

**AUTHORITY: The Secretary of State for the Home
Department**

Schedule 4.5 Assets

**Gatwick Estate
(Brook House, Tinsley House with Pre-Departure
Accommodation)
Immigration Removal Centres and PDA Contract**

1. ASSET REGISTER

- 1.1. The Supplier shall ensure that the Asset Register is maintained and is available for inspection at the Removal Centres/PDA at all times.
- 1.2. The Asset Register shall be completed using a template to be agreed with the Authority which shall include the information listed in Annex A to this Schedule 4.5.
- 1.3. The Supplier must identify within the Asset Register both Maintained and non-Maintained Assets to facilitate robust maintenance management of Maintained Assets.
- 1.4. The Supplier shall allocate a unique asset number to each Asset.
- 1.5. The Supplier is responsible for recording on the Asset Register both Supplier and Authority's assets.
- 1.6. The Supplier is to seek agreement from the Authority prior to its disposal of any asset.
- 1.7. The Asset Register shall be updated and submitted to the Authority electronically at least annually commencing 12 months after the Operational Service Commencement Date and additionally every time that there is a change in the Assets under any Notice of Change or otherwise.

2. INVENTORY OF ASSETS

- 2.1. The Supplier shall ensure that an inventory of the Assets is maintained and is available for inspection by the Authority at the IRCs/PDA at all times.

3. LEASED ASSETS

- 3.1. The Supplier may lease the following equipment (the list below, which is not exhaustive), wholly or substantially for the purpose of performing or contributing to the performance of the whole or any part of the Contract, subject to prior written approval of any Named Representatives of the Authority, other than those agreed during Mobilisation, which shall not be unreasonably withheld:
 - 3.1.1. Motor vehicles – Numbers and types of vehicles to be agreed with the Authority prior to signing the lease;
 - 3.1.2. Photocopying machines – Number of machines to be agreed with the Authority prior to signing the lease;
 - 3.1.3. Shredding machines – Number of machines to be agreed with the Authority prior to signing the lease;
 - 3.1.4. Fax Machine machines – Number of machines to be agreed with the Authority prior to signing the lease;
 - 3.1.5. Franking machines – Number of machines to be agreed with the Authority prior to signing the lease;
 - 3.1.6. Computers – Number of machines to be agreed with the Authority prior to signing the lease;

3.1.7. Projection/Conference equipment – Number of machines to be agreed with the Authority prior to signing the lease and

3.1.8. Vending equipment – Number of machines to be agreed with the Authority prior to signing the lease.

3.2. The Supplier shall ensure:

3.2.1. the Authority will have no liabilities or obligations in relation to all lease agreements: and

3.2.2. the provisions of all lease agreements shall comply with clause 15.10, 15.11, 15.12 and 15.13 of the Contract (Supply Chain Protection).

Annex A

BROOK HOUSE IRC AND TINSLEY HOUSE IRC/PDA ASSET REGISTER

The Supplier's Asset Register shall contain all Assets used in the performance of the contract and as a minimum the following information is to be provided to the Authority in an agreed format:

- System generated Unique Asset ID reference
- Building
- Floor / Area
- Room Text
- Description of Item
- Model Type
- Asset Serial Number
- System Type
- Quantity
- Purchase Cost
- Manufacturer
- Date of Installation
- Manufacturer Recommended Lifespan
- Remaining Life (incl <or > years)
- Condition of the Asset
- Whether owned by the Authority or Service Provider
- Whether the Asset is owned or leased
- If leased the lease termination date
- Whether the Asset is classified as a "Maintained Assets"