

02/04/2020

Dear Customer

Re: Building Safety & Compliance

Thank you for your continued support during these unprecedented times.

We are writing to you as our valued customer with reference to your building's safety & compliance.

Every organisation has had to adapt and adjust to how they operate in the space of just a week or two. This often means many staff move to remote working whilst their building is partially or completely closed.

With the possibility of the Government asking for people to remain at home for an extended period, short term plans might not be suitable for an extended time frame.

To ensure your building remains safe & compliant we want to highlight several areas we would urge you to consider and check you have covered for in your planning.

One of the major issues to consider is water treatment. It is a necessity that the continuation of normal water hygiene and treatment works should be maintained in all building's and premises as set out within the ACOP L8. If access to premises is restricted or closed, reduced footfall will result in lower usage of the water systems. Considerations should be given to change the water hygiene & treatment regimes.

Flushing - With reduced water usage within your building it is essential that all Hot Water Services (HWS) and Cold-Water Services (CWS) outlets should be reviewed and incorporated onto your little-used outlet flushing plan/register.

Cold Water Storage Tanks (CWST) - All CWST should be turned over every 24 hours to prevent stagnation from occurring.

Hot Water Systems - If hot water is not required, then calorifiers and hot water heaters can be turned off, this will need to be managed in the same way as above with CWST.

Closed systems - BMS/manual valve exercising for these systems should be continued as usual to ensure circulation is occurring.

Gas Appliances - Boilers and other gas fire appliances still need to be inspected annually, and if this is currently due and your building is closed, we would advise you to get this booked in.

Chillers & AC Units - If you have server rooms at your site, keeping the cooling plant operational is vital, and we urge you to have a plan for this.

Auxiliary plant - Exercising HVAC plant and equipment such as pumps and valves should be considered to ensure the plant can return to service when required without delay of additional repair costs.

Your building also needs to be kept safe for any remaining staff or the emergency services, and we advise you to consider the following:

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Fire Alarm System - Maintaining life safety system is important to ensure your building insurance is not invalidated should a fire occur in your building which may be unoccupied.

Emergency Lights - The requirement under BS 5266-1:2016 for monthly testing and annual drain downs still need to be carried out.

Security Systems - Intruder alarms and CCTV need to remain operational, and for empty buildings, these are essential to keep criminals out.

Finally, as we all look to conserve funds, switching off plant and equipment is one way to do this. However, this needs to be done taking into consideration some of the points above. We are sure that many customers are already having the same thoughts as we look at the possibility of this pandemic continuing for an extended period.

We want to let you know we are here to support you in any way we can. This could be continuing planned maintenances, remedial works, mothball plant or site caretaker visits.

Please feel free to get in touch with us if you have any questions or concerns or if you would like our assistance or advise. We will happily talk by phone or video conferencing.

Please contact your regular service manager, operations manager or account manager or our Operations Director. Our details are listed below.

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Please stay safe, and let's make it through this together.

Yours sincerely



Paul Birdsall
Managing Director

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