



Varley Street SEN School

VAR-JMA-Accesss_and_Maintenance_Strategy-P01
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Architects Access, Cleaning & Maintenance Strategy

jmarchitects

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Introduction

The following access, cleaning and maintenance strategy for Architectural elements relates to the proposed New Educational facility, Varley Street SEN School for Manchester City Council on Sawley Road in Manchester.

The development includes a Secondary High School designed for SEN students, a car park and mini bus / taxi and parent drop off zones.

This strategy is a live document and this version has been prepared by jmarchitects with input from Intergrated Health & Safety LTD.



• Illustration 01 –Site Plan

A. General Building Fabric Elements:

Reduce external fabric maintenance to a workable minimum by means of:

1. Specifying low-maintenance windows (PPC aluminium framed externally)
Specifying low-maintenance, long-life external cladding & brick
Specifying low-maintenance, long-life roofing and roofing trim/flashings (e.g. Single Ply Felt Roof System and polyester powder coated flashings).
2. Access to roof for inspection, gulley cleaning, and maintenance via dedicated roof access hatch and ground route access.
3. Access to facade for cleaning, inspection and repair/window glass replacement via ground level access, cleaning poles / vaccums or scaffold.
4. To comply with manufacturer's warranties, refer to the maintenance and cleaning regime of each product as part of the O&M manual.

Substructure/ Superstructure

- Primary steel frame No modifications without consulting a Structural Engineer and the as built information.
- Floor slabs No modifications without consulting a Structural Engineer and the as built information. Consult engineer prior to forming any new holes / openings following handover.
- Primary steel frames No modifications without consulting a Structural Engineer and the as built information.
- Floor decking No modifications without consulting a Structural Engineer and the as built information.
- Fire protection (Intumescent Paint / Encasement) No modifications without consulting a Structural Engineer and the as built information.
Check annually all steel work and Intumescent paint integrity.
Check and reinstate any damage immediately by specialist.
Monitor as part of cleaning regime daily/weekly.
Any adaptations fixings to treated steel requires any reduction penetration of film thickness to be treated.
- Modifications / Demolitions Consult Design Team & refer to as built drawings for elements of construction and installations consult with the Principal Designer.

External Walls

- DPC Check annually. Refer to manufactures cleaning and maintenance requirements in O+M manuals for exact timescales
- Brickwork (below DPC) Check annually, visual inspection ground level. Refer to manufacturers cleaning and maintenance requirements in O+M manuals for exact timescales.
- Cladding Check annually, visual inspection ground level. Refer to manufacturers cleaning and maintenance requirements in O+M manuals for exact timescales.
- Curtain Walling Check annually, visual inspection ground level. Refer to manufacturers cleaning and maintenance requirements in O+M manuals for exact timescales.
- Sockets/Switches All sockets/switches to the internal face of an external wall require intumescent putty pads to provide a minimum 60 minutes fire protection

Roof

- Membrane Check and clean bi-annually, Spring & Autumn. Refer to manufacturers cleaning and maintenance requirements in O+M manuals for exact timescales
- Gutters/Gulleys/Taps Check and clean bi-annually, Spring & Autumn. Refer to manufacturers cleaning and maintenance requirements in O+M manuals for exact timescales
- RWP Check and clean annually. Refer to manufacturers cleaning and maintenance requirements in O+M manuals for exact timescales
- Guard Rails Check for rigidity annually. Refer to manufacturers cleaning and maintenance requirements in O+M manuals for exact timescales
- Access Hatches Check for rigidity annually. Refer to M&E and manufacturers cleaning and maintenance requirements in O+M manuals for exact timescales
- Photovoltaic Panels Refer to M&E and manufacturers cleaning and maintenance requirements in O+M manuals for exact timescales

Internal Walls

- Stud partitions/SFS For stud partitions check studding centres prior to securing fixtures, also annually check deflection heads and fire stopping and acoustic seals.
- Block partitions Advise structural & fire engineer of any proposed new openings. Check fire sealant as part of cleaning regime monthly/annually.
- Glazed screens Check as part of cleaning regime.
- WC's + Basins Check as part of cleaning regime.
- Finishes Check as part of cleaning regime.

