance Testing)

All contractors must comply with Contractors handbook, Appendix 2.

An additional Covid-19 Risk Assessment will need to be provided to follow government guidelines, until further notice.