

## Guidance Document

# G1168

# Premises: Reactive Maintenance Works (Second Line Response)

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**MAYOR OF LONDON**

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## 1 Purpose

The purpose of this Guidance is to describe the process used within APD (Premises and structures area) to control the Reactive Maintenance Works, from initial request or identification of works through to sign off of completed works to ensure that there is a minimum delay and disruption to LUL's business

## 2 Scope

This Guidance applies to all the Reactive Maintenance Works ensuring that the requirements of the following listed documentation and CED Standards are followed and met:

|          |                                 |
|----------|---------------------------------|
| W0001.A2 | Minor Works                     |
| G136.A2  | Control of works on LU Premises |
| S1538    | Assurance                       |

## 3 Guidance

This Guidance is applicable to all personnel who work in the Asset Performance Division (APD) and carrying out any Reactive Maintenance building and engineering related works on or adjacent to LU Premises.

### 3.1 Work Generation

Works are generated as fault rectification or asset failure and are reported / requested to the Premises Reactive Team.

### 3.2 Premises and structures Group

*On notification of a fault or an asset failure, the CS (Contract Supervisor) reviews the fault and attends site to assess the works and issues a Pre-Inspection check list to the BS (Building Surveyors)*

*The BS reviews the Pre-Inspection check list and if agrees with the recommendations shall issue the specification, log the works onto The Works Order List and issues a Notice to Proceed.*