Floors

Inspect and maintain line and levels and fixing to avoid trip hazards

- Tiles Check as part of cleaning regime on monthly basis.
- Carpet Check as part of cleaning regime on monthly basis.
- Timber Check as part of cleaning regime on monthly basis
- Paint/ Sealants Check as part of cleaning regime on monthly basis.
- Matwells Check as part of cleaning regime on monthly basis.
- Matting Check as part of cleaning regime on monthly basis

Ceilings/Soffit

- Plasterboard Check weekly as part of cleaning regime.
- Acoustic Ceilings Check weekly integrity of acoustic ceiling is not compromised as part of cleaning regime.
- Finishes Check weekly as part of cleaning regime.

Staircases

- Structure No modifications – consult specialist.

Windows

- Glass All high-level repair from mobile scaffold towers, with low level cleaning via water fed pole from ground outside of core hours where practical. Cleaning and maintenance to be undertaken by specialist – refer to later section for full details.
- Frames As part of Cleaning regime
- Cills As part of Cleaning regime
- Ironmongery As part of Cleaning regime

Doors (communal areas)

- Door Check installation annually, Check acoustic seals and fire seals annually. Ensure fire signage/statutory signage has not been removed or damaged.
- External Solid Monthly as part of security regime
- External Glazecd Weekly for rigidity of vision panels
- Internal Solid Annually and cleaning regime for wear and tear
- Seals Annually and cleaning regime for wear and tear
- Grilles Annually and cleaning regime for wear and tear
- Sliding /Automatic Check as manufacturers recommendations for lubricating track, bearings and adjustments where required. Cleaning regime for pocket screens.

Drainage

- Below Ground Refer to engineer's requirements
- Chambers Seasonal inspection. Refer to engineer's requirements
- Covers Seasonal inspection. Refer to engineer's requirements
- Frames Seasonal inspection. Refer to engineer's requirements
- Drain Cleaning Refer to engineer's requirements. Consider CCTV / fibre optic survey at 5 yr intervals. Manual inspection of deep chambers to be carried out by specialist
- Above ground Refer to engineer's requirements. Cleaning to be undertaken by specialist – preferably outside core hours

- SVP Refer to engineer's requirements. Cleaning to be undertaken by specialist
- Rodding Points Refer to engineer's requirements. Cleaning to be undertaken by specialist
- Channels Refer to engineer's requirements. Cleaning to be undertaken by specialist

Lighting

- Fixtures Replacement of high level fixtures to be carried out from static platform or podium steps. Statutory and emergency lighting to be replaced immediately. For a detailed methodology of internal and external lighting maintenance refer to M&E specialist requirement and recommendations.

External Works

- Paving Check and clean monthly, refer to manufacturers cleaning and maintenance requirements in O+M manuals for exact timescales
- Guarding/Bollards Check annually, refer to manufacturers cleaning and maintenance requirements in O+M manuals for exact timescales
- Fence/Gates Check annually, refer to manufacturers cleaning and maintenance requirements in O+M manuals for exact timescales

Landscaping

- Shrubs To be low maintenance, to be checked monthly during summer months. Refer to Landscape Architect requirement and recommendations.
- Trees To be low maintenance, to be checked monthly during summer months. Refer to Landscape Architect requirement and recommendations.
- Planters To be low maintenance, to be checked monthly during summer months. Refer to Landscape Architect requirement and recommendations.
- Kerbs Maintain line and levels to avoid trip hazards Inspect and maintain line markings. Refer to Landscape Architect requirement and recommendations.

Mechanical Refer to M&E specialist requirement and recommendations.

Electrical Refer to M&E specialist requirement and recommendations.

