

Estates Team Scope

This table presents a non-exhaustive list of Estates related functions within MFRS

06/08
v1.0

Item	Notes	Location of Records	On PFI stations is contractor responsible?	Owner for MFRS stations
3rd Party Issues	Leases (eg telecoms), neighbours (eg planning applications)	File: Building Records	No	PW
Acquisition & Disposal	New sites, disposals - input from Estates on valuations, impact on Asset Management Plan, risk	File: Projects	N/A	TM
Asbestos Management	Inspections, compliance with Regulations	Online, File: Asbestos	Yes	JJ
Asset Management Plan	** to be upgraded ** possible purchase of electronic system under review	Online, File: AMP File: Building Records	Yes	KP
Building Management Systems	Monitoring use and control of building systems	File: BMS	Yes	DA
Capital Programme Delivery		File: Capital Spend	Yes	TM
Car Parking	Monitoring and review of access around buildings	File: AMP	Yes	TM
CDM 2007 Regulations	As applied to projects under the CDM Regs	File: Projects	Yes	All
Cleaning	Management of contractors and directly employed cleaning staff	File: Cleaners	Yes	JJ
Confined Space Regulations	Excluding training facilities; register required		Yes	All
Contractors	Work allocation, training, risk management, performance reporting - production of information for Procurement	File: Revenue File: Projects	Yes	Proc
COSHH	Only in relation to cleaning/maintenance; specialist operational COSHH by relevant depts.	File: COSHH	Yes	All
Drawings	Held by CAD team; hard copy set for Estates	File: Building Records	Yes	TM
Electrical Installations (IEE Regs)	Specialist workshop equipment excluded	File: IEE	Yes	DA
Electrician	Work allocation, training, risk management	File: Personnel	Yes	TM
Emergency building repairs	Contracts in place; procedure with MACC; follow-up	File: Revenue	Yes	JJ
Estates Team Members	Work allocation, training, risk management	File: Personnel	N/A	KP
External Consultants	Work allocation, training, risk management	File: Revenue File: Projects	N/A	KP
Fault Reporting System	B1 system and reporting	File: B1	Yes	PW
Fire Risk Assessment	** Process to be developed - probably to be carried out by Locality Managers and Building Managers; many actions to be picked by Estates	tbc	tbc	LM's
Fire Precautions	Alarm systems	File: Fire Alarms	Yes	TM
Food Safety	Provision of equipment only; staff training by other departments	File: Revenue	Yes	JJ
Fuel Storage and Metering		File: Fuel Storage	Yes	JJ
Furniture		File: Revenue	Yes	JJ
Gas Installations	Cyclic maintenance and testing	File: AMP	Yes	DA
Handymen / Skilled Employees	Work allocation, training, risk management	File: Personnel	Yes	TM
Health & Safety Liaison	Management with H&S Dept, Wellworker etc.		Yes	JJ
Helpdesk support function	Technical advice, budget quotes etc.	File: Projects	N/A	All
Highly Flammable Liquids/LPG Regs			No	tbc
Horticulture		File: Revenue	Yes	JJ
IT Liaison	Management with IT Dept, Telnet etc.		Yes	KP
Legionella Management	Compliance with Regulations and removal of hazards	File: Legionella	Yes	DA
Lifting Equipment	Excluding workshop and operational equipment	File: AMP	Yes	DA
Lifts (personnel)	Maintenance contracts	File: Lifts	Yes	TM
Lighting	Replacement, repair etc.	File: IEE File: Projects	Yes	DA
LLAR Properties	Support to Procurement for leased properties (maintenance of purchased properties covered under AMP)		No	Proc
Pest & Vermin Control		File: Revenue	Yes	JJ
PFI Project Management	Both pre- and post- contract	File: PFI	N/A	KP
Pressure Systems Regulations	BA equipment - by other departments		N/A	tbc
Project Management	Project Management Systems, setup, management and performance review	File: Projects	N/A	KP
Racking Management		File: Racking	Yes	JJ
Risk Management	Construction activity Risk Assessment	File: Projects	Yes	All
Security	Security contract management	File: Revenue	Yes	JJ
Signage		File: Revenue	No	JJ
Special Projects	Includes new stations (Kensington) and other land deals	File: Projects	No	KP/TM
Standby Generation / UPS	Strategy under review; currently generators maintained annually by Estates	File: Generators	Yes	DA
Supplier Database	Management of information relating to suppliers making speculative contact Database of approved suppliers Supplier performance monitoring/improvement	File: Suppliers	N/A	PW Proc tbc
Traffic/Pedestrian Management	** new expanded requirement tbc July 08		Yes	tbc
Utility Connections		File: Utilities	Yes	PW
Utility Services	Monitoring consumption; procurement of supply with other department	File: Utilities	No	PW
Waste Management	Management of waste disposal contract, skips etc.	File: Revenue	Yes	JJ
Window Cleaning		File: Revenue	Yes	JJ