



Community Services: Education

Argyll House
Alexandra Parade
Dunoon PA23 8AJ

To: Heads of all Educational Establishments

Dear Colleague

Centrally funded maintenance and repairs and locally funded improvements and adaptations

Centrally funded maintenance and repairs

All maintenance and repairs to education properties are managed by Facilities. In the current economic circumstances, the Council has instructed that work relating to health and safety compliance and essential repairs take priority. Heads of educational establishments should therefore requisition only work which in their opinion is essential and urgent.

The Facility Services section of Operational Services is based in Argyll House. Heads of establishments are consulted annually on property matters and a summary spreadsheet is issued to individual establishments by indicating:

- proposed statutory maintenance;
- ongoing repairs and minor maintenance;
- major maintenance/refurbishment;
- record of any emergency or reactive maintenance carried out.

The spreadsheets also indicate funding committed to the school and total expenditure incurred to date. All maintenance work of a major nature will be the subject of consultation between area property officers and heads of establishments. The area property officer is the local point of contact for all works relating to any educational establishment.

A project management 'timeline' will be made available to the head of establishment for works other than that of a minor nature and this information should be shared with all

staff, children and young people, parent councils, local elected members and any other interested party.

As indicated above all education properties lying within a specific geographic area are allocated to an area property officer who is responsible for the care of buildings.

Information relating to maintenance required is recorded in the school (often by the janitor/head janitor) via a property log and this information is collated by the Facility Services section of Operational Services.

Locally funded improvements/adaptations

To ensure compliance with relevant health and safety and statutory guidelines all improvements/adaptations to the fabric of education buildings must be co-ordinated by the area property officer. A written request should be made to the area property officer to vet all proposals. Any such request should indicate where the required funding will be made available from. A copy of requests must be forwarded to the education service head of service with the remit for education buildings and health and safety.

Contact with the area property officer is vital if heads of establishments are to keep themselves informed of progress on work which is proposed or authorised. If any difficulty is experienced that cannot be resolved at local level then the heads of establishments should write to the education head of service with the remit for school buildings. The matter will then be taken up with the Facility Services section of Operational Services.

Yours sincerely

Executive Director of Community Services

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