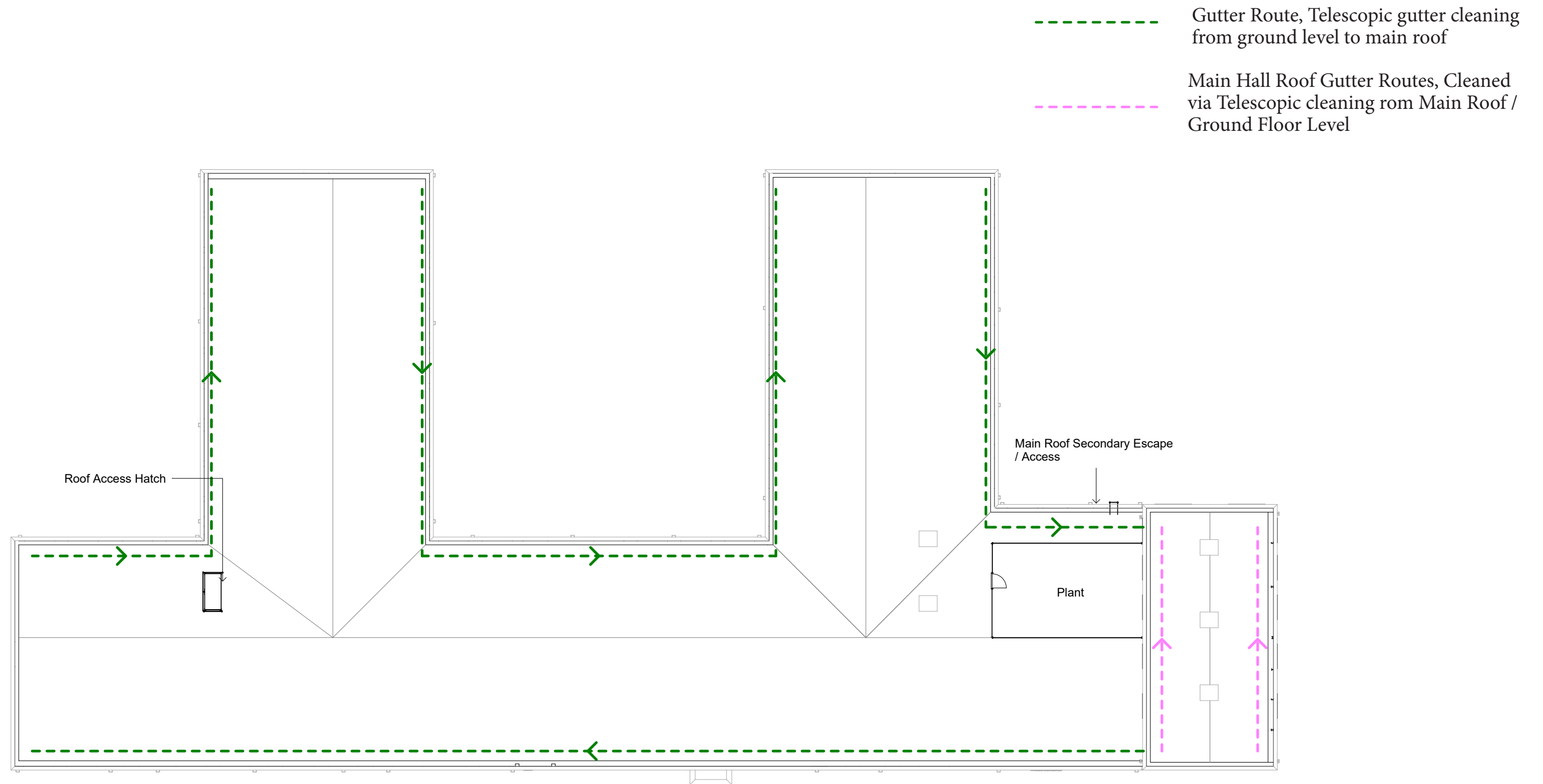
Fire Safety

- Alarm Test alarm weekly. Refer to M&E specialist requirement and recommendations.
- Doors Check monthly. Refer to M&E specialist requirement and recommendations.
- Extinguishers Refer to service providers requirements. Refer to M&E specialist requirement and recommendations.
- Structure Check elements of exposed structure with intumescent coatings on a regular basis and any concealed steel work to ceiling voids where appropriate (refer to fire strategy for elements of structure having intumescent coatings), generally basement, ground and first floor areas. Check and reinstate any damage immediately by specialist.

