



## **Appendix E- Asset Management Responsibilities Matrix**

### **St Paul's Sports Ground Management**

### **Southwark Council**

June 2016

The Asset Management Responsibilities Matrix applies to St Paul's Sports Ground all Facilities in relation to which the Service Provider shall be responsible for the full repair, maintenance and replacement at the Facility including the full repair, maintenance and replacement of all the assets as set out in this matrix.

Please refer to section 14 of the Services Specification for details of the Maintenance of Buildings, Plant and Equipment.

**Southwark Council – St Paul’s Sports Ground Management**  
**ASSET RESPONSIBILITIES MATRIX – June 2016**

**Key:**

Service Provider **SP**

Authority **AUTH**

		Maintain	Repair	Replace
<b>1</b>	<b>STRUCTURE AND FINISHES</b>			
<b>1.1</b>	<b>Foundations</b>			
	All structural work to walls or wall supports, underpinning, propping, piles, ground beams, piers, bases and brick or concrete footings.	AUTH	AUTH	AUTH
<b>1.2</b>	<b>Frames</b>			
	All work to structural members in steel, timber or concrete frame, including ties, bracings, bolts and base plates.	AUTH	AUTH	AUTH
<b>1.3</b>	<b>Flat and Pitched Roof Areas</b>			
	Flat and pitched roofs	SP	SP	AUTH
	Finishes including top floor/external ceiling timbers, eaves and verge finishings, catwalks, flashings, fixed gantry systems and fixed ladders, etc	SP	SP	SP
	All eyebolts, running lines, gantries, etc	SP	SP	SP
<b>1.4</b>	<b>Rainwater Goods</b>			
	Perimeter and concealed gutters and down pipes.	SP	SP	SP
<b>1.5</b>	<b>Skylights and Roof Lights</b>			
	Roof lights, skylights, roof glazing, sunshade louvres, lay lights with frames, casings, kerbs, beading, ironmongery and sealants (excluding glazing).	SP	SP	SP
<b>1.6</b>	<b>Internal and External Structural Walls</b>			
	Load bearing, structural and/or framed panelling, glazing, translucent blocks/panels, cladding, masonry, stonework, heads, sills, strings, steps, flues and insulation.	SP	SP	AUTH
<b>1.7</b>	<b>External Surfaces</b>			
	Applied surface finishes, including renderings, tile pointing, claddings and expansion joints.	SP	SP	SP

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		Maintain	Repair	Replace
<b>1.8</b>	<b>Insulation</b>			
	Structural insulation to roofs, walls, floors, etc.	SP	AUTH	AUTH
<b>1.9</b>	<b>Floor Structures</b>			
	All work to sub floor structures including ducting, below and excluding boards and screeds.	SP	AUTH	AUTH
<b>1.10</b>	<b>Non Structural Internal Walls and Partitions</b>			
	Internal walls and partitions	SP	SP	SP
	Internal finishes (including tile, sheet, panelling and other finishes, etc.) to walls including plaster work, grouting, glazing to internal partitions and specialist walls (e.g. squash courts, mirrors, etc.).	SP	SP	SP
<b>1.11</b>	<b>Ceilings</b>			
	Ceiling structures (underside of structural slab and roof soffits).	SP	AUTH	AUTH
	Suspended ceiling structures, ceiling tiles, fixed plasterboard ceilings and decorative finishes to ceilings.	SP	SP	SP
	Exposed ceilings and steel/glulam beams.	SP	SP	AUTH
<b>1.12</b>	<b>Floors</b>			
	All floor coverings including lino, PVC sheeting/tiles etc, with skirtings, nosings, cover and expansion strips, etc. sanding and sealing boards.	SP	SP	SP
	All tiling and grouting to floors, expansion joints, etc in wet areas (including shower areas).	SP	SP	SP
<b>1.13</b>	<b>Window Frames and Fittings</b>			
	Window frames, borrowed lights with frame casings and architraves.	SP	SP	SP
	Ease and adjust windows and fittings, ironmongery and draft stripping and glazing.	SP	SP	SP
<b>1.14</b>	<b>Doors and Fittings</b>			
	Internal doors and ironmongery, glazing in doors, cutting keys, draught stripping and protectors, including self-closing mechanisms and fire/safety glazing.	SP	SP	SP

