

CONTRACT
FOR THE
INSPECTION & CONDITION BASED
MAINTENANCE
OF POTTERY KILNS AND ASSOCIATED
EQUIPMENT

Document C - Specifications

Guidance Notes
Special Conditions of Contract
Schedule of Requirements

**Contract: Inspection & condition based maintenance of Pottery
Kilns and Associated Equipment**

Period: 1st April 2009 - 31st March 2012

GUIDANCE NOTES

1. This contract is to provide for:

(i) an annual inspection and condition based maintenance of Pottery Kilns and associated equipment in educational settings, conforming and in accordance with the following standards:

current regulations, standards and code of practice governing its location, installation and use including but not limited to

- Provision and Use of Work Equipment Regulations 1998
- Electricity at Work Regulations 1989
- Workplace (Health, Safety and Welfare) Regulations 1992
- COSHH Regulations 2002
- Health and Safety Executive's guidance Safe use of electric kilns in craft and education (Ceramics Information Sheet no. 3).
- BS 7671:2001 - Requirements for Electrical Installations IIE Regulations. 17th Edition.

2. AWARD CRITERIA

Criteria	Weighting (%)
Ability to establish and deliver effective service in accordance with specification (includes administration)	20
Past Performance on similar contracts	20
Management System used by company to ensure staff competency & quality control	20
Health and Safety Management System used by company (e.g. HSG 65)	20
Price	15
Communication & presentation (if applicable) at interview.	5
Total	100

3. PERIOD

The contract is for a three year period commencing 1st April 2009 - 31st March 2012

4. NUMBER OF ESTABLISHMENTS

Previous contracts have been based on the number of education establishments (i.e. schools) in Warwickshire and Oxfordshire County Councils and the contractor was obliged to carry out work in each and every establishment as specified.

A programme of schools to be visited, broken down by dates, to be carried out between April 2009 and end of March 2012 will be provided by Warwickshire County Council and Oxfordshire County Council. This will ensure that the inspection does not exceed the recommended annual frequency.

Whereas it is highly recommended that a full programme of inspection and condition-based maintenance of Pottery and Associated Equipment be carried out in all educational settings, some establishments may wish to be excluded from the contract.

Due to policies of fair - funding and L.M.S. (Local Management of Schools) managers / Headteachers may decide that they prefer to make their own arrangements. It is anticipated, that most settings will take advantage of the special prices that this contract should offer and it is likely that the majority of establishments, will continue to use the contract.

Operational Schedules

Inspection and condition-based maintenance will be centrally funded by Warwickshire Education Services, Safety and Premises and Oxfordshire Shared Services, Health, Safety and Wellbeing Team as appropriate. Repair work and replacement will be carried out at the discretion of the Manager / Headteacher and will be paid for by the educational establishment concerned.

Below (Table A)is a breakdown of the numbers of different types of Potter & Associated Equipment with educational settings in Warwickshire & Oxfordshire County Council's control.

Table A

Type of Equipment	Warwickshire	Oxfordshire	Total
Pottery Kiln	54	51	105
Pottery Wheel	4	24	28
Pug Mill	5	11	16
Mixer	0	0	0
Spray Booth	0	0	0

Number of sites in Warwickshire with Pottery Equipment is 50 and in Oxfordshire 36.

These figures are intended to be approximate and are for the guidance of tenderers only and do not constitute guaranteed numbers. It should be noted that some larger educational establishments have 2 sites.

The successful tenderer will be notified of the actual number of establishments within each respective area following the award of the contract.

The schedule of equipment provided is based on previous inspection report records and may be subject to change. Addition or reduction in equipment numbers / units can occur in each establishment. Additional equipment inspected should be charged on a pro rata basis. Any reduction in the number of the equipment inspection reports completed should reflect a corresponding reduction on a pro rata basis.

**Contract: Inspection & condition based maintenance of Pottery
Kilns and Associated Equipment**

PERIOD: 1st April 2009 - 31st March 2012

SPECIAL CONDITIONS OF CONTRACT

Definition of terms

Definitions

- 'The Council' means Warwickshire County Council and Oxfordshire County Council.
- 'The Contractor' means the person, firm or company to whom the Contract is awarded and to whom the Order is addressed.
- 'Services' means such works or services as are described in the specification and further identified in the Order.
- 'Order' means the official order placed by the Council with the Contractor for the supply of services.
- 'Authorised Officer' means the Council's representative duly authorised to act in the administration of the contract or his nominated deputy.