B. External Facade Access - Cleaning



- Illustration 02 –Access and Cleaning - Ground Level



• Illustration 03 –Access and Cleaning - Roof Level

C. Access and Cleaning Equipment

Water Fed Pole Window Cleaning

External window cleaning to be carried out WITHOUT LADDERS, from the level grade of the external hard paving around the building using a water-fed pole system.

Internal Windows to be cleaned using telescopic cleaning kit from ground level

Example contact:

Longford Cleaning and Maintenance

The Court, Kestrel Rd, Trafford Park, Manchester, Lancashire M17 1SF

Tel: 0845 6440901

Contact: Max Timperley

Service: 'Reach and Wash' water-fed pole purified water window cleaning system (no detergents used)



Capability:

Reach: 18m

Step back ground clearance: 2.5m

Equipment:

3.6m long trailer mounted water tank, filtration/purification and pressurisation equipment.

Trailer tanks re-charged from hoses back to mains water supply. Preferably external tap supply location, length 60m.

18m height reach will be capable of cleaning the 3rd floor windows.

• Illustration 04 – Water fed pole cleaning

Telescopic Vacuum gutter Cleaning

External gutter cleaning to be carried out WITHOUT LADDERS, from the level grade of the external hard paving around the building, using a telescopic gutter vacuum with a camera.



• Illustration 05&6 – Vacuum Gutter Cleaning

D. Maintenance Activities

D. Maintenance Activities

Maintenance activities: Visual inspection or with the use of drones, of Brickwork/Cladding/Windows, Repairs to Facade and Windows, Cleaning of Windows

D1. Initial visual Inspection to be undertaken from ground level only. Alternatively, drones could be used to carry out visual inspections to roof and high-level façade/windows, which would eliminate the need to work at height during those inspections.

D2. Access for closer inspection and any repairs–:

- Access for closer inspection and any repairs will be carried out via mobile scaffolding tower, only where there is no obstruction present at lower level. No egress from the platform enclosure will be required.

D3. Crane Access for replacement of roof equipment

- Access for replacement of roof equipment shall be carried out by a crane, in accordance with the designated access route and crane planting location outlined later in this document and out of school hours where possible. To be carried out by trained and competent personnel only with appropriate health and safety measures taken for crane operation and safety.



• Illustration 07 – Scaffolding

Scaffolding

Scaffolding erected to maintain, inspect and repair brickwork, cladding, high level windows, louvres and parapets,.

Scaffold feet to be mounted off temporary spreader boards on external and internal surfaces.

Ideal for maintenance and inspection work or short-term access – provides highly versatile and strong height adjustable (within module of system) working platform.

Erection and use to be by trained competent personnel.

Refer to HSE guidance on Scaffolds for further information on working at heights, design, erection and dismantling. <https://www.hse.gov.uk/construction/safetytopics/scaffoldinginfo>



• Illustration 08 – Mobile Crane

Crane

Crane erected to replace roof equipment.

