



**Proposal**  
**For: Plymouth Marjon University**  
**Prepared by: Faith McLeary**  
**On behalf of: WCSE**

**Our Ref: W:128373**

**23 March 2023**

Plymouth Marjon University  
Derriford Road  
Plymouth  
PL6 8BH

Dear Barrie

**RE: Ventilation Cleaning – Studio School**

Further to our recent site visit, please find below our proposal to clean and disinfect the supply/ extract ductwork, Toilet extract ventilation ductwork, and 24 FCUS located at ceiling level and plant room.

We trust this is to your satisfaction and suits your immediate requirements. Should you have any queries please do not hesitate to contact the undersigned, via our regional office as detailed below or directly on mobile phone number. In the meantime, we look forward to being of continued service to you and your organisation in the future.

Yours sincerely  
for **WCS Group**

**Faith McLeary**  
**Internal Sales Executive**

WCS Environmental Limited  
Tel: 01452 931 323

Quotation			
QUOTE NO	W:128373	CUSTOMER:	Plymouth Marjon University
SITE	Studio School, Derriford Road, Plymouth, PL6 8BH		
Description			
<p align="center"><b>Ventilation Cleaning</b></p> <p>WCS Group to attend site during normal working hours and carry out the following works:</p> <ul style="list-style-type: none"> <li>Clean and disinfect all the supply/ extract, Toilet extract ventilation ductwork, and 24 FCUS located at ceiling level and plant room level throughout Studio School (based at Plymouth Marjon Uni)</li> </ul> <p>Please Note:</p> <ul style="list-style-type: none"> <li>All areas of ductwork that will be accessed were workable and safe to do so via ladders and the use of a scaffold tower.</li> <li>All supply and toilet extract ductwork will be cleaned using a rotary brush with the system under negative pressure, we have allowed for the installation of up to 10-no DW144 quick-release access doors to maximize the efficiency of the cleaning within all the main supply ventilation ductwork up to the AHU. (We will invoice accordingly on the number of doors installed throughout the entire system.</li> <li>All hygienic cleaning works associated with the extract ventilation system shall comply with requirements of BESA TR19, third edition 2019, BS EN 15780, CIBSE TM26, and all other health and safety, regulations, legislations, and good working practices in place at the time of appointment.</li> <li>A post-clean report will be compiled in accordance with TR/19 for the ventilation system cleaning, this will include the following: <ul style="list-style-type: none"> <li>A) An executive summary.</li> <li>B) A clear yes or no whether the system was cleaned in its entirety.</li> <li>C) Photographic evidence of works carried out</li> <li>D) Certificate</li> </ul> </li> </ul>			
<p align="center"><b>Total Cost £ 7,569.60 Excluding VAT</b></p>			

**Thank you for considering our quotation.**

**Please can all correspondence be addressed to:**

**All Correspondence to:** WCSE / PLY002 **Date:** 23 March 2023

**Address:** Unit 17, Wheatstone Court, Waterwells Business Park, Gloucester, GL2 2AQ

**Quotation accepted by Customer:** Yes / No **Order No.:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Invoice Address:** \_\_\_\_\_

**Post Code:** \_\_\_\_\_

\_\_\_\_\_  
**Name (sign):**

\_\_\_\_\_  
**Name (print):**

\_\_\_\_\_  
**Date:**

1. The prices quoted are exclusive of value added tax which will be charged at the rate applicable to the supply date.
2. The prices quoted are valid for acceptance for a period of 30 days from date of quotation.
3. This quotation is subject to the attached conditions of sale.
4. To deliver the services quoted, we require unfettered and safe access to buildings, works locations and system assets. Site service calls and remedial works visits are pre-arranged via our site works access request system. Additional callouts aborted pre-arranged visits and unreasonable delays (standing time) will be fully chargeable at current rates.
5. Postage and packing and commissioning of equipment or goods supplied is not included unless stated above.
6. All quotations provided by WCS Group shall, where applicable, be in accordance with the current requirements of The HSE's Approved Code of Practice and guidance on regulations; L8 (fourth edition) as a minimum requirement and in-line with HSG274 Parts 1 to 3 as appropriate. Customers are advised that they have a responsibility under paragraph 48 of L8 (fourth edition) to appoint a person or persons to take managerial responsibility and to provide supervision for the implementation of precautions. Should you require advice in respect of this responsibility, please contact WCS Group.
7. Legislative requirements for the control of legionella put the responsibility for compliance clearly with the owner/operator of water systems. Under the Health and Safety at Work etc Act 1974, and the Control of Substances Hazardous to Health Regulations as regarding risks from legionella, all owners and operators of such systems have a responsibility to ensure that the risk is controlled and kept to an acceptable level. The HSE's Approved Code of Practice and guidance on regulations; L8 (fourth edition), stresses that whilst the tasks required to be undertaken to control the risk may be contracted to an external specialist, the owner/operator must take all reasonable care to ensure the competence of the service provider to carry out the work on his behalf. Therefore, as a condition of our Legionella Control Association (LCA) Registration we must provide all clients with access to the following documentation and information:

Our LCA certificate can be downloaded along with all our other accreditations from <https://www.wcs-group.co.uk/accreditations-repository>

1. Legionella Risk Assessment Services
2. Water Treatment Services
3. Hot and Cold-Water Monitoring and Inspection Services
4. Cleaning and Disinfection Services
5. Independent Consultancy Services
6. Training Services
7. Legionella Monitoring Services
8. Plant and Equipment Services

A copy of the LCA Code of Conduct for Service Providers can be found at <https://www.legionellacontrol.org.uk/standards/>



## **Quotation Sales Terms and Conditions**

A full copy of our sale terms and conditions can be found at <https://www.wcs-group.co.uk/accreditations-repository>