Special Conditions

1. Visits to inspect any Art / Pottery Departments in schools for the purpose of tendering can be arranged, if required, with the appropriate Head of establishment but no payment will be made for any such inspection by the educational establishment.
2. It shall be a requirement of this contract that invoices for inspections at Warwickshire Schools shall be sent to Warwickshire Education Services, Safety and Premises Section for payment and for Oxfordshire schools to Oxfordshire Shared Services, Health, Safety and Wellbeing Team.
3. Additional maintenance and / or repair visits may be arranged and purchased by the educational establishment concerned.
4. The annual inspection must be pre arranged and confirmed by an appointment letter / fax with the Manager / Headteacher or other appropriate person (e.g. Head of Appropriate Department or co-ordinator) of the educational establishment concerned.
5. The contractor must adhere to the establishment's health and safety arrangements.
6. At the start of the day of visit the contractor should meet with the Headteacher, Deputy, Head of Department or Co-ordinator or other responsible person to establish location of equipment and programme for the day
7. The visit should include a full inspection of all fixed Pottery Equipment and during the inspection all routine condition based maintenance should be carried out; as detailed in this Schedule of Requirements.

8. Inspection Reports / Paperwork

8.1 On the day of inspection

Any item of equipment that is not considered by the contractor to be adequate or of suitably authorised manufacture, or constructed to required safety standards, will be deemed as a "failure". The contractor should mark the equipment as 'failed inspection – do not use' (or words to that effect) on that item as appropriate e.g. stickers, hazard tape etc.

A written report of the inspection will be left with the establishment on the day (on contractors own paperwork), clearly noting the items individually (with serial numbers where appropriate), indicating location, outcome of inspection (Pass, pass with actions needed or fail) with brief details.

8.2 Within 10 working days

Following the visit the contractor will be required to submit to either: Warwickshire Education Services, Safety and Premises Section or Oxfordshire Shared Services, Health, Safety and Wellbeing Team, a word processed electronic copy of an inspection report summary (see appendix a) and electronic copy of the engineers report with machine inspection certificates where appropriate (hard or electronic copy) which was left with the establishment on the day of inspection.

The word processed copy of the inspection report summary will include each inspected equipment item listed individually, detailing the outcome of the inspection, prioritisation of outcomes and details of any repairs or replacements that are considered necessary before the next visit, together with any timescale where appropriate.

The inspection summary report form should list each inspected item individually (with serial numbers where appropriate), indicating location, outcome of inspection (Pass, pass with actions needed or fail) and details of any actions / repairs or replacements that are considered necessary before the next visit, together with any timescale where appropriate.

The contractor must prioritise on any repairs or replacements, making it clear if these are absolute legal requirements or just best practice, and making reference to the appropriate regulation number of the Electricity at Work Regulations, other regulations, HSE Guidance and/or the relevant British Standard as appropriate (Guidance notes on page 2). This must also be reflected in any quotations provided to the educational establishment.

9. At the end of the visit, the contractor should advise an appropriate member of school staff of the outcome of the inspection.
10. Following an inspection and condition based maintenance visit, if the inspection is found not to be of an adequate standard set by Warwickshire Education Services Safety and Premises Section or for Oxfordshire Shared Services, Health, Safety and

Wellbeing Team, the contractor will be required to make a return visit at no extra cost to the establishment or Council concerned.

11. Funds for the annual inspection are held by Warwickshire Education Services Safety and Premises Section and Oxfordshire Shared Services, Health, Safety and Wellbeing Team. Any work in addition to this should be the subject of the report and a separate quotation after the inspection report has been sent out for this work must be submitted to the Headteacher concerned, for which the school will pay separately if required.

In addition to the routine inspection visit and the return to carry out repair work quoted for, emergency calls may be received where unforeseen breakages or damage to equipment has occurred, to be paid for by the school concerned.