SPECS TBC

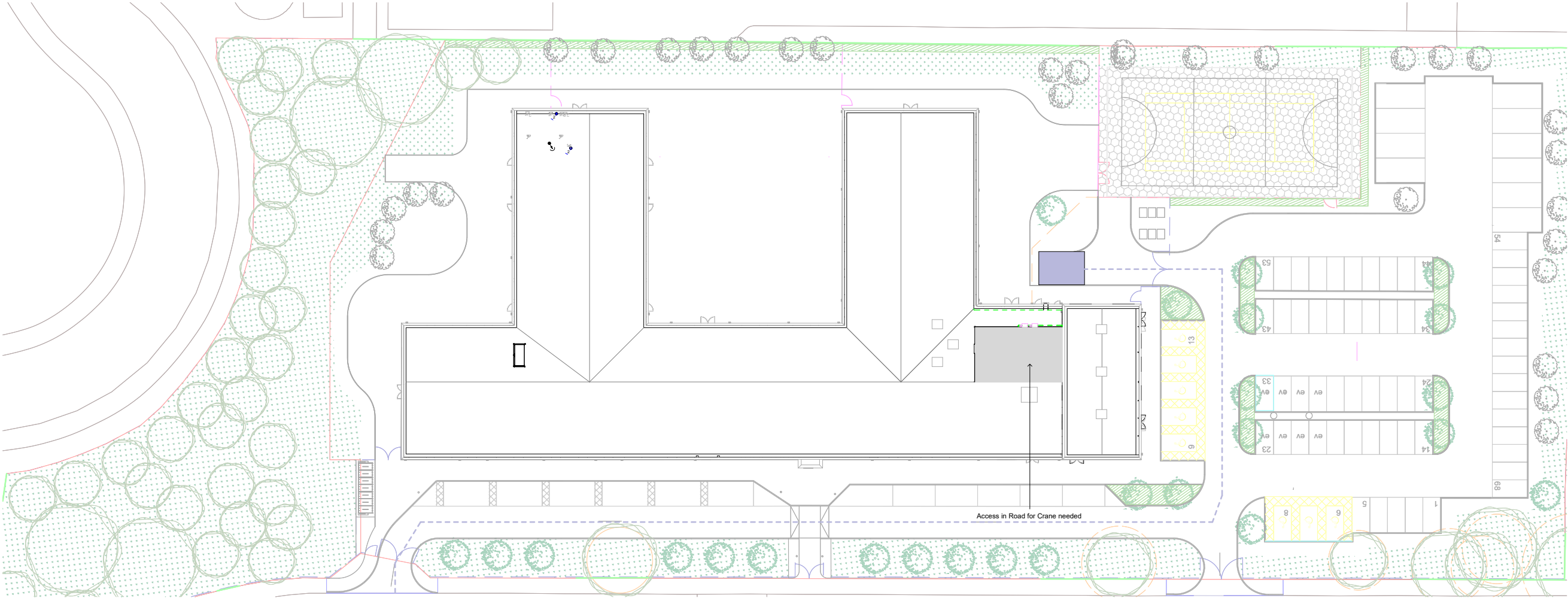
E. External Maintenance - Scaffolding

- Lightweight Scaffolding Tower Access
- Lightweight Scaffolding Tower Access
Below Canopy



• Illustration 09 – Scaffolding Route

- Crane Planting Zone
- Roof Plant Zone
- Crane Access Route



• Illustration 10 – Mobile Crane Access and Location Diagram

F. Strategy Overview



• Illustration 11 – 3D Strategy Overview - Front Facing

F. Strategy Overview



• Illustration 12 – 3D Strategy Overview - Rear Facing

G. Internal Maintenance



• Illustration 13 – Pole Fed Cleaning Kit

Internal Window Cleaning

Internal windows to be cleaned using telescopic window cleaning kit from floor level.



• Illustration 14 – Mobile Scaffold Tower

Main Hall top windows replacement

Top windows, sill height 4550mm from FFL, to be replaced/repared using mobile scaffold



• Illustration 15 – Mobile Scaffold Tower

Mobile scaffold tower

Required in the Main Hall where the light fittings height exceeds 3010mm
Floor protection required in order to avoid any damage to the floor finishes.



• Illustration 16 – Podium Step Work Platform

Podium step work platform

Available in various heights. The podium folds flat. Weight varies depending upon specification. Floors should be protected as recommended by manufacturer. Ceiling heights within the building are set at max 2700-3010mm (except in the Main Hall)- Refer to drawings JMA 35 series for further information

G. Internal Maintenance - Ceiling Fixtures

-  Podium Step Work Platform
-  Mobile Scaffold Tower



• Illustration 17 – Reflected Ceiling Access Plan

G. Internal Maintenance - Ventilation Units & Water Tank

Material Lift

GENIE LIFT SCL-18: Lifting height: 5.64m / Lifting capacity: 295 kg

Note: Floor protection required in order to avoid any damage to the floor finishes.

