

Facilities Management Company: General Maintenance and Repairs Specification for Devonshire Square Toilet.

1. Introduction

This document outlines the general maintenance and repair specifications for the public toilet site in Devonshire Square. The goal is to ensure the cleanliness, safety, and functionality of the facilities at all times, providing visitors with a positive experience.

2. Scope of Work

The scope of work includes but is not limited to:

Inspection and maintenance of plumbing fixtures, including sinks, toilets, urinals, and drains.

Repair and replacement of damaged or malfunctioning equipment and facilities.

General upkeep of the interior and exterior of the toilet block, including painting, graffiti removal, and minor repairs to fixtures and fittings.

Compliance with health and safety regulations and standards.

Display a telephone number for reporting of issues.

3. Maintenance Schedule

Town Council officer to inspect premises on a weekly basis, reporting any issues to be addressed.

Facilities Management company will review and update maintenance records.

Monthly Tasks:

Conduct a thorough inspection of all plumbing fixtures and repair any leaks or malfunctions.

Check and replace any worn or damaged hardware, such as door handles and locks.

Review and update maintenance records and reports.

Quarterly Tasks:

Perform preventative maintenance on plumbing systems, including checking seals and connections.

Conduct a detailed inspection of the building structure for signs of damage or wear.

Test and calibrate sensors and automatic systems, such as flushometers and faucets.

Annual Tasks:

Conduct a comprehensive audit of all facilities and equipment.

Schedule any necessary major repairs or renovations.

Review and update maintenance procedures and protocols.

4. Reporting and Communication

All maintenance and repair issues should be reported promptly to the Facilities Management company via the designated communication channels.

Urgent issues requiring immediate attention should be escalated accordingly.

Regular communication with relevant stakeholders, such as nearby property owners, should be maintained to ensure transparency and alignment with their expectations.

5. Health and Safety

All maintenance staff should adhere to strict health and safety protocols at all times.

Personal protective equipment (PPE) should be worn as required.

Hazardous materials should be handled and disposed of properly.

Regular training and awareness programs should be provided to staff to ensure compliance with health and safety regulations.

6. Quality Assurance

Regular inspections and audits shall be conducted by Town Council officers to ensure that maintenance standards are being met.

Feedback from users and stakeholders will be sought and used to continuously improve service quality.

Performance metrics and key performance indicators (KPIs) should be monitored to track and evaluate the effectiveness of maintenance activities.

7. Conclusion

By adhering to this maintenance and repair specification, the Facilities Management Company aims to uphold the highest standards of cleanliness, safety, and functionality in the public toilet block. Continuous monitoring, proactive maintenance, and effective communication are essential for achieving these objectives and ensuring a positive experience for all users.