12. Without prejudice to the indemnities contained in the Conditions of Contract and for the avoidance of doubt the contractor agrees to indemnify the Council against all claims and liabilities for injury or damage to any person or thing arising out of or in the course of any negligent inspection or omission of the execution of the inspection howsoever the same may be caused.
13. All inspections, maintenance work (and any repair work – although not included in this contract) will be carried out by staff who are trained and competent in the relevant current BS / BS EN standards, regulations and general health and safety. Evidence of competence, including records of training in the relevant current BS / BS EN standards, process of inspection and repairs, must be available to Warwickshire and Oxfordshire County Councils.
14. The contractor shall insure against all claims for injury or damage arising from negligent inspection or omission and from faulty workmanship on his part to provide cover of not less than five million pounds (£5,000,000) in any one case and must produce the policy of insurance and/or premium renewal certification to the Director on demand at all reasonable times.
15. The contractor will be required to make quality control check visits to a minimum of 5% of inspections, to ensure that inspection and maintenance work complies with all the Special Conditions of Contract or Schedule of Requirements, relevant BS / BS EN Standards and general Health and Safety requirements in this respect. Copies of quality control check reports should be sent to Warwickshire and Oxfordshire County Councils respectively.

The contractor must provide to Warwickshire Education Services, Safety and Premises and Oxfordshire Shared Services, Health, Safety and Wellbeing Team a monthly schedule of their planned visits for inspection and maintenance to establishments, in order that accompanying monitoring (quality checks) visits may be made by Warwickshire and Oxfordshire County Council for our own quality checking purposes.

The educational establishments will be requested by Warwickshire and Oxfordshire County Councils as appropriate to complete a Contractor Performance Monitoring Form after each inspection, which will be returned to Warwickshire and Oxfordshire County Councils respectively.

16. The contractor MUST provide all necessary equipment, e.g. ladders, for the complete examination of the equipment and they MUST ensure that it is fit for purpose, suitable and sufficient for the required task and complies with all Health and Safety

requirements in this respect. Educational establishment's access equipment must not be used.

Ladders and general access equipment used should be tested and inspected and suitable for use, by trained and competent staff only.

17. The contractor will be expected to ensure that its staff are of a presentable appearance and dressed in appropriate work wear.
18. The contractor must ensure that all of their staff visiting educational settings are appropriately CRB checked through Warwickshire County Council (on behalf of Oxfordshire County Council). The CRB disclosure application will be administered through Warwickshire County Council for the cost of application and a small admin fee at the start of the contract period and must be in place before any visits take place. The contractor must ensure that any changes to staff visiting educational establishments are notified to Warwickshire & Oxfordshire County Councils before visiting educational establishments to ensure an appropriate CRB check is in place.
19. If the contractor fails to comply with any of the Special Conditions of Contract or Schedule of Requirements laid down in this contract or if any work carried out by the Contractor or his agent is, in the opinion of Warwickshire Education Services Safety and Premises Section or the Children, Young People & Families Health and Safety Officers or Oxfordshire Shared Services, Health, Safety and Wellbeing Team is unsatisfactory then in any such case Warwickshire County Council and Oxfordshire County Council reserve the right to terminate the contract forthwith.
20. The prices quoted in the "PROPOSAL DOCUMENT" shall remain firm for the period of the contract. Any application for price variation can be made only be made on an annual basis and be no more that the 1% above the cost of inflation. The application for price variation must be made at least 4 months before the operative date (1st April) and should be limited to one price increase per contract year. Such applications are to be made in writing to Warwickshire Education Services, Safety and Premises Section and Oxfordshire Shared Services, Health, Safety and Wellbeing Team.
21. Commercial rates should apply to educational establishments whose details are not supplied by Warwickshire or Oxfordshire County Councils respectively as part of this contract.

Date:

Signed:

Print Name:

Position:

CONTRACT: INSPECTION OF POTTERY KILN AND ASSOCIATED EQUIPMENT

PERIOD: 1ST APRIL 2009 TO 31ST MARCH 2012

SCHEDULE OF REQUIREMENTS

A. ALL SCHOOLS

The contractor will be required to visit each school at annual intervals to carry out a thorough inspection report on all items of equipment and carry out maintenance on the spot. This inspection must be carried out within a calendar year i.e. 365/6 days. The contractor should have their own monitoring method and must notify Warwickshire Education Services Safety and Premises Section or Oxfordshire Shared Services, Health, Safety and Wellbeing Team as appropriate if a visit within the year cannot be made due to access problems with the school.