Access to ventilation units provided by mobile scaffold and lowering by Material Lift.

CHAIN & BLOCK: Specs to be confirmed.

Ceiling grid to be removed when ventilation units need replacement or repair. As AHU are fixed to secondary steel, the steelwork must be unbolted and lowered by chain & block.

Specialist contractor may be required to carry out this process.



- Crane & Block
- Genie Lift
- Water Tank Access



• Illustration 18 – Ventilation Units & Water Tank Access

H. Landscape Maintenance

I. Means of Escape

J. Tenants / Concessions &
Structural Modifications

H. Landscape Maintenance I. Means of Escape J. Tenants / Concessions and Structural Modifications

H Landscape Maintenance

Refer to Landscape Architect Drawings (by DEP Landscape)

I Means of Escape

Refer to Fire Strategy Drawings.

J Tenants / Concessions and Structural Modifications

- Any fitting-out, alterations, etc, shall only be carried out by suitably qualified, competent and authorised persons working for an approved company and with the permission of the building occupier
- To take into account the risks to the health and safety of the occupiers, the public, visitors etc.
- To be carried out in such a manner to ensure that there is no risk to the overall safety or integrity of the building
- Relevant information in relation to the work carried out must be added to the existing Health & Safety File
- Liaison with the building occupier must be undertaken where any work could have adverse effects, e.g., on services, in common areas, affecting access or emergency escape routes, etc, the building occupier must be advised on the nature and duration of the work to be carried out, and agree on any temporary procedures that are to be put in place etc.

Structural modifications:

- No structural modifications - Consult a Specialist

K. Regulatory Framework

- 1. Construction (Design and Management) Regulations 2015**
- 2. Workplace (Health Safety and Welfare) Regulations 1992**
- 3. Work at Height Regulations 2005 (in force 6th April 2005)**

1. Construction (Design and Management) Regulations 2015 – Duties of Designers

Regulation 9.

(1) A designer must not commence work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations.

(2) When preparing or modifying a design the designer must take into account the general principles of prevention and any pre-construction information to eliminate, so far as is reasonably practicable, foreseeable risks to the health or safety of any person—

- (a) carrying out or liable to be affected by construction work;
- (b) maintaining or cleaning a structure; or
- (c) using a structure designed as a workplace.

(3) If it is not possible to eliminate these risks, the designer must, so far as is reasonably practicable-

- (a) take steps to reduce or, if that is not possible, control the risks through the subsequent design process;
- (b) provide information about those risks to the principal designer; and
- (c) ensure appropriate information is included in the health and safety file.

(4) A designer must take all reasonable steps to provide, with the design, sufficient information about the design, construction or maintenance of the structure, to adequately assist the client, other designers and contractors to comply with their duties under these Regulations.

2. Workplace (Health, Safety and Welfare) regulations 1992

Workplace regulations relevant to safe access and maintenance include the following;

Maintenance of workplace, and of equipment, devices and systems

5-

- (1) The workplace and the equipment, devices and systems to which this regulation applies shall be maintained (including cleaned as appropriate) in an efficient state, in efficient working order and in good repair.
- (2) Where appropriate, the equipment, devices and systems to which this regulation applies shall be subject to a suitable system of maintenance.
- (3) The equipment, devices and systems to which this regulation applies are—
 - (a) equipment and devices a fault in which is liable to result in a failure to comply with any of these Regulations; and
 - (b) mechanical ventilation systems provided pursuant to regulation 6 (whether or not they include equipment or devices within sub-paragraph (a) of this paragraph).

