

PLANNED PREVENTATIVE MAINTENANCE



Carter Jonas



ABOUT PLANNED PREVENTATIVE MAINTENANCE

WHAT IS PLANNED PREVENTATIVE MAINTENANCE?

Planned Preventative Maintenance (PPM) is essential to ensure that buildings not only operate at optimum efficiency but also adhere to statutory requirements.

WHY IS PLANNED PREVENTATIVE MAINTENANCE IMPORTANT?

- Planned preventative maintenance helps to extend the life span of equipment and prevent degradation and failure
- It allows you to substantially reduce reactive maintenance and retain a buildings assets in the desired or needed quality
- It is neither time-based nor condition monitored
- Pro-active maintenance is nearly always significantly more cost effective than reactive maintenance
- When the building is planned, whether it is a new build or a refurbishment, fire safety measures must comply with Approved Document B. These systems will not remain compliant unless serviced and maintained regularly. If not, the components could become ineffective or in the worst-case scenario, fail entirely
- Regular maintenance to a property is required in order to provide certainty that the building is safe and functional, as well as to ensure the wellbeing and safety of its occupants

Our building consultancy professionals are located in Bristol, Birmingham, Cambridge, Oxford, Leeds and London. They have extensive experience in assessing and arranging repairs for a wide range of buildings. Our surveyors are experts in providing realistic costs and working closely with architects.

Our personal and effective approach to planned preventative maintenance means:

- We tailor the content and format of our reports to each client, which includes a suggested budget for each building
- We prioritise repairs, highlight building elements at risk of failure and suggest short-term remedies
- As well as identifying defects, we point out anything not compliant with current standards
- We can advise on the exterior and interiors, provide an overview of the condition and age of the building services from a visual inspection, and comment on the grounds surrounding the building and boundaries. We assess the condition of built-in cupboards, sanitary ware and indicate any trip hazard to floor finishes. The report can also include a proposed decorative maintenance programme

CARTER JONAS' APPROACH TO PLANNED PREVENTATIVE MAINTENANCE

- We also provide sketched roof plans, clearly labelled to show where defects have been detected, and linked to individual reports in the summary sheets
- We provide a rolling planned maintenance programme for each building every five years. This includes detailed priorities to aid client's understanding:

- PRIORITY 1** In need of immediate attention
- PRIORITY 2** Requires remedy within one to two years
- PRIORITY 3** Requires remedy within three to five years
- PRIORITY 4** Works are not essential but are advisable

OUR APPROACH TO SUSTAINABILITY IN BUILDINGS

Where required, Carter Jonas' planned preventative maintenance service can include a review of energy performance certificates, measured against current standards and advise on appropriate procedures to improve a buildings overall EPC rating, along with providing budgetary advice. We are experienced in reviewing building elements to assess their life cycle costs and analysing the actual impact to our client's budgets.

ANALYSING INDIVIDUAL BUILDING COMPONENTS, INCLUDING THOSE THAT PRESENT A RISK

BUILDING EXTERIOR

BUILDING FABRIC

Our professionals will check all walls are weather tight and structurally sound. They will also examine both flat and pitched roofs, checking for water ingress.

WINDOWS AND DOORS

Our professionals consider life expectancy and current conditions, addressing what immediate remedial works are required, or if there is a need for replacements. An example would be roller shutters.

HEALTH AND SAFETY

Health and safety is essential. Our professionals ensure all exterior components are compliant and consider insurance criteria.



THE OUTSIDE OF A BUILDING

Planned preventative maintenance helps to extend the life span of equipment and prevent degradation and failure. Our external and internal diagrams help to highlight what our surveyors are looking for when they review a property.

EXTERNAL LANDSCAPING

HARD COMPONENTS

If they are present, our professionals will inspect car parks, service yards, parameter fencing and gates to report on whether they require maintenance or pose any risk, either currently or in the immediate future.

SOFT COMPONENTS

Our professionals will consider how soft components such as grass and trees impact the wider estate. They will address the condition and if required, come up with a maintenance plan.

ANALYSING INDIVIDUAL BUILDING COMPONENTS, INCLUDING THOSE THAT PRESENT A RISK

THE INSIDE OF A BUILDING

Planned preventative maintenance helps to extend the life span of equipment and prevent degradation and failure. Our external and internal diagrams help to highlight what our surveyors are looking for when they review a property.