The contractor needs to check that each piece of equipment inspected complies fully with all the current regulations, standards and code of practice governing its location, installation and use including but not limited to Provision and Use of Work Equipment Regulations, the Electricity at Work Regulations as well as the Health and Safety Executive's guidance on safe use of electric kilns in craft and education (Ceramics Information Sheet no. 3).

The schedule of requirements and standard of work applies to all schools as appropriate. The range of equipment in these schools may vary slightly, but the schedule attached, giving general points concerning equipment should be used as a guide.

Schedule of Requirements

Kilns

<u>Item</u>	<u>Feature</u>	<u>Schedule of Requirements</u>	<u>Standard required</u>
1	Electrical supply Electrical supply – locking switch	Check that electrical supply cabling is securely fixed and undamaged. Check that there is a functioning means of effecting electrical isolation of the kiln. Check changeover switch (if fitted). Check supply-lockable switch located outside cage/kiln room.	The insulation to supply cabling and its armour protection (where fitted) shall not be breached. Cable fixings should be secure to BS7671:2001 (as amended).
2	Testing connection	Test earth continuity for kiln structures. Test bonding continuity for kiln structures. Test insulation continuity for kiln structures.	The tests must comply with the requirements of the IIE Regulations.
3	Door/Lid Safety Interlock	Examine integrity and operation of the safety interlock fitted to the kiln door. Lubricate mechanism.	The supply of electricity to the kiln shall be automatically isolated by the act of opening the door.
4	Door/Lid Seal	Examine condition of door seal. *Hazard: Asbestos may be present.	Door seal shall not be damaged or worn to the extent of showing any frayed or loose fibres. If damaged immediately alert the establishment/setting, label the room/area and alert Health & Safety team.
5	Refractory materials	Examine refractory materials that make up the internal structure of the kiln. *Hazardous if damaged: refractory ceramic fibre (RCF), asbestos.	Refractory materials should not show any signs of significant deterioration – cracking of the main structure shall be a cause for failure of this test. If damaged immediately alert the establishment/setting, label the room/area and alert Health & Safety team.

Item	Feature	Schedule of Requirements	Standard required
6	Control Unit / Energy Regulator	<p>Check that all connections to and from the device are effective.</p> <p>Check that any mechanical functions operate smoothly.</p> <p>Check function of integral timer (if fitted)</p>	<p>Unit should meet the manufacturers' specification. Visual display functions shall be clearly understandable.</p>
7	<p>A) Pyrofuse</p> <p>or:</p> <p>B) Electronic Heat Fuse</p>	<p>Check the rating and condition of the fuse fitted</p> <p>Switch on the kiln with the energy controller set to a kiln temperature of about 110 °C and the electronic heat fuse to 100 °C.</p>	<p>The fuse fitted shall comply with the manufacturer's specification for the kiln and shall not show any visual signs of deterioration.</p> <p>The electrical supply to the heating elements must be interrupted at and above the set temperature.</p> <p>It is recommended that B) is the safest option.</p>
8	Timer Switchgear	Check function and accuracy of any timer switchgear (if separate from control unit)	Timer switchgear should display the time accurately and positively activate / de-activate power circuits at the set times.
9	Elements	Check that the electrical elements and their connections to the supply are free from damage or significant wear. Clean out element galleries.	Elements shall provide a continuous electrical circuit and shall not have been significantly damaged during the loading / unloading cycles. Connections to supply shall be sound to avoid the possibility of arcing.
10	Thermocouple sensor	Check that the probe end of the thermocouple is undamaged and compare the indicated temperature against that recorded by a test pyrometer, calibrated against a traceable standard (UKAS)	Heat the kiln to a temperature of about 100 °C. Value recorded by thermocouple should not vary by more than +/- 1% from the reading from the standard.