Cleanliness and waste materials

9-

- (1) Every workplace and the furniture, furnishings and fittings therein shall be kept sufficiently clean.
- (2) The surfaces of the floors, walls and ceilings of all workplaces inside buildings shall be capable of being kept sufficiently clean, refer to M&E service strategy for locations of cleaning sockets etc.
- (3) So far as is reasonably practicable, waste materials shall not be allowed to accumulate in a workplace except in suitable receptacles.

Room dimensions and space

10-

- (1) Every room where persons work shall have sufficient floor area, height and unoccupied space for purposes of health, safety and welfare.
- (2) It shall be sufficient compliance with this regulation in a workplace which is not a new workplace, a modification, an extension and which, immediately before this regulation came into force in respect of it, was subject to the provisions of the Factories Act 1961, if the workplace does not contravene the provisions of Part I of Schedule 1.

Condition of floors and traffic routes

12-

- (1) Every floor in a workplace and the surface of every traffic route in a workplace shall be of a construction such that the floor or surface of the traffic route is suitable for the purpose for which it is used.
- (2) Without prejudice to the generality of paragraph (1), the requirements in that paragraph shall include requirements that-
 - (a) the floor, or surface of the traffic route, shall have no hole or slope, or be uneven or slippery so as, in each case, to expose any person to a risk to his health or safety; and
 - (b) every such floor shall have effective means of drainage where necessary.
- (3) So far as is reasonably practicable, every floor in a workplace and the surface of every traffic route in a workplace shall be kept free from obstructions and from any article or substance which may cause a person to slip, trip or fall.
- (4) In considering whether for the purposes of paragraph (2)(a) a hole or slope exposes any person to a risk to his health or safety-
 - (a) no account shall be taken of a hole where adequate measures have been taken to prevent a person falling; and
 - (b) account shall be taken of any handrail provided in connection with any slope.
- (5) Suitable and sufficient handrails and, if appropriate, guards shall be provided on all traffic routes which are staircases except in circumstances in which a handrail can not be provided without obstructing the traffic route.

Falls or falling objects

13-

- (1) So far as is reasonably practicable, suitable and effective measures shall be taken to prevent any event specified in paragraph (3).
- (2) So far as is reasonably practicable, the measures required by paragraph (1) shall be measures other than the provision of personal protective equipment, information, instruction, training or supervision. Refer to roof access strategy.
- (3) The events specified in this paragraph are:-
 - (a) any person falling a distance likely to cause personal injury;
 - (b) any person being struck by a falling object likely to cause personal injury.
- (4) Any area where there is a risk to health or safety from any event mentioned in paragraph (3) shall be clearly indicated where appropriate.
- (5) So far as is practicable, every tank, pit or structure where there is a risk of a person in the workplace falling into a dangerous substance in the tank, pit or structure, shall be securely covered or fenced, M&E consultant engineer to advise.
- (6) Every traffic route over, across or in an uncovered tank, pit or structure such as is mentioned in paragraph (5) shall be securely fenced.
- (7) In this regulation, “dangerous substance” means-
 - (a) any substance likely to scald or burn;
 - (b) any poisonous substance;
 - (c) any corrosive substance;
 - (d) any fume, gas or vapour likely to overcome a person; or
 - (e) any granular or free-flowing solid substance, or any viscous substance which, in any case, is of a nature or quantity which is likely to cause danger to any person.

Windows, and transparent or translucent doors, gates and walls

14-

- (1) Every window or other transparent or translucent surface in a wall or partition and every transparent or translucent surface in a door or gate shall, where necessary for reasons of health or safety—
 - (a) be of safety material or be protected against breakage of the transparent or translucent material; and
 - (b) be appropriately marked or incorporate features so as, in either case, to make it apparent.

Windows, skylights and ventilators

15-

- (1) No window, skylight or ventilator which is capable of being opened shall be likely to be opened, closed or adjusted in a manner which exposes any person performing such operation to a risk to his health or safety.
- (2) No window, skylight or ventilator shall be in a position when open which is likely to expose any person in the workplace to a risk to his health or safety.

