

Guidance Document

G1169

Premises : Planned Maintenance Works

Issue No.: A2

Issue date: July 2015
Review date: July 2018

MAYOR OF LONDON

.....

AVA Documents
Document Sharing Hub



Contents

1	Purpose	3
2	Scope	3
3	Guidance	3
3.1	Work Generation	3
3.2	Premises Group	3
3.3	Commercial	4
3.4	Performance, Safety and Quality Monitoring	4
3.5	Delivery of Works	4
4	Responsibilities	4
4.1	Depot and Stations Premises Managers:	4
4.2	Building Surveyors:	4
4.3	BCG Administrator / Building advisor	5
4.4	Commercial Managers	5
4.5	Contract Supervisor	5
4.6	The Contractor	5
5	Supporting Information	6
5.1	Records	6
5.2	Safety Considerations	6
5.3	Environmental Considerations	6
6	References	6
6.1	Standards and Guidance Documents	6
6.2	Abbreviations	7
6.3	Person accountable for the document	7
6.4	Document history	7
6.5	Document Approval	8



1 Purpose

The Purpose of this Guidance is to describe the process used to control the Premises Maintenance Works from the initial request or identification of works through to sign-off of completed works

2 Scope.

This Guidance applies to all the Planned Maintenance Works ensuring that the requirements of the following LONDON UNDERGROUND Standards are met:

W0001 A2	Minor Works
G136 A2	Control of works on LU Premises
S1538 A10	Assurance

3 Guidance

This Guidance is applicable to all personnel who work in the Asset Performance (AP) and carrying out any Building and Engineering related works on or adjacent to LU Premises.

3.1 Work Generation

Works are generated via the annual condition surveys. These identified works are mainly for asset failure, minor works, improvement projects (i.e. Ambience) and Asset Condition Report (ACR)

Works can also be generated as faults or, minor works and are reported or requested to the Fault Report Centre (FRC)

In addition works can be generated as a result of Temporary approved non-compliance identified by LU Staff, the Chief Engineer, and contractors.

3.2 Premises Group

Work parameters or requests will be developed by the Building Surveyor (BS) into a scope of works which is logged onto the Scope Approval Data Base.

BS initiates BCG Process

BS approves the Contractors designs which is logged onto the Works Order List and issues a Notice to Proceed to the Commercial Manager.

The Building Surveyor countersigns the completion certificate in accordance with:-

W0001 A2	Minor Works
G136 A2	Control of works on LU Premises
S1538 A10	Assurance

BS shall issue details of Maintenance Works released, and asset performance to be reported for review in the periodic Asset Performance Review meetings