Item	Feature	Schedule of Requirements	Standard required
11	Temperature Control Unit / Kiinsitter Control	Check function and accuracy of the temperature control unit.	Temperature Control should display the temperature accurately and respond to desired temperature changes.
12	Guarding / Enclosure Enclosure gate	Check that guards / enclosures / cages to BS 5304 and PUWER 1998 are functional and can be secured to prevent access to the kiln by unauthorised persons. Check not self-locking/outward opening	Guards and / or doors to dedicated kiln rooms shall be fit for purpose. Locks shall be functional. Easy escape possible in an emergency.
13	Local Exhaust Ventilation Systems Forced/Dilution Ventilation e.g. Vent Axia Natural	Test in accordance with HS (G) 54 1998 and COSHH 2002. Test to assess adequacy	Air velocities measured should not show any reduction in design performance / the last test performance. Provide a record of any velocities measured. No fumes build-up
14	Check location	Check location suitability of kiln	Non-combustible flooring, distance from walls/ceiling. Clear (by 30cm) of: <ul style="list-style-type: none"> • Combustible materials • Walkways and routes • Emergency exit routes No unsafe structural aspects observed
15	Kiln corrosion/sharp edges	Check for corrosion/sharp edges	No unsafe structural aspects observed
16	Warning lights	Check when kiln is operated (no switch)	Lights work when kiln is operated
17	Notices	<ul style="list-style-type: none"> • Check Prohibition Notices re: storage • Safe operating procedures • Emergency shutdown procedures • Operators training certificates 	Notices are prominently displayed and adequate

Item	<u>Feature</u>	<u>Schedule of Requirements</u>	<u>Standard required</u>
18	Personal protective equipment	Check: <ul style="list-style-type: none"> • Gloves provided for thermal protection • Eye protection provided – fitted with filters 	Gloves provided to EN407 Eye protection to EN166 and filters to EN171
19	Extinguisher	Extinguisher present for use on electrical fires	Equivalent rating 12A/34B minimum fire extinguisher
20	Vacuum cleaner	Check that a vacuum cleaner is available for dust	Vacuum cleaner required – high level filter unit facility e.g. HEPA filter.

Associated Pottery Equipment Schedule of Requirements

1. Pottery Wheel

1. Check that electrical supply cabling and plug is securely fixed and undamaged
2. Lockable isolation switch is in a readily accessible position
3. Check isolator switch is non self-resetting type (test electrical circuits if applicable. Specifically check fuses, insulation and earthing)
4. Check stop/start buttons (knee or foot stop)
5. Check micro-switches
6. Check all drive cover guards
7. Lubricate and check all moving parts
8. Check table bearings
9. Adjust friction drive if necessary
10. Check all handles/knobs
11. Check for corrosion and sharp edges
12. Other checks (state)
13. Check insulation tested.
14. Retest

2. Pugmill

1. Check that electrical supply cabling and plug is securely fixed and undamaged
2. Check lockable isolation switch is in a readily accessible position
3. Check isolator switch is non self-resetting type and test electrical circuits if applicable. Specifically check fuses, insulation and earthing
4. Check stop/start buttons and emergency stops
5. Check micro-switches
6. Check key switch
7. Check all drive cover guards
8. Check drive coupling
9. Lubricate and check all moving parts and ensure they are fully guarded
10. Check all guards are in good condition
11. Check all handles/knobs
12. Check that pugmill is securely fitted
13. Check for body cracks and loose fittings
14. Other checks (state)
15. Retest

3. Mixers

1. Check that electrical supply cabling and connectors are undamaged
2. Check mixer (electrical test circuits if applicable, Specifically check fuses and earthing if applicable)
3. Check stop/start buttons
4. Check cover guard
5. Check no access to moving parts
6. Check rotating parts are adequately covered by a container or bucket
7. Other checks (state)
8. Retest

4. Spray Booths

1. Check that electrical supply cabling and plug is securely fixed and undamaged specifically. Check fuses, insulation and earthing
2. Check stop/start buttons
3. Check booth integrity
4. Check that booth is connected to the outside
5. Check flow rate of booth – LEV test
6. Check that spraying equipment and booth can be regularly washed

7. Check filters
8. Other checks (state)
9. Retest