Ability to clean windows etc. safely

16-

- (1) All windows and skylights in a workplace shall be of a design or be so constructed that they may be cleaned safely. Refer to cleaning strategy.
- (2) In considering whether a window or skylight is of a design or so constructed as to comply with paragraph (1), account may be taken of equipment used in conjunction with the window or skylight or of devices fitted to the building.

Organisation etc. of traffic routes

17-

- (1) Every workplace shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner.
- (2) Traffic routes in a workplace shall be suitable for the persons or vehicles using them, sufficient in number, in suitable positions and of sufficient size.
- (3) Without prejudice to the generality of paragraph (2), traffic routes shall not satisfy the requirements of that paragraph unless suitable measures are taken to ensure that—
 - (a) pedestrians or, as the case may be, vehicles may use a traffic route without causing danger to the health or safety of persons at work near it;
 - (b) there is sufficient separation of any traffic route for vehicles from doors or gates or from traffic routes for pedestrians which lead onto it; and
 - (c) where vehicles and pedestrians use the same traffic route, there is sufficient separation between them.
- (4) All traffic routes shall be suitably indicated where necessary for reasons of health or safety.
- (5) Paragraph (2) shall apply so far as is reasonably practicable, to a workplace which is not a new workplace, a modification, an extension or a conversion.

3. Work at Height Regulations 2005

The Work at Height Regulations 2005 consolidate previous legislation on working at height and implement European Council Directive 2001/45/EC concerning minimum safety and health requirements for the use of equipment for work at height (the Temporary Work at Height Directive or TWAHD).

The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person that controls the work of others to the extent of their control (for example facilities managers or building owners who may contract others to work at height). The Regulations do not apply to the provision of instruction or leadership in caving or climbing by way of sport, recreation, team building or similar activities.

The Regulations require duty holders to ensure:

- all work at height is properly planned and organised;
- those involved in work at height are competent;
- the risks from work at height are assessed and appropriate work equipment is selected and used;
- the risks from fragile surfaces are properly controlled; and
- equipment for work at height is properly inspected and maintained.

The Regulations include Schedules giving requirements for existing places of work and means of access for work at height, collective fall prevention (e.g. guardrails and working platforms), collective fall arrest (e.g. nets, airbags etc), personal fall protection (e.g. work restraints, fall arrest and rope access) and ladders.

In 2003/4 falls from height accounted for 67 fatal accidents at work and nearly 4,000 major injuries. They remain the single biggest cause of workplace deaths and one of the biggest causes of major injury. Preventing falls from height is a central part of HSE's Injuries Reduction Programme and these Regulations provide the cornerstone for their programme to improve standards for work at height and thereby reduce deaths and injuries.

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height. Duty holders must:

- avoid work at height where they can;
- use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The Regulations cover a wide range of industries and activities but the HSE have developed some simple messages to be communicated to all industries. These key messages are:

- those following good practice for work at height now should already be doing enough to comply with these Regulations;
- follow the risk assessments you have carried out for work at height activities and make sure all work at height is planned, organised and carried out by competent persons;
- follow the hierarchy for managing risks from work at height - take steps to avoid, prevent or reduce risks; and
- choose the right work equipment and select collective measures to prevent falls (such as guardrails and working platforms) before other measures which may only mitigate the distance and consequences of a fall (such as nets or airbags) or which may only provide personal protection from a fall.

Equipment, temporary structures, and safety features

Regulations 6(4)(b), 6(5)(a, b), 7, 8 and 12

22 If you rely on the exception in paragraph 21 above, you must provide equipment for preventing (as far as is reasonably practicable) a fall occurring.

23 If the precautions in paragraphs 21 and 22 do not entirely eliminate the risk of a fall occurring, you must do all that is reasonably practicable to minimise the distance and effect of a fall.

24 When selecting equipment for work at height you must: use the most suitable equipment; give collective protection measures (eg guard rails) priority over personal protection measures (eg safety harnesses);

Take account of:

- the working conditions; and
- risks to the safety of all those at the place where the work equipment is to be used.



Glasgow Studio

Edinburgh Studio (HQ)

Manchester Studio

London Studio

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