BUILDING INTERIOR

FLOORS

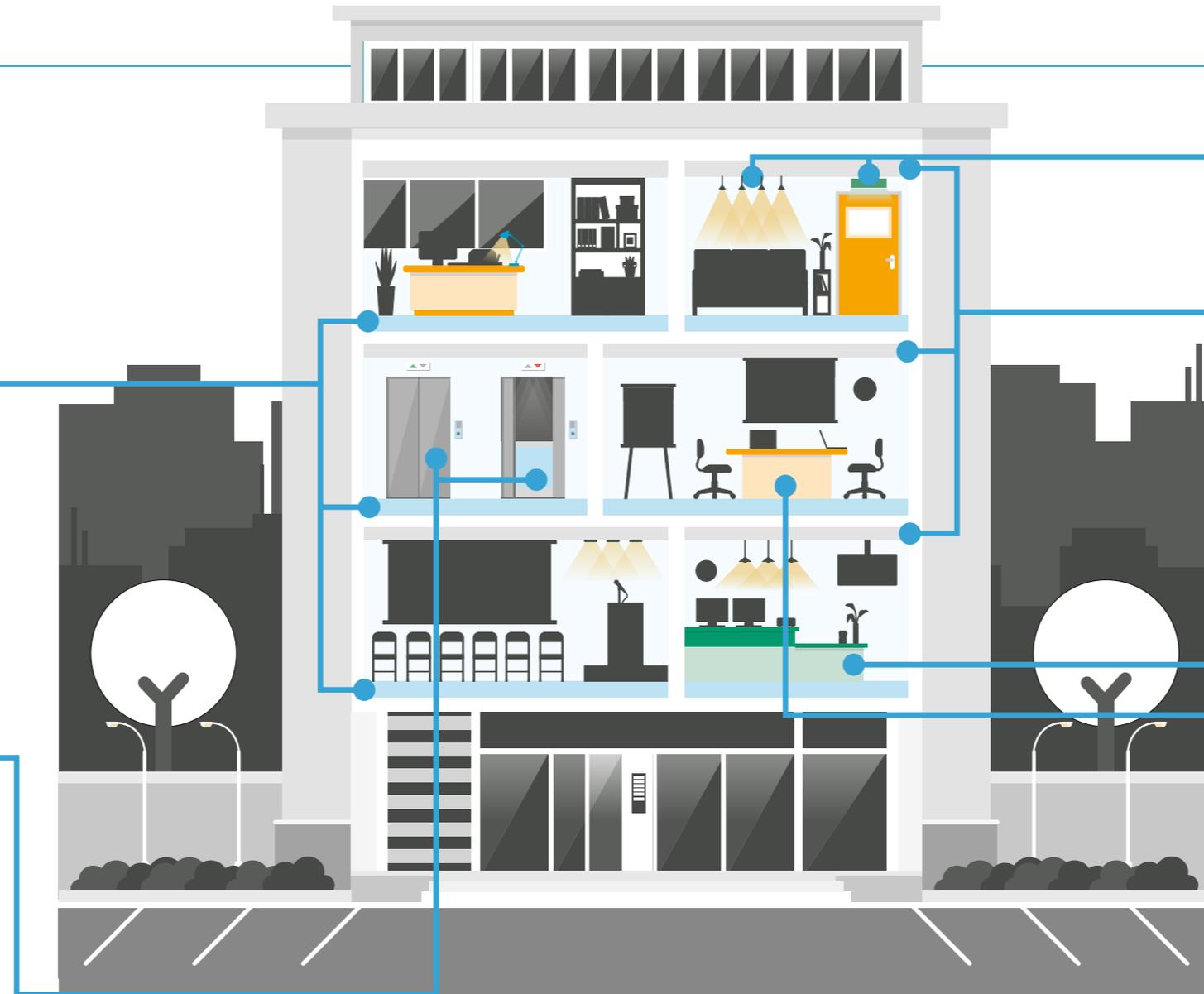
Our professionals will review coverings and carpets. They then consider the condition as many carpets require replacement every five years.

INTERNAL JOINERY AND DOORS

Our professionals will address aesthetics, maintenance, and comfort for the users of the building.

MECHANICAL AND ELECTRICAL

There are many mechanical and electrical components that our professionals review as part of the planned preventative maintenance analysis. This includes heating, hot and cold-water supply, boilers, air quality, air conditioning/ventilation and vertical transportation. Each of these components need assessing and maintaining to ensure the smooth and safe running of a building.



LIGHTING

All aspects of lighting will be reviewed by our professional as part of their inspection, including the cost and type of energy used. This will include passive infrared sensors (PIRs) and emergency lighting.

WALLS AND CEILINGS

Our professionals will examine every ceiling within a property, analysing aesthetics and looking for damp, damage or mould that may require attention.

FIXTURES AND FITTINGS

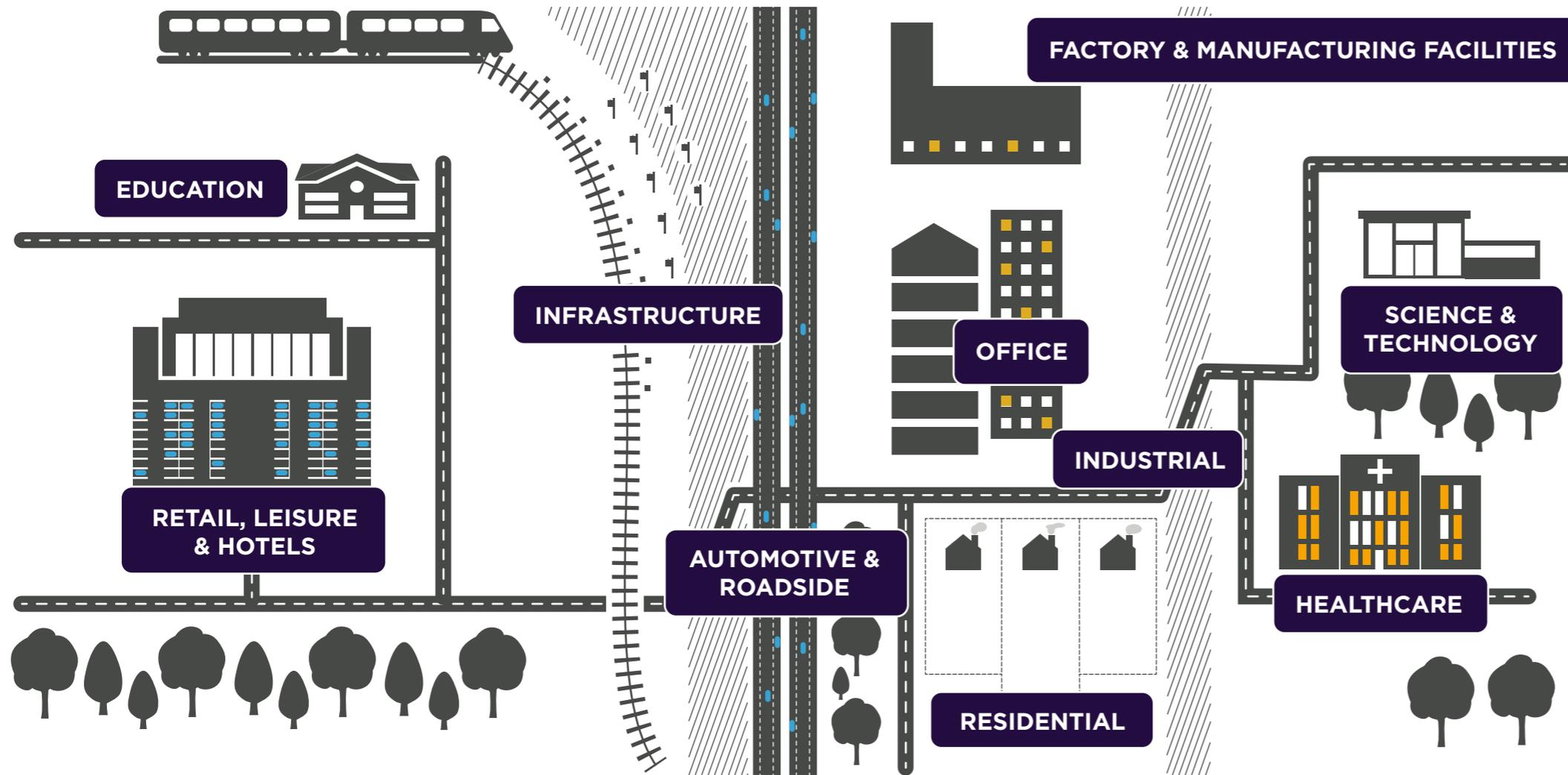
Our professionals will check all fixtures and fittings as part of their inspection of the interiors. An example would be considering all worktops for future maintenance requirements or repair.

FURNITURE AND EQUIPMENT

For each loose component, our professionals will consider the current condition, the timeframe of their remaining life, and whether a replacement is required. This will include fire extinguishers, tables and white goods.

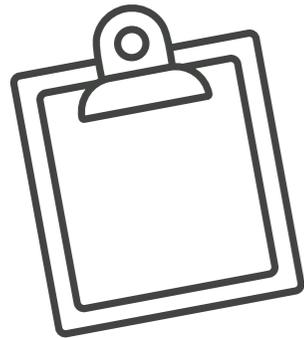
SECTOR COVERAGE

THE BELOW DIAGRAM OUTLINES A SELECTION OF THE SECTORS WE PROVIDE PLANNED PREVENTATIVE MAINTENANCE SERVICES WITHIN.



FORWARD-THINKING SURVEY AND INSPECTION TOOLS

ON SITE PLANNED PREVENTATIVE MAINTENANCE CAN BE COMBINED WITH OUR CLIENT'S FACILITY MANAGEMENT AND OPERATIONAL DATA, TO AID DELIVERY AND IMPROVE CLARITY FOR ALL.



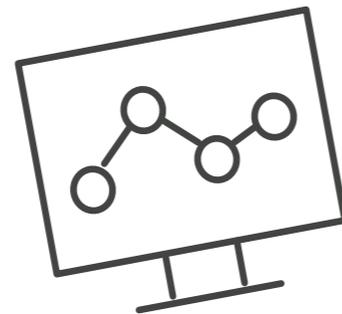
STAGE ONE

Planned preventative maintenance surveys are carried out on site with easy to use inspection forms on mobile devices, which can then be uploaded via mobile data



STAGE TWO

Secure centralised storage allows the planned preventative maintenance survey results to be combined with other data, for example rents or planned works



STAGE THREE

Easily updateable information can then be displayed and used for multiple purposes including maintenance, health and safety, compliance, and portfolio performance

OUR PLANNED PREVENTATIVE MAINTENANCE DASHBOARD

A DIGITAL TWIN ALLOWS OUR CLIENTS TO CHECK THE STATUS OF THEIR ASSETS ON A LIVE DASHBOARD. THE DASHBOARD ALLOWS THE USER TO:

- View information on multiple levels. For example, by portfolio, region, or individual property
- Easily see arrears, rent review and maintenance dates, and more. This aids estate and portfolio management
- Analyse CAD plans, inspection reports, tenancy and lease agreements, and more
- Browse all the data collected for an entire site, including dilapidation liability forecasting
- Access the photographic evidence portal, which includes a priority maintenance schedule
- View inspection data, including risk assessments and outstanding compliance events



EXAMPLES OF OUR WORK



NEW FOREST HEALTH AND LEISURE, NEW FOREST

- Our professionals provided planned preventative maintenance advice for a district council leisure centre
- Once we had inspected the property, we delivered condition survey and planned maintenance guidance, presenting a budget and prioritising the work over a 15-year period
- We also managed a complex bidding process across 15 contractors
- We ensured every consultant was managed throughout the process in order to provide a fully coordinated inspection and reporting process
- We undertook surveys of five leisure centre buildings in order to meet agreed timescales
- An executive summary report was issued to the client on completion of the survey, exploring common themes and findings in addition to providing a procurement strategy to undertake repairs and maintenance
- We identified approximately £11.6m of expenditure, which we broke down into priority ratings and yearly timescales



ROEDEAN SCHOOL, BRIGHTON

- Our professionals were instructed to undertake a full condition survey of Roedean School, Brighton
- We prepared a 10-year cost maintenance plan for the required external building work
- There were a variety of construction types across the school campus and the majority of buildings were historically significant with Grade II listed status. Due to the exposed environment, we identified a number of defects, some requiring immediate attention
- Following the condition survey, we were subsequently appointed to undertake the required refurbishment work identified within the survey
- The work was programmed to take place in the school holidays and has been progressing for the past four years. It has consisted of mainly roofing work, stonework, and joinery repairs. Our extensive experience dealing with historic buildings was a key aspect in specifying suitable repairs which were appropriate to the building fabric, ensuring the character and significance of the buildings was not impacted



LEE VALLEY REGIONAL PARK AUTHORITY, ENFIELD

- Our professionals provided planned maintenance strategy advice across six large sporting sites, including the 2012 Olympics site, which incorporated the Velodrome and White Water Centre
- Time was a key driver for the client and we were able to demonstrate our capabilities to meet tight timeframes off the back of successfully delivering 40 planned preventative maintenance reports and an overall strategy for Lewisham Council within three months
- We also provided a pilot survey to ensure we correctly understood the client's requirements and expectations before producing the remaining reports
- This approach led to delivering the project on time with minimal queries from the client's team once our findings were submitted



NOTTINGHAM SCIENCE PARK, NOTTINGHAM

- Our professionals inspected the property and recorded the condition of the building fabric, which included examining the roof, walls, windows, doors and drainage
- We analysed the external areas including footpaths, car parks, soft and hard landscaping, boundaries and street furniture. We then considered the internal areas such as floors, ceilings, joinery and decorations
- Following our inspections, a schedule was prepared to establish current stock condition and asset recording
- Lastly, we drafted budget costs which addressed significant repairs, commented on essential and recommended maintenance over the next five years and potential improvements to the property. We also identified urgent works required within the next 12 months



34 OFFICES ACROSS THE COUNTRY, INCLUDING 7 BUILDING CONSULTANCY HUBS

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ABOUT CARTER JONAS

Carter Jonas LLP is a leading UK property consultancy working across construction, commercial property, residential sales and lettings, rural, planning, development and national infrastructure. Supported by a national network of 34 offices and 800 property professionals, our commercial team is renowned for their quality of service, expertise and the **simply better advice** they offer their clients.

All services, from design through to delivery, are coordinated and overseen by our experienced property specialists:

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