		Maintain	Repair	Replace
	External doors and ironmongery, glazing in doors, cutting keys, draught stripping and protectors, including self-closing mechanisms and fire/safety glazing.	SP	SP	SP
<b>1.15</b>	<b>Glazing</b>			
	To include all other glazing (i.e. non-roof glazing) throughout	SP	SP	SP
<b>1.16</b>	<b>Internal Decoration</b>			
	Cleaning down, preparing and decorating walls, ceilings and all internal wood and metal work usually painted, including plaster repairs, stopping, filling and priming. Washing down, scrubbing and cleaning tiling and other internal finishes requiring maintenance. Redecoration following any repairs or vandalism.	SP	SP	n/a
<b>1.17</b>	<b>Pest Control</b>			
	Special works carried out to the fabric of a building solely through the need for disinfection (e.g. insecticide spraying, wasp and rodent control).	SP	n/a	n/a
<b>2</b>	<b>MECHANICAL SERVICES</b>			
<b>2.1</b>	<b>Mechanical Services</b>			
	All work of testing, adjustment, repair and replacement including cyclical maintenance service contracts of all mechanical plant and equipment as defined below.	SP	SP	n/a
<b>2.2</b>	<b>Boilers and Burners</b>			
	Whole boiler replacement.	n/a	n/a	AUTH
	LP and MPHW heating and HWS boilers including cleaning access doors, door seals, hinges, fasteners, boiler casing and flue clean brushes. Chimney and flues including dampers, explosion relief doors, draught diverters, flue stabilisers and annual cleaning.	SP	SP	SP
<b>2.3</b>	<b>Boiler House Ancillary Equipment</b>			
	Heating circulating pumps. HWS storage cylinders and calorifiers, isolating valves, pipe work and fittings, thermal insulation, temperature/altitude and oil tank contents gauges. Valves and thermal linkages, heating elements, control panel, thermostats and detectors.	SP	SP	AUTH

		Maintain	Repair	Replace
<b>2.4</b>	<b>Sanitary Fittings</b>			
	All sinks, drainers, washbasins, WC suites, urinals, drinking fountains, taps and fittings and pipe work, stands, and brackets in connection with foregoing items, up to final isolation point including all associated control systems.	SP	SP	SP
<b>2.5</b>	<b>Waste Pipe work</b>			
	Traps, waste pipes, soil and vent pipes, anti-syphonage pipes, wire balloon guards, including repairs and cleaning blockages (externally and internally).	SP	SP	SP
<b>3</b>	<b>ELECTRICAL SERVICES</b>			
<b>3.1</b>	<b>Electrical Services</b>			
	All work of testing adjustment, repair and replacement including cyclical maintenance service contracts of all electrical plant and equipment as defined below.	SP	SP	SP
<b>3.2</b>	<b>Electrical Installation</b>			
	All switchgear and interconnecting cables, protective conduits and trunking and fixings, including labels and circuit lists. Fixed sub-circuit wiring and conduit, trunking or other means of mechanical protection including fixings, wiring accessories, distribution boards, conduit boxes, power sockets, luminaires and light fittings.	SP	SP	SP
	All external lighting including columns, floodlights, interconnecting wiring and control equipment, time switches, and photoelectrical cells.	SP	SP	SP
	Fixed wiring supplying heaters including wall mounted remote thermostats and external controls, isolators and time switches.	SP	SP	SP
<b>3.3</b>	<b>Specialist Equipment</b>			
	PA System, towed implement frame and ride on tractor	SP	SP	SP
<b>3.4</b>	<b>Alarm, Emergency, Time and Public Address Systems</b>			
	All intruder alarm system detectors, sounders, alarm lights, control panels, electric override switches and wiring, including CCTV installations, cameras, digital video recorders (DVR's), monitors.	SP	SP	SP

		Maintain	Repair	Replace
	All fire detection and alarm system automatic detectors (heat or smoke), sounders, control and indicator panels, electromagnetic door holders (but excluding door closers).	SP	SP	SP
	All battery units including batteries, interconnections, cabinets and control equipment used for emergency lighting and alarm systems. All wiring systems associated with these systems including low voltage types. All emergency lighting luminaires including self contained types, operating relays and associated controls.	SP	SP	SP
<b>4</b>	<b>Artificial Pitch</b>			
<b>4.1</b>	<b>Artificial Pitch</b>			
	Pitch sub-base.	SP	SP	AUTH
	Pitch surface, fencing, gates, screens, floodlighting, etc.	SP	SP	AUTH
	Sports equipment (fixed and loose), etc.	SP	SP	SP
<b>5</b>	<b>GENERAL FIXTURES, FITTINGS AND FURNISHINGS</b>			
<b>5.1</b>	<b>Internal Joinery Fixtures</b>			
	Kitchen units, cupboards, shelving, and display cabinets.	SP	SP	SP
<b>5.2</b>	<b>General Furniture</b>			
	All tables, desks, chairs, etc.	SP	SP	SP
<b>5.3</b>	<b>Fire Fighting Equipment</b>			
	Portable gas, water, foam extinguishers fire blankets and their containers	SP	SP	SP
<b>6</b>	<b>EXTERNAL WORKS</b>			
<b>6.1</b>	<b>Roads, Car Parks and Paths.</b>			
	Keep surroundings of centre free of litter.	SP	SP	n/a
	Clearance of snow and ice from access routes to the Facilities.	SP	n/a	n/a

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		Maintain	Repair	Replace
<b>6.2</b>	<b>Bins, Refuse Containers, etc.</b>			
	Upkeep and maintenance of refuse containers, litterbins, dustbins and their enclosures.	SP	SP	SP
<b>6.3</b>	<b>External Fixtures</b>			
	Temporary buildings/containers, sign boards, notices, nameplates, flagpoles and other external joinery fixtures.	